

QLDC Council
17 December 2015
Report for Agenda Item: 10

Mayor's report

Purpose

To summarise the Mayor's activities since the date of the last report and to raise other items of democratic and general interest, including a summary of actions taken in response to the decisions made at previous Council meetings.

Recommendation

That the Council:

1. **Note** the report; and

Wanaka Sports Facility

2. **Agree** to designate the entire site of the Wanaka Sport Facility as a smoke-free area.

New Licence to Occupy for Wanaka Night Markets

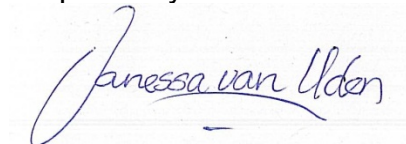
3. **Grant** a new licence to the Wanaka Farmers and Gardeners Market Inc over freehold land legally described as Lot 2 DP 25900 BLKS VIII XI-XII Wanaka Town, certificate of title OT17D/1199 known as Bullock Creek and legal road known as Ardmore Street subject to the following terms;
 - a. Term to be for a period of 3 years, with two further renewal terms of 3 years each by mutual agreement of both parties;
 - b. Rent pursuant to the Community Pricing Policy;
 - c. Rent reviewed every 3 years in accordance with the Community Pricing Policy;
 - d. Termination to be possible with 3 months' notice by Council;
 - e. Public Liability Insurance of \$2 million to be provided;
 - f. Operating health and safety plan to be received;
 - g. Applicant to ensure appropriate food and liquor licenses are held if required;
 - h. Public access to be maintained at all times. Adequate safety measures to be put in place to ensure public safety is maintained;
 - i. Market to sell domestically sourced handcrafted goods, with exclusion placed on the sale of manufactured or imported goods;
 - j. Reinstatement of the area to be completed within 2 hours of closing;
4. **Grant** Affected Party Approval under the Resource Management Act 1991 on behalf of QLDC for the proposed markets to Wanaka Farmers and Gardeners Market Inc over Lot 2 DP 25900 BLKS VIII XI-XII Wanaka Town;

5. **Delegate** authority to approve final terms and conditions and execution authority to the General Manager, Property and Infrastructure.

Adoption of Nohoanga Management Plans

6. **Agree** to adopt the Nohoanga Management Plans for Lake Hawea (adjacent to camping ground) and Timaru Creek.

Prepared by:



Vanessa van Uden
Mayor
3/12/2015

Mayor's Activities

The following is a summary of the principal functions and meetings attended by the Mayor over the period 27 November 2015 – 16 December 2015:

- Meeting with John Hogue, Ministry of Education
- Meeting with Queenstown Airport Corporation Chief Executive
- Attendance at Queenstown Airport Corporation Strategy & Master Planning Day
- Two Citizenship Ceremonies
- Meeting with New Zealand Film Commission
- Meeting with Australian High Commissioner, HE Mr Michael Potts
- Attendance at LGNZ Performance Programme presentation
- Attendance at Queenstown Alcohol Accord meeting
- Attendance at the final presentation of TacklingPovertyNZ, Parliament Buildings
- Attendance LGNZ Government & Strategy Advisory Group meeting
- Participation in Christmas Cracker Variety Show
- Destination Queenstown Board Meeting

Items from Wanaka Community Board meeting

The Wanaka Community Board meeting will take place on 16 December and timing has meant that the draft minutes cannot be included on the agenda for this meeting. The agenda indicates however, that there will be several recommendations from the Board for Council ratification, and in the interests of ensuring that these matters are able to be progressed without delay, a summary of these items is presented below.

These comments have been prepared on the basis of the report recommendations being approved, but any differences between those and the eventual resolutions will be notified at the Council meeting.

Designation of Wanaka Sports Facility site as smoke-free

WellSouth Primary Health Network has approached the Wanaka Community Board with a proposal for the Wanaka Sports Facility to be designated 'smoke-free' and the Board will consider this suggestion at its meeting on 16 December.

Under the Smoke-Free Environments Act 1990 the building itself will, by law, automatically be smoke-free. However, by designating the whole Wanaka Sports Facility site as smoke-free, the policy will be applicable to *all* areas of the facility, including the carpark and grounds.

There is no established legal process for designating a whole site as smoke-free so it is essentially a policy decision which the Council can make by resolution. As a policy rather than a legal requirement, enforcement will be limited to requesting that people smoking in the area either extinguish it or move off the site.

Designating the new Wanaka Sports Facility as smoke-free from the beginning will be a proactive move from Council, demonstrating leadership by promoting a smoke-free lifestyle as being both desirable and the norm in the region.

I am happy to support the Board's recommendation that *'the entire site of the Wanaka Sports Facility be designated smoke-free'*.

New Licence to Occupy for Wanaka Night Markets

The Wanaka Night Markets have been held every Thursday since June 2015 between 3pm and 7pm on the area beside Bullock Creek. It currently operates under a temporary reserve permit but an application has been made for a licence to occupy the area permanently. Food and crafts are offered for sale and as a way of addressing any adverse effects on the existing commercial ratepayers neighbouring the Bullock Creek area, a condition is proposed stipulating that no manufactured or imported goods may be sold, thereby creating a focus on hand crafted items. No power is supplied to any of the stalls and most market patrons arrive on foot, so parking requirements are low.

Under the current Community Pricing Policy this group qualifies for a zero rent rating under its licence

The Wanaka Community Board has recommended to Council that a licence to occupy be granted subject to several conditions and that the Council provide Affected Party Approval. The recommended conditions are very similar to those imposed on the Creative Queenstown market which operates on Earnslaw Park.

Nohoanga Management Plans

Ngāi Tahu has contacted Council with two of its management plans in Hawea: Timaru Creek and a site adjacent to the camping ground [see attached aerial photograph]. Council does not have control over the areas specified but Ngāi Tahu has asked Council to review the management plans to confirm that the plans comply with relevant legislation, bylaws and water management systems.

The management plans provide the ability for non-certified self-contained accommodation (e.g. tents). They also provide for the ability to stay at the specified sites for up to one month. Council's Freedom Camping Bylaw permits freedom

camping in specified areas, but this must be in certified self-contained vehicles only and for a maximum of two consecutive nights.

The management plans are therefore inconsistent with the requirements of the Freedom Camping Bylaw, however the areas specified in the management plans are not controlled by Council and therefore compliance with the Bylaw cannot be required. It is recommended that Ngāi Tahu be formally notified of this inconsistency.

In addition, staff have recommended that a definition of sewage and grey water should also be included in the management plans.

The full plans can be reviewed on the Council's website under the Wanaka Community Board agenda for the meeting on 16 December.

The plans were considered by the Wanaka Community Board at its meeting on 16 December and it is recommended to Council that they be adopted.

Portfolio Leader reports

Operations (From Portfolio Leader, Councillor Gazzard)

- Turf repair and rejuvenation work is in progress on Earnslaw Park, St Omer Park and the Queenstown Recreation Reserve.
- Wanaka Pool design work is complete and rates for construction are being considered with Cook Brothers Construction whose tender submission is due on 11 December. A \$500,000 grant toward the pool has been received from the Community Trust of Otago.
- Work is underway on assessing levels of service for parks maintenance across the district.
- The draft Wanaka Foreshore Management Plan has been completed. Ideas for development of Roys Bay are under consideration.
- Shotover Country School sports hall is progressing and will be available for use in April 2016.

Planning and Development (from Portfolio Leader, Councillor Gilmour)

Activities over November/December:

- Further Special Housing Area discussions, development and work on individual proponents' projects and possible Council zonings.
- Discussions with Remarkables Park
- Second Catalyst/Council "ideas session" on affordable housing
- Discussions and scoping of urban design guidelines

Infrastructure (from Portfolio Leader, Councillor Cocks)**Capital Works**

1. Roundabout State Highway and 350m of EAR: Completion mid-December before Christmas. Work at Hardware Place will be done after Christmas.
2. Hawea Water supply, new bore and UV treatment: Commissioning is underway.
3. Beacon Point Road/Mt Aspiring Road: Design awarded to MWH.
4. Brownston Street Parking: Receiving quotes for chain fence; work scheduled for beginning of next year.
5. Plantation Road reservoir pipe work upgrade is complete. A quotation has been received from Veolia to upgrade and reconfigure pipe work between the Reservoir and Link Way booster and is being reviewed along with their programme and timing for the start of the work.
6. Ardmore Street water and wastewater main upgrade: Project is on hold due to budget constraints.
7. New Sewer line along Aubrey Road (East): Project is complete.
8. Reseal contract awarded to Downer.
9. Eastern Access Road Trunk Infrastructure design project: Preliminary design and design philosophy statement received from MWH. Workshop to review report is scheduled for early December 2015.
10. Veolia has finished sewer main pipe cracking work on Melbourne to Hobart Street and has now commenced on Stanley, Henry and Hallenstein Streets.
11. Lake Hayes Estate water supply falling main renewal work is underway with completion due before Christmas.
12. Mount Aspiring Booster pump station upgrade and Wanaka Yacht Club bore injection: Design work is underway.
13. Andrews Road design work is finished. A meeting with the community is planned before Christmas to receive feedback.
14. Wanaka wastewater renewals work is scheduled to start early 2016.

Other Projects

1. Queenstown Town Centre Transport Strategy: Report to Council meeting in December 2015.
2. Cardrona wastewater: Reticulation design work is underway.

3. AMPs: AMP documentation update/refresh is continuing. Population Projection data has been received and is in draft pending Finance team's acceptance. ISO 55000 presentation is being prepared for January Council workshops.
4. TechOne: TechOne has identified the cause of outstanding issues with the contracts module and we are working with IT to resolve.
5. Queenstown Wastewater flow survey: Queenstown wastewater model is currently being re-built and undergoing calibrations. Dry weather flow calibration is to be completed before Christmas and presented to the Infrastructure team. Wanaka wastewater model build and calibration is to take place in the new year after facilities verification is undertaken. Timing will be affected by the fact that Mark Baker, who was working for Rationale and undertaking the model build and calibration, will be starting with QLDC in January as Emily Murphy's replacement.
6. Water Supply pressure and flow survey: Water field survey contractor has been confirmed (Detection Services from Alexandra) and we will be finalising the locations for pressure sensors this week. Pressure sensors are to be installed December 14-18. Field survey will continue through to the week commencing 11 January 2016. Water models to be built and calibrated in the new year.
7. The ILM session was held on the Waste Minimisation Strategy review and problem statements will be finalised after receiving feedback from all the stakeholders in January 2016.
8. The engineering team is currently working on various requests for infrastructure input from developers consultants and planners e.g. Henley Downs, Arrowtown retirement village, Northlake etc.
9. Glenorchy wastewater scheme: Review of the preliminary design is underway and a meeting with the community is scheduled to take place before Christmas.

Recent Meetings

Property Subcommittee draft minutes (26 November 2015)

- 1 Road Naming Application – Grandview Developments Limited, Off Orchard Road, Lot 21 DP 309977, Wanaka
- 2 Licence to Occupy Road Reserve – Frozen Assets Limited (Queenstown Ice Bar)
- 3 Affected Party Approval – Remarkables Park Limited & Queenstown Trails Trust – Repairs to the Queenstown Trail
- 4 Request to Form New Trail – Rotary Club*

*Recommendation to Council but is the subject of a separate report on this agenda.

Attachments

- A Aerial photograph of site beside Hawea Camping Ground covered by Nohoanga Management Plan

- B Property Subcommittee draft minutes (26 November 2015)
- C Action list from previous Council meetings

LAKE HAWEA – NOHOANGA 3 [ADJACENT TO CAMP GROUND] NOHOANGA (approximate site area shown by orange line)



**Property Subcommittee
26 November 2015**

Minutes of a meeting of the Property Subcommittee held on Thursday 26 November 2015 in the Council Chambers, Civic Centre, 10 Gorge Road, Queenstown commencing at 11.00am.

Present

Mayor van Uden, Councillors Aoake, MacLeod and Stammers-Smith

In Attendance

Ms Vanessa Rees-Francis (Property Information Officer), Aaron Burt (Parks and Reserves Planner), Stephen Quin (Parks Planning Manager), Mr Blake Hoger and Ms Averil Kingsbury (APL Property Ltd), and Ms Shelley Dawson (Senior Governance Advisor)

Apologies

There were no apologies.

Declaration of Conflicts of Interest

There were no conflicts noted.

Resolution to Exclude the Public

On the motion of Councillors Aoake and MacLeod it was resolved that the public be excluded from all items of the Property Subcommittee meeting:

The general subject of the matters to be discussed while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(a) of the Local Government Information and Meetings Act 1987 for the passing of this resolution is as follows:

<i>General subject to be considered.</i>	<i>Reason for passing this resolution.</i>	<i>Grounds under Section 7 for the passing of this resolution.</i>

All Items	<p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to:</i></p> <p><i>i) enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i></p>	Section 7 (2)(i)
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This resolution was made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

The meeting moved into public excluded at 11.01am.

Confirmation of Minutes

On the motion of Councillor Stammers-Smith and Mayor van Uden it was resolved that the minutes of the Property Subcommittee meeting held on 22 October 2015 be confirmed as a true and correct record.

Councillor MacLeod abstained.

On the motion of Councillor Aoake and Mayor van Uden it was resolved that the minutes of the Property Subcommittee meeting held on 17 November 2015 be confirmed as a true and correct record.

Councillor MacLeod abstained.

Matters Lying on the Table

Licence to Occupy Road Reserve – Mipad Holdings Limited, 4 Henry Street Development

Road Naming Application – Grandview Developments Limited, Off Orchard Road, Lot 21 DP 309977, Wanaka was uplifted from the table to be considered as item 1.

Confirmation of Agenda

The agenda was confirmed without addition or alteration.

1. Road Naming Application – Grandview Developments Limited, Off Orchard Road, Lot 21 DP 309977, Wanaka (PSC 15/11B/01)

Consideration was given to a road naming application to name two roads (one existing and one under construction) located within Lot 21 DP 309977, Wanaka. This item was left lying on the table at the 17 November meeting pending input from the Chair of the Wanaka Community Board in regards to the name choices.

Attachment C noted that the Wanaka Community Board recommended Road one be Spring Blossom Drive/Street and road two be Parkview Drive/Street. It was agreed to name road one Spring Blossom Drive. It was clarified that road two was a short enclosed roadway that may be extended in the future. If it was extended “Way” of “Drive” may become a strange name choice. It was agreed to name road two Parkview Street as this was more generic.

On the motion of Mayor van Uden and Councillor MacLeod it was resolved that the Property Subcommittee:

- 1. Note the contents of this report and in particular;**
- 2. Approve the application to name Road One as Spring Blossom Drive.**
- 3. Approve the application to name Road Two as Parkview Street.**
- 4. Authorise this report and resolution to be made available to the public as part of the next Mayor’s report to Council.**

2. Licence to Occupy Road Reserve – Frozen Assets Limited (Queenstown Ice Bar) (PSC 15/11B/02)

Consideration was given to a licence to occupy application to enable the current proprietors of Queenstown Ice Bar to keep their refrigeration plant on Council Land (Church Street Car Park). The previous licence had expired as it was unable to be assigned when the business was acquired by Frozen Assets Limited.

Councillor Aoake thanked the report writers for the information around the proposed increase in the rental fee due to a market rate.

On the motion of Councillors Stammers-Smith and Aoake it was resolved that the Property Subcommittee:

- 1. Note the contents of this report and in particular;**
- 2. Approve a Licence to Occupy for part of the Church Street Car Park, Lot 1 DP 27486, to keep refrigeration plant for the Queenstown Ice Bar, subject to the following terms and conditions;**

- a. The licence be for a term of three (3) years and include two (2) renewal terms of three (3) years.
 - b. That the licence be subject to termination with sixty (60) days' notice should Council require the use of the licence area.
 - c. A Licence Fee of \$800.00 plus GST per annum be payable on the first term per annum and be subject to review on each renewal.
 - d. The licence be assignable, subject to QLDC's approval which will not be unreasonably withheld, for the same purpose only, in the event the Queenstown Ice Bar is sold during the period of the licence.
3. Authorise this report and resolution to be made available to the public as part of the next Mayor's report to Council.

3. Affected Party Approval – Remarkables Park Limited & Queenstown Trails Trust – Repairs to the Queenstown Trail (PSC 15/11B/03)

Consideration was given to an Affected Party Approval application for the construction of a retaining structure on an area of unformed legal road between Lots 5 & 6 Deposited Plan 475347, Queenstown and the bank of the Kawarau River. This was for the purpose of repairing an existing slip which had forced the closure of part of the lower track of the Queenstown Trail and continued erosion of the river bank.

It was clarified that Remarkables Park Limited would be responsible for any maintenance, major repairs and ongoing work required on the track for the next 15 years.

On the motion of Mayor van Uden and Councillor Aoake it was resolved that the Property Subcommittee:

1. Note the contents of this report and in particular;
2. Execute affected party approval allowing for the construction of a retaining structure, on an area of unformed legal road between Lots 5 & 6 Deposited Plan 475347, Queenstown and the bank of the Kawarau River.
3. Authorise this report and recommendation to be made available to the public as part of the next Mayor's report to Council.

4. Request to Form New Trail - Rotary Club (PSC 15/11B/04)

Consideration was given to a report that discussed granting permission to the Rotary Club to form a new walking and cycling track on unformed legal road. Rotary sought to develop a walking trail along the Shotover River, running alongside Tucker Beach Road, which would link up to the Lower Shotover Bridge. They had agreed to undertake maintenance of the track for 3 years from its opening after which they proposed that it would become Council's responsibility.

Councillors Aoake and MacLeod commented that they had visited the site with APL officers and Councillor MacLeod noted he had concerns about safety on the track near the bluffs. Officers commented that the area would need to be fenced and that the geotech report showed that there should not be major issues there in the future. It was noted that paragraph 11 suggested the trail be constructed to grade two while recommendation 2d. stated it be grade three. APL officers clarified that it should be grade three in the report and recommendation.

Councillor Stammers-Smith commented that the reference to the QLDC Trails and Tracks Standards and Specifications should be replaced with the NZ Cycleways standards. He raised concerns that complying to the QLDC standards would double the cost to the applicant. There was discussion that the increased cost of compliance meant a better grade of track that would last longer and it was noted that Rotary were happy to comply with the standards.

The Mayor commended Rotary on their initiative but noted that Council had given advice to the Queenstown Trails Trust that for a period of time the Council was looking to consolidate maintenance of the existing track network rather than taking on new tracks. On that basis, she did not support the application. It was clarified that condition (vii) in recommendation 2f. should read condition (g). The Mayor suggested that both parties be very clear on the definition of what major repairs (recommendation 2g.) were to eliminate any discussion when repairs were required. APL officers noted that Rotary were not supportive of this condition as they were a small community group.

On the motion of Councillors Aoake and MacLeod it was resolved that the Property Subcommittee:

- 1. Note the contents of this report and in particular;**
- 2. Recommend to Council to grant permission to the Rotary Club to form a new walking and cycling trail on unformed legal road legally described as Block II Shotover Survey District, Fee Simple land legally described as Pt Sec 1 SO 23650 Secs 4-5 SO 302193 and Wildlife Management Reserve legally described as Section 92 Block II Shotover SD, subject to the below conditions:**
 - a. Materials to be on site only once construction has begun;**

- b. Rotary Club to ensure that all neighbouring properties are openly consulted, with the intention to identify any concerns and mitigate as appropriate;
 - c. Detailed engineers designs of track formation to be received and approved by the General Manager, Property and Infrastructure.
 - d. Track to be formed to a Grade 3 Standard, as per QLDC Trails and Tracks Standards and Specifications;
 - e. Rotary Club are required to obtain at their own costs all design, resource and building consents to form the trail, and will be responsible for all costs to form the trail;
 - f. Rotary Club to bear all maintenance costs for the first three years, after which all responsibility is transferred to Council, aside from condition (g) below.
 - g. Rotary Club are responsible for any major repairs or reinstatement of the trail for a period of 15 years following its completion.
 - h. That approval is granted from the Department of Conservation for building the part of the trail within its land.
- 3. Recommend to Council to delegate approval of final terms and conditions to General Manager, Property and Infrastructure;
 - 4. Authorise this report and resolution to be made available to the public as part of the next Mayor's report to Council.

Councillor Stammers-Smith abstained.

Mayor van Uden voted against the motion

On the motion of Councillor Stammers-Smith and Mayor van Uden it was resolved that the Property Subcommittee move out of public excluded.

The meeting moved out of public excluded and concluded at 11.23am.

Confirmed as a true and correct record:

Chair

Date

Summary of actions from 26 November 2015 Council meeting

Agenda item	Actions	Responsibility of:	Description of action taken
1. Special Housing Areas Expression of Interest: Arthurs Point and Onslow Road	a) Finalise and execute Deed of Agreement. b) Forward recommendation to the Minister of Building and Housing.	Planning and Development	Partially complete Attempting to arrange meetings with proponents prior to Christmas with a view to executing Deeds of Agreement, and referring the SHAs to the Minister before Christmas. At the time of writing, the developers have been unresponsive.
2. Special Housing Area Expression of Interest: Shotover Country	a) Finalise and execute Deed of Agreement. b) Forward recommendation to the Minister of Building and Housing.	Planning and Development	Partially complete: Final checking of the Deed is underway and anticipated to be executed prior to 14 December. Brief to be formulated for a third party (possibly Tonkin & Taylor) to undertake a peer review of ORC advice and previous technical reports. Report to be presented at further Council meeting in the new year (earliest February) for consideration.
3. Special Housing Area Expression of Interest: Arrowtown Retirement Village	a) Commence negotiations to ensure consistency with Lead Policy b) Direct developer to conduct further infrastructural assessments c) Prepare further reports for Council once earlier steps are complete.	Planning and Development	
4. Application for a Licence over the Frankton Foreshore by Kawarau Jet	a) Prepare licence document. b) Exercise Minister of Conservation's consent.	Infrastructure and Property	Complete Instructions issued to Lane Neave to prepare licence.
5. Chorus NZ – Easement over Reserve Land	a) Finalise terms and conditions and prepare easement documentation. b) Undertake negotiations on waiver of fees and cost of Wi-Fi installation at Wanaka Sports Facility. c) Exercise Minister of Conservation's consent.	Infrastructure and Property	Partially complete Chorus has been informed that the easement has been approved. Awaiting easement documentation from Chorus. Awaiting additional details from Councillor MacLeod in relation to the Wi-Fi at Wanaka Sports facility in order to facilitate negotiations around fees.
6. Stopping and Sale of Road Reserve – Glenda Drive	a) Initiate statutory procedures to stop road. b) Dispose of stopped portion of road for approved amount.	Infrastructure and Property	Partially complete: a) Applicant has been advised of the Council's decision. Public notification processes are being undertaken. b) No action possible until actions under (a) are complete.
7. Capital Budget Re- Forecast, First Quarter	a) Make final changes to infrastructure capex reforecast schedule. b) Load changes into project budgets.	Infrastructure and Property	
8. Frankton Parking	a) Implement parking changes. b) Undertake publicity/education about parking changes.	Infrastructure and Property	Complete Implementation is now underway – a

Agenda item	Actions	Responsibility of:	Description of action taken
			signage plan is being developed and signs ordered, with target of installation happening before Christmas.
9. Wanaka Parking Changes	a) Implement parking changes. b) Undertake publicity/education about parking changes.	Infrastructure and Property	Complete Same as (8) above.
10.Hawea Unformed Legal Roads	Finalise agreements with Clutha Fisheries Trust, Upper Clutha Tracks Trust and Devon Dairy Farm.	Infrastructure and Property	Partially complete The agreement and the easements authorised by Council have been drafted. Work is now progressing on finalising survey, and obtaining resource consent. Legal work on vesting/stopping of roads will start upon completion of survey.
11.Review of the Queenstown Lakes District Council Food Safety Grading Bylaw 2011	a) Undertake consultation. b) Arrange and hold hearing of submissions. c) Present report of recommendation to February 2016 Council meeting.	Finance and Regulatory	Partially complete (work in progress) a) Consultation commenced on 30 November and will close on 14 December. b) A hearing is scheduled for 19 January 2016. c) To be actioned following completion of consultation process.
12.Water Supply Bylaw 2015	Finalise text of bylaw and publish/disseminate.	Finance and Regulatory	Complete Bylaw publicly notified as being operative from 1 December 2015. Bylaw published on Council website.
13.Queenstown Central Business District Litter Collection	Present information in preparation of 2016/17 Annual Plan options for extended litter collection and refuse management in the Queenstown CBD.	Finance and Regulatory	Incomplete To be actioned as part of preparation of 2016/17 Annual Plan.
14.Dog Control Policy and Practices Report 2014-2015	a) Disseminate and publish report in accordance with statutory requirements. b) Consider options for educating/informing the public about on/off leash dog walking areas.	Finance and Regulatory	Complete a) Report published on Council website and forwarded to Secretary for Local Government. Partially complete b) Consideration to be given to developing a phone app for on/off leash areas.
15.Making Plan Change 45 – Northlake, operative	Complete statutory procedures to make plan change operative.	Planning and Development	Complete: Public notice given on 9 December that plan change will become operative on 17 December 2015.
16.Plan Change 51 – Peninsula Bay North	a) Process plan change in accordance with statutory requirements. b) Liaise with elected members to determine wish to lodge a corporate submission and prepare necessary documentation for December Council meeting.	Planning and Development	Partially complete: Public notice given on 9 December that plan change accepted and inviting public submission. Submission period is 9 December 2015 – 28 January 2016.
17.Mayor's Report	a) Consider further the charging regime in place for commercial use of Queenstown Trails network.	a) Corporate Services	Complete: a) Report on December 2015 Council

Agenda item	Actions	Responsibility of:	Description of action taken
	b) Make application to Central Lakes Trust for new defibrillator for Queenstown Events Centre. c) Sign the Local Government Leaders Climate Change Declaration. d) Exercise Minister of Conservation's consent for renewal of reserve licence for Liquid Expeditions Ltd.	b) QEC c) EA to Mayor d) Infrastructure and Property	agenda re Queenstown Trail Commercial Cycle Guiding Review and Relicensing. b) Funding application has been made. c) Mayor's signature has been added to official documentation. d) Licence renewal is complete.
18.CE's Report	Provide financial reports with future reports.	CE Office	Partially complete (work in progress) Finance Department notified of Council reporting deadlines.
19. Appointment of Commissioners for the Hearings Panel on Stage 1 of the District Plan Review under the Resource Management Act 1991	[REDACTED]	Planning and Development	[REDACTED]

Summary of incomplete actions from earlier Council meetings

COUNCIL ACTIONS: ORDINARY MEETING OF 29 OCTOBER 2015

Agenda item	Actions	Responsibility of:	Description of action taken
2. Naming of Eastern Access Road	Prepare another report for a future meeting.	Infrastructure and Property	Complete: A new report will be presented to February 2016 Council meeting and is included on the corporate map.
6. Extension of area serviced by Lake Hayes Water Scheme	b) Develop a set of criteria for approval of extensions to water schemes	Infrastructure and Property	Incomplete: b) Work has commenced on this project but a timeframe for completion is currently unknown.
7. Withdraw of part of Plan Change 50 area from Proposed District Plan	Complete statutory procedures for withdrawal of part of Proposed District Plan.	Planning and Development	Complete: Notice of withdrawal was publicly notified on 25 November 2015.
8. Aurora Energy Limited – Easement over Reserve Land	1. Exercise Minister of Conservation's consent 2. Advise Aurora Energy of approval.	Infrastructure and Property	Complete: Easement agreement has been signed.
9. Mayor's Report	c) Request for explanation of the disparity between employment figures published in different Queenstown Convention Centre reports.	Corporate Services	No update available.
11. Coronet Forest Management Options	[REDACTED]	Infrastructure and Property/ Corporate Services	[REDACTED]
13. Plan Change 49 Earthworks – Appeal Matters	[REDACTED]	Planning and Development	[REDACTED]

Agenda item	Actions	Responsibility of:	Description of action taken
14. Purchase of land for Eastern Access Road		Infrastructure and Property	

COUNCIL ACTIONS: ORDINARY MEETING OF 24 SEPTEMBER 2015

Agenda item	Actions	Responsibility of:	Description of action taken
5. Proposal to Vest Reserve Land – Contact Energy Ltd	Complete statutory procedures for vesting of land as local purpose (gravel) reserve	Parks	Incomplete
6. Arrowtown Community Preschool - new lease	Prepare and issue new lease.	APL Property	Partially complete: December update Lease documents are with the lessee for signing.
7. Queenstown Golf Club - new lease	Prepare and issue new lease.	APL Property	Partially complete: Lease documents are with the lessee for signing.
8. Proposed road legalisation at Stalker Road	Complete statutory procedures for land acquisition and road stopping.	APL Property	Partially complete: Awaiting completion of survey plans. December update: No change from the above.

COUNCIL ACTIONS: ORDINARY MEETING OF 27 AUGUST 2015

Agenda item	Actions	Responsibility of:	Description of action taken
8. Notification of intention to prepare a Reserve Management Plan for the Wanaka Recreational Reserve	Complete notification procedures.	Infrastructure (Parks)	Partially complete (work in progress) December update: A reserve management plan is currently being drafted that incorporates feedback from earlier public consultation. The draft plan will be brought to the Wanaka Community Board early in the new year to seek approval for it to be publicly notified to receive submissions.
9. Wanaka Watersports Facility – Proposed New Ground lease	Prepare lease documents.	Infrastructure (APL)	Partially complete December update: Lease preparation has commenced but is on hold pending the outcome of the resource consent process. It is expected that it may take until later in 2016 for the resource consent to be issued. Resource consent application was lodged in August and submissions closed on 10 December.

Agenda item	Actions	Responsibility of:	Description of action taken
10. Proposal to vest reserve land at a Lake Edge Limited Subdivision on Peninsula Road	Complete vesting procedures.	Parks Manager	Partially complete December update: Work has begun on creating the new park. The park will be vested after 224c consents are obtained for the land development, which will occur after the work is complete.
12. Skyline Enterprises – Renewal and Variation of Lease	Arrange for renewal of lease.	Infrastructure (APL)	Complete: December update: Report at December Council meeting to address variation of use and new activities.
14. Easement, 21 Arrowtown Lake Hayes Road	Progress easement with applicant.	Infrastructure (APL)	Complete: December update: Easement is now complete.
18. Mayor's Report	Upper Clutha A&P Society – New Lease: Prepare lease in accordance with Council directions	Infrastructure (APL)	Partially complete: December update: Lease is with lessee for signing.

COUNCIL ACTIONS: ORDINARY MEETING OF 30 JULY 2015

Agenda item	Actions	Responsibility of:	Description of action taken
5. Proposal to Vest Reserve Land at Kirimoko Crescent	Complete statutory procedures for reserve vesting.	Parks Manager	Partially complete: Vesting is reliant on resource consents been granted and they have not yet been lodged. December update: No change from the above.
6. Proposal to Vest Reserve Land – Shotover Country Stage 1F	Complete statutory procedures for reserve vesting.	Parks Manager	Partially complete: Vesting is reliant on resource consents been granted and they have not yet been lodged. December update: No change from the above.

COUNCIL ACTIONS: ORDINARY MEETING OF 30 JUNE 2015

Agenda item	Actions	Responsibility of:	Description of action taken
7. Glenorchy Community Sewerage Scheme	a) Undertake further evaluation of STEP option before confirming that best option is a hybrid gravity/pressure sewer system reticulation combined with a package treatment plant and land application area located at the Peninsula Site. b) Undertake further actions as detailed in resolution once preferred option has been confirmed.	Infrastructure	Partially complete (work in progress): An update is contained in the CE's report. NOTE: This item will from now on be updated only in the CE's report.
8. Cardrona Wastewater Treatment Plant	Progress actions to achieve interim solution and develop full business case for community consultation.	Infrastructure	Partially complete (work in progress): An update is contained in the CE's report. NOTE: This item will from now on be

Agenda item	Actions	Responsibility of:	Description of action taken
			updated only in the CE's report.
10. Local Alcohol Policy – additional research	Convene working party for further investigations.	Finance and Regulatory	Partially complete (work in progress): The Council-formed group consisting of the Mayor, Councillors Aoake and Lawton, police, medical officer of health, and four licensees (from Wanaka and Queenstown), has met several times to discuss the views and counter-views on alcohol-related harm in our community and decisions from the Alcohol Regulatory Licensing Authority regarding LAPs. A meeting scheduled in late November had to be cancelled and the time of year means that it is not practical for licensees to meet pre-Christmas. A meeting is planned for early 2016.
19. CEO's Report: Councillors' 'Disclosure of Pecuniary and Other Specified Interests	Further consider options for Councillor disclosure to address privacy concerns expressed.	Corporate Services	Partially complete: The conflicts register has been updated following completion of forms by elected members, and forwarded to the chair of the Audit and Risk Committee.

COUNCIL ACTIONS: ORDINARY MEETING OF 3 JUNE 2015

Agenda item	Actions	Responsibility of:	Description of action taken
2. Adoption of new Code of Conduct and Appointment of New Conduct Committee;	Appointment of Conduct Committee members	Corporate Services	Partially complete: No suitable candidates were identified through the EOI process to refer to the Audit and Risk Committee. Further options for recruitment will be discussed at the next Committee meeting which is scheduled for 15 February 2016.
12. Wanaka Office Upgrade Project	[REDACTED]	Corporate Services	[REDACTED]

COUNCIL ACTIONS: ORDINARY MEETING OF 30 APRIL 2015

Agenda item	Actions	Responsibility of:	Description of action taken
14. Chief Executive's report	Mead Road: Take actions to acquire Mead Road under Public Works Act.	b) CE Office	<p>Partially complete: Meredith Connell has formally communicated with Hunter Valley Station's legal advisor that the Council wishes to regularise Mead Road's legal status by acquisition under the Public Works Act. September update: Valuation being sought so that action under PWA can proceed. October Update: Hunter Valley Station has advised that Mead Road will be open for public use after lambing until Easter 2016. Negotiations continue to secure long-term public access. December update: Matters are progressing favourably but cannot be reported publicly at this time owing to legal ramifications.</p>

COUNCIL ACTIONS: ORDINARY MEETING OF 24 MARCH 2015

Agenda item	Actions	Responsibility of:	Description of action taken
9. Draft Glenorchy Airstrip Reserve Management Plan	3. In liaison with governance arrange hearing and report of final plan to Council.	Operations	<p>Partially complete: 3. Hearing has been scheduled to take place on 23 February 2016 in Glenorchy.</p>
10. Proposed Glenorchy Local Purpose Reserve land exchange	Complete statutory procedures.	Parks Manager	<p>Partially complete: Land exchange cannot occur until the applicant has secured resource consent. Consent is currently in the appeal period which will finish at the end of June. Once the resource consent is received the land exchange will be undertaken. September update: Applicant only wishes to exercise the land exchange when resource consent is granted. Consent is currently under appeal in Environment Court. December update: No change from the above.</p>
12. Reclassify Reserve and Grant a New Ground Lease – Riverbank Road, Wanaka	Issue lease.	Operations	<p>Partially complete: Reclassification of reserve will be gazetted and proposed lessee has been asked to start working on the resource consent application. December update: No change from the above.</p>

COUNCIL ACTIONS: ORDINARY MEETING OF 26 FEBRUARY 2015

Agenda item	Actions	Responsibility of:	Description of action taken
7. Strategy for the Procurement of Transport Infrastructure	b) Basis for tiered pre-qualification system to be presented to Council. c) Procurement policy to be brought to Council for review.	Infrastructure	Partially complete: b) Staff are undertaking research on prequalification issues and are preparing a timeline for delivering this project. c) Project has been transferred to CE office and will be presented to Council as part of broader corporate procurement policy review. December update: No change from the above.
12. Mayor's Report (recommendation from PSC 12 February 2015)	Complete statutory procedures for right-of-way easement at 57 Arrowtown-Lake Hayes Road.	Infrastructure and Property	Partially complete: b) The applicant is still considering how to proceed as the approved terms are slightly different from those requested. If the item is to be progressed further, it will need to go to full Council for sign-off of the ministerial consent. December update: Applicant is still considering whether to proceed.

COUNCIL ACTIONS: ORDINARY MEETING OF 18 DECEMBER 2014

Agenda item	Actions	Responsibility of:	Description of action taken
24 Frankton Marina	[REDACTED]	Legal and Regulatory	[REDACTED]

COUNCIL ACTIONS: ORDINARY MEETING OF 27 NOVEMBER 2014

Agenda item	Actions	Responsibility of:	Description of action taken
20. Expiry of cabin licences at Lakeview	[REDACTED]	CE Office	[REDACTED]

COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 6 MARCH 2014

Agenda item	Resolution	Responsible Officer/s	Description of action taken
3. Coastguard Queenstown New Facility – Funding Request	Approval of \$50,000 interest free loan.	Operations	Incomplete December update Coastguard Queenstown intend to make submission to 16/17 AP for loan to be amended to grant.