

Summary of actions from 27 August 2015 Council meeting

Agenda item	Actions	Responsibility of:	Description of action taken
Public Forum	Raise RFSs for concerns raised by Evan Jenkins in Public Forum	EA to Mayor	Partially complete: RFS requests made on 1 September 2015.
1. Council office accommodation	1. Conclude negotiations for immediate accommodation space requirement for the next 2-5 years in the Queenstown CBD; 2. Report to November Council meeting re office and library accommodation options.	Chief Executive	Partially complete: Work has commenced and will be presented to November Council meeting.
2. Queenstown Convention Centre Project and Lakeview Development	a) Circulate previous information about economic indicators to elected members. b) Make application to external funding agencies.	CE Office	a) Complete: Economic indicators have been circulated to elected members. b) Partially complete: Awaiting trust funding responses before making a formal request to central government.
4. Budget Carry Forwards for 2015/16	Arrange for budget carry-forwards to be loaded into system.	Finance	Complete The project budgets for 2015/16 have been adjusted for the approved carry-forward amounts.
5. QLDC Water Meter Policy	Make final amendments to policy and implement provisions.	Infrastructure	Complete Amendments made to draft policy. Final version of policy loaded onto QLDC website and linked to QLDC Land Development and Subdivision Code of Practice. A link to both documents has been sent to all developers in the district. Meetings have taken place with relevant Infrastructure and Building Control staff to discuss how to implement internally (especially with regard to resource consents).
6. Review of Water Supply Bylaw	Make final amendments to draft bylaw and proceed with statutory consultation requirements.	Legal and Regulatory	Complete: (work in progress) Amendments to draft completed. Public notification of draft bylaw calling for submissions has taken place with submissions closing on 29 September 2015. Discussions have taken place with governance to make hearing arrangements.
7. Notification of Draft Queenstown Bay Foreshore Reserve Management Plan	Publicly notify draft plan seeking submissions	Infrastructure (Parks)	Complete (work in progress) Public notification calling for submissions has occurred. The closing date for submissions is 13 November 2015.
8. Notification of intention to prepare a Reserve Management Plan for the Wanaka Recreational Reserve	Complete notification procedures.	Infrastructure (Parks)	Complete (work in progress) Public notification of the intention to prepare a plan has occurred. Suggestions are due by 2 October 2015.

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9. Wanaka Watersports Facility – Proposed New Ground lease	Prepare lease documents.	Infrastructure (APL)	Partially complete: Lease preparation has commenced.
10. Proposal to vest reserve land at a Lake Edge Limited Subdivision on Peninsula Road	Complete vesting procedures.	Infrastructure (Parks)	Partially complete: Name can only become official when the reserves have been formally vested in Council. Once they have been vested, the next step is to issue a public notice to gazette the approved names with the NZGB.
11. Proposed Amendments to Council Delegations	Amend Delegations Register	Infrastructure (Parks)/ Governance	Partially complete: Being undertaken in conjunction with overall update of Delegations Register.
12. Skyline Enterprises – Renewal and Variation of Lease	Arrange for renewal of lease.	Infrastructure (APL)	Partially complete: Lease renewal complete. Variations on hold pending further investigation.
13. Skyline Enterprises Request for Lessor's Approval for Temporary Office	Provide advice of lessor's approval.	Infrastructure (APL)	Complete: Applicant has been advised of the Council's decision.
14. Easement, 21 Arrowtown Lake Hayes Road	Progress easement with applicant.	Infrastructure (APL)	Partially complete: Applicant has been informed. Awaiting easement instruments from applicant for signing.
15. Free Walking Tours – New Licence	Prepare new licence in accordance with Council directions.	Infrastructure (APL)	Partially complete: Licence documents being prepared.
16. Affected Person's Approval – 16 Manchester Place, Queenstown	Provide applicant with formal advice of Affected Person Approval	Infrastructure (APL)	Partially complete: Bond invoice sent, awaiting MOU agreement from Council.
17. Affected Person's Approval – 595 Frankton Road	Provide applicant with formal advice of Affected Person Approval	Infrastructure (APL)	Partially complete: Bond invoice sent, awaiting MOU agreement from Council.
18. Mayor's Report	Arrowtown Ablutions Block – Provide lessor's approval and affected party approval.	Infrastructure (APL)	Complete: Lessee of Arrowtown Camping Ground advised of the Council's approval.
18. Mayor's Report	Restoration of Arrowtown Gaol	CE Office	Complete: Email sent to David Clarke (rep of Wakatipu Heritage Trust) on 31/08/2015 confirming Council's support for a funding application to Central Lakes Trust.
18. Mayor's Report	Upper Clutha A&P Society – New Lease: Prepare lease in accordance with Council directions	Infrastructure (APL)	Complete: Lease under preparation.
18. Mayor's Report	Edgewater gravity sewer project: request for staff also to investigate encroachment issues at the same time.	Infrastructure	Partially complete: Staff are aware of encroachments in the area. Where the sewer project is crossing

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			encroachments Council will advise the encroaching landowners that reinstatement will be done to reserve specifications and not to that of private garden areas.
18. Mayor's Report	Item from PSC meeting of 13 August: Application from K-Jet to allow vehicle access on Frankton Foreshore Concerns that safety measures are needed for track users, especially for less proficient cyclists to be addressed in public notification process.	APL Property	Complete: Staff managing this project have been notified of this concern.
Confirmation of minutes	Confirm that Basil Walker's suggestions about flower displays is followed up.	EA to Mayor	Complete: Referred to CE of Downtown Queenstown who will meet with Mr Walker to discuss.

Summary of actions from earlier Council meetings

COUNCIL ACTIONS: ORDINARY MEETING OF 30 JULY 2015

Agenda item	Actions	Responsibility of:	Description of action taken
1. Proposed District Plan - notification	<ol style="list-style-type: none"> 1. Finalise content of each chapter. 2. Set notification date and notify Plan. 3. Make application to Environment Court for rules to take immediate effect. 4. Schedule a Council workshop to consider a corporate submission on Proposed District Plan. 	Planning and Development	<p>1 and 2 complete. Partially complete:</p> <ol style="list-style-type: none"> 3. Application to the Environment Court is underway. 4. Discussion of corporate submission scheduled for 6 October workshop, to be followed by approval at an extraordinary Council meeting on 20 October.
2. Naming of four proposal reserves and two coves within the Wakatipu Basin	<ol style="list-style-type: none"> 1. Complete procedures necessary to provide names of new facilities. 2. Develop and maintain a listing of names with historical and cultural significance appropriate for use in the naming of other facilities in the future. 	Operations	<p>Partially complete:</p> <ol style="list-style-type: none"> 1. Work to provide names at facilities is underway but there is no further progress with the Shotover Country reserves because names will only become official when the reserves have been formally vested in Council. Once they have been vested, the next step is to issue a public notice to gazette the approved names with the NZGB. Concerns about the name 'Terry Cove' are addressed in the Mayor's report. 2. Staff are developing a list of potential names with historical and cultural significance and have been in contact with local historians to obtain their input. At the date of writing, a response has not yet been received.
2. Proposal to Vest Reserve Land at Kirimoko Crescent	Complete statutory procedures for reserve vesting.	Operations	Partially complete: Vesting is reliant on resource consents been granted and they have not yet been lodged.
3. Proposal to Vest Reserve Land – Shotover Country Stage 1F	Complete statutory procedures for reserve vesting.	Operations	Partially complete: Vesting is reliant on resource consents been granted and they have not yet been lodged.
4. Adoption of Trade Waste Bylaw 2014	<ol style="list-style-type: none"> 1. Complete editing of final bylaw. 2. Commence procedures to allow for full implementation of bylaw provisions. 3. Examine funding implications of full bylaw implementation in 2016/17 Annual Plan. 	Infrastructure	<ol style="list-style-type: none"> 1. Complete. 2. Complete – actions are underway and ongoing (reported previously). 3. Incomplete: Funding implications will be considered at the time of compiling the 2016/17 draft Annual Plan.

Agenda item	Actions	Responsibility of:	Description of action taken
12. Wanaka Pool Funding and Procurement	[REDACTED]	Operations	[REDACTED]

COUNCIL ACTIONS: ORDINARY MEETING OF 30 JUNE 2015

Agenda item	Actions	Responsibility of:	Description of action taken
4. Consideration of feedback on the draft Queenstown Town Centre Transport Strategy	Make arrangements for hearing, hold hearing and prepare report back to Council.	Infrastructure	Partially complete: Report of hearings panel due to be presented to October Council meeting.
7. Glenorchy Community Sewerage Scheme	<p>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.</p> <p>b) Undertake further actions as detailed in resolution once preferred option has been confirmed.</p>	Infrastructure	<p>Partially complete (work in progress): A working group with three representatives of the community has been established. An initial meeting took place with one member of the group in early September and a meeting with the whole group will take place at the end of September. The purpose of the group is to gather local knowledge and to keep the community informed and educated of the process and chosen options.</p> <p>Evaluation of received professional services quotes is underway.</p>
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): Some issues arose in the purchase of the wastewater treatment plant from Baxter 2009 Ltd with claiming GST, but these are expected to be resolved by mid-September. Handover of the wastewater treatment plant is planned for 11 September.

Agenda item	Actions	Responsibility of:	Description of action taken
10. Local Alcohol Policy – additional research	Convene working party for further investigations.	Legal and Regulatory	Partially complete (work in progress): A meeting is planned with Councillors, Agencies and licensee representatives at the end of September.
19. CEO's Report: Councillors' 'Disclosure of Pecuniary and Other Specified Interests	Further consider options for Councillor disclosure to address privacy concerns expressed.	CE Office	Partially complete: Work has commenced on this project.

COUNCIL ACTIONS: ORDINARY MEETING OF 3 JUNE 2015

Agenda item	Actions	Responsibility of:	Description of action taken
1. Special Housing Areas Expressions of Interest ['EOI']: Assessment and Recommendations	Commence negotiations with four selected proponents to ensure consistency with Lead Policy Conduct further assessments of proposals	Planning and Development	Partially complete: Staff are currently working on infrastructural assessments (part 4 of resolution) and seeking information from NZTA, Otago Regional Council and Ministry of Education (part 5). September Update: Partially complete: Staff understand that SHA proponents are considering their options in terms of whether they will continue to progress their proposals. Should any of the 4 SHAs progress further, a further report will need to be presented to Council.
2. Adoption of new Code of Conduct and Appointment of New Conduct Committee; Amendment to Standing Orders	Appointment of Conduct Committee members	Legal and Regulatory	Partially complete: Applications to recruit the independent member of the committee closed on 6 July. CE is progressing.
12. Wanaka Office Upgrade Project	[REDACTED]	CE Office	[REDACTED]

COUNCIL ACTIONS: ORDINARY MEETING OF 30 APRIL 2015

Agenda item	Actions	Responsibility of:	Description of action taken
5. Land Transfer to facilitate replacement Kawarau Falls Bridge	1. Request NZTA to review modelling used to determine proposed bridge design and advise Council of the outcome; 2. Complete legal procedures to effect land transfer.	Infrastructure	1. Complete (reported previously). 2. Complete: The acquisition agreement between Council and the NZ Transport Agency has been finalised.
14. Chief Executive's report	Mead Road: Take actions to acquire Mead Road under Public Works Act.	b) CE Office	Partially complete:

Agenda item	Actions	Responsibility of:	Description of action taken
			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.

COUNCIL ACTIONS: ORDINARY MEETING OF 24 MARCH 2015

Agenda item	Actions	Responsibility of:	Description of action taken
9. Draft Glenorchy Airstrip Reserve Management Plan	<ol style="list-style-type: none"> 1. Arrange for public notification of draft plan. 2. Manage consultation process. 3. In liaison with governance arrange hearing and report of final plan to Council. 	Operations	Partially complete: Submissions have been reviewed and the issues raised regarding the airstrip's compliance Civil Aviation Authority (CAA) regulations are being investigated with the CAA and QAC prior to proceeding with a hearing.
10. Proposed Glenorchy Local Purpose Reserve land exchange	Complete statutory procedures.	Operations	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.
12. Reclassify Reserve and Grant a New Ground Lease – Riverbank Road, Wanaka	Issue lease.	Operations	Partially complete: Reclassification of reserve will be gazetted and proposed lessee has been asked to start working on the resource consent application. September update: No change from the above.

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	<ol style="list-style-type: none"> 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.
12. Mayor's Report – Portfolio Leader Update	Complete statutory procedures for right-of-way easement at 57 Arrowtown-Lake Hayes Road.	Planning and Development	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. September update: No change from the above.

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
11. Extension of area served by Lake Hayes Water Supply	Extension of water area boundaries: policy to be amended to provide decision-making principles for special circumstances	Infrastructure	Partially complete: Policy will be reviewed when completing the final review of the water supply bylaw next year after receiving the results on the water metering trial.
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
<p>3. Coastguard Queenstown New Facility – Funding Request</p>	<p>Approval of \$50,000 interest free loan.</p>	<p>Operations</p>	<p>Partially complete QCG has been asked to provide detail on: legal name and legal status, a copy of their Constitution and a copy of any relevant resolution permitting the Coast Guard to take out the loan and repay it. This information is required to prepare the necessary loan documentation. August update Original building quotes have expired and project will be retendered. September update: At the time of writing, CGQ is not in a position to provide an update as a Board meeting is due to take place in the week of the Council meeting. An update will be emailed separately to elected members when received.</p>