

Summary of actions from 29 October 2015 Council meeting

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	Incomplete: Item to be presented to a future meeting (either December 2015 or February 2016) and included on corporate map as an upcoming report.
3. Beach Street Pedestrianisation	<ol style="list-style-type: none"> 1. Undertake public consultation 2. Hold hearing of submissions 3. Report back to a future Council meeting 	Infrastructure and Property	Complete: <ol style="list-style-type: none"> 1. Consultation is underway until 20 November. 2. Hearing is scheduled for 25 November. 3. Recommendation of hearings panel is to be presented to the Council meeting on 17 December.
4. Cycle Trail Standards and Specifications	<ol style="list-style-type: none"> 1. Make final amendments/corrections to draft document. 2. Disseminate and publicise new standards. 3. Implement and enforce new standards. 	Infrastructure and Property	Partially complete: Changes are with author to make and a plan to communicate the standards is being drafted.
5. Adoption of 2014/15 Annual Report	Finalise report and publish/disseminate as necessary.	Finance	Complete: Audit opinion received; report finalised and published on website.
6. Extension of area serviced by Lake Hayes Water Scheme	<ol style="list-style-type: none"> 1. Advise applicants for water connections of their approval. 2. Develop a set of criteria for approval of extensions to water schemes 	Infrastructure and Property	Complete: <ol style="list-style-type: none"> 1. Applicants in each case have been informed that their applications have been approved and the conditions attached to the approval. Incomplete: <ol style="list-style-type: none"> 2. Work has commenced on this project but a timeframe for completion is currently unknown. NOTE: Action (2) has been combined with a similar action from 27 November 2014 Council meeting.
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	Partially complete: Notice of withdrawal delayed until week commencing 16 November because of staff resourcing.
8. Aurora Energy Limited – Easement over Reserve Land	<ol style="list-style-type: none"> 1. Exercise Minister of Conservation's consent 2. Advise Aurora Energy of approval. 	Infrastructure and Property	Partially complete: Aurora advised of decision. Easement agreement being drafted.
9. Mayor's Report	a) Circulation of 2016 meeting schedule	a) Governance	a) Electronic appointments for all meeting dates have been circulated but the full meeting schedule will not be finalised/circulated until WCB 2016

Agenda item	Actions	Responsibility of:	Description of action taken
	<p>b) Request for more information about LAP working party meetings</p> <p>c) Request for explanation of the disparity between employment figures published in different Queenstown Convention Centre reports.</p> <p>d) Request for clarity on what work will be undertaken as part of Mt Aspiring Road road widening.</p> <p>e) Questions about delays with MOUs for Affected Person's Approval – 16 Manchester Place, Queenstown and Affected Person's Approval – 595 Frankton Road (items from 27 August 2015 Council meeting)</p> <p>f) Questions about Wanaka Pool development.</p>	<p>b) Governance</p> <p>d) Infrastructure and Property</p> <p>e) Infrastructure and Property</p> <p>f) Sport and Recreation</p>	<p>meetings have been set (December)</p> <p>b) A member of the Governance team will attend the meeting of the LAP working party on 19 November to take notes of the discussion for later circulation.</p> <p>c) ??</p> <p>d) The driver behind this project is the safety of vulnerable road users such as cyclists. So, although the opinion of the NZTA is that work should start the widening at one end and work through the sites, QLDC staff want to ensure that the money is being best spent to address the worst affected areas first. NZTA's preferred approach has not been ruled out, but staff want to ensure that whatever approach is taken, it meets the primary driver for this project.</p> <p>e) Staff have confirmed that all matters related to these items are now complete. Delays on MoUs mis-reported at the previous meeting.</p> <p>f) Responses to the questions raised about the Wanaka Community Pool have been circulated.</p>
10. CE's Report	<p>a) Circulate Wakatipu Transport Strategy 'projects on a page' to Councillors</p> <p>b) Discussions about the aim of the Waste Strategy and Waste Assessment Review to be extended to all elected members</p>	<p>a) CE Office;</p> <p>b) Infrastructure and Property</p>	<p>Complete:</p> <p>Plan emailed to elected members and placed on OneDrive; meeting invitation circulated to all Councillors.</p>
11. Coronet Forest Management Options	<p>[REDACTED]</p>	<p>Infrastructure and Property/CE Office</p>	<p>[REDACTED]</p>

Agenda item	Actions	Responsibility of:	Description of action taken
12. Hearings Commissioner Appointment		Planning and Development	
13. Plan Change 49 Earthworks – Appeal Matters		Planning and Development	
14. Purchase of land for Eastern Access Road		Infrastructure and Property	

Summary of incomplete actions from earlier Council meetings

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: Staff will progress this during November.
6. Arrowtown Community Preschool - new lease	Prepare and issue new lease.	APL Property	Partially complete: Lease has been drafted and is with lessee for comment.
7. Queenstown Golf Club - new lease	Prepare and issue new lease.	APL Property	Partially complete: Lease has been drafted and is with lessee for comment.
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. November update: No change from the above.

COUNCIL ACTIONS: ORDINARY MEETING OF 27 AUGUST 2015

Agenda item	Actions	Responsibility of:	Description of action taken
7. Notification of Draft Queenstown Bay Foreshore Reserve Management Plan	Publicly notify draft plan seeking submissions	Infrastructure and Property (Parks)	Partially complete (work in progress) November update: A hearing is scheduled for 11 December 2015.
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) November update: A workshop took place with the WCB on 18 November and formal Board/Council approval to publicly notify the draft for submissions is scheduled to occur at the WCB and Council December meetings. Public notification is anticipated to occur in the new year.
9. Wanaka Watersports Facility – Proposed New Ground lease	Prepare lease documents.	Infrastructure (APL)	Partially complete: Lease preparation has commenced. November update: Lease preparation is underway but currently on hold pending the outcome of the resource consent process.
10. Proposal to vest reserve land at a Lake Edge Limited Subdivision on Peninsula Road	Complete vesting procedures.	Stephen Quin	Partially complete: Name can only become official when the reserves have been formally vested in Council. Once they have been vested, the

Agenda item	Actions	Responsibility of:	Description of action taken
			next step is to issue a public notice to gazette the approved names with the NZGB. November update: No change from the above.
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. October update: Renewal being checked/completed by legal advisor; variations not proceeding at present. November update: Report being drafted for December meeting to address variation of use and new activities
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. November update: No change from the above.
15. Free Walking Tours – New Licence	Prepare new licence in accordance with Council directions.	Infrastructure (APL)	Complete: Licence documents being prepared. November update: Lease document has been forwarded to GM Infrastructure (as delegate to approve final terms and conditions and the execution authority) for signature.
18. Mayor's Report	Upper Clutha A&P Society – New Lease: Prepare lease in accordance with Council directions	Infrastructure (APL)	Partially complete: Lease under preparation. November update: Lease has been drafted and is with lessee for comment.

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.	Stephen Quin	Partially complete: Vesting is reliant on resource consents being granted and they have not yet been lodged.

Agenda item	Actions	Responsibility of:	Description of action taken
			November update: No change from the above.
6. Proposal to Vest Reserve Land – Shotover Country Stage 1F	Complete statutory procedures for reserve vesting.	Stephen Quin	Partially complete: Vesting is reliant on resource consents been granted and they have not yet been lodged. November update: No change from the above.
12. Wanaka Pool	<ol style="list-style-type: none"> 1. Progress design of Wanaka Pool to detailed design. 2. Negotiate for the construction of the Wanaka Pool with incumbent main contractor. 	Infrastructure (Sports and Recreation)	Partially complete – November update: <ul style="list-style-type: none"> • Key decisions on pool and plant have been made with the Natare pool and vacuum sand filter being selected. • A gas boiler has been selected for the primary heat source. Solar options are under consideration both from capex and opex perspectives with a view to allowing for a possible retro fit.

COUNCIL ACTIONS: ORDINARY MEETING OF 30 JUNE 2015

Agenda item	Actions	Responsibility of:	Description of action taken
7. Glenorchy Community Sewerage Scheme	<ol style="list-style-type: none"> 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): Work on Assessment of Environmental Effects is underway. Reassessment of design proposal for wastewater reticulation is in discussion with the community subcommittee. Therefore we have postponed the tender for professional services for the design and Management Surveillance & Quality Assurance (MSQA).
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): <ol style="list-style-type: none"> 1 Council now owns the Baxter 2009 Ltd wastewater treatment plant and adjoining land. The plant will be operated by Veolia under their main operations and maintenance contract. Veolia will connect the plant to Council's scada system for remote access. 2 Design work for wastewater reticulation and investigations in water supply are underway.
10. Local Alcohol Policy – additional research	Convene working party for further investigations.	Legal and Regulatory	Partially complete (work in progress): A meeting was held on 19 November.

Agenda item	Actions	Responsibility of:	Description of action taken
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	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
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: November update: The presentation of follow-up reports on some of the proposals selected is pending.
2. Adoption of new Code of Conduct and Appointment of New Conduct Committee;	Appointment of Conduct Committee members	Legal and Regulatory	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.
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
14. Chief Executive's report	Mead Road: Take actions to acquire Mead Road under Public Works Act.	b) CE Office	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

Agenda item	Actions	Responsibility of:	Description of action taken
			continue to secure long-term public access. November update: No change from the above.

COUNCIL ACTIONS: ORDINARY MEETING OF 24 MARCH 2015

Agenda item	Actions	Responsibility of:	Description of action taken
9. Draft Glenorchy Airstrip Reserve Management Plan	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. October Update: Staff are exploring options for future public access to the site and are assessing potential costs. Plans are in place to hold a hearing of submissions in Glenorchy early in the new year. November update: No change from the above
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. November update: No change from the above.
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. November 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	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. November update: No change from the above.
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. November 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
20. Expiry of cabin licences at Lakeview	[REDACTED]	CE Office	[REDACTED]

Agenda item	Actions	Responsibility of:	Description of action taken

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	<p>Partially complete</p> <p>July update: 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.</p> <p>August update Original building quotes have expired and project will be retendered.</p> <p>September update: 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> <p>October update: Negotiations are still underway with a preferred tenderer, the aim being to achieve a cost reduction to come within budget. The outcome of these discussions is to be presented to an upcoming CQ board meeting.</p> <p>November update Coastguard Queenstown intend to make submission to 16/17 AP for loan to be amended to grant.</p>