

Summary of actions from 24 September 2015 Council meeting

Agenda item	Actions	Responsibility of:	Description of action taken
1. Review of Waterways and Ramp Fees Bylaw	a) Provide an updated report on bylaw to a future meeting. b) Review funding policy for waterways control and waterways facilities expenses as part of rates review.	a) Regulatory Manager b) Chief Financial Officer	a) Complete (work in progress): Report/Bylaw review will be delivered in accordance with this timetable: 16 October 2015 Questions/concerns due from Councillors Oct-Nov 2015 Regulatory Manager to review issues raised and determine which are bylaw/policy. Nov 2015 Council determines a new financial policy Nov 2015 – March 2016 Staff to review application forms, processes and guidance documents March 2016 Initial report to Council to begin consultation April 2016 Consultation period May 2016 Hearing (as necessary) June 2016 Council report to recommend the adoption of an amended Bylaw and associated fees July 2016 Implementation of new fees and Bylaw b) Complete: CFO has been advised to include funding policy of waterway activities in upcoming rates/financial review.
2. Parking Restrictions Approval (Queenstown)	a) Implement new parking arrangements. b) Arrange for repainting of lines in Industrial Place.	Infrastructure	Complete: a) Parking restrictions are in place and being enforced by regulatory team. b) Lines have been repainted.
3. Frankton Parking Changes – Appointment of a Hearings Panel	Make arrangements for hearing in liaison with administration and governance staff.	Infrastructure	Complete: Hearing took place on 15 October.
4. Contact Energy proposed transfer of land parcel to QLDC	a) Acquire ('purchase') the land. b) Obtain comment from Contact Energy about other options considered for divestment of land parcel.	CE Office	Complete: a) Land acquisition complete: final settlement on 16 October. b) Comment from Contact as follows: <i>'DOC were offered the property along with a number of other surplus Contact properties in the area, some of which they</i>

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			<i>purchased, but they did not choose to purchase this one. The Red Bridge River Park Trust also expressed an interest and there was some local views expressed that the Luggate Residents & Ratepayers Assn could also be offered the property. The end result was that the Council seemed to be the most logical organisation to be the owner of the land on behalf of the whole community and then they could administer the land themselves or by lease/licence etc. which would let the likes of the Trust or the Assn manage the land.'</i>
5. Proposal to Vest Reserve Land – Contact Energy Ltd	Complete statutory procedures for vesting of land as local purpose (gravel) reserve	Parks	Partially complete: Awaiting update.
6. Arrowtown Community Preschool - new lease	Prepare and issue new lease.	APL Property	Partially complete: Lease being drafted.
7. Queenstown Golf Club - new lease	Prepare and issue new lease.	APL Property	Partially complete: Lease being drafted.
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.
9. Mayor's Report	<ul style="list-style-type: none"> a) Clarification of savings on Arrowtown Community Sports Centre project b) Reason for NZTA's preference for addressing the straights rather than the corners and crests on Mt Aspiring Road. c) Licence to Occupy – imposition of consistent charges and timeframes d) Mead Road access (during summer period in particular) e) 'Terry's Cove' – advise QTT of new name; complete gazettal and erect signage 	<ul style="list-style-type: none"> a) Sport and Rec b) Infrastructure c) Infrastructure d) CE Office e) Parks 	<p>Complete:</p> <ul style="list-style-type: none"> a) Cost savings have been achieved via a value management exercise. Building was 800sqm coming in at \$3.86m and is now 690sqm and coming in at \$2.9m. b) There is a limited annual budget for Mt Aspiring Road road widening (\$240k this year) and only small portions can be addressed each year. NZTA's opinion is that work should start at one end and continue through to the other in a contiguous approach, but Council staff consider that the worst affected areas (crests and corners) should be addressed first. c) Information circulated. d) Hunter Valley Station has advised that Mead Road will be open after lambing until Easter 2016. e) QTT advised of decision; staff will gazette and arrange for installation of

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			signage over coming weeks.
10. CE's Report	<ul style="list-style-type: none"> a) Installation of energy efficient lighting in new street lighting contract. b) Residential flat rates to be included in rates review. c) Inclusion of Homestar Rating within Eco Advisor position responsibilities? d) Timeframe for completion of Wanaka Community Pool detailed design. 	<ul style="list-style-type: none"> a) Infrastructure b) Finance c) Infrastructure d) Building Control e) Sport and Rec 	<ul style="list-style-type: none"> a) Request noted by staff responsible for review of street-lighting contract. b) Request noted by Chief Financial Officer for inclusion in review. c) Request has been forwarded to building control department which will ensure that homestar rating is included in brief for Eco Design Advisor. d) Detailed design should be completed by mid-November and will encompass floor plate basics, then a 2nd application will include details like plant room, pools etc and should be completed by end of Feb.
Confirmation of minutes	<ul style="list-style-type: none"> a) Provide reasons for the different economic outcomes cited in reports produced on the proposed Queenstown Convention Centre project b) Provide update on Narrows Ferry project 	CE Office	Complete <ul style="list-style-type: none"> a) Information detailing reasons for different economic indicators has been circulated to elected members. b) There has been no progress with the Narrows Ferry project this month.
11. Public Works Act Agreements for land to be declared road and road to be stopped, Cardrona Valley Road, Queenstown Lakes District	Action agreements and make payment.	Infrastructure	Complete: Documents signed and sealed by CE; payment forwarded to Don Hatfield (Consultant) for gazettal.
12. Public Works Act agreements for land to be declared road and road to be stopped, Crown Range Road, Queenstown Lakes District	Action agreements and make payment.	Infrastructure	Complete: Documents signed and sealed by CE; payment forwarded to Don Hatfield (Consultant) for gazettal.
13. Public Works Act Agreement for land to be declared road, Queenstown-Glenorchy Road	Action agreements and make payment.	Infrastructure	Complete: Documents signed and sealed by CE; payment forwarded to Don Hatfield (Consultant) for gazettal.

Summary of actions from earlier Council meetings

COUNCIL ACTIONS: ORDINARY MEETING OF 27 AUGUST 2015

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	Complete: RFS requests were raised and Mr Jenkins has received replies to each of the concerns/questions he raised.
7. Notification of Draft Queenstown Bay Foreshore Reserve Management Plan	Publicly notify draft plan seeking submissions	Infrastructure (Parks)	Partially complete (work in progress) Public notification calling for submissions has occurred. The closing date for submissions is 13 November 2015. October update: Staff are looking at holding a hearing in the second week of 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) Public notification of the intention to prepare a plan has occurred. Suggestions are due by 2 October 2015. October update: The next steps will be to prepare a draft plan, workshop it with the WCB before formal Board/Council approval to publicly notify the draft for submissions. 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. October 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.	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. October 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

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			investigation. October update: Renewal being checked/completed by Council's Senior Solicitor; variations are not proceeding.
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. October update: No change from the above.
15. Free Walking Tours – New Licence	Prepare new licence in accordance with Council directions.	Infrastructure (APL)	Partially complete: Licence documents being prepared. October update: No change from the above.
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. October update: No change from the above.
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. October update: No change from the above.
18. Mayor's Report	Upper Clutha A&P Society – New Lease: Prepare lease in accordance with Council directions	Infrastructure (APL)	Complete: Lease under preparation. October update: No change from the above.

COUNCIL ACTIONS: ORDINARY MEETING OF 30 JULY 2015

Agenda item	Actions	Responsibility of:	Description of action taken
1. 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. October update: No change from the above.
2. 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.

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			October 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. 	Operations	<p>Partially complete (work in progress):</p> <ul style="list-style-type: none"> • Developed Design is complete with the exception of pool plant services. Powell Fenwick has replaced Cosgrove's as the consultant for the Mechanical, Hydraulic and Pool Services Engineer for the WCP due to performance and a greater level of expertise than Powell Fenwick on pool design. This has delayed decisions on the pool liner and pool filtration plant. • Detailed design has commenced in all other areas and progressing to a mid-November document drop of stage 1 of the building consent. A decision on the Pool lining and pool filtration plant required by 9 October to ensure no delays to the design programme are encountered. In addition, a decision on the pool heating system will be made in October. • An urban design panel submission is to be arranged in October

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	<p>Partially complete (work in progress):</p> <p>October update: A contract has been awarded for the Assessment of Environmental Effects (AEE), resource consent application and designation of the wastewater treatment plant site. Professional services for the design and Management Surveillance & Quality Assurance (MSQA) of the wastewater scheme will be tendered in October.</p>
8. Cardrona Wastewater Treatment Plant	Progress actions to achieve interim solution and develop full business case for community consultation.	Infrastructure	<p>Partially complete (work in progress):</p> <p>October update: 1 Council now owns the Baxter 2009 Ltd wastewater treatment plant and</p>

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			adjoining land. The plant will be operated by Veolia under their main operations and maintenance contract. 2 Council staff have started negotiations to take over the private water supply scheme in Cardrona.
10. Local Alcohol Policy – additional research	Convene working party for further investigations.	Legal and Regulatory	Partially complete (work in progress): A meeting was held involving Councillors, Agencies and licensee representatives at the end of September, with a further meeting planned for November.
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: Conflicts register is currently being updated. Work on this project is ongoing.

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. October update: Pending
2. Adoption of new Code of Conduct and Appointment of New Conduct Committee;	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. October update: Audit and Risk Committee has determined that the three expressions of interest received should not be pursued. Further recruitment efforts will be made.

Agenda item	Actions	Responsibility of:	Description of action taken
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 continue to secure long-term public access.

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.
10. Proposed Glenorchy Local Purpose Reserve land	Complete statutory procedures.	Operations	Partially complete: Land exchange cannot occur until the

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exchange			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. October 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. October 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. October 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. October 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
3. Coastguard Queenstown New Facility – Funding Request	Approval of \$50,000 interest free loan.	Operations	Partially complete 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.

Agenda item	Resolution	Responsible Officer/s	Description of action taken
			<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>