

COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 11 AUGUST 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1 Supply Boundary Adjustment – Special Housing Areas	a) Advise SHA proponents of: a. Shotover Country b. Queenstown Country Club c. Bridesdale Farm d. Arthurs Point of decision to permit water supply and wastewater service boundaries. b) Liaise as necessary with Infrastructure staff.	Manager, Resource Consent Engineering	Incomplete As at the date of preparing report, no action had been reported.
2 Special Housing Area Expression of Interest: Waterfall Park	Advise applicant of Council's decision.	Anita Vanstone – Senior Policy Planner	Complete Applicant has been advised of decision.
3 Special Housing Area Expression of Interest: Glenpanel	Advise applicant of Council's decision.	Anita Vanstone – Senior Policy Planner	Complete Applicant has been advised of decision

COUNCIL ACTIONS: ORDINARY MEETING OF 28 JULY 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1 Community Lease and Licence Terms	Have regard to policy decision in consideration of future applications.	Property and Infrastructure	Complete Policy manual updated. Policies to be applied to new lease requests and renewals.
2 Proposed New Lease for the Young Family: Zoological Gardens, Frankton	a) Prepare new lease and provide for applicants. b) Include preparation of Reserve Management Plan in work programme.	APL Property	a) Complete: New lease prepared and provided for applicant. b) Incomplete: To be included in work programme.
3 Proposed new lease to Canterbury Westland Kindergarten Incorporated for the Frankton Kindergarten	Prepare and issue lease	APL Property	Complete New lease prepared for applicant.
4 New Ground Lease for Kingston Community Association	Prepare and issue lease	APL Property	Complete New lease prepared for applicant.
5 Change of Guarantors – Queenstown Commercial Parapenters	Advise Queenstown Commercial Parapenters of Council's decision.	APL Property (Jo Conroy)	Complete Applicant has been advised and their lawyer is preparing the paperwork for signing by the parties.
6 Management of tracks on Coronet Peak and Glencoe Stations	Accept the request from the QEII National Trust to undertake responsibility for the management of specified tracks, including notification of conditions.	Parks and Reserves Planning Manager	Complete QEII National Trust has been advised of decision. Actions of LINZ are awaited to

Agenda item	Actions	Responsibility of:	Description of action taken
			achieve necessary easements.
7 Cycle trails linking Queenstown Lakes to Central Otago districts	Advise Steering Group of Council's agreement to be controlling authority for the private land easements in the Queenstown Lakes District required to form the Wanaka – Luggate and Kawarau Gorge trails (including maintenance, branding and marketing responsibilities).	Parks and Reserves Planning Manager	Partially complete Steering Group has been advised of decision and has raised some questions with the CE.
8 Proposed amendment of the Council Road Naming Policy & alignment of this policy with AS/NZS 4819:2011	a) Update policy manual (and website) b) Implement provisions of policy going forward.	Manager, Resource Consent Engineering	Complete Policy manual updated.
9 Vesting of Roads and Reserves Policy	a) Update policy manual (and website) b) Implement provisions of policy going forward.	Manager, Planning Practice	Complete Policy manual updated.
10 Waterways and Ramp Fees Bylaw	Finalise bylaw and publicly notify for consultation purposes.	Manager, Regulatory	Complete Publicly notified on 3 August 2016. Submissions close on 29 August 2016.
11 Budget Carry Forwards for 2016/17	Adjust 2016/17 budgets.	Finance department	Complete All carry forwards have been actioned and approved in TechOne.
12 Local Government Reform Submission	Lodge submission by due date.	General Manager, Corporate Services	Complete Submission lodged by due date.
14 Mayor's Report	a) Grant a new licence to the Wanaka Farmers and Gardeners Market. b) Reserve Land Contributions and Reserve Improvements Off-Sets – Northlake Investments Ltd: Advise developer of decision and ensure compliance with conditions. c) Allenby Park Concept Plan	a) AWF Property b) and c) Parks and Reserves Planning Manager	a) Complete: Licence has been issued. b) Complete: Northlake has been advised of decision. c) Partially complete:
16 Queenstown-Lake District Housing Accord – Updated Housing Targets		Anita Vanstone – Senior Policy Planner	

Summary of incomplete actions from earlier Council meetings

COUNCIL ACTIONS: ORDINARY MEETING OF 30 JUNE 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1 Glenorchy Community Sewerage Scheme Report and Procurement Review	<ul style="list-style-type: none"> a) Proceed with a two stage procurement plan for a Gravity-Hybrid reticulation system combined with a package treatment plant; b) Facilitate a community vote to determine support for a sewerage Scheme after completion of the dwelling equivalent assessment and receipt of the resource consent; and c) Undertake a further review of QLDC land holdings in Glenorchy to reconfirm the preferred location for a Treatment Plant and Disposal Field, and identify any opportunities for land sales. 	Chief Engineer	Partially complete Review of land holdings in Glenorchy is underway and a further assessment of one identified site is in progress. Review of the dwelling equivalent assessment is yet to commence. Options around this are currently being discussed and to be progressed further during August. Development of the two stage procurement plan underway with initial drafting of the design tender commenced.
2A Queenstown Traffic and Parking	<ul style="list-style-type: none"> a) Facilitate the numbering of Central Business District (CBD) parking zones. b) Facilitate a "No Return Within 1 Hour" restriction within each CDB parking zone. c) Facilitate the prohibition of large campervans (motorhomes that do not fit in a single parking space) from public parking in the CBD. d) Facilitate the approved changes to bus and coach parking in the CBD. e) Facilitate the alternative uses of all existing loading zones in the CBD except Searle Lane. f) Report back on the cost and feasibility of extending restricted parking time limits to 8pm. g) Facilitate the scheme for directional signage for public carparks in the CBC and Town Centre. 	Principal Planner, Infrastructure	Partially complete Signage changes due to be installed starting 29 July. Report assessing cost/feasibility of extending restricting park time limits to 8pm has been prepared but was held over pending further investigation.
2B Queenstown Town Centre Transport Strategy Implementation Plan	<ul style="list-style-type: none"> a) Facilitate delivery of implementation plan b) Commence quarterly reporting from September 2016. 	Principal Planner, Infrastructure	Partially complete a) and b) An update on the current delivery of the implementation plan will be presented in September 2016.
3 Future of the Coronet Forest – Community Feedback	<p>Facilitate the early harvest of the Coronet Forest subject to:</p> <ul style="list-style-type: none"> a. Updating the Coronet Forest Management Plan (2001) in accordance with the District Plan designation; b. Consideration of the updated Coronet Forest Management Plan in the 10-Year Plan (2015-25). 	Manager, Strategic Projects and Support	Partially complete Actions have been included within the parks and recreation 2016/17 operational plan
6 Principles Related to the Use of Funds from the Sale of the Scurr Heights Land	<ul style="list-style-type: none"> a) Apply principles to any considerations of use of Scurr Heights proceeds. b) Liaise with elected members re identification of qualifying projects. 	GM Finance	Partially complete a) Noted. b) Discussions will take place with elected members about qualifying projects during the 17/18 Annual Plan process.
11 Local Alcohol Policy – Update	<ul style="list-style-type: none"> a) Facilitate an alcohol needs assessment in conjunction with the Accident Compensation Corporation by December 2016 (subject to ACC funding availability); b) Develop an Alcohol Strategy within 12 months following the Accident 	Manager, Regulatory	Partially complete Regulatory Manager met with ACC on 5 July to discuss the needs assessment proposal. These discussions are on-going

Agenda item	Actions	Responsibility of:	Description of action taken
	Compensation Corporation needs assessment and the Health Promotion Agency research on density is released; c) Provide an update within 2 months of the adoption of an Alcohol Strategy.		regarding the funding, in addition to establishing who else needs to be involved in the needs assessment study.
20 Mayor's report	c) Develop an alcohol policy for the Wanaka Recreation Centre and allow for the alternative function of the Wanaka Recreation Centre as an events centre by including in the booking process the option and information required to apply for a special liquor licence	a) EA to the Mayor b) Parks and Reserves Planning Manager c) Manager, Regulatory	c) Regulatory manager to progress. [Incomplete]
21 Chief Executive's report	Action Arrowtown Campground budget variation.	Finance Department	Complete Budgets have been updated in TechOne.

COUNCIL ACTIONS: ORDINARY MEETING OF 26 MAY 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1. Queenstown Traffic and Parking	a) Action the trial of the 6 parking and traffic changes as resolved b) Report back to the next Council meeting in regards to coach and bus parking in the CBD, the extension of restricted parking time limits in the CBD until 8pm, the use of loading zones in the evening and how to improve directional signage for the car parking buildings	Principal Planner, Infrastructure and Manager, Regulatory	Partially complete a) Trial was scheduled to commence 1 July but was subject to further approvals sought in subsequent reports. b) Report is on agenda for 24 August Council meeting.
3. Amendments to Resource Management Act 1991 Register of Delegations	b) Bring Delegations Register to Council to be confirmed	Senior Solicitor	Incomplete b) Still to be actioned.
5. Bequest to provide a memorial and enhance a Queenstown Reserve	a) Finalise design with Estate Trustees and Councillors Gazzard and Ferguson b) Consult with iwi on the name of the reserve c) Implement the approved reserve design	Parks and Reserves Planning Manager	Partially complete A designer is being engaged and consultation is underway with iwi on the proposed name.
6. Shotover Country Borefield – Approval of Notice of Requirement	a) Proceed with the Notice of Requirement b) Provide written approval for all resource consents relating to the project and as the future land administrator under Section 92 of the Resource Management Act	a) Project Manager b) General Manager Property & Infrastructure	Partially complete a) A number of affected party approvals for the Notice of Requirement are being pursued. b) This has not yet taken effect as the land is still in private ownership and there is no binding agreement yet for vesting/handover of assets and land. Staff are also pursuing this agreement.
7. Proposed electricity easement to be included in the licence already approved for the Fire Service siren in Lismore Park	a) Approve final terms and conditions, including location, of the easement b) Amend the licence to include the in-ground electricity easement and exercise the Minister of Conservation's consent	a) GM Property & Infrastructure b) APL Property (Jo Conroy)	Partially complete Licence document (including electricity easement) drafted and sent to applicant for comment.

Agenda item	Actions	Responsibility of:	Description of action taken
8. Proposed land to be acquired for road and road to be stopped – Middleton Road, Queenstown	Undertake the legalisation of the land exchange including gazettal and registration subject to conditions	APL Property (Jo Conroy)	Partially complete Applicant has been advised of decision. Awaiting survey plans.
15. Appeals to Private Plan Change 44 – Hanley Downs	[REDACTED]	Manager, Planning Practice	[REDACTED]

COUNCIL ACTIONS: ORDINARY MEETING OF 28 APRIL 2016

Agenda item	Actions	Responsibility of:	Description of action taken
6. Nuisance Bylaw 2016	a) Finalise bylaw for public consultation; b) Commence public consultation; c) Make arrangements for hearing of submissions; d) Consider options for influencing nature of markets.	Manager, Regulatory	Partially complete a) and b) Bylaw was finalised for public consultation. Submissions closed on 30 May with 587 submissions received. c) Hearing is scheduled to take place on 9 August with a report due to be presented to September Council meeting.
9. Wanaka Airport Planning and Development	a) Investigate Wanaka Airport governance options and report back on preferred option including a draft Statement of Proposal; b) Identify and confirm any special consultation requirements	Chief Executive	Partially complete A project brief has been scoped and work commenced on the strategic business case. Work is also underway with Council's legal advisors on LGA processes. A further report will be presented to the September 2016 Council meeting.

COUNCIL ACTIONS: ORDINARY MEETING OF 24 MARCH 2016

Agenda item	Actions	Responsibility of:	Description of action taken
13. Skyline Easement Tree Removal	[REDACTED]	GM Property and Infrastructure	[REDACTED]

COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 1 MARCH 2016

Agenda item	Actions	Responsibility of:	Description of action taken
4. Report on the Queenstown Community Affordable Housing Work Group recommendations	a. Consider recommendations as part of 2016/17 Annual Plan. b. Add actions to CE's work programme. c. Report progress on actions taken to July 2016 meeting and thereafter six monthly.	a. CE/Chief Financial Officer b. CE	Partially complete Various affordable housing initiatives are included in the CE's 2016/17 work programme.

Agenda item	Actions	Responsibility of:	Description of action taken
	d. Report findings of Strategic Property Review re possible affordable housing sites in Council's property holding to July 2016 meeting. e. Commend the Road Map and Report to Minister of Building and Housing, f. Thank Queenstown Lakes Community Affordable Housing Work Group and Catalyst Trust for their work in preparing the Road Map and Report.	c. CE d. Property Manager e. CE f. CE	

COUNCIL ACTIONS: ORDINARY MEETING OF 24 FEBRUARY 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1. Proposed Council Accommodation	Progress project.	GM Corporate Services	Partially complete <ul style="list-style-type: none"> • Further consideration of the wider Stanley Street land holding and traffic implications took place during August with a paper anticipated for September 2016. • The detail of this project and funding will be subject to consultation in the 2017/18 Annual Plan.
4. Shotover Country Stage 1F: Proposal to vest reserve land and develop a sportsfield.	1. Vesting of Reserve Land: <ol style="list-style-type: none"> a) Advise applicant of decision/conditions; b) Ensure successful completion of reserve vesting process. 2. Sportsfield: <ol style="list-style-type: none"> a) Provide definition of a 'community sports field' and level of service. b) Advise applicant of decision/conditions c) Oversee completion of project (fencing and maintenance agreement). 	Parks and Reserves Planner (Aaron Burt)	Partially complete The new reserves (Lots 1001 and 1002) have been included in a subdivision consent application that is currently being assessed by QLDC. If given subdivision consent, the reserves will be vested with Council following the 224c consent. The applicant is currently developing design plans for the development of the sports field.
5. Easement over Reserve Land – Electrical cabling for supply of electricity to the Hawea Water Treatment Plant	1. Complete any outstanding statutory matters. 2. Arrange for area to be tidied.	Blake Hoger	Partially complete Applicant has been advised of decision and conditions. Staff continue to communicate with applicant about ensuring the easement is registered against the title. It is noted that it can often be some time for these matters to be finalised.
6. Easement – Old School Road	1. Advise applicant of outcome and conditions. 2. Oversee approval of final terms and conditions. 3. Exercise Minister of Conservation's consent.	APL Property (Blake)	Partially complete <ol style="list-style-type: none"> 1. Applicant has been advised of decision and conditions. Staff continue to communicate with applicant about ensuring the easement is registered against the title. 2/3. Both matters are in progress. As with the item above, it can often take some time

Agenda item	Actions	Responsibility of:	Description of action taken
			to finalise these matters.

COUNCIL ACTIONS: ORDINARY MEETING OF 17 DECEMBER 2015

Agenda item	Actions	Responsibility of:	Description of action taken
3. Request to form new trail – Rotary Club of Queenstown	Provide approval document to Rotary Club of Queenstown.	Parks and Reserves Planning Manager	Partially complete Parks continue to liaise with Rotary about trail construction and conditions. Note item on 24 August Council agenda.
13. Commonage Subdivision Land	[REDACTED]	Property and Infrastructure	[REDACTED]

COUNCIL ACTIONS: ORDINARY MEETING OF 26 NOVEMBER 2015

Agenda item	Actions	Responsibility of:	Description of action taken
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.	Property and Infrastructure (APL) (Jo)	Partially complete August update No objections were received through public notice period. Notice of stopping published and submitted for issue of titles. Draft ASP with Adjoining owner. Easement registrations to be actioned by APL.
10. Hawea Unformed Legal Roads	Finalise agreements with Clutha Fisheries Trust, Upper Clutha Tracks Trust and Devon Dairy Farm.	Property and Infrastructure	Partially complete Report to WCB in August is as follows: APL continues to work with all parties to conclude the umbrella agreement. Discussions continue on the request from the Coopers for the ability to close the track to screen sensitive farm operations. APL is trying to resolve this without the need to grant the right to close the track.

COUNCIL ACTIONS: ORDINARY MEETING OF 29 OCTOBER 2015

Agenda item	Actions	Responsibility of:	Description of action taken
14. Purchase of land for Eastern Access Road	[REDACTED]	Property and Infrastructure (APL) (Jo)	[REDACTED]

COUNCIL ACTIONS: ORDINARY MEETING OF 24 SEPTEMBER 2015

Agenda item	Actions	Responsibility of:	Description of action taken
8. Proposed road legalisation at Stalker Road	Complete statutory procedures for land acquisition and road stopping.	Property and Infrastructure (APL) (Jo)	Partially complete Awaiting LINZ approval of survey plans. LINZ has determined that EAR road item from 29 Oct ('14' above) shall be processed first because the Stalker Road land is one of the beneficiaries of the water supply easement. It is expected that LINZ will be able to process this item by the end of July.

COUNCIL ACTIONS: ORDINARY MEETING OF 27 AUGUST 2015

Agenda item	Actions	Responsibility of:	Description of action taken
9. Wanaka Watersports Facility – Proposed New Ground lease	Prepare lease documents.	Property and Infrastructure (APL) (Averil)	Partially complete Lease will not be finalised until the outcome of the resource consent process is known.
10. Proposal to vest reserve land at a Lake Edge Limited Subdivision on Peninsula Road	Complete vesting procedures.	Property and Infrastructure (Parks)	Partially complete August update: Work has begun on creating the new park but vesting can only occur after S224 consent has been issued. Construction is currently underway so timeframe for completion may be 3-4 months.

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.	Property and Infrastructure (Parks)	Partially complete Vesting can only occur after S224 consent has been issued. Construction is currently underway so timeframe for completion may be 3-4 months.
6. Proposal to Vest Reserve Land – Shotover Country Stage 1F	Complete statutory procedures for reserve vesting.	Property and Infrastructure (Parks)	Partially complete Vesting can only occur after S224 consent has been issued. Issue of consent will be tied to a future stage of the subdivision (staff are awaiting clarification from the developer on what stage) so timeframe for final completion could be 12 months or more.

COUNCIL ACTIONS: ORDINARY MEETING OF 30 JUNE 2015

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.	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. The matter has been referred for further consideration by the Chief Executive.
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.	Corporate Services	Partially complete Matters are progressing favourably but cannot be reported publicly at this time owing to legal ramifications.

COUNCIL ACTIONS: ORDINARY MEETING OF 24 MARCH 2015

Agenda item	Actions	Responsibility of:	Description of action taken
10. Proposed Glenorchy Local Purpose Reserve land exchange	Complete statutory procedures.	Property and Infrastructure (Parks)	Partially complete Land exchange cannot occur until the applicant has secured resource consent. The action is still sitting with the applicant.
12. Reclassify Reserve and Grant a New Ground Lease – Riverbank Road, Wanaka	Issue lease.	Property and Infrastructure (APL) (Jo)	Partially complete Reclassification of the reserve will only be gazetted after resource consent is obtained. The action is still sitting with the applicant.

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	a. Basis for tiered pre-qualification system to be presented to Council. b. Procurement policy to be brought to Council for review.	Infrastructure	Partially complete a. Staff are undertaking research on prequalification issues and are preparing a timeline for delivering this project. b. Procurement policy due to be presented to Council in September 2016.

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.	Property and Infrastructure	Incomplete Coastguard Queenstown has approached Council several times asking for the \$50,000 loan to be amended to a grant but this has hitherto been declined. The approval of an interest free loan remains in place.