

COUNCIL ACTIONS: ORDINARY MEETING OF 28 APRIL 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1. Queenstown Town Centre Transport Strategy – Work Programme and Monitoring	Prepare a summary of future projects detailing when they will occur and their linkages in a readily available and understandable form.	General Manager Property and Infrastructure and Principal Planner Infrastructure to lead	Complete Report responding to request is being presented to 26 May 2016 Council meeting.
2. 2015/16 Capital Works Programme – Third Quarter Reforecast	a) Respond to questions about unplanned renewal works; b) Make financial adjustments	a) GM Property and Infrastructure b) Finance Department	Complete a) Email circulated to Councillors re construction debris in sewer network on 28 April 2016. Improved inspection process involving network contractor has been put in place to better manage this on-going issue. b) Transfers completed in TechOne.
3. Fees and Charges Review – Planning and Development	Prepare documentation and commence special consultative procedure.	General Manager Planning and Development	Complete Consultation has been publicly notified. Submissions close on 31 May.
4. Bridesdale Farm Limited – Proposal to Vest Reserve Land	a) Advise developer of decision; b) Remind developer of need to liaise with local community re land already used for recreational purposes to be vested as reserves; c) Oversee fulfilment of development conditions.	Parks and Reserves Planning Manager	a) Complete: Applicant advised of decision b) Complete: Applicant advised of requirement. c) Partially complete: Working with developer on reserve improvement details to offset contributions as agreed by Council
5. Private Plan Change 46 Ballantyne Road – Ratification of Commissioner Recommendation	a) Publicly notify ratification of decision; b) Ensure community housing retention mechanisms are included in Stage Two of District Plan Review; c) Liaise with developer re additions to current Deed of Agreement to provide community housing.	Acting District Plan Manager	Partially complete a) Publicly notified on 18 May 2016. b) Noted. c) Under action.
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) Bylaw finalised for public consultation. b) Consultation has commenced and will close on 30 May. c) Hearing is programmed for 9 June.
7. Submission on Otago Regional Council Draft Annual Plan 2016/17	Finalise submission and lodge with Otago Regional Council.	GM Corporate Services	Complete Submission has been finalised, signed and lodged.
8. QLDC Organisational Health, Safety and Wellbeing Performance	Provide information about benchmarking of the QLDC's results against other Councils.	Health, Safety and Wellbeing Advisor	A singular benchmarking tool is not available that allows for comprehensive cross-council comparison of health safety and wellbeing performance. However, there are several elements QLDC uses to get an approximation of comparative above the line or below the line safety performance. The first is the ACC Workplace Safety

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			<p>Management Practice (WSMP) audit. This external review of our safety management system helps determine if we have the capacity for safety excellence and also if we are performing up to that capacity. The ACC WSMP audit is widely used by other councils and offers several levels of achievement to compare against (Fail, Primary, Secondary, Tertiary).</p> <p>The next performance indicator would be our Total Rolling Injury Frequency Rate (TRIFR). TRIFR alone is not a reliable tool for measuring how well a safety management system performs however it's useful when comparing the frequency with which unsafe events are occurring across different organisations. While widely used in many industries only a few select councils are currently reporting TRIFR.</p> <p>We will continue to explore other benchmarks tools and where comparative measures develop include them into our safety management systems performance assessment</p>
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.
10. Mayor's Report	a) New Licence for Fire Service Siren at Lismore Park - Prepare licence - Exercise Minister of Conservation's consent b) Luggate Park: Proposal to Vest Reserve Land for Stage 2B - Advise applicant of decision; - Oversee delivery of reserves; c) Cardrona Water/Wastewater Treatment Preferred Option - Proceed with proposed upgrades to the Cardrona Wastewater Treatment Plant; - Proceed with delivery of the Cardrona Township's wastewater reticulation - Proceed with modelling of the Cardrona Valley Pipeline d) Wanaka Yacht Club Borefield – Approval of Notice of Requirement - Proceed with Notice of Requirement	a) APL Property (Jo) b) Parks and Reserves Planning Manager c) Chief Engineer d) Project Manager (Rob Darby)	a) Incomplete: Awaiting decision on easement (on 26 May Council agenda) before progressing. b) Complete: Applicant has been informed of decision/conditions. c) Partially complete (Ongoing): Contract for modelling awarded to Harrison Grierson. Resource consent lodged with ORC for extending disposal field. Final design for reticulation on wastewater scheme for township underway. d) Complete: Project has been postponed until 2017/18 pending further

Agenda item	Actions	Responsibility of:	Description of action taken
	e) Mt Aspiring Road Booster Designation – Approval of Notice of Requirement - Proceed with Notice of Requirement f) Proposal to Offset Reserve Improvement Contributions for a New Track at Kirimoko Crescent upon a proposed Recreation Reserve - Advise applicant of decision; - Approve maintenance agreement.	e) Project Manager (Rob Darby) f) Parks and Reserves Planning Manager	investigation and modelling. e) Complete: Statutory process continuing with project due to occur 2016/17. f) Complete: Applicant advised. Maintenance agreement to be in place prior to s224c sign-off.
11. CE's Report	a) Confirm five year reserve maintenance period (Lakes Edge Developments Ltd); Provide advice re advantages of historic/new hedge cutting options b) Provide information about process/timeframes for roading developments around Wanaka Sports Facility. c) Review Procurement Policy before formal consideration.	a) Parks and Reserves Planning Manager b) Manager Regulatory with Communications Manager c) CE	Complete a) Maintenance period confirmed with Lakes Edge Developments. It is a resource consent requirement to use stock from historical hedge in order to preserve the heritage qualities of the landscape associated with William Rees' homestead. b) Council and the developer are working through a road safety audit (RSA) process in relation to the new road leading from Ballantyne Road into the Three Parks subdivision. Most significant issues identified in the initial RSA have been addressed by changes to design and clarifications from the road designers. We are now working through the final details to complete the RSA. The work done to date has permitted us to give the go ahead for the formation of the road into Three Parks conditional upon the recommendations of the road safety audit being adhered to. We have extended the road sealing season for this development until the end of May to facilitate weather permitting. The road being covered by the engineering acceptance extends 300m from Ballantyne into the Three Parks site. The plans provided for approval and discussions with the developer indicate that the road will be extended from its termination point in the subdivision to the Wanaka Sports Facility. This extension will be a full width chip seal (sacrificial) road which is an interim measure and will be replaced in a future stage of the subdivision with an asphalt surface road to Council standards. Sealed footpaths are proposed in the long term however we are discussing the possibility of

Agenda item	Actions	Responsibility of:	Description of action taken
			delaying the sealing of footpaths (max 2yrs) until surrounding commercial land is developed to facilitate installation of services across the path to facilitate this commercial development in the short term. c) Looking to add to workshops timetable – possible additional workshop to be scheduled in late May/early June.
12. Navigation Safety Bylaw	<div style="background-color: black; width: 100%; height: 100%;"></div>	Manager, Regulatory	<div style="background-color: black; width: 100%; height: 100%;"></div>

Summary of incomplete actions from earlier Council meetings

COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 5 APRIL 2016

Agenda item	Actions	Responsibility of:	Description of action taken
3. Marine Parade Streetscape	Negotiate agreement on scope of works proposed to fit within maximum Council contribution of \$250,000.	General Manager, Property and Infrastructure	Partially complete Discussions have taken place re carparking provision.

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	<ul style="list-style-type: none"> 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. 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. 	<ul style="list-style-type: none"> a. CE/Chief Financial Officer b. CE c. CE d. Property Manager e. CE f. CE 	Incomplete Matters to be considered as part of 2016/17 Annual Plan and in preparation of CE's work programme.

COUNCIL ACTIONS: ORDINARY MEETING OF 24 FEBRUARY 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1. Proposed Council Accommodation	Progress project.	Meaghan Miller	Partially complete Draft project milestones have been developed but advancing the feasibility project is subject to adoption of 2016/17 Annual Plan.
4. Shotover Country Stage 1F: Proposal to vest reserve land and develop a sportsfield.	<ul style="list-style-type: none"> 1. Vesting of Reserve Land: <ul style="list-style-type: none"> a) Advise applicant of decision/conditions; b) Ensure successful completion of reserve vesting process. 2. Sportsfield: <ul 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). 	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

Agenda item	Actions	Responsibility of:	Description of action taken
			plans for the development of the sports field.
5. Easement – Bridesdale Farm Electricity Supply	<ol style="list-style-type: none"> 1. Advise applicant of outcome and conditions. 2. Oversee approval of final terms and conditions. 3. Exercise Minister of Conservation's consent. 	Blake Hoger	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. This is not a quick process however, as the exact location of the services are not known until they are installed. NOTE: This comment is also applicable to items (6) and (7) below. 2/3. Both matters are in progress. continue to liaise with the 3 applicants of the easements below to ensure the easements are registered against the title.
6. Easement over Reserve Land – Electrical cabling for supply of electricity to the Hawea Water Treatment Plant	<ol style="list-style-type: none"> 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.
7. Easement – Old School Road	<ol style="list-style-type: none"> 1. Advise applicant of outcome and conditions. 2. Oversee approval of final terms and conditions. 3. Exercise Minister of Conservation's consent. 	Blake Hoger	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.
8. Proposed New Lease to Canterbury/Westland Kindergarten Inc for the Frankton Kindergarten	<ol style="list-style-type: none"> 1. Matter is lying on the table pending further discussion with the leaseholder about the termination clause. 2. Clarify if a condition existed requiring native tree plantings. 3. Summarise existing termination clauses for information purposes. 	Jo Conroy	Partially complete <ol style="list-style-type: none"> 1. Kindergarten has been advised of the situation with application for new lease. 2. The planting on the access land was part of the kindergarten's resource consent application. The land belongs to DOC and the kindergarten has an easement to pass over it. The decision required them to plant but does not mention maintaining. It is not known whether it is assumed/required that they maintain the planting into and the matter has been referred to compliance for further investigation. 3. A recommendation for standard terms

Agenda item	Actions	Responsibility of:	Description of action taken
			and conditions for community leases will be presented to 30 June Council meeting. Item will be uplifted from the table at this meeting.

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.	APL Property	Partially complete Meeting with Rotary, DoC and affected residents held on 6 May. Agreed to complete survey towards finalising design. Once designs are done further consultation with residents to be undertaken. Survey/design work being done by Rotary's consultants, Clarke Fortune MacDonald.
8. Wanaka Lakefront Development Plan – approval for public consultation	1. Undertake public consultation. 2. Prepare final version of development plan. 3. Respond to submitters.	Property and Infrastructure (Reserves)	Partially complete A final proposed plan will be presented to the Wanaka Community Board to adopt at its 8 June 2016 Board meeting.
13. Commonage Subdivision Land		Property and Infrastructure	

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 May update Public notice 'Proposal To Stop Legal Road Hardware Lane and Glenda Drive, Frankton' in Noticeboard in <i>Mirror</i> on 20 April. Signage has been placed on the property. There is a 40 day period for objections (closing 1 June) before the next steps can be taken.
10. Hawea Unformed Legal Roads	Finalise agreements with Clutha Fisheries Trust, Upper Clutha Tracks Trust and Devon Dairy Farm.	Property and Infrastructure	Partially complete Matter has been delegated to APL Property to bring to a successful conclusion. They have commenced work on this project but at the date of writing a timeframe for conclusion is unknown.

COUNCIL ACTIONS: ORDINARY MEETING OF 29 OCTOBER 2015

Agenda item	Actions	Responsibility of:	Description of action taken
6. Extension of area serviced by Lake Hayes Water Scheme	Develop a set of criteria for approval of extensions to water schemes	Property and Infrastructure	Partially complete A policy framework will be brought to the 30 June 2016 Council meeting.
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 May.

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.	Property and Infrastructure (Parks)	Partially complete A draft Wanaka Recreational Reserve: Reserve Management Plan will be presented to the Board in July 2016, seeking approval for public notification and consultation. Early pre-consultation has been undertaken.
9. Wanaka Watersports Facility – Proposed New Ground lease	Prepare lease documents.	Property and Infrastructure (APL) (Averil)	Partially complete May update: Lease will not be finalised until the outcome of the resource consent process is known. Processes are ongoing and a final outcome may not be known until July.
10. Proposal to vest reserve land at a Lake Edge Limited	Complete vesting procedures.	Property and Infrastructure	Partially complete May update:

Agenda item	Actions	Responsibility of:	Description of action taken
Subdivision on Peninsula Road		(Parks)	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
10. Local Alcohol Policy – additional research	Convene working party for further investigations.	Finance and Regulatory	Partially complete Regulatory Manager emailed all working party members on 10 May seeking feedback on any issues still requiring resolution prior to presentation of LAP report to Council on 30 June.
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

Agenda item	Actions	Responsibility of:	Description of action taken
			the Chief Executive.
12. Wanaka Office Upgrade Project		Corporate Services	

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	<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. May 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	In liaison with governance arrange hearing and report of final plan to Council.	Property and Infrastructure (Parks)	Partially complete A hearing is scheduled for 7 June in Glenorchy.
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 June 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 made a submission to the 2016/17 Annual Plan for \$50,000 loan to be amended to grant.