

COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 5 APRIL 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1. 2016-2017 Annual Plan Consultation Document	Finalise consultation documentation and release for public comment.	General Manager Finance and Regulatory	Complete Document amended and issued publicly. Submissions are due by 29 April.
2. Delegation of Powers to hear submissions and make recommendations and 'decisions on submissions' on the designations included in the Proposed District Plan	a. Circulate details of new delegations to relevant parties; b. Advise commissioners of delegations;	Planning Practice Manager	Complete Hearings Panel Chair and project manager have been advised that delegations have been approved and are working to schedule in the designation hearings. Commissioners have been advised of new delegations.
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
1. Draft Statement of Intent for Queenstown Airport Corporation for 2016/17	Ensure that any Council comments are passed to QAC Board by 30 April.	GM Finance and Regulatory	Complete Circulated for feedback.
3. Funding and Rates Review Report 2016	a. Include in consultation on 2016/17 Annual Plan.	GM Finance and Regulatory	Complete Consultation commenced with annual plan; submissions close on 29 April.
4. Proposal to seal steeper parts of the Queenstown Trail and upgrade signage on the Trail	a. Submit funding application to <i>Maintaining the Quality of the Great Rides Fund</i> . b. Prepare consultation plan.	Parks Planning Manager	Complete a. Queenstown Trails Trust has submitted application. b. Staff are working on a consultation plan with Queenstown Trails Trust.
5. Easement: 25 Arrowtown – Lake Hayes Road	Progress procedures to achieve underground easement.	APL Property (Blake)	Complete Applicant advised of outcome and invoiced for easement fee. Applicant to register easement to title and confirm done by providing land title dataset. No further action required at this stage.
6. Easement: Wanaka-Mt Aspiring Road	Progress procedures to achieve underground easement.	APL Property (Blake)	Complete Applicant advised of outcome and invoiced for easement fee. Applicant to register easement to title and confirm done by providing land title dataset. No further action required at this stage.
7. Proposal to Vest Reserve Land – Hanley Downs Stage One	Advise applicant of approval in principle.	Parks Planning Manager	Complete Applicant has been advised of decision.
8. 2016 Queenstown Lakes	a. Advise Electionz.com of decision to place candidate names in random	Electoral Officer	Complete

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District Council and Central Otago Health Inc Elections	<ul style="list-style-type: none"> a. order on voting papers. b. Advise COH Inc of the Council's agreement to conduct 2016 election in Wanaka Ward on their behalf. 		<ul style="list-style-type: none"> a. Emailed Electionz.com (election services provider) advising of decision, April 2016. b. Letter sent by Electoral Officer to COH Inc Chair, April 2016 confirming agreement to hold election on behalf of COH Inc; advised CODC Electoral Officer of decision.
11. Mayor's Report	<ul style="list-style-type: none"> a. Follow up on concerns about poor standard of work on Brownston Street parking project. b. Liaise with staff about plans for roading developments around Three Parks and Wanaka Sports Facility. c. Identify staff member to be responsible for liaison with Te Ao Marama. d. Transfer \$15,000 from the Upper Ardmore Street Furniture project to the Brownston Street Parking project to enable completion of chain-link fence. 	<ul style="list-style-type: none"> a. GM Property and Infrastructure b. GM Property and Infrastructure c. GM Corporate Services d. Finance Department 	<p>Partially complete</p> <ul style="list-style-type: none"> a. Staff met with Wanaka Ward Councillors and WCB Chair on site on 12 April 2016. Staff reasons for decisions on the project were explained and generally accepted by those present. Staff undertook to follow up on an outstanding question about alignment of the parking bays. b. Matter has been referred to Planning and Development department. c. Meaghan Miller is responsible for liaison with Te Ao Marama. d. Finance Department staff have transferred \$15,000 budget from project 86 to project 81.
12. Chief Executive's Monthly Report	<ul style="list-style-type: none"> a. Clarify when sludge discussion will take place. b. Provide update on the timeframe for reporting on an Eco-design advisor pilot programme. c. Note comments about procurement policy. 	Chief Executive	<p>Complete</p> <ul style="list-style-type: none"> a. Sludge discussion scheduled for 3 May. b. Council has instead agreed a comprehensive review of options for building design standards and advice and this will be reported in the next financial year. c. Noted. Procurement Policy is contained on corporate map for presentation to Council in June 2016.
13. Skyline Easement Tree Removal	[REDACTED]	GM Property and Infrastructure	[REDACTED]
14. Coronet Forest Management Options	[REDACTED]	Manager, Strategic Projects and Support	[REDACTED]

Agenda item	Actions	Responsibility of:	Description of action taken
15. Resource Consent Appeals		Planning Practice Manager	

Summary of incomplete actions from earlier Council meetings

COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 1 MARCH 2016

Agenda item	Actions	Responsibility of:	Description of action taken
1. Special Housing Areas Expression of Interest: Arrowtown Retirement Village	Finalise Deed of Agreement and forward to Minister of Building and Housing.	Anita Vanstone	Partially complete Pack for Minister is ready for Mayor's signature. (NOTE: Items 1-3 will be removed from this list from next month as SHA actions are being separately reported in CE report).
2. Special Housing Areas Expression of Interest: Business Mixed Use Zone (Gorge Road): Assessment and Recommendation	Finalise and forward to Minister of Building and Housing.	Anita Vanstone	Partially complete Pack for Minister is ready for Mayor's signature.
3. Special Housing Areas Expression of Interest: Shotover Country	Finalise Deed of Agreement and forward to Minister of Building and Housing.	Anita Vanstone	Partially complete Documentation is ready to be sent to Minister; letter is drafted for Mayor to sign once Deed has been executed.
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.
2. Naming of Eastern Access Road	<ul style="list-style-type: none"> a. Make necessary arrangements for implementation of new road name. b. Recommend to NZTA that the name 'Oterotu' be considered as a potential name for the new State Highway 6 Bridge. c. Add the names Tahuna, Te Kirikiri and Arranmore to the Council's street names list for consideration in the future. 	Tony Pickard	Complete <ul style="list-style-type: none"> a. Staff have forwarded details of the Council resolution to Land Information New Zealand for the official road naming record. b. NZTA has been advised of 'Oterotu'

Agenda item	Actions	Responsibility of:	Description of action taken
			<p>recommendation.</p> <p>c. Staff have add Tahuna, Te Kirikiri and Arranmore to the Council's suggested street names list</p>
4. Remuneration for Councillors involved in Proposed District Plan hearings	Action payments system and liaise with Remuneration Authority at end of 2015/16 financial year.	Alice Balme	Complete Remuneration Authority was advised of resolution. Remuneration Authority replied on 17 March clarifying base remuneration in 2016/17 for Mayor, Councillors and Wanaka Community Board and payment for additional duties.
5. Shotover Country Stage 1F: Proposal to vest reserve land and develop a sportsfield.	<p>1. Vesting of Reserve Land:</p> <p>a) Advise applicant of decision/conditions;</p> <p>b) Ensure successful completion of reserve vesting process.</p> <p>2. Sportsfield:</p> <p>a) Provide definition of a 'community sports field' and level of service.</p> <p>b) Advise applicant of decision/conditions</p> <p>c) Oversee completion of project (fencing and maintenance agreement).</p>	Aaron Burt	<p>Partially complete</p> <p>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.</p> <p>The applicant is currently developing design plans for the development of the sports field.</p>
6. Easement – Bridesdale Farm Electricity Supply	<p>1. Advise applicant of outcome and conditions.</p> <p>2. Oversee approval of final terms and conditions.</p> <p>3. Exercise Minister of Conservation's consent.</p>	Blake Hoger	<p>Partially complete</p> <p>1. Applicant has been advised of decision and conditions. Staff continue to communicate with applicant about ensuring the easement is registered against the title.</p> <p>2/3. Both matters are in progress.</p>
7. Easement over Reserve Land – Electrical cabling for supply of electricity to the Hawea Water Treatment Plant	<p>1. Complete any outstanding statutory matters.</p> <p>2. Arrange for area to be tidied.</p>	Blake Hoger	<p>Partially complete</p> <p>Applicant has been advised of decision and conditions. Staff continue to communicate with applicant about ensuring the easement is registered against the title.</p>
8. Easement – Old School Road	<p>1. Advise applicant of outcome and conditions.</p> <p>2. Oversee approval of final terms and conditions.</p> <p>3. Exercise Minister of Conservation's consent.</p>	Blake Hoger	<p>Partially complete</p> <p>1. Applicant has been advised of decision and conditions. Staff continue to communicate with applicant about ensuring the easement is registered against the title.</p> <p>2/3. Both matters are in progress.</p>
9. Proposed New Lease to Canterbury/Westland Kindergarten Inc for the	<p>1. Matter is lying on the table pending further discussion with the leaseholder about the termination clause.</p> <p>2. Clarify if a condition existed requiring native tree plantings.</p>	Jo Conroy	<p>Partially complete</p> <p>1. Kindergarten has been advised of the situation with application for new lease.</p>

Agenda item	Actions	Responsibility of:	Description of action taken
Frankton Kindergarten	3. Summarise existing termination clauses for information purposes.		<p>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.</p> <p>3. A recommendation for standard terms and conditions for community leases is being prepared.</p>
10. Mayor's Report	<p>1. Confirm consultation undertaken re new Rotary walk/cycle trail.</p> <p>2. Clarify reason for delay with Upper Clutha A&P lease.</p>	Jane Robertson (to coordinate responses)	<p>Partially complete</p> <p>1. Consultation is ongoing between Rotary, Department of Conservation and affected residents. A meeting in early May is to be organised by Rotary with the purpose of agreeing the next steps needed to fulfil the conditions, including completing the survey work required to undertake detailed design.</p> <p>2. Delay largely due to applicant who did not return lease documents for some time.</p>
11. Events Strategy Funding		Jan Maxwell	

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 Approval (and conditions) have been provided to applicant but conditions must be fulfilled before construction may begin (see comment above).
7. Shotover River Bylaw Review	<p>1. Finalise text of new bylaw.</p> <p>2. Seek Maritime NZ approval.</p> <p>3. Arrange for public notification and implementation.</p>	Finance and Regulatory	<p>Partially complete</p> <p>1. The bylaw has been updated with text approved at meeting, correct GPS co-ordinates and changes to schedule 2.</p> <p>2. New regulations will commence on 28 April 2016.</p> <p>3. Bylaw to be signed by Mayor and CE and</p>

Agenda item	Actions	Responsibility of:	Description of action taken
			publicly notified after which it will be placed on QLDC website.
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 9 May 2016 Board meeting.
12.Scurr Heights Subdivision Land	[REDACTED]	Property and Infrastructure	[REDACTED]
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 April 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 Staff continue to progress with the various parties involved and there are internal discussions underway to determine whether the Property Manager is better positioned to take this project forward.

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	Incomplete Staff have commenced work on developing a policy framework.
13. Plan Change 49 Earthworks – Appeal Matters	[REDACTED]	Planning and Development	[REDACTED]

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

COUNCIL ACTIONS: ORDINARY MEETING OF 24 SEPTEMBER 2015

Agenda item	Actions	Responsibility of:	Description of action taken
7. Queenstown Golf Club - new lease	Prepare and issue new lease.	Property and Infrastructure (APL) (Jo)	Complete The Queenstown Golf Club has withdrawn its application for a change to their existing lease.
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 April update: Lease will not be finalised until the outcome of the resource consent process is known. Resource Consent hearing took place over

Agenda item	Actions	Responsibility of:	Description of action taken
			the period 30 March – 1 April. The hearing closed with the applicant to provide a written right of reply. The decision may be released within 4-5 weeks.
10. Proposal to vest reserve land at a Lake Edge Limited Subdivision on Peninsula Road	Complete vesting procedures.	Property and Infrastructure (Parks)	Partially complete April 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
10. Local Alcohol Policy – additional research	Convene working party for further investigations.	Finance and Regulatory	Partially complete Efforts to convene meetings of the working party have been unsuccessful and the Manager, Regulatory is now planning a different approach.
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: 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. April update: 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
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	Complete statutory procedures.	Property and Infrastructure	Partially complete Land exchange cannot occur until the

Agenda item	Actions	Responsibility of:	Description of action taken
exchange		(Parks)	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 April update Coastguard Queenstown intend to make submission to 16/17 AP for loan to be amended to grant.