

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	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	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 car parks in the CBD 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	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	Facilitate the early harvest of the Coronet Forest subject to: 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
4 2016/17 Annual Plan Adoption	Prepare final document and circulate as per statutory requirements.	GM Finance GM Corporate Services	Complete Final document has been prepared and published/circulated.
5 Statement of Intent, Queenstown Airport Corporation 2016/17	Advise QAC of Council's acceptance of SOI.	GM Finance	Complete QAC has been advised of Council's acceptance of SOI.
6 Principles Related to the Use of Funds from the Sale of the Scurr Heights Land	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.

Agenda item	Actions	Responsibility of:	Description of action taken
7 Supply Boundary Adjustment – Arrowtown Retirement Village	Extend water supply and wastewater service boundaries.	Chief Engineer	Partially complete Approval of water supply boundary extension has been sent to GIS to include in information for property.
8 Making Plan Change 50 – Queenstown Town Centre Zone Extension, Operative	Complete statutory procedures for public notification.	Manager, Strategic Projects and Support	Complete Publicly notified on 16 July 2016.
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 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. 	Manager, Regulatory	Partially complete Regulatory Manager met with ACC on 5 July to discuss the needs assessment proposal. There discussions are on-going regarding the funding, in addition to establishing who else needs to be involved in the needs assessment study.
12 Fees and Charges, Planning & Development	Implement updated fees and charges regime from 1 July 2016	Team Leader Planning Support	Complete The new charging regime has been implemented from 1 July
13 Update on Resource Consent Appeals	<p>Seek resolution on the following mediated settlements:</p> <ul style="list-style-type: none"> • RM130521 – Cross Roads Properties Ltd – Mitre 10 Mega signage – an Environment Consent Order signed on 24 June 2014; • RM140061 – Lakes Marina Projects Ltd – Frankton Marina – an Environment Court Consent Order signed on 3 June 2015; • RM140712 – Little Stream Ltd – Six lot subdivision consent – an Environment Court Consent Order signed on 21 May 2015; and • RM140623 – RD Petroleum Ltd – Arrowtown Petrol Station – an Environment Court Consent Order signed on 26 February 2015; • RM150093 – Pounamu holdings 2014 Ltd - Glenorchy campground redevelopment. 	Planning Practice Manager	Complete No specific action was necessary as the agenda item was a retrospective tidy up of appeals dealt with under the direction of the former CEO.
14 Arrowtown Design Guidelines 2016 – Variation 1 to the Proposed District Plan	<ul style="list-style-type: none"> a) Finalise Arrowtown Design Guidelines 2016 and S32 evaluation report. b) Complete statutory public notification procedures. 	Planning Practice Manager	Complete <ul style="list-style-type: none"> • ADG 2016 as notified for initial consultation was amended in response to the 3 submissions received, in consultation with Councillor Stevens. • ADG 2016 was publicly notified for submissions on 20 July 2016. • Public meeting in Arrowtown held on 26 July 2016.
15 Making Plan Change 49 – Earthworks, operative	Complete statutory procedures for public notification.	Planning Practice Manager	Complete Publicly notified on 16 July 2016.
16 Appointment of Commissioners and amending the Terms of Reference for the	<ul style="list-style-type: none"> a) Advise Scott Stevens, Ella Lawton, Calum MacLeod, Simon Stammers-Smith, Mel Gazzard and Jan Caunter of their status as Hearings Commissioners). b) Facilitate update to RCCAC delegations. 	Planning Practice Manager	<ul style="list-style-type: none"> a) Councillors and Commissioner Caunter have been advised of their appointment [Complete]. b) Updated RCCAC Terms of Reference

Agenda item	Actions	Responsibility of:	Description of action taken
Resource Consent Commissioner Appointment Subcommittee			have been implemented but need to be saved in TRIM and included in new Delegations Register [Partially complete].
17 Appointment of Hearing Commissioners for Private Plan Change 51 – Peninsula Bay North	a) Advise Councillor Gazzard of appointment. b) Make arrangement for hearing.	Planning Practice Manager	Complete Hearing is booked in for 8 August. Councillor Gazzard has been advised.
18 QLDC Submission on the Proposed National Policy Statement (NPS) on Urban Development Capacity	Finalise and lodge submission by closing date.	Senior Planner – Policy (Kim Banks)	Complete The submission was finalised with Planning and Development Portfolio Leader and Mayor and submitted via email to the MFE on 15 July.
20 Mayor's report	a) Advise Downtown Queenstown of Chief Executive's appointment as ex officio member of Board. b) Facilitate implementation of Wanaka Lakefront Development Plan. 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	a) Letter has been sent to Downtown Queenstown confirming the appointment of the CE as ex officio member to their board. [Complete] b) Implementation will be carried out over several years subject to budget. The first stages have progressed into detailed design/consents with budget available in the Annual Plan. [Partially complete but developments will be reported elsewhere going forward.] c) Regulatory manager to progress. [Incomplete]
21 Chief Executive's report	Action Arrowtown Campground budget variation.	Finance Department	Partially complete Finance staff are awaiting some clarifications re Arrowtown Campground before proceeding with transfer.
23 Events Funding Applications	[REDACTED]	Arts and Events Facilitator	[REDACTED]

Summary of incomplete actions from earlier Council meetings

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 is scheduled to commence 1 July but is subject to further approvals sought in subsequent reports. b) Report was presented to 30 June Council agenda and further report sought re extension of parking charges. This report was prepared for July meeting but held over pending further investigation.
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.
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.
14. New Rooding Network Maintenance Contract		a) GM Property and Infrastructure b) & c) Chief Executive	

Agenda item	Actions	Responsibility of:	Description of action taken
15. Appeals to Private Plan Change 44 – Hanley Downs		Manager, Planning Practice	

COUNCIL ACTIONS: ORDINARY MEETING OF 28 APRIL 2016

Agenda item	Actions	Responsibility of:	Description of action taken
5. Private Plan Change 46 Ballantyne Road – Ratification of Commissioner Recommendation	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 August 2016 Council meeting.
10. Mayor's Report (Ratification of WCB recommendation)	<ul style="list-style-type: none"> a) Proceed with proposed upgrades to the Cardrona Wastewater Treatment Plant; b) Proceed with delivery of the Cardrona Township's wastewater reticulation c) Proceed with modelling of the Cardrona Valley Pipeline 	Chief Engineer	Partially complete (Ongoing): ORC has approved the discharge consent conditional on the upgrades to the treatment plant. Harrison Grierson is progressing with the design and tender for the reticulation and upgrades. NOTE: Future updates will be covered in the CE's report.
12. Navigation Safety Bylaw		Manager, Regulatory	

Agenda item	Actions	Responsibility of:	Description of action taken
			[REDACTED]

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. 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.	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.	GM Corporate Services	Partially complete <ul style="list-style-type: none"> \$250k for developing a QLDC

Agenda item	Actions	Responsibility of:	Description of action taken
			<p>Queenstown Town Centre accommodation proposal has been adopted in the 2016/17 AP</p> <ul style="list-style-type: none"> • Site specific and non-site specific work programmes are underway. The non-site specific work includes a needs analysis. The site specific work will involve wider utilisation of the Stanley Street land holding. • 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.	<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>	Parks and Reserves Planner (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. The applicant is currently developing design plans for the development of the sports field.</p>
5. 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. It is noted that it can often be some time for these matters to be finalised.</p>
6. 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>	APL Property (Blake)	<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. As with the item above, it can often take some time to finalise these matters.</p>

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	<p>Partially complete</p> <p>Parks portfolio Councillors are meeting with Rotary in early August to discuss the</p>

Agenda item	Actions	Responsibility of:	Description of action taken
			conditions of Council approval to build the trail.
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 July 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 July is as follows: APL has contacted all parties and is progressing outstanding areas for concluding the umbrella agreement. Agreement with UCTT and the Coopers on track screening and survey of vehicle bypass around underpass has been pending. Advice was received on 24 June that the Coopers have agreed to drop the requirement for screening, however would like to move the Newcastle Road track to isolate it from farm operations. A meeting was held on site on 28 June to determine location of the walking track on an alignment south of the water race and a new track location was agreed. However Mr Cooper has asked for the ability to close the track to be added for reasons of 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]

Agenda item	Actions	Responsibility of:	Description of action taken

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
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 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 July 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	Complete statutory procedures for reserve vesting.	Property and Infrastructure	Partially complete Vesting can only occur after S224 consent

Agenda item	Actions	Responsibility of:	Description of action taken
Stage 1F		(Parks)	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
9.Draft Glenorchy Airstrip	In liaison with governance arrange hearing and report of final plan to	Property and	Partially complete

Agenda item	Actions	Responsibility of:	Description of action taken
Reserve Management Plan	Council.	Infrastructure (Parks)	A hearing was held in Glenorchy on 7 June. The panel has convened on several occasions to deliberate and it is intended to present the hearings panel's recommendation to the August Council meeting.
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	<ul style="list-style-type: none"> 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 August 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 on several occasions seeking 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.