

## COUNCIL ACTIONS: MEETING OF 24 AUGUST 2016

Agenda item	Actions	Department	Responsibility of:	Description of action taken
1. Glenorchy Airstrip Management Reserve Management Plan Adoption	Finalise text of Reserve Management Plan; circulate/publish as necessary; reply to submitters; implement provisions of plan going forward.	Property and Infrastructure	Jeannie Galavazi	On track Submitters have been advised of the outcome of the hearing. Updated RMP will be placed on Council website.
2. Queenstown Town Centre Transport Strategy – Evening Parking Restrictions	Implement a trial for the extension of time restricted parking from 8am or 9am – 6pm as existing, to 8am or 9am – 9pm	Property and Infrastructure	Tony Pickard	On track Evening parking restrictions' work is on track for the week commencing 3 October 2016.
3. Approval to consult: Declaration of Upper Beach Street as a Pedestrian Mall	Commence special consultative procedure required to declare Beach Street between Camp Street and Cow Lane as a pedestrian mall.	Property and Infrastructure	Andrew Edgar	On track Consultation began with a press release, social media and QLDC webpage information on 6 September. Public notice in the Mirror on 7 September. Consultation finishes on 7 October.
4. Patagonia Chocolates – Licence to Occupy Recreation Reserve	Issue licence to occupy an area of Recreation Reserve in favour of Patagonia Chocolates; exercise Minister of Conservation's consent	Property and Infrastructure	APL Property: Blake Hoger	Complete Licence has been prepared and is with the GM for Property/Infrastructure to sign.
5. New Lease – Wanaka Junior Football Club	Issue lease over Recreation Reserve in favour of the Wanaka Junior Football Club; exercise Minister of Conservation's consent	Property and Infrastructure	APL Property: Jo Conroy	Complete Licence has been prepared and is with the applicant to sign.
6. Stopping and Sale of Road Reserve – Glenda Drive	Progress stopping/sale procedures on the basis of new price.	Property and Infrastructure	APL Property: Jo Conroy	On track Sale and Purchase contract currently with purchaser for signing.
7. Setting of Rates for 2016/17	Issue rates accounts in accordance with new rates/charges.	Finance and Regulatory	Lyn Zeederberg	Complete Rates invoices were posted/emailed to all ratepayers on Friday 2 September 2016.
8. Making Private Plan Change 46: Ballantyne Road Industrial and Residential Extension – Operative	Complete statutory procedures to make Plan Change operative.	Planning and Development	Blair Devlin	Complete Public notice of the operative date has been given in The Mirror (31 August) and Wanaka Sun (1 September).
9. Dog Control Policy and Practices Report 2015 – 2016	Publish/circulate in accordance with statutory requirements.	Finance and Regulatory	Carrie Edgerton	Complete Grammatical errors fixed; publicly notified in <i>The Mirror</i> on 7 September; report placed on QLDC website; report sent to Department of Internal Affairs.
11. Mayor's Report	a) Clarify location of Right of Way Easement, Kawarau Village	a) Property &	a) APL Property:	Underway

Agenda item	Actions	Department	Responsibility of:	Description of action taken
	Holdings (Property Subcommittee meeting of 21 July 2016) b) Staff to update elected members on status of Open Space Strategy. c) Delegations Register and Policy Manual to be presented to Council. d) Update sought on Queenstown Community Affordable Housing Work Group actions (Council meeting, 1 March 2016) e) Arrange hearing for proposed Navigation Safety Bylaw 2014 amendments f) Advise Rotary Club of Queenstown re amendment to maintenance period for proposed new trail g) Publicly notify Reserve Management Plan for Wanaka Recreational Reserve h) Clarify current status of Narrow Project	Infrastructure b) Property & Infrastructure c) Corporate Services d) CE e) Corporate Services f) Property & Infrastructure g) Property & Infrastructure h) CE	Averil Kingsbury b) Stephen Quin c) Meaghan Miller d) Mike Theelen e) Jane Robertson f) Stephen Quin g) Stephen Quin h) Mike Theelen	a) Consultation undertaken with APL; currently on hold. b) Included in workshop programme and corporate map for presentation to Council meeting on 6 October. c) Staff are finalising text of Delegations Manual d) Covered under CE work programme. e) Hearing held on 9 September. Report to be presented to Council on 6 October. f) Rotary Club advised of change. g) Finalising formatting of plan before public notification. h)
13. Proposed Work Programme 2016/17	Update work programme; circulate as necessary; implement/report going forward.	CE		Complete CE monthly report has been updated to reflect new programme.
14. Shotover Jet Concession Agreement – Fee Increase		Finance and Regulatory	a) Lee Webster b) Stewart Burns	
15. Direction on Three Resource Consent Appeals		Planning and Development	Blair Devlin	
16. Emergency Management Shared Service Review Delegation		CE	Mike Theelen in liaison with Mayor	

## Summary of incomplete actions from earlier Council meetings

### COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 11 AUGUST 2016

Agenda item	Actions	Department	Staff member	Description of action taken
1 Supply Boundary Adjustment – Special Housing Areas	a) Advise SHA proponents of: <ul style="list-style-type: none"> <li>a. Shotover Country</li> <li>b. Queenstown Country Club</li> <li>c. Bridesdale Farm</li> <li>d. Arthurs Point</li> </ul> of decision to permit water supply and wastewater service boundaries. b) Liaise as necessary with Infrastructure staff.	Planning and Development	Dave Wallace	Complete Proponents aware that public services available if resource consent is granted. Scheme boundary around Bridesdale Farm uploaded to GIS and Finance informed by Knowledge Management. No further action required for other agreed Scheme boundary changes until relevant consents are granted.

### COUNCIL ACTIONS: ORDINARY MEETING OF 28 JULY 2016

Agenda item	Actions	Department	Responsibility of:	Description of action taken
2 Proposed New Lease for the Young Family: Zoological Gardens, Frankton	Include preparation of Reserve Management Plan in work programme.	Property and Infrastructure	Stephen Quin	Underway Staff have been asked to specify when RMP will be programmed.

### COUNCIL ACTIONS: ORDINARY MEETING OF 30 JUNE 2016

Agenda item	Actions	Department	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.	Property and Infrastructure	Ulrich Glasner	Partially complete Review of treatment plant and disposal option site is still ongoing. Consultation is to occur in the coming month with airport stakeholders. Soil testing has occurred on the airport site to ascertain its suitability for subsurface drip irrigation.
2B Queenstown Town Centre Transport Strategy Implementation Plan	a) Facilitate delivery of implementation plan b) Commence quarterly reporting from September 2016.	Property and Infrastructure	Tony Pickard	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: <ul style="list-style-type: none"> <li>a. Updating the Coronet Forest Management Plan (2001) in accordance with the District Plan designation;</li> <li>b. Consideration of the updated Coronet Forest Management Plan in the 10-Year Plan (2015-25).</li> </ul>	Corporate Services	Paul Speedy	Partially complete Actions have been included within the parks and recreation 2016/17 operational plan

Agenda item	Actions	Department	Responsibility of:	Description of action taken
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.	Finance and Regulatory	Stewart Burns	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	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.	Finance and Regulatory	Lee Webster	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.

### COUNCIL ACTIONS: ORDINARY MEETING OF 26 MAY 2016

Agenda item	Actions	Department	Responsibility of:	Description of action taken
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	Property and Infrastructure	Stephen Quin	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	Property and Infrastructure	Rob Darby	Partially complete a) A number of affected party approvals for the Notice of Requirement are being pursued. b) This has not yet taken affect 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	Property and Infrastructure	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	Property and Infrastructure	APL Property (Jo Conroy)	Partially complete Applicant has been advised of decision. Awaiting survey plans.
15. Appeals to Private Plan Change 44 – Hanley Downs		Planning and Development	Blair Devlin	

Agenda item	Actions	Department	Responsibility of:	Description of action taken

**COUNCIL ACTIONS: ORDINARY MEETING OF 24 MARCH 2016**

Agenda item	Actions	Department	Responsibility of:	Description of action taken
13. Skyline Easement Tree Removal		Property and Infrastructure	Michael Walker?	

**COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 1 MARCH 2016**

Agenda item	Actions	Department	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.	CE Office	Mike Theelen	Partially complete Considered at Council workshop on 23 September 2016. Updated actions contained in CE's 2016/17 work programme.

**COUNCIL ACTIONS: ORDINARY MEETING OF 24 FEBRUARY 2016**

Agenda item	Actions	Department:	Responsibility of	Description of action taken
1. Proposed Council Accommodation	Progress project.	Corporate Services		Partially complete <ul style="list-style-type: none"> <li>Report on 29 September Council agenda.</li> <li>The detail of this project and funding will be subject to consultation in the 2017/18 Annual Plan.</li> </ul>
4. Shotover Country Stage 1F: Proposal to vest reserve land and develop a sportsfield.	1. Vesting of Reserve Land: <ul style="list-style-type: none"> <li>a) Advise applicant of decision/conditions;</li> <li>b) Ensure successful completion of reserve vesting process.</li> </ul> 2. Sportsfield: <ul style="list-style-type: none"> <li>a) Provide definition of a 'community sports field' and level of service.</li> <li>b) Advise applicant of decision/conditions</li> <li>c) Oversee completion of project (fencing and maintenance agreement).</li> </ul>	Property and Infrastructure	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

Agenda item	Actions	Department:	Responsibility of	Description of action taken
				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.	Property and Infrastructure	APL Property (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.	Property and Infrastructure	APL Property (Blake Hoger)	Partially complete 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 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.	Property and Infrastructure	Stephen Quin	Partially complete Parks continue to liaise with Rotary about trail construction and conditions.
13. Commonage Subdivision Land	[REDACTED]	Property and Infrastructure	Richard Pope	[REDACTED]

#### COUNCIL ACTIONS: ORDINARY MEETING OF 26 NOVEMBER 2015

Agenda item	Actions	Department	Responsibility of:	Description of action taken
10. Hawea Unformed Legal Roads	Finalise agreements with Clutha Fisheries Trust, Upper Clutha Tracks Trust and Devon Dairy Farm.	Property and Infrastructure	APL Property (Jeff Reidy)	Partially complete Report to WCB in September 2016 indicates that final agreement is imminent: APL has forged through some potential issues with the Newcastle Road track. Requests for track screening and for the Coopers to have an ability to close the track to public have been resolved and are no longer issues.  The revised track location has been

Agenda item	Actions	Department	Responsibility of:	Description of action taken
				surveyed and is now being incorporated into the Survey Plan for lodgement. The umbrella agreement has been approved by CFT and the UCTT. Approval from the Coopers is to be sought once the survey plan is prepared. The umbrella agreement should be ready for signing toward the end of Sept.

**COUNCIL ACTIONS: ORDINARY MEETING OF 29 OCTOBER 2015**

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

**COUNCIL ACTIONS: ORDINARY MEETING OF 24 SEPTEMBER 2015**

Agenda item	Actions	Department	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 Property (Jo Conroy)	Partially complete Awaiting LINZ approval of survey plans. LINZ has determined that EAR road item from 29 October 2015 (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	Department	Responsibility of:	Description of action taken
10. Proposal to vest reserve land at a Lake Edge Limited Subdivision on Peninsula Road	Complete vesting procedures.	Property and Infrastructure	Stephen Quin Aaron Burt	Partially complete 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	Department	Responsibility of:	Description of action taken
5. Proposal to Vest Reserve Land at Kirimoko Crescent	Complete statutory procedures for reserve vesting.	Property and Infrastructure	Stephen Quin Aaron Burt	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	Stephen Quin Aaron Burt	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	Department	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.	CE Office	Mike Theelen	Partially complete: Staff conflict register updated and available for Councillor inspection. Some Councillors have still to complete before forwarding to Chair of Audit and Risk Committee.

**COUNCIL ACTIONS: ORDINARY MEETING OF 3 JUNE 2015**

Agenda item	Actions	Department	Responsibility of:	Description of action taken
2. Adoption of new Code of Conduct and Appointment of New Conduct Committee;	Appointment of Conduct Committee members	CE Office	Mike Theelen	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]	Property and Infrastructure	Richard Pope	[REDACTED]

**COUNCIL ACTIONS: ORDINARY MEETING OF 30 APRIL 2015**

Agenda item	Actions	Department	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	Michael Walker	Partially complete Matters are progressing favourably but



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				cannot be reported publicly at this time owing to legal ramifications.

**COUNCIL ACTIONS: ORDINARY MEETING OF 24 MARCH 2015**

Agenda item	Actions	Department	Responsibility of:	Description of action taken
10. Proposed Glenorchy Local Purpose Reserve land exchange	Complete statutory procedures.	Property and Infrastructure	Stephen Quin Aaron Burt	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 Property (Jo Conroy)	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	Department	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.	Property and 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	Department	Responsibility of:	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.