

**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 is included on 30 June Council agenda.
2. Special Housing Area Expression of Interest: Queenstown Country Club	a) Execute the Deed on behalf of Council subject to any minor changes b) Send recommendation to the Minister that the Queenstown Country Club EOI be established as an SHA subject to conditions c) Report back to Council on issues and options to master plan the development of the Ladies Mile area including a potential variation to the Proposed District Plan.	General Manager Planning and Development	Partially complete a)&b) Awaiting agreement with the QLCHT after which proposal can be provided to Mayor for signing and thereon to Minister. c) Planning Practice Manager is part of the action group that is working on master plan for development of the Ladies Mile area.
3. Amendments to Resource Management Act 1991 Register of Delegations	a) Make amendments to the Resource Consent Management Act delegations in the register b) Bring Delegations Register to Council to be confirmed	Senior Solicitor	Partially complete a) Delegations updated. b) Still to be actioned.
4. Appointment of Hearing Commissioners for Private Plan Change 51 – Peninsula Bay North	Make arrangements for hearings panel to hear submissions and report their recommendations back to Council	Manager, Planning Practice	Partially complete Seeking to identify a hearing date which suits all parties.
5. Bequest to provide a memorial and enhance a Queenstown Reserve	a) Finalise design with Estate Trustees and Cllrs 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 Design process will begin when the budget become available in the 2016/17 financial year.
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 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	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.

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9. Easement – Wanaka Holiday Park	a) Approve final terms and conditions, including location, of the underground easement b) Prepare easement and exercise Minister of Conservation’s consent	a) GM Property & Infrastructure b) APL Property (Blake Hoger)	Complete Applicant advised of approval. Applicant finalising path of easement. Easement Instrument to be prepared by applicant and confirmed by QLDC. Easement to be registered upon title by Applicant.
11. Mayor’s Report	Submit a registration of interest to Local Government New Zealand to become a Foundation Council for the Local Government Excellence Programme.	GM Corporate Services	Complete Registration of interest submitted on 21 June.
13. Scurr Heights Land Divestment	[REDACTED]	a) Property Manager b) Chief Executive c) Chief Executive d) GM Property & Infrastructure e) Chief Executive	[REDACTED]
14. New Roding Network Maintenance Contract	[REDACTED]	a) GM Property and Infrastructure b) & c) Chief Executive	[REDACTED]
15. Appeals to Private Plan Change 44 – Hanley Downs	[REDACTED]	Manager, Planning Practice	[REDACTED]
16. Pre-approval for settlement clearance for the Heritage Heights	[REDACTED]	a) GM Planning & Development and Senior Solicitor b) Chief Financial Officer	[REDACTED]

## Summary of incomplete actions from earlier Council meetings

### 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	Partially complete Report responding to request is being presented to 26 May 2016 Council meeting.
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) and b) Bylaw was finalised for public consultation. Submissions closed on 30 May with 587 submissions received. c) Hearing will take place some time during August with report due to be presented to September Council meeting.
9. Wanaka Airport Planning and Development	a) Investigate Wanaka Airport governance options and report back on preferred option including a draft Statement of Proposal; b) Identify and confirm any special consultation requirements	Chief Executive	Partially complete A project brief has been scoped and work commenced on the strategic business case. Work is also underway with Council's legal advisors on LGA processes.
10. Mayor's Report	a) New Licence for Fire Service Siren at Lismore Park - Prepare licence - Exercise Minister of Conservation's consent b) 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	a) APL Property (Jo)  b) Chief Engineer	a) Complete: Action covered under further resolution made at 26 May Council meeting. b) 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.
12. Navigation Safety Bylaw		Manager,	

Agenda item	Actions	Responsibility of:	Description of action taken
		Regulatory	

**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	Complete Agreement achieved. Construction underway.

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

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

**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"> <li>a. Consider recommendations as part of 2016/17 Annual Plan.</li> <li>b. Add actions to CE's work programme.</li> <li>c. Report progress on actions taken to July 2016 meeting and thereafter six monthly.</li> <li>d. Report findings of Strategic Property Review re possible affordable housing sites in Council's property holding to July 2016 meeting.</li> <li>e. Commend the Road Map and Report to Minister of Building and Housing,</li> <li>f. Thank Queenstown Lakes Community Affordable Housing Work Group and Catalyst Trust for their work in preparing the Road Map and Report.</li> </ul>	<ul style="list-style-type: none"> <li>a. CE/Chief Financial Officer</li> <li>b. CE</li> <li>c. CE</li> <li>d. Property Manager</li> <li>e. CE</li> <li>f. CE</li> </ul>	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

Agenda item	Actions	Responsibility of:	Description of action taken
			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.	1. Vesting of Reserve Land: <ol style="list-style-type: none"> <li>Advise applicant of decision/conditions;</li> <li>Ensure successful completion of reserve vesting process.</li> </ol> 2. Sportsfield: <ol style="list-style-type: none"> <li>Provide definition of a 'community sports field' and level of service.</li> <li>Advise applicant of decision/conditions</li> <li>Oversee completion of project (fencing and maintenance agreement).</li> </ol>	Aaron Burt	Partially complete The new reserves (Lots 1001 and 1002) have been included in a subdivision consent application that is currently being assessed by QLDC. If given subdivision consent, the reserves will be vested with Council following the 224c consent. The applicant is currently developing design plans for the development of the sports field.
5. Easement – Bridesdale Farm Electricity Supply	1. Advise applicant of outcome and conditions. 2. Oversee approval of final terms and conditions. 3. Exercise Minister of Conservation's consent.	Blake Hoger	Complete
6. Easement over Reserve Land – Electrical cabling for supply of electricity to the Hawea Water Treatment Plant	1. Complete any outstanding statutory matters. 2. Arrange for area to be tidied.	Blake Hoger	Partially complete Applicant has been advised of decision and conditions. Staff continue to communicate with applicant about ensuring the easement is registered against the title.
7. 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.	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.

### 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 Proposed design has been consulted with affected residents, and subsequent design revisions made. Once agreement to the design from residents has been reached, a formal approval will be provided to Rotary.
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 June update Public notice 'Proposal To Stop Legal Road Hardware Lane and Glenda Drive, Frankton' was in Noticeboard in <i>Mirror</i> on 20 April and signage was placed on the property. Objections closed on 1 June.
10. Hawea Unformed Legal Roads	Finalise agreements with Clutha Fisheries Trust, Upper Clutha Tracks Trust and Devon Dairy Farm.	Property and Infrastructure	Partially complete Agreement terms are finalised with regards to the Clutha Fisheries Trust and the Kane Road access. Still outstanding is agreement on matters with regards to the Butterfield Road access which involves the UCTT and Coopers. Once these matters are resolved the umbrella agreement can be finalised for signing by all parties. This matter is also being reported regularly to the Wanaka Community Board.

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

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

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

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

**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 June update: Lease will not be finalised until the outcome of the resource consent process is known. Processes are ongoing with applicant's final comments due by 18 July.
10. Proposal to vest reserve land at a Lake Edge Limited Subdivision on Peninsula Road	Complete vesting procedures.	Property and Infrastructure (Parks)	Partially complete June update: Work has begun on creating the new park but vesting can only occur after S224 consent has been issued. Construction is currently underway so timeframe for completion may be 3-4 months.

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

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

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

Agenda item	Actions	Responsibility of:	Description of action taken
19. CEO's Report: Councillors' 'Disclosure of Pecuniary and Other Specified Interests	Further consider options for Councillor disclosure to address privacy concerns expressed.	Corporate Services	Partially complete: The conflicts register has been updated following completion of forms by elected

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			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. June 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 was held in Glenorchy on 7 June. Deliberations took place on 21 June and it is intended to present the hearings panel's recommendation to the 28 July 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"> <li>a. Basis for tiered pre-qualification system to be presented to Council.</li> <li>b. Procurement policy to be brought to Council for review.</li> </ul>	Infrastructure	Partially complete <ul style="list-style-type: none"> <li>a. Staff are undertaking research on prequalification issues and are preparing a timeline for delivering this project.</li> <li>b. Procurement policy due to be presented to Council in July 2016.</li> </ul>

**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.