

## Attachment E: Summary of actions from previous Council meetings

### COUNCIL ACTIONS: ORDINARY MEETING OF 30 OCTOBER 2014

Agenda item	Actions	Responsibility of:	Description of action taken
1. Wanaka Lakefront Reserves Management Plan adoption	<ul style="list-style-type: none"> <li>- Make final amendment to plan and publish</li> <li>- Manage replies to submissions in association with Governance team</li> </ul>	Operations	Complete: Amendments made. Submitters responded to via email on 17 November. Final plan and submission summary/responses loaded on website.
2. Annual Report for the year ended 30 June 2014	<ul style="list-style-type: none"> <li>- Complete statutory procedures for Annual Report.</li> </ul>	Finance	Complete: Audit process completed and final plan published and circulated.
3. Youghal Street Land Exchange	<ul style="list-style-type: none"> <li>- Action land exchange</li> </ul>	Operations	Partially complete: Registration of new boundaries being undertaken.
4. Increased price for leased parking in Church Street Carpark	<ul style="list-style-type: none"> <li>- Action price increase at Church Street Carpark</li> <li>- Advise interested parties of decision re no further leases</li> <li>- Review parking charges at Ballarat Street and Recreational Ground Carparks as part of town centre transport strategy review in early 2015.</li> </ul>	Infrastructure	Partially complete: Wilsons Parking has been advised of the Council's decision to increase the Church Street Carpark charges with effect from 1 December 2014. Regulatory Manager has been advised that no more leases are to be issued and to convey this message in response to any queries received.
5. Housing Accord: QLDC Lead Policy	<ul style="list-style-type: none"> <li>- Amend lead policy as directed by Council.</li> <li>- Proceed with community engagement on Special Housing Areas in accordance with Lead Policy.</li> </ul>	Planning and Development	Partially complete: Lead policy amended. EOI for Special Housing Areas to close on 6 December 2014.
6. District Plan Review: Town Centres Chapter and Business Mixed-Use Zones	<ul style="list-style-type: none"> <li>- Make final amendments in liaison with Portfolio Leader and correct any final typographical errors.</li> </ul>	Planning and Development	Complete: Amendments made.
7. Proposal to vest reserve land: Shotover Country Stage 2C	<ul style="list-style-type: none"> <li>- Complete statutory procedures; liaise with developer re reserve improvements.</li> </ul>	Operations	Complete: Parks Manager will liaise with developer in the new year to determine the reserve improvements.
8. Mayor's Report	<p>i. <b>Walking/cycling track b/w Hawea Domain and Cemetery Road:</b> Liaise with Upper Clutha Tracks Trust (UCTT) re construction of track.</p> <p>ii. <b>Consent Notice condition on Kawarau Falls Station foreshore land (stone wall construction):</b> Advise Lakes Edge Developments Ltd of decision and agree detailed engineering design and specifications.</p>	Operations	<p>i. <b>Hawea Walking Track</b> Complete: Parks Manager is liaising with UCTT re specification and ongoing maintenance requirements. Track construction not due to start until March 2015.</p> <p>ii. <b>Kawarau Falls Station stone wall</b> Complete: Letter sent to Lakes Edge Developments Ltd advising of decision. The detailed engineering design and specifications of the wall will be agreed before the development starts but timeline is unconfirmed at this stage.</p>

Agenda item	Actions	Responsibility of:	Description of action taken
	<p>iii. <b>Licence to Occupy – Flyboards, St Omer Park:</b> Complete statutory procedures for issue of licence.</p> <p>iv. <b>Licence to Occupy for grazing – Whitechapel Reserve:</b> Complete statutory procedures for issue of licence.</p> <p>v. <b>Investigation into possible purchase of Wanaka Fire Station:</b> Undertake investigation.</p>		<p>iii. <b>Flyboards</b> Complete: Licence drafted for signing.</p> <p>iv. <b>Whitechapel Reserve grazing</b> Complete – Licence with applicant for signing</p> <p>v. <b>Wanaka Fire Station potential purchase</b> Incomplete.</p>
9. CEO's Report	<p>a) Timetable Council input into Practice Statements</p> <p>b) Clarify funding line for free training sessions (dog control)</p>	<p>a) Planning b) Legal and Regulatory</p>	<p>a) Complete: One Practice Note has been published. A further five have been tentatively identified. A workshop will be arranged shortly to seek feedback on the scope and priority issues for development of practice statements. (From CEO's report, 27 November Council meeting).</p> <p>b) Complete: Dog training sessions in Kingston, Queenstown, Hawea and Wanaka are being provided free of charge by animal behaviourists.</p>
10. Project Shotover		Infrastructure	
11. Three Waters Maintenance Contract		Infrastructure	

### COUNCIL ACTIONS: EXTRAORDINARY MEETING OF 9 OCTOBER 2014

Agenda item	Actions	Responsibility of:	Description of action taken
2. Shotover Country Primary School court extension	Communicate underwrite to school; execute agreements for capital contribution; finalise agreement for community access to the facility. (Ensure that agreement is circulated to Councillors).	Operations	<p>MoE advised of commitment to additional funding. Initial discussions held with funding agencies and applications being drafted. Discussions continue on last points of clarification within funding agreement.</p> <p><u>November update:</u> Community Access Agreement with the Board of Trustees for review. Ministry of Education waiting on revised pricing information, due early December. Once pricing reviewed and approved, timeframes around the build to be firmed up mid-December.</p>

Agenda item	Actions	Responsibility of:	Description of action taken
4. Proposal to name officially the track along Gorge Road after the Sutherland Family	a. Items 4 and 5: Note and action as necessary the request for future reports to include information detailing the historic significance of the proposed name. b. Arrange for appropriate naming signage to be installed at the site. c. Gazette name 'Sutherland Track'.	Operations	Partially complete: Signs are in the process of being designed. Gazetting process is underway.  <u>November update:</u> Complete: Signage design complete and ordered; signs will be installed before Christmas. Gazetting due to be finalised by the NZ gazette board by early December.
5. Proposal to name officially the Council owned sports field and playground at the Jacks Point Subdivision	a. Arrange for appropriate naming signage to be installed at the site. b. Gazette name 'Jack Tewa Park'. c. Items 4 and 5: Review naming policy: Add requirement to gazette name to policy and review the inclusion of interpretive signage.	Operations	Partially complete: Signs are in the process of being designed. Gazetting process is underway. <u>November update:</u> Complete: Signage design complete and ordered; signs will be installed before Christmas. Gazetting due to be finalised by the NZ gazette board by early December.
7. Proposed Amendment to Property Subcommittee Terms of Reference	Report is lying on the table pending the provision of further information: Review proposed terms of reference to examine the scale of decisions and at what point delegations could be made to a lower level and re-present report (with update) to a future Council meeting.	Legal and Regulatory	Partially complete: Review underway and will be presented to a future Council meeting.  <u>November update:</u> As above.
9. Mayor's report	i. <b>The opening of an unformed section of Hansen Road for a proposed new cycle trail:</b> Complete statutory procedures for opening an unformed section of Hansen Road. ii. <b>The lease of reserve land in Aubrey Road, Wanaka to Rockgas Ltd for a LPG storage facility:</b> Finalise and issue lease to Rockgas. iii. Comment on potential safety issues for cyclists on steep blind corner on Hansen Road.	Operations     Infrastructure	i. Complete: The track has been formed on the unformed road with full cooperation of the adjoining owners.  ii. Partially complete: Currently agreeing lease document format between solicitors.  iii. Complete: Site has been inspected by Infrastructure Engineer. Signage will be installed at the blind corner and either end of Hansen Road (south) warning motorists (and cyclists) of the blind corner and the need to share the road.
10. CEO's Report	Sunshine Bay to Kelvin Heights Foreshore Management Plan: Develop plan showing how project will be progressed.	Operations	<u>October 2014 update:</u> Partially complete: Opus working on a plan to define options on the way the management plan could be updated.  <u>November 2014 update:</u> A summary report on current state; issues and opportunities and some options for consideration is being prepared. Once this is

Agenda item	Actions	Responsibility of:	Description of action taken
			complete, Officers will advertise intention to review the management plan and invite suggestions.

### COUNCIL ACTIONS: ORDINARY MEETING OF 28 AUGUST 2014

Agenda item	Actions	Responsible Officer/s	Description of action taken
1. Wanaka Sports Facility	a) Arrange for detailed design and tender of stage one of Wanaka Sports Facility b) Progress discussions with Snow Sports NZ re a tenancy in the WSF. c) Prepare documents for a special consultative procedure on a proposal to build a lap pool and learners' pool as part of stage 1 of WSF. d) Report Statement of Proposal back to Council by 30 October 2014.	Operations	<p>Partially complete:</p> a) Final layout confirmation dependent on SSNZ inclusion b) Discussions continuing with SSNZ to confirm requirements and enable final costing to inform viability c) Options being developed for inclusion in SCP d) SOP now proposed to be reported to an Extraordinary meeting on 9 October
			<p><u>October 2014 update:</u>            Partially complete:            a) Final layout confirmation dependent on SSNZ inclusion.            b) Discussions continuing with SSNZ to confirm requirements and enable final costing to inform viability.</p> <p><u>November 2014 update:</u>            Developed design is progressing on the Wanaka Sports Facility in tandem with negotiations with Snow Sports New Zealand to ensure the project timetable remains on track for a 30 June 2016 opening. An Expression of Interest for the construction will be issued pre-Christmas to establish contractor availability for an early-mid 2015 start.</p>

### COUNCIL ACTIONS: ORDINARY MEETING OF 26 JUNE 2014

Agenda item	Resolution	Responsible Officer/s	Description of action taken
2. Queenstown Convention Centre and Lakeview Development:	That the Council: b. Resolves to: i. Approve the development of a Convention Centre for Queenstown by Council, subject to: a. Securing the capital funding	CEO's Office Finance	<p><u>August 2014 update:</u>            (c) Incomplete:            Will be the subject of an extraordinary Council meeting on 11 September 2014.</p>

Agenda item	Resolution	Responsible Officer/s	Description of action taken
Outcome of Annual Plan consultation and next steps	<ul style="list-style-type: none"> <li>b. Amending the Long Term Plan</li> <li>c. Council considering alternative ratings models</li> <li>d. Council approving a preferred operating model.</li> <li>c. Report back to Council with:               <ul style="list-style-type: none"> <li>i. a draft plan change for the establishment of a Lakeview sub-zone</li> <li>ii. a proposed master-plan for the Lakeview site for the purpose of the proposed plan change</li> <li>iii. alternative design options for staged or reduced construction costs</li> </ul> </li> <li>d. Direct officers to report back to Council by 30 September with:               <ul style="list-style-type: none"> <li>i. alternative rating options for a reduced contribution from residential ratepayers.</li> </ul> </li> </ul>		<p>(d) Incomplete: Alternative rating options will be prepared after 2014/15 rates are struck.</p> <p><u>September 2014 update:</u> As above</p> <p><u>October 2014 update:</u> Plan Change 50 underway.</p> <p><u>November 2014 update:</u> Hearing for Plan Change 50 has taken place; Commissioner's decision is awaited.</p>
3. Inner Links – Approval of a Preferred Option	<p>That the Council:</p> <ul style="list-style-type: none"> <li>a. Agree that planning for Inner Links roading proposals is progressed alongside travel demand management measures for improving town centre access while deferring the need for road construction beyond 2018.</li> <li>b. Direct the Planning and Infrastructure Group to report to the Council on the proposed town centre transport strategy by February 2015.</li> <li>c. Approve the Inner Links project design</li> <li>d. Direct Planning and Infrastructure Group to prepare by February 2015, in consultation with affected landowners, a property plan for the protection of the Melbourne Street – Henry Street and the Henry Street – Man Street sections of the Inner Links route.</li> </ul>	Infrastructure	<p>July 2014: Partially complete: Scoping of the work required as a consequence of the Council resolutions is underway.</p> <p><u>August 2014 update:</u> A project brief has been prepared and is to be discussed with Infrastructure portfolio councillors this week.</p> <p>Town centre parking surveys are underway and will be completed in early September.</p> <p>The 'market evaluation' (providing an understanding of where from &amp; how people travel to/through Queenstown town centre) is underway. This will provide the starting point for development of objectives, critical success factors, and targets for change.</p> <p><u>September 2014 update:</u> As above</p> <p><u>October 2014 update:</u> The governance group met in early October to workshop the directions for the strategy. A meeting of the Governance Group will be held in late October to endorse the proposed work parcels for strategy development.</p> <p><u>November 2014 update:</u> The strategic directions report has been</p>

Agenda item	Resolution	Responsible Officer/s	Description of action taken
			completed. Following NZTA process, a 3 day workshop involving the technical team and governance group will be held in December. From there the strategy for Council consideration will be drafted.  Council Calendar note: - Further reports due in <b>February 2015</b> .
4. Navigation Safety Bylaw 2014 – Proposed Bylaw Review	Commence special consultative procedure.	Legal and Regulatory	<u>August 2014 update:</u> Partially complete – Hearings held on 18 and 20 August. Final recommended form of bylaw will be presented to 25 September Council meeting.  <u>September 2014 update:</u> There has been a delay in convening the deliberations and the final draft Bylaw will now be presented to the Council meeting in October.  <u>October 2014 update:</u> Due for presentation in November or December 2014.  <u>November 2014 update:</u> Final bylaw will be presented in December 2014.

### COUNCIL ACTIONS: ORDINARY MEETING OF 22 MAY 2014

Agenda item	Resolution	Responsible Officer/s	Description of action taken
1. Mayor's report	<ul style="list-style-type: none"> <li>c. Approve a lease to the Arrowtown Community and Sports Centre Trust for a new facility at the northern end of Jack Reid Park</li> <li>d. Note that an application for a designation change for the Northern end of Jack Reid Park is being prepared</li> <li>e. Note that the designation change for the Northern end of Jack Reid Park will be publicly notified.</li> </ul>	Operations	<p>Partially completed: Staff continue to work with the trust on determining the final location for the facility and assessing the impacts of the proposal as required for the designation change.</p> <p>July 2014: No update to report</p> <p><u>August 2014 update:</u> Finalising location and beginning assessments required for designation change.</p>

Agenda item	Resolution	Responsible Officer/s	Description of action taken
			<p><u>September 2014 update:</u> Revised building drawings complete, acoustic assessment complete, traffic assessment to be completed and application on track for lodgement in early October.</p> <p><u>October 2014 update:</u> See item 4 update.</p> <p><u>November 2014 update:</u> Finalising design, location, funding and access. Lodgement of application prior to December.</p>
4.Easement Over Jack Reid Park	Approve the granting of an easement in favour of the Queenstown Lakes Community Housing Trust.	Operations	<p>Partially completed: Trust still to supply landscaping plan.</p> <p>July 2014: No update to report</p> <p><u>August 2014 update:</u> Draft landscaping plan received. Accessway survey received. Easement drafted and under review.</p> <p><u>September 2014 update:</u> On investigation, the underlying title is still held by the Crown and completion of the vesting to Council is required before the easement can be registered. This is underway.</p> <p><u>October 2014 update:</u> Vesting complete and now with Surveyors to legalise.</p> <p><u>November 2014 update:</u> Complete.</p>
7. Plan Change 49 – Earthworks	Complete statutory procedures.	Planning and Development	<p><u>July 2014 update:</u> Partially complete. Publicly notified with submissions closing on 30 July 2014.</p> <p><u>August 2014 update:</u> The statutory submissions period closed on 13 August 2014. 57 submissions were</p>

Agenda item	Resolution	Responsible Officer/s	Description of action taken
			<p>received. The next stage in the process is the statutory period for further submissions.</p> <p><u>September 2014 update:</u> A period for further submissions on the Plan Change will commence in late September. Further submission period is 10 working days. Commissioner confirmed, hearing date to be set.</p> <p><u>October 2014 update:</u> Hearing to be held in December 2014</p> <p><u>November 2014 update:</u> As above.</p>

### COUNCIL ACTIONS: ORDINARY MEETING OF 27 MARCH 2014

Agenda item	Resolution	Responsible Officer/s	Description of action taken
1. Strategic Review of Library Services	<ol style="list-style-type: none"> <li>1. Approval of short term recommendations contained in the Strategy for Action, Appendix 5, Strategic Review of Library Services Report for consultation in the Draft Annual Plan 2014/15;</li> <li>2. Consideration of medium and long term actions in the Strategy for Action, Appendix 5, Strategic Review of Library Services Report for possible consultation in the Draft 10-Year Plan 2015-2025/</li> </ol>	Operations	<p><u>July 2014 update:</u> Partially complete – the short term recommendations were included in the draft annual plan and officers have made contact with Wakatipu High School which has indicated it does not want to progress a library partnership given layout decisions made for the new school. Medium and long term recommendations will be discussed at a workshop and included in the preparation of the draft Long Term Plan.</p> <p><u>August and September 2014 update:</u> As above.</p> <p><u>October 2014 update:</u> As above.</p> <p><u>November 2014 update:</u> As above.</p>
15. Phase Two of Property Review			Note for Council calendar – first six month report due in March 2015.



**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,	Operations	<p>April 2014 update: Partially completed. Coastguard Queenstown has been advised of Council's resolution and the opening date for submissions to the annual plan. A draft loan agreement is being reviewed.</p> <p>July 2014 update: Partially complete: Coastguard was advised of Council's resolution through the Annual Plan process and officers are waiting on Coastguard advice as to the intention to take up the loan.</p> <p><u>August and September 2014 update:</u> As above.</p> <p><u>October 2014 update:</u> As above.</p> <p><u>November 2014 update:</u> As above</p>

**COUNCIL ACTIONS: ORDINARY MEETING OF 19 NOVEMBER 2013**

Meeting	Agenda item	Resolution	Responsible Officer/s	Description of action taken
Ordinary Council, 19 November 2013	2. Glenorchy Airstrip	Reserve Management Plan for the Glenorchy Airstrip and reserve to be notified by December 2014.	Operations	<p>Partially complete: Process is underway. Intention being advertised</p> <p><u>November 2014 update:</u> A draft document is being prepared. As consultation is required to be for a period of at least two months under the Reserves Act, officers intend to report the plan for consultation to the December Council meeting. The previous Council resolution was for consultation to commence by December 2014, consultation will now commence during December.</p>