# NOTICE OF MEETING

## Notice is hereby given of the Meeting of the Bluff Community Board to be held in the Bluff Municipal Chambers, Gore Street, Bluff on Monday 28 April 2025 at 7.00 PM

Mr R Fife (Chair)
Mr S Graham
Ms T Stockwell
Mr J Sutherland
Ms T Topi
Cr G M Dermody
Mrs P Coote – Advisory member

MICHAEL DAY
CHIEF EXECUTIVE

A5874264

# Bluff Community Board - Public Agenda

28 April 2025 07:00 PM

## Agenda Topic — Page


1. Apologies

2. Declaration of Interests
   a. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.
   b. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

3. Public Forum
   3.1 Marcus Roy - Update from the Mountain Bike Club on the Developments and Pump Track
   3.2 Robyn Koehler - Update from Southland Foundation

4. Minutes of the Bluff Community Board Meeting Held on 17 March 2025 (A5815445) 3

5. Minutes of the Public Excluded Session of the Bluff Community Board Meeting Held on 17 March 2025 (A5815481) 9

6. Report of the Bluff Publicity / Promotions Officer (A5872161) 10

7. Bluff Boat Ramp Facilities Upgrade – Update (A5831418) 12

8. Bluff Action Sheet (A5832863) 16
   8.1 Appendix 1 - Bluff Action Sheet and Appendix 2 - Bluff - RFS Items in Progress (A5832864) 19

9. Chairperson's Report - Verbal Update

**MINUTES OF BLUFF COMMUNITY BOARD, HELD IN THE MUNICIPAL CHAMBERS AT 18 GORE STREET, BLUFF ON MONDAY 17 MARCH 2025 AT 7.00 PM**

**Present:**
Mr R Fife (Chair)
Mr S Graham – arrived at 7.02 pm
Ms T Stockwell
Mr J Sutherland
Ms T Topi
Cr G M Dermody
Mrs P Coote (Advisory member)

**In Attendance:**
Cr B Stewart
Ms T Hurst - Group Manager- Community Engagement and Corporate Services
Mr J Shaw – Group Manager – Consenting and Environment (via zoom)
Mr D Rodgers - Manager - Strategic Asset Planning
Ms C Rain – Manager – Parks and Recreation
Mr M Morris – Manager – Governance and Legal
Ms R Suter – Manager – Strategy and Policy
Mr M Keil - Manager - Infrastructure Operations
Ms L Knight – Manager – Communications and Marketing
Mr A Gillespie - Senior Engineering - Operations
Ms G Weaver - Senior Communications Advisor (via Zoom)
Ms A Young - Great South
Ms A Habgood - Environment South
Mr L Beer – Bluff Promotions
Mrs N Allan – Manager – Bluff Service Centre
Mrs D Fife – Assistant Manager Bluff Service Centre

## 1. Apologies

Nil

## 2. Declaration of Interest

Nil

## 3. Public Forum

Nil.

## 4. Minutes of the Bluff Community Board Meeting held on Monday 10 February 2025

A5765063

Moved Cr Dermody, seconded Ms Topi that the Minutes of the Bluff Community Board Meeting held on Monday 10 February 2025 be confirmed.

Matters arising from previous meeting:

It was queried if the inspection had been done by Powernet done on the power poles situated in the middle of Marine Parade. It was advised that it was not known and Mr Fife would follow up with Powernet.

The Board advised that they would like consideration given to locating one of the double toilets allocated to the Bluff Service Centre instead installed closer to the playground. Mr Gillespie confirmed that he had yet to follow up but would do so.

It was asked if there had been an update around the West End Jetty, it was confirmed that there had not been, the Chair would follow this up.

The motion now put was **RESOLVED.**

## 5. Annual Plan -Verbal Update

Moved Mr Graham, seconded Cr Dermody that the Bluff Community Board:

1. Receives the "Annual Plan -Verbal Update".

Ms Rhiannon Suter provided the verbal update and noted that the annual plan consultation had started and an engagement hui was been finalised at Sold Café on 3 April 2025 from 2.00 pm to 4.00 pm. An invitation would be sent to the Board Members.

Part of the plan was to put the toilet beside the Service Centre on hold and Bluff was also included in the Urban Play strategy, so there could be interest from residents of Bluff.

The motion now put was **RESOLVED.**

## 6. Bluff Tourism Masterplan Review

A5803328

Ms Rhiannon Suter and Ms Amie Young from Great South spoke to the report.

Moved Cr Dermody, seconded Ms Stockwell and **RESOLVED** that the Bluff Community Board:

1. Received the report "Bluff Tourism Masterplan Review".

2. Received the proposal on the approach to the review from Great South (A5810759).

3. Notes the background to the proposal and alternative options for preparing for the next Long-term Plan.

4. **Agreed** to proceed with the Bluff Motupōhue Tourism Masterplan review in line with Great South's proposed approach.

It was also noted that any future consultation needed to involve all stakeholders.

## 7. Report of the Bluff Publicity / Promotions Officer

A5810145

Moved Ms Topi, seconded Mr Sutherland that the Bluff Community Board:

1. Receives the "Report of the Bluff Publicity / Promotions Officer".

Mr Lindsay Beer spoke to the report and noted that Bluff Promotions would be expanding on the Matariki event first held last year at the Oyster Festival site.

A discussion was held concerning the Bluff Hill Grunt. The new proposal to use the road could take the participation of non-competitive people out and be more appealing to athletes. It was asked if the mountain bike tracks on Bluff Hill could be incorporated into an event, bypassing the Department of Conservation (DoC) land and the issue of not being able to obtain consent. Mr Beer would investigate further the possibility of staging an event using the mountain bike tracks.

DoC had not been approached by the Board about the delay in obtaining permission to use their land, Mr Fife would follow up with an email.

Some members of the Board were concerned with the Bluff Promotions Facebook page and their reluctance in promoting local business. Mr Beer was unaware of this and would take the Board's concerns back to Bluff Promotions.

Another issue was the annual subscription and the lack of background information that came with the invoice and what this money was used for. Mr Beer advised he would also take this back to Bluff Promotions.

Mr Beer would also be joining the Bluff Oyster Festival Committee in the lead up to the Festival and would keep the Board up to date with progress. Mr Beer would also be working with other organisations to keep the Board up to date with up and coming events.

The motion now put was **RESOLVED.**

## 8. Financial Report for Bluff Community Board for The Period Ending 31 December 2024

A5807063M

Moved Mr Fife, seconded Cr Dermody that the Bluff Community Board:

1. Receives the report "Financial Report for Bluff Community Board for The Period Ending 31 December 2024".

The grants and subsidies had been in place for a very long time and the Board felt that it was time to have a list of recipients and have a review.

The motion now put was **RESOLVED.**

## 9. 72 Barrow Street, Bluff Disposal

A5783568

Moved Cr Dermody, seconded Mr Sutherland that the Bluff Community Board:

1. Receives the report "72 Barrow Street, Bluff Disposal".

Mr Keil spoke to the report and advised that the property was going to the market on Friday (21 March 2025) and would be up for tender.

It was asked what would happen to the money from the sale. It would depend on the original purchase or bequest of the property and the terms and conditions that came with the purchase/bequest. For example, if the property was obtained from Parks then the money would go back to Parks.

The motion now put was **RESOLVED.**

## 10. Communications for Bluff Community Board

A5813542

Moved Mr Graham, seconded Ms Topi that the Bluff Community Board:

1. Receives and notes the report "Communications for Bluff Community Board".

2. Provides feedback on other options and ideas for Communications.

Ms Lisa Knight spoke to the report and noted that the newsletter was side lined due to the pandemic and staff changes. Facebook had been the platform that had been used to keep the community up to date with issues relevant to Bluff. The Board felt there were members of the community that did not use Facebook and they would still like to be kept up to date with a hard copy. There was a new publication called Love Bluff and this would be available from the Bluff Service Centre.

There was a discussion concerning the content of the Facebook page and it was felt it needed to be revamped with updates from board members and links to items of interest. It was advised that Ms Weaver would be the contact for the board members.
The motion now put was **RESOLVED.**

## 11. Climate Change Regional Framework for Action – Update

A5777194

Moved Mr Sutherland, seconded Cr Dermody that the Bluff Community Board:

1. Receives the report "Climate Change Regional Framework for Action –Update".

2. Provides feedback on the Regional Framework for Action (A5444587).

Mr Shaw introduced the report and Ms Suter and Ms Habgood spoke to the report.

It was advised that the Board would like more consultation regarding the report. A stakeholders meeting needed to be held in the community to discuss what the report required in early April.

A concern from the discussion was around the out of date Emergency Management Southland Community Response Plan. Ms Hurst joined the table and confirmed she had just sent an email to Ms Aly Curd, Emergency Management Southland, to co-ordinate a meeting with the Board and interested parties to update the response plan.

The motion now put was **RESOLVED.**

## 12. Bluff Action Sheet

A5766692

Moved Mr Graham , seconded Mr Sutherland and **RESOLVED** that the Bluff Community Board:

1. Receives the report "Bluff Action Sheet".

Mr Matt Keil; Ms Caroline Rain and Mr Allan Gillespie spoke to various aspects of the action sheet. With respect to the sump on the Shannon Street footpath, it was confirmed that South Port had been informed of the problem and there was a possibility that a detour would be put in place if the sump worsened or when repairs started.

Mr Gillespie would take the following concerns back to the contractors, the mounds of road chips left after the road reseal had been causing problems with the length of time they had been left before removal, it was queried if these could be removed.

People walking on Marine Parade due to the overgrown vegetation - a clean-up before winter needed to be done. Weeds on the cycle way also needed to be dealt with.

Another question was raised regarding who was responsible for the spillage of woodchips and bark off trucks going to South Port especially along Blackwater Street. For maintenance sweeping the Invercargill City Council was responsible for sweeping the state highway from Blackwater Street to the turn off to the port. The big spills were charged back to the truck company. It was also the responsibility of the driver to ensure that his truck was swept before he leaves South Port. The Chair would contact South Port regarding the issue as the companies the drivers work for were contractors to South Port.

The motion now put was **RESOLVED.**

## 13. Chairperson's Report -Verbal Update

Moved Mr Fife, seconded Cr Dermody and **RESOLVED** that the Bluff Community Board:

1. Receives the "Chairperson's Report -Verbal Update"

The Chair noted that he had been invited to visit the HMS Canterbury when it was in port recently.

The Chair advised that he would like an action table attached to the minutes from the meeting stating who was responsible for following up any queries or actions from the meeting.

The motion now put was **RESOLVED.**

## 14. Public Excluded Session

Moved Cr Dermody, seconded Mr Sutherland and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

a. Minutes of the Public Excluded Session of the Bluff Community Board Meeting Held on 10 February 2025

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under Section 48(1) for the passing of this resolution |
|---|---|---|
| a. Minutes of the Public Excluded Session of the Bluff Community Board Meeting Held on 10 February 2025 | **Section 7(2)(i)** Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | **Section 48(1)(a)** That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7. |

There been no further business, the meeting finished at 8.45 pm.

**BLUFF COMMUNITY BOARD – MONDAY 17 MARCH 2025**

**PUBLIC EXCLUDED SESSION**

| | |
|---|---|
| **Present:** | Mr R Fife (Chair)<br>Mr S Graham<br>Ms T Stockwell<br>Mr J Sutherland<br>Ms T Topi<br>Cr G M Dermody<br>Mrs P Coote (Advisory member) |
| **In Attendance:** | Cr B Stewart<br>Ms T Hurst – Group Manager Community Engagement and Corporate Services<br>Ms L Knight – Manager Communications and Marketing<br>Mr M Morris – Manager – Governance and Legal<br>Mrs N Allan – Manager – Bluff Service Centre<br>Mrs D Fife – Assistant Manager Bluff Service Centre |

## 1. Minutes of the Public Excluded Session of Bluff Community Board Meeting held on Monday 10 February 2025

A5765162

Moved Cr Dermody, seconded Ms Topi and **RESOLVED** that the Minutes of the Public Excluded Session of the Bluff Community Board meeting held on Monday 10 February 2025 be confirmed.

Moved Cr Dermody, seconded Ms Stockwell and **RESOLVED** that the meeting moves back into open meeting.

# REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER

| | |
|---|---|
| **To:** | Bluff Community Board |
| **Meeting Date:** | Monday 28 April 2025 |
| **From:** | Lindsay Beer – Bluff Publicity / Promotions Officer |
| **Open Agenda:** | Yes |
| **Public Excluded Agenda:** | No |

## Purpose and Summary

To update the Bluff Community Board on activities happening in Bluff.

## Recommendations

That the Bluff Community Board:

1. Receive the report "Report of the Bluff Publicity / Promotions Officer".

**Bluff Oyster and Food Festival – Saturday 24 May**

I am just starting to compile media information for the lead into the 2025 Bluff Oyster and Food Festival. This follows earlier media releases regarding the date announcement for the 2025 event and others regarding tickets going on sale.

Future releases will concentrate on what the Festival offers - food choices, musical entertainment and the oyster events etc. These pieces are designed to profile the event each year.

**Festival Day Street Market – Saturday 24 May**

Bluff Promotions will once again be holding a street market on the day of the Oyster Festival and this will be the subject of separate promotion.

**Bluff Promotions Matariki Night Market – Saturday 21 June**

After Bluff Promotions considered an expanded Matariki Event for this year, time was spent gathering quotes and looking at potential funding options, but the group has decided in view of the tight time constraints to hold another Night Market at the Oyster Festival site on Saturday 21 June.

**Bluff Promotions Community Garage Sale – August 2025**

Bluff Promotions will hold another Community Garage Sale in August this year with preparations to begin very soon.

**Bluff Promotions Up & Over Bluff Hill Grunt**

After discussions with Caroline Rain we are looking at which of the new tracks would be best to put together a potential alternative Up & Over Bluff Hill Grunt.

**Southport NZ Community Engagement**

I recently met with Hollie Cooper of South Port NZ Ltd regarding Community Engagement and are currently assisting with information for this.

**Major Events**

Details on upcoming major events in our area:

Saturday 24 May: Bluff Oyster and Food Festival

Saturday 24 May: Bluff Promotions Street Market

Saturday 22 June: Matariki Night Market – Oyster Fesitval Site

2 November to 8 November 2025: SBS Bank Cycle Tour Of Southland
(No course details yet but if the event follows the same template as recent years the Bluff Hill Stage will probably be on Thursday 6 November)

5 February 2026: Burt Munro Challenge Bluff Hillclimb

# BLUFF BOAT RAMP FACILITIES UPGRADE – UPDATE

| | |
|---|---|
| **To:** | Bluff Community Board |
| **Meeting Date:** | Monday 28 April 2025 |
| **From:** | Jessica Jack – Programme Coordinator – Project Management Office |
| **Approved:** | Erin Moogan - Group Manager - Infrastructure Services |
| **Date:** | Tuesday 15 April 2025 |
| **Open Agenda:** | Yes |
| **Public Excluded Agenda:** | No |

## Purpose and Summary

To inform the Bluff Community Board on the progress made since February 2025 on the Bluff Boat Ramp Facilities Upgrade project.

## Recommendations

That the Bluff Community Board:

1. Receives the quarterly report "Bluff Boat Ramp Facilities Upgrade – Update".

## Update

### Eastern Jetty

The new bracing methodology has received approval, and variations have been signed off. The required steel will be fabricated and ready for installation by early April. Installation dates are yet to be confirmed; however, the installation and remaining project works are expected to be completed by mid-year (June 2025), closing out Stage One of the project.

### Stage 2

The Exeloo unit has been ordered. Ground investigations and surveys have been undertaken. Exeloo has been instructed to treat the bench and sink as a separate item that can be installed or removed at a later date.

## Summary of Actions

Stage 1 Milestones: (Completed in reporting period)

- Compete fabrication of the Steel Pontoons and Gangways – August 2024
- Installation of the Eastern Steel Pontoon – November 2024
- Construction of the Eastern Jetty – December 2024
- Confirm Toilet Block Design and Quote – February 2025

Upcoming Milestones: (WIP)

- Eastern Jetty Bracing – April/May 2025
- Prepare the site for Installation – May 2025
- Unit Installation – June 2025

## Next Steps

Complete Stage 1 bracing and initiate Stage 2 physical works.

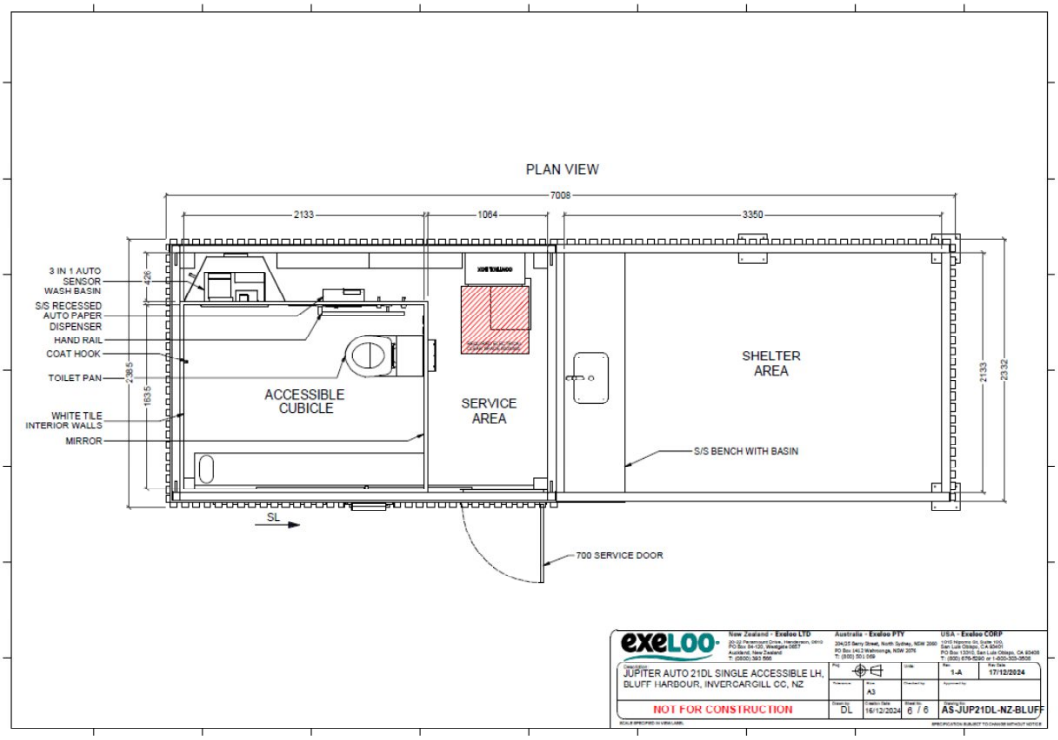
## Images for Reference

## Site Plan



## Exeloo Design



# BLUFF ACTION SHEET

| | |
|---|---|
| **To:** | Bluff Community Board |
| **Meeting Date:** | Monday 28 April 2025 |
| **From:** | Infrastructure Services and Parks & Recreation |
| **Approved:** | Erin Moogan - Group Manager - Infrastructure Services |
| **Approved Date:** | Monday 14 April 2025 |
| **Open Agenda:** | Yes |
| **Public Excluded Agenda:** | No |

## Purpose and Summary

To update the responses to the issues raised during the Bluff inspections.

## Recommendations

That the Bluff Community Board:

1. Receives the report "Bluff Action Sheet".

## Background

The Bluff Action Sheet was developed following on-going inspections by the Bluff Community Board and Council staff. The action sheet updates the actions identified during these inspections. The last Bluff check-in was on 25 March 2025.

Where action items have been closed-out they are moved from the list "Appendix 1" and archived. Operational day-to-day issues are added to Appendix 2 with an RFS (Request For Service) reference. These will be dealt with accordingly in the Council's RFS system.

New actions and latest updates are shown in red.

## Progress Update

### Requests for Service

**Mar 2025**

| Department | Actioned | Being Investigated | Total Received |
|---|---|---|---|
| Building Maintenance | 2 | | 2 |
| Drainage | 1 | | 1 |
| Parks Department | 1 | | 1 |
| Refuse | 3 | 1 | 4 |
| Roading | 14 | | 14 |
| Water Services | 6 | | 6 |
| **Total Received** | **27** | **1** | **28** |

**Previous 12 months**

| Totals Received | 2024 | | | | | | | | | | | 2025 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Department** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** |
| Building Maintenance | 3 | 1 | 2 | 6 | 3 | 0 | 1 | 1 | 0 | 1 | 3 | 0 | 1 |
| Drainage | 2 | 1 | 2 | 1 | 1 | 2 | 6 | 7 | 0 | 2 | 2 | 2 | 2 |
| Parks Department | 6 | 5 | 3 | 3 | 3 | 3 | 2 | 5 | 5 | 7 | 8 | 1 | 2 |
| Refuse | 7 | 6 | 8 | 7 | 7 | 4 | 4 | 6 | 6 | 4 | 6 | 8 | 3 |
| Roading | 12 | 4 | 11 | 8 | 5 | 24 | 20 | 22 | 20 | 12 | 10 | 21 | 16 |
| Water Services | 1 | 1 | 2 | 3 | 3 | 4 | 4 | 4 | 3 | 1 | 3 | 9 | 8 |
| **Total Received** | **31** | **18** | **28** | **28** | **22** | **37** | **37** | **45** | **34** | **27** | **32** | **41** | **32** |

### Roading – Waihōpai Alliance

Along with the usual cyclic maintenance activities undertaken by the Wahōpai Alliance, our sub-contractor has commenced the second round of the Urban spray cycle and are currently at 65% completion for Invercargill and Bluff, full completion of the programme is expected before end of April 2025. All Urban and noxious weed spraying has been completed in Bluff.

The Waihōpai Alliance has repaired the slumps and trip hazards along the paver footpath outside Bottelo and the old museum/cine-café. A long-term plan is being priced to relay and level the footpath.

The glass panels at Stirling Point have been added to the cyclic crew's monthly inspection, to be cleaned as and when required.

### Strategic Asset Planning

Seal renewals are practically complete. Footpath renewals are ongoing and on track.
Staff are working with NES to complete design/proposal for the lighting of the Bluff Sign. Once the Board is happy, from that point NZTA will need approve. Budget constraints may limit the type of intervention possible.

**Stirling Point – Workshop**

The Stirling Point workshop was held on 17 March 2025. A number of options were discussed to develop a concept to solve the myriad of issues this site brings. There was a focus on utilising renewals and minor interventions as well as ensuring ease of pedestrian movement, safety and accommodating tourism, amenity value and recreation activities.

Staff will report back to the Board with concepts and a longer-term plan in May as agreed.

**Stirling Point Replacement Toilets (single toilet to double toilet)**

The replacement toilets at Stirling Point are in the design phase and within budget.

**Parks**

Staff are currently preparing papers to be delivered over May and June, with JG Ward and safe swimming going to Bluff Community Board and the Mokomoko Reserve paper going to Community Wellbeing and Regulatory Committee in May. An information paper is planned to go to Bluff Community Board in June to provide an update on the Bluff Boat Ramp infrastructure and fees and charges.

Safe vegetation management options will be investigated at Stirling Point Car Park over the coming months.

## Next Steps

Ongoing review of the Action Sheet.

## Attachments

1. Appendix 1 - Bluff Action Sheet (A5832864)
2. Appendix 2 - Bluff - RFS Items in Progress (A5832864)

**APPENDIX 1**
A5832864

**Bluff Inspection Action Sheet**

| BCB Priority Key | |
|---|---|
| High | 1 |
| Medium | 2 |
| Low | 3 |
| Business as usual | 4 |

Item numbers are numeric
128 Next New Item number

| Item | Year | Responsibility Area | Issues/Projects | Actions | ICC Contact | Timeframe | Priority |
|---|---|---|---|---|---|---|---|
| | | | | **PROJECT MANAGEMENT OFFICE** | | | |
| 3 | 2022 | Project Management Office | Boat Ramp | 21/08/2024 - There are no updates regarding the washdown facility. The installation of the Western Jetty and Pontoon at Bluff Boat Ramp has been completed and is now open to the public. However, there have been minor delays in completing the East due to the misalignment of some piles. The framework is being redrawn to address this issue. Completion of the East is expected to be delayed by two months, with the new anticipated completion date being October or November.<br>04/09/2024—The East Pontoon is complete and ready to launch. Due to a few minor changes to pile locations, the Jetty sections linking the land to the pontoon have been delayed till October. This was only noticed following a final survey after completion of the installation; while the positions are only slightly out (due to hard rock), this has had a big knock on the jetty manufacture.<br>15/11/2024—As per the last update, the team mobilised the previous month (October) and completed the concrete approach; poor weather at the end of October and the first week of November halted crane work. The following window to do this is planned for the next two weeks. This will complete the main west jetty works, with some minor works to complete in January. The East Jetty has been well received and working well, and we have received lots of positive feedback. 08/01/2025 - The West Jetty was open for use during the holiday break; the engineers have also provided a solution to the bracing. This will involve driving steel beams (small piles) into the edge of the neighbouring ramp. Early drawings were tabled at the PCG. This option needs a bit more work, but the team is onto pricing with suppliers for the supply and installation of the steel sections. This will likely be completed (February/March) depending on the supply of steel sections needed. The other floating pontoon was damaged just before Christmas; as this has been handed over, the Parks team is working on repairs. We have had the first drawings for the new toilet and fish processing bay; these have come in slightly over budget. We are looking at either scaling this back or seeking extra funding.<br>20/02/2025 - Pricing has been recieved and we are reviewing and will awarding this very soon.<br>14/04/2025 - Bracing methodology and pricing have been signed off. Fabrication of additional items has begun. Civil works programme is in production. Toilet block and fish processing station are in fabrication with delivery estimated for May. | Erin Moogan | West Jetty final bracing (Feb/March) Toilet (June/July - TBC) | 1 |
| | | | | **STRATEGIC ASSET PLANNING** | | | |
| 4 | 2019 | Strategic Asset Planning | Stirling Point - Seaside Footpath | Seaside footpath is still awaiting decisions. The number of alternative options has not really changed and car parking remains to be a significant problem.<br>Future workshops with the Board should consider options and direction. No funding has been allocated for development works. Further strategic planning is needed to look to have longer term plan available. Any improvements will need to be budgeted in the future. Not included in LTP. Staff looking at a longer term solution as budget becomes available.<br>30/05/2024 - BCB request workshop to discuss all Stirling Point issues/way forward.<br>11/07/2024 - Workshop terms of reference to be circulated, include tyre wall, footpath discussions, safety. No budget as yet. Timeline suggested at two months.<br>03/10/24 October Workshop.<br>15/11/2024 - Proposed Workshop dates in report.<br>24/02/25 - Proposed workshop 17 March 2025.<br>27/03/25 - Workshop held - concepts being developed. | Doug Rodgers | Hold | 1 |
| 38 | 2020 | Strategic Asset Planning | Stirling Point - Replacement for tyre retaining wall | 01/09/2022 Met with Ray and Tammi. Property boundary does cross the wall, about half the wall is inside the property. No funding is currently allocated for new works. Changes planned here need to align with what is strategically planned. Some resolution needed on how the area should be managed, importance of Board input noted. How can parking be improved or should restrictions be in place. All parties aware that land is a limitation and any project will need high capital investment. 08/04/24 - no progress to date, low level investigation needed, and scope. No budget for CAPEX.<br>11/07/2024 - Noted and add to workshop, Terms of Reference and agenda for Stirling Point, refer to item 4.<br>28/08/24 - Options for the wall and potential widening are being investigated. Includes moving wall back to widen usable area.<br>03/10/24 - As August options being developed. Workshop October.<br>15/11/2024 - Tammi to email DR – would like to meet (workshop) before end of year<br>18/11/24 - Available dates for workshop for BCB to confirm - in the report<br>24/02/25 - Proposed workshop 17 March 2025.<br>04/03/25 - Workshop to discuss and identify priorities, including relpacing tyre wall with gabions or other options.<br>04/03/25 - Workshop to discuss and identify priorities, including relpacing tyre wall with gabions or other options.<br>27/03/25 Workshop held, concpwet design to be delivered for low budget solutions to the tyre wall. Part of a holistic aproach to the area. | Doug Rodgers | On Hold | 2 |

Item numbers are numeric
See top right for next item

| Item | Year | Responsibility Area | Issues/Projects | Actions | ICC Contact | Timeframe | Priority |
|---|---|---|---|---|---|---|---|
| 63 | 2023 | Strategic Asset Planning | Footpath renewals programme | 8/12/2023 - Condition assessments on all footpaths are currently being undertaken across Invercargill and Bluff.<br>03/10/24 - funding confirmed from NLTP. Funding is half the level gained in 2023/24, Programe is being developed subject to Council decisions.<br>24/01/2025 - Footpath Renewals Programme of 2024/25 financial year finalised for Bluff:<br>▪ Barrow Street – Palmer to Onslow Street<br>▪ Barrow Street – Lee to Palmer Street (New + renewal)<br>▪ Lagan Street – Shannon Street to End<br><br>24/01/2025 - Seal Renewals Programme of 2024/25 financial year finalised for Bluff:<br>▪ Athelney Street – Burrow Street to Gore Street<br>▪ Bradshaw Street – Palmer Street to Henderson Street<br>▪ Bandon Street – Gore Street to Bann Street<br>▪ Boyne Street – Gore Street to Foyle Street<br>▪ Doyle Street – Suir Street to end<br>▪ Flagstaff Road<br>▪ Foyle Street – Slaney Street to Henderson Street<br>▪ Gregory Street – Gore Street to Parrett Street<br>▪ Kirk Crescent – McGorlick Street to end<br>▪ Lagan Street – Liffey Street to end<br>▪ Lee Street<br>▪ Liffey Street – Barrow Street to Bann Street<br>▪ Mason Street<br>▪ McDougall Street – Liffey Street to Slaney Street<br>▪ Onslow Street – Gore Street to Bann Street<br>▪ Pearce Street<br>▪ Raymond Street<br>▪ Slaney Street – Barrow Street to Gore Street<br>▪ Spercer Street – Henderson Street to Burrows Street<br>▪ Suir Street – Foyle Street to SH1<br>▪ Theodore Street – Mason Street to Slaney Street<br>▪ Tone Street<br>▪ Walker Street – Pilcher Avenue to Gore Street<br><br>04/03/25 - Seal renewals programme coming to completion. Footpath renewal programme underway.<br>27/02/25 - Footpath programme progressing, seal programme practically complete. | Doug Rodgers | In Progress | 2 |
| 85 | 2023 | Strategic Asset Planning | Bluff Gateway Entrance & Highway sign - Lighting installation, surface water run-off improvements | 04/03/2025 - Given NZTA are unable to fund this, next steps are to confirm a concept and the scope of the project (confirming lighting, landscaping, safety considerations)<br>27/03/25 - Working with NES for pricing and design. Limitations in terms of type and placment due to state Highway. Once design is complete, approval will be sought from NZTA. | Doug Rodgers | In Progress | 2 |
| 97 | 2023 | Strategic Asset Planning | Street lighting - Murihuku Place & Rons Place | 31/08/2023 - No street lighting, popular route for walkers at night, feels unsafe.<br>08/04/24 - noted, under investigation.<br>August Update - Not programmed at this stage, funding to be confirmed.<br>3/10/24 Funding for street lighting being prioritised<br>15/11/24 - Council re-prioritising funds due to NLTP budget changes. Being worked through.<br>24/1/25 - Organising consultation process.<br>04/03/25 - no progress, in workflow.<br>27/03/25 - investigation under way - focus on lighting in Rons Place midway. | Doug Rodgers | 3-10-2024 | 3 |
| 109 | 2024 | Strategic Asset Planning | No Stopping lines at Stirling Point - Ward Parade | No stopping lines previously at Stirling Point on Ward Parade. NZTA previously consulted, however no changes to bylaws were adopted.<br>12/07/2024 - Potentially needs new consultation. ICC following up on legal implications.<br>03/10/2024 - No-Stopping lines on Ward Parade to go out for public consultation. The parking bylaw will need to be ammended once consultion is completed. Full process expected to take 6 months. The current parking bylaw shows no-stopping lines on the east side of Ward Parade by the Stirling Point gateway sign, working through NZTA permissions for ICC to mark these in the interim.<br>24/1/25 - Organising consultation process.<br>04/03/25 - in workflow<br>27/03/25 Workshop held and would be wise to combine this in design concepts | Doug Rodgers | 30-Jul-2024 | 1 |
| | | | | **INFRASTRUCTURE OPERATIONS** | | | |
| 71 | 2023 | Infrastructure Operations | Gore Street (between Onslow/Henderson) – Hedge trimming along fence line. | 08/03/2024 - Currently encroaching into parking bays opposite 2-20 Gore St.<br>28/01/2025 - Due to delays with the subcontractor, the hedge trimming that was scheduled for December could not be completed. It has now been rescheduled for February 2025.<br>14/04/2025 - Hedge trimmed back last week. Planned for an annual trim. | Allan Gillespie | Complete | 2 |
| 77 | 2023 | Infrastructure Operations | Foreshore Road/Murihuku Road – Sight distance reduced by plantings – Southport | To confirm maintenance accountability between Southport/ ICC Infrastructure/ ICC Parks.<br>11/07/2024 - Confirmed Southport responsible for these gardens. ICC to contact Southport to address.<br>23/08/2024 - Southport notified to trim back garden.<br>21/01/2024 - Southport notified to trim back garden.<br>14/04/2025 - Southport notified to trim back garden. | Allan Gillespie | In Progress | 4 |
| 83 | 2023 | Infrastructure Operations | Cycle track access issue north of over bridge - Bluff Highway | Cars using cycleway to access property. ICC to investigate erecting bollards to prevent vehicle access from Princes Road and north of railway overbridge on Bluff Highway.<br>14/04 Plans issued to the Waih`opai Alliance to install barriers<br>30/05/2024 - South side of bridge at Princes Road - Developer extending Princes Rd to end of vehicle crossing. Bollards to be installed once these works are complete.<br>11/07/2024 - Signage to be installed at end of Princes Road where road ends and shared path begins.<br>03/10/2024 - Construction of the Princes road extension has been completed by the developer. This allows new bollards and signage to be installed to define where the cycleway begins.<br>15/11/2024 - Plans to be confirmed and issued to Waihōpai Alliance. | Allan Gillespie | 30-Nov-2024 | 3 |

Item numbers are numeric
See top right for next item

| Item | Year | Responsibility Area | Issues/Projects | Actions | ICC Contact | Timeframe | Priority |
|---|---|---|---|---|---|---|---|
| 84 | 2023 | Infrastructure Operations | Kiwi rail | To arrange discussion on issues in Bluff.14<br>14/04/2025 - Bluff Community Board to send list of queries to contact at Kiwirail - Ari Jakobs (ari.jakobs@kiwirail.co.nz) - To reconfirm draft agenda with Bluff Community Board. | Allan Gillespie | 31-Jul-2024 | 3 |
| 95 | 2023 | Infrastructure Operations | Ocean Beach Road - Motorists parking in cycle lane | 31/08/2023 - BCB noted motorists are currently parking in the cycle lane blocking cyclists using the Bluff trail along Ocean Beach Road.<br>8/12/2023 - Need to have a lane line (WK responsibility), EMP (cycleway maintenance) at 25m spacings and have painted symbols (regular intervals) on shared path to highlight. Confirm no cables for EMP and discuss with WK.<br>05/04/2023 - Edge Marker Posts to be installed and shared path symbols to be painted between Bluff Oysters and Suir St along the Bluff trail.<br>23/08/2024 - Dispatched to the Waihōpai Alliance for installation of edge marker posts and painted symbols.<br>14/04/2025 - Dispatched to Waihōpai Alliance for completion before end April - Alliance updated. | Allan Gillespie | 30-Apr-2025 | 2 |
| 103 | 2024 | Infrastructure Operations | Vehicle crossing damage - 119-123 Slaney Street. | 01/01/2024 - Vehicle crossing at 119-123 Slaney St damaged from recent water renewals project. RFS 410861<br>08/03/2024 - Driveway in question looks in no worse condition after construction than it was before. However this is disputed by property owner.<br>24/01/2025 - Further internal discussions required to confirm way forward.<br>14/04/2025- Further treatment required, seal design to be priced by Waihōpai Alliance - meeting between Operations-ESG to be undertaken. | Allan Gillespie | Under Investigation | 3 |
| 123 | 2024 | Infrastructure Operations | Footpath erosion on Foyle Street, just west Slaney Street. | 04/10/2024 - ICC to review extent of erosion.<br>14/04/2025 - Recent discussions with BCB indicate footpath well used, and there is a preference to retain footpath. SAP reviewing with footpath renewals programme. | Allan Gillespie | In Progress | 3 |
| 126 | 2024 | Infrastructure Operations | Marine Parade - groundwater flowing over footpath. | 09/12/2024 - Ground water is flowing over the footpath at various locations along Marine Parade. Particularly after wet weather. Is there opportunity to install strip drains to catch this water? What are the long term plans to address this issue.<br>14/04/2025- Further wet weather assessment is required- followed by containment methodology. | Allan Gillespie | TBC | 1 |
| 127 | 2025 | Infrastructure Operations | Shannon Street - bridge approach-footpath failure | 17/12/2024- Footpath subsidence identified and temporarily repaired by the Waihōpai Alliance in Decembber 2024<br>10/03/2025- CCTV investigation of underground SW pipelines completed, and cavity identified under footpath<br>14/04/2025 - Excavation and repair, to be programmed by Downer - Operations to continue liaison with SouthPort re: TTM changes. | Allan Gillespie | In Progress | 1 |
| **PARKS AND RECREATION** | | | | | | | |
| 2 | 2021 | Parks and Recreation | Access Restriction to the Beach from Stirling Point Pilot Station Esplanade Reserve | Further consultation on this paper has been undertaken by Te Ao Marama. ICC staff have met on site with Tammi Topi to look at the issues and potential alternatives.<br>August update - Various options are being developed and further information has been requested on the cost of each option. A separate paper is being developed for the October Bluff Community Board.<br>30/09/2024 - This paper is not complete and will aim to be presented at the next Bluff Community Board meeting.<br>19/11/2024 - This access is proving to be quite complex and the stability of the access track is looking to be an expensive option.<br>24/01/2025 - No update, however archaeological authority has now been closed so a new one may need applied for if relating to works in this space.<br>11/4/2025 - No Updates | Caroline Rain - Parks and Recreation | Under Action to arrange date/time | 3 |
| 5a | 2023 | Parks and Recreation | General Land review | Mokomoko is on hold until further collection of information is completed. 38 Suir Street, JG Ward Reserve, Part Bluff Hill Reserve, Bluff Camping Ground land parcels were endorsed by Community Wellbeing Committee for Council Officers to proceed with Public Notification with the community on potential alternative uses of these spaces.<br>5/4/2024 - Engagement with the community has been undertaken via the LTP process in March and feedback is currently being analysed. Feedback on LTP? Collation of feedback made available?<br>August update - At the July Bluff Community Board Meeting, a paper was presented which detailed all submissions received for the Long-term Plan process. An agreement was reached that a separate working group would be formed to discuss in detail the options associated with each land parcel.<br>30/09/2024 - Land Disposal Workshop confirmed for the 14/10/2025.<br>24/1/2025 - JG Ward paper being prepared to take to BCB.<br>March 2025 - JG Ward Paper planned to be delivered in May.<br>11/4/2025 - Still planned to deliver paper to BCB in May | Caroline Rain - Parks and Recreation | 11/4/2025 - Mokomoko planned to go to Community Wellbeing and Regulatory Committee 6 May. | 2 |
| 5b | | Parks and Recreation | Awarua Bay Road Reserves | Awarua Bay Road Reserves were endorsed by the Community Wellbeing Committee on 13 February 2024 to request to the Minister of Conservation to remove reserve status which is currently under action.<br>15/11/2024 - Report prepared for Council 10/12/24 relating to Awarua Bay.<br>24/01/2025 - Minister of Conservation has approved revocation of reserve status off all four parcels of land and gazette notices have been published. Two have since been sold to adjoining land owners and there are two parcels ICC are about to have discussions with adjoining land owners and mana whenua about next steps.<br>11/4/2025 - In progress | Caroline Rain - Parks and Recreation | Reserve Revocation completed | 2 |

Item numbers are numeric
See top right for next item

| Item | Year | Responsibility Area | Issues/Projects | Actions | ICC Contact | Timeframe | Priority |
|---|---|---|---|---|---|---|---|
| 9 | 2023 | Parks and Recreation | Bluff Community Maara at 10 Onslow Street (Senior Citizens leased land) | Work has been progressing with Healthy Families, Awarua Whanau Services to develop a Community Garden in this location. Community engagement through a community meeting held Wednesday 4 October and online provided positive feedback and ideas. A concept plan was drafted from the community feedback received. A Memorandum of understanding was drafted for the multiple interest parties to understand who does what.<br>5/4/2024 - A documented agreement will no longer be in the form of an MOU and is simplifying the process.<br>August update - ICC are awaiting confirmation from local mana whenua on location preference and once this has been achieved the agreement can progress to approval stage.<br>30/09/2024 - Still waiting confirmation from mana whenua.<br>18/11/2024 - Awaiting community feedback.<br>24/01/2025 - Location of this project still to be confirmed within the community. Increased access to edible planting in amenity areas is within the planned work of P&R (e.g. opposite the Bluff Service Centre).<br>11/4/2025 - Awaiting formal response from mana whenua. | Caroline Rain | Under Action | 2 |
| 96 | 2023 | Parks and Recreation | Wash-out end north end of Foreshore Road - Awarua Boating Club | Bank at the beach, north end of Foreshore Road being washed-out by unknown source of water. Looks to be stormwater related, requires further investigation. Extension for this work is requested - design to be completed end June 2024.<br>5/4/2024 - Works planned to build bund so water cannot flow over the bank.<br>11/07/2024 - Works linked to footpath renewal works, requires clean fill from proposed footpath locations. Refer to item 63.<br>25/10/2024 - Works planned to be completed before December.<br>28/01/2025 - The bank was shaped at the end of December, but we still need to return to remove the large stones.<br>11/02/2025 - Gave update for costs to repair the Foreshore Road ramp/wharf and asked for their endorsement to place a bid for funds. This was not endorsed as they wish to undertake more due diligence discussion on the investment of two boat ramps.<br>14/04/2025 - Waihōpai Alliance to undertake final reinstatement of the berm, to be completed post completion of the current footpath renewal works. | Caroline Rain/ Infrastructure | Under Action | 1 |
| 110 | 2024 | Parks and Recreation | Bluff Skate Park - Lighting | Bluff Skate Park – Is there an opportunity to install any lighting at the park? (similar to Invercargill's Skate Park opposite Splash Palace).<br>August update - Assessment across all lighting requirements are being undertaken for all Parks and Recreation sites, which includes Bluff Skate Park. This is assessment is expected to be completed before the end of the calendar year.<br>30/09/2024 - Assessment of all lighting needs in reserves are underway. Expected completion is early 2025.<br>24/01/2025 - No update - lighting assessment planned for April / May.<br>11/4/2025 - Assessment still planned for April/May. | Caroline Rain | New | 3 |
| 111 | 2024 | Parks and Recreation | Flag Staff Road Pull Off Area | 30/09/2024 - Discussion between Infrastructure and Parks and Recreation to determine the viability of the pull off area at the top of the 300m straight on Flag Staff Road.<br>19/11/2024 - Onsite meeting held mid October with both Parks and Recreation and Infrastrucutre. A business case has been developed and currently being reviewed. Council are working towards agreement of the need for this work.<br>24/01/2025 - A concept plan for the parking bay is being designed with safety and structural considerations in mind.<br>05/03/2025 – Infrastructure are currently assessing Parks and Recreation proposal to understand whether this is feasible and is able to be achieved within the current costs assessments. | Caroline Rain | | 3 |
| 124 | 2025 | Project Management Office | Bluff boat ramp charging | 24/01/2025 - Charging for the Boat Ramp will be implemented following completion of the project and installation of the associated infrastructure. This is anticipated to commence in the coming months and will be at the rates within the approved fees and charges.<br>05/03/2025 – Infrastructure requirements are currently being worked through for the installation of the charging mechanism for use of the Murihiku Place Boat Ramp. Charging will not commence until the completion of the Boat Ramp project, which included installation of the Toilet and Fish Processing station. The design of this facility is currently gaining feedback.<br>11/4/2025 - Parks Working through handover and installation process, with an information paper being prepared to go to Bluff Community Board in June 2025. | Caroline Rain | TBC | 3 |
| 125 | 2025 | Parks and Recreation | Western Jetty at Foreshore Road Boatramp | March 2025 – Further discussion is required to understand the viability of repairing and maintaining two boat ramps and associated infrastructure within Bluff.<br>11/4/2025 - Awaiting advice from Bluff Community Board on direction. | Caroline Rain | TBC | 3 |

Item numbers are numeric
See top right for next item

**APPENDIX 2**

A5832864

**Bluff Action Items "RFS's In Progress"** ***For review - items resolved and being actioned**

Item numbers are numeric

128 Next New Item number - change in Appendix 1

**BCB Priority Key**

| | |
|---|---|
| High | 1 |
| Medium | 2 |
| Low | 3 |
| Business as usual | 4 |

| Item | Year | Responsibility Area | Issues/Projects | Actions | ICC Contact | Timeframe | Priority |
|---|---|---|---|---|---|---|---|
| 92 | 2023 | Infrastructure Operations | Pine tree/gorse in Lagan Street Road reserve | Pine tree/gorse complaint in Lagan Street reserve between Slaney Street and Brandon Street. Gorse bushes removed. ICC investigating if tree to be maintained or removed.<br>11/10/2023 - Gorse removed. Parks advised pine tree branches should be trimmed short term, however would be best to remove completely medium term. Costs $2,200 to trim/remove dead branches, $4,800 to remove tree completely.<br>01/02/2024 - BCB confirmed pine trees to be removed completely.<br>23/08/2024 - ICC currently confirming quote to remove trees and advise adjacent land owners.<br>09/12/2024 - 5 of the 10 trees to be removed as they are dead or dying.<br>07/03/2025 - Awaiting revised quotation for removal of dead trees (5 No. of 10) | Allan Gillespie | 28/02/2025 | 4 |
| 100 | 2024 | Infrastructure Operations | Slump in road - outside 86 Gore Street | 01/02/2024 - Slump in roadway on Gore St outside 86 Gore St (SH1)<br>02/02/2024 - This slump was identified in Oct 2023 and passed onto the NZTA SH Maintenance contractor. They advised this needs to be discussed with NZTA. Awaiting feedback from NZTA.<br>30/05/2024 - Slump is within area with pavers, so is shared responsibility between ICC (surface) & NZTA (Base/sub-base). Investigations underway.<br>07/03/2025 - Monitoring slump. Discussions underway with NZTA for joint repairs.<br>14/04/2025 - Further investigation reveals potential SW main failure, to be investigated/repaired | Allan Gillespie | 31/05/2025 | 4 |
| 101 | 2024 | Infrastructure Operations | Slump in footpath - 76 Gore Street | 01/02/2024 - Slump in Footpath, trip hazard.<br>05/02/2024 - This area has cones marking the hazard. Supervisor to discuss options with ICC. Dispatch 3488.<br>04/10/2024 - The Waihōpai Alliance are in process of confirming the budget and programme.<br>28/01/2025 - There is a limited budget for footpath maintenance, and a decision needs to be made regarding whether the Bluff Community Board wishes to retain the pavers or if we can asphalt the footpath. If asphalting is approved, it would fall under capital renewals and may be scheduled for completion sooner.<br>10/03/2025 - Pavers to be retained. Waihōpai Alliance to prepare estimate for restoration works. This may need to be pushed to next financial year to undertake full repairs due to budget restraints. Trip hazards to be mitigated accordingly until then.<br>14/03/2025 - Current slumps/trip hazards have been repaired by the Waihōpai Alliance. A long-term plan is being priced to relay and level the footpath. Bluff Community Board is advised on heavy plant used within this location, that has an effect on pavers | RFS 410859 | 10-April-2025 (partial) | 2 |
| 104 | 2024 | Parks and Recreation | Foyle Street Reserve - seating | 01/01/2024 - Is there any opportunity to replace the shrubs along the banks of Foyle Street reserve with some form of terraces to accommodate seating to watch sporting activities?<br>5/4/2024 Still investigating seating opportunity.<br>15/11/2024 - This is still in the investigation stage, very steep banking and will take some thinking on how this could be achieved. | RFS 410856 | Being Investigated | 4 |
| 108 | 2024 | Infrastructure Operations | Overhanging vegetation - Shannon St bridge | 04/06/2024 - Overhanging vegetation on Shannon St bridge, west side between bridge and Foreshore Rd.<br>23/08/2024 - Waihōpai Alliance to action, send the crew down to attend. Dispatch# 16341.<br>09/12/2024 - Minor vegetation trimmed back to barrier. Further investigation required after further complaint recieved.<br>28/01/2025 - At the end of December, the vegetation along the road edge was cut back and removed. A further RFS has been raised for the trees behind the fencing.<br>14/04/2025 - Remaining bushes programmed to be removed in April. | RFS 419100 | 30-Apr-2025 | 4 |