NOTICE OF MEETING

Notice is hereby given of the Inaugural Meeting of the Bluff Community Board to be held in the Bluff Municipal Chambers, Gore Street, Bluff on Monday 24 November 2025 at 7.00 PM

Ms J Eruera
Mr R Fife
Mr F Murdoch
Ms H Simeon
Mr J Sutherland
Cr G M Dermody

MICHAEL DAY
CHIEF EXECUTIVE

A6212000

Inaugural Bluff Community Board - 2025

24 November 2025 07:00 PM

Agenda Topic

		Page
1.	Apologies	
2.	Declaration of Interest	
	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.	Declarations of Elected Members (A6165161)	3
4.	Election of Chairperson and Deputy Chairperson	
5.	Bluff Community Board Appointments (A6214564)	5
6.	Report of the Bluff Publicity / Promotions Officer (A6212190)	8
7.	Financial Report for Bluff Community Board Year to Date, 30 September 2025 (A6199614)	10
8.	Bluff Action Sheet (A6169658)	12
	8.1 Appendix 1 - Bluff Action Sheet (A6169652)	15

DECLARATIONS OF BLUFF COMMUNITY BOARD MEMBERS

To:	Bluff Community Board
Meeting Date:	Monday 24 November 2025
From:	Michael Morris – Manager - Governance and Legal
Approved:	Trudie Hurst - Group Manager - Community Engagement and Corporate Services
Approved Date:	Wednesday 19 November 2025
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The Local Government Act 2002 requires that the Mayor, all Councillors and Community Board Members make a Declaration at the start of the triennium, sign the same declaration and have that attested.

The Declarations of the Mayor, all Councillors and the majority of Board Members were made at the Swearing in Ceremony on 28 October 2025.

However Declarations were not received from Haylee Simeon and Frazer Murdoch and these are required to be taken to enable the Members to take up their duties.

Recommendations

That the Bluff Community Board:

1. Receive the report titled "Declarations of Bluff Community Board Members".

2. Confirm the Declarations made by the Members at the Swearing in Ceremony on 28 October 2025.

3. Receive the Declarations of Haylee Simeon and Frazer Murdoch.

Implications and Risks

Strategic Consistency

Not applicable to this report.

Financial Implications

There are no implications

Legal Implications

Declarations must be made by Members before they can take up their decision making functions. The Local Government Act 2002 prescribes the wording of the declaration. Formal declarations were made at the Swearing in Ceremony on 28 October 2025 and at the meeting today and are confirmed today for the sake of completeness.

Climate Change Implications

There are no implications.

Risk

There is no risk identified in this report, unless the declarations were not made.

Next Steps

The Declaration as signed by all Members will be framed and will hang in the Chamber for the duration of the term.

BLUFF COMMUNITY BOARD APPOINTMENTS

To:	Bluff Community Board
Meeting Date:	Monday 24 November 2025
From:	Michael Morris – Manager - Governance and Legal
Approved:	Trudie Hurst - Group Manager - Community Engagement and Corporate Services
Approved Date:	Wednesday 19 November 2025
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The Board in the past has operated a number of interest areas for Members to contribute where there is a Council matter that impacts Bluff. These are optional and the Board is free to fill them, some of them or leave them vacant.

The Board also needs to appoint the Bluff Bursary Subcommittee Members, including the Chair of that Subcommittee, who will make decisions for the awarding of the Bluff Bursary for the coming term.

Recommendations

That the Bluff Community Board:

1. Receives the report "Bluff Community Board Appointments".
2. Appoint…… as Chair of the Bluff Bursary Subcommittee
3. Appoint …….. and……. as members of the Bluff Bursary Subcommittee.
4. Appoint the following members to each of the following:
    a. …….. and …….. for the Bluff Promotions Committee.
    b. …….. and …….. for the Bluff Community Charitable Trust.
    c. …….. and …….. for the Bluff Maritime Museum.
    d. …….. and …….. for the Māori Community Liaison Committee.
    e. …….. and …….. for the Welfare and Health Committee.
    f. …….. and as alternate …….. for Emergency Management Southland.

Issues and Options

Analysis

The Bluff Bursary was established shortly before the Bluff Borough Council was dis-established in 1989 and has been a feature of the Community Board since its creation, it was formalised into a Subcommittee to follow best practice in the previous term. A Chair and two Members need to be appointed.

The remaining options are for Members to be appointed as the Board representative to the agency or have responsibility for the area.

These have been rationalised since 2022 to allow the Board a greater ability to act as a whole for matters that impact Bluff when at Council, working in connection with the Councillor appointed to the Community Board.

Significance

While the appointments are significant for the Board and the wider Bluff Community, this is not a matter that activates the Significance and Engagement Policy.

Options

The Board is able to appoint Members, or may chose not to.

Not appointing members may see the Board not represented at those other entities.

Community Views

The Community views are reflected in the decisions around who was elected to the Community Board. It is for the Board to appoint people to these roles.

Implications and Risks

Strategic Consistency

The appointment of Members to roles allows the Board to align with the Community engagement and interests that Council places value on.

Financial Implications

There are no financial implications of itself for this decision.

Legal Implications

There are no legal implications.

Climate Change

There is no climate change impact.

Risk

There is a risk to the Board if it does not appoint people to roles of external entities as those entities will then not have the elected voice of Bluff on them which will mean that views of the Board are not heard by those entities.

Next Steps

The Governance Statement will be updated to reflect these appointments.

REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER

To:	Bluff Community Board
Meeting Date:	Monday 24 November 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".

Summer Sounds Bluff 2026 – Sunday 15 February 2026

I have sent a funding application to Creative Communities Invercargill for our Summer Sounds Bluff Music Festival which we are proposing to hold at the Bluff Oyster Festival Site on Sunday 15 February.

I have booked the Oyster Festival site for the date and will make some changes to the Health and Safety plan that we used for Argyle Park to adapt it to the festival site.

I will book our performers and MC when the outcome of our funding application is known.

The Artfull Coffee Shop

I had a request during October to assist with publicity for The Artfull Coffee Shop as they launched their business under their new name over the weekend of 1 and 2 November. The business was formerly The Lighthouse Gallery.

I arranged a media release and some Facebook posts around this. The business was part of the Arts Murihiku Southland Arts Trail over the weekend of the re-launch. Ongoing opening hours will be advertised on their Facebook page.

Bluff Events Calendar

Every month I prepare a monthly Events Calendar for Bluff. For the period of December / January each year I do a dual month calendar due to the number of events that cease for a time at Christmas before resuming after the break. To compile the dual calendar a degree of phoning regular contributors to the calendar is required and I am currently working through this task.

Christmas in the Bluff / Bluff Promotions Santa Parade Supported By South Port NZ Ltd

I have started promotion of these two events. The Santa Parade and Christmas in the Bluff events will take place on Sunday 7 December.

Christmas Window Competition

I will also do some work to promote the annual Bluff Promotions Decorated Shop Window Competition.

Major Events

Details on upcoming major events in our area:

Sunday 7 December: Bluff Promotions Parade supported by South Port NZ Ltd plus Christmas in the Bluff.

New Dates: 18 January to 24 January 2026: SBS Bank Cycle Tour of Southland
(The Bluff Hill Stage will be on Friday 23 January should tour organisers retain the same format as originally scheduled in November).

Thursday 5 February 2026: Burt Munro Challenge Bluff Hillclimb

Sunday 22 March 2026: Try Whānau 2026.

FINANCIAL REPORT FOR BLUFF COMMUNITY BOARD YEAR TO DATE 30 SEPTEMBER 2025

To:	Bluff Community Board
Meeting Date:	24 November 2025
From:	Kathleen Simmonds – Accounting Technician
Approved:	Patricia Christie – Group Manager – Finance and Assurance
Approval Date:	18 November 2025
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The purpose of this report is to present the Board's financial report year to date, 30 September 2025.

Recommendations

That the Bluff Community Board:

1. Receives the "Financial Report for Bluff Community Board Year to Date, 30 September 2025".

Financial Report

Bluff Community Board will receive targeted rates totalling $96,000 for the 2025-2026 year. This is rates paid by the ratepayers of the Bluff community and can be used for governance and administration of the board, and for projects to benefit the Bluff community.

Each year, interest is applied based on the net debt account (reserve) balance as at 30 June of the previous year. The interest is applied at the end of each financial year.

The net debt account (reserve) contains the balance of funds from prior years of any underspend or overspends. Currently the Net Debt account balance is $248,078 as at 30 June 2025.

Other staff expenses have a budget of $11,000. This money is used for training and conference costs for board members.

The administration and operational expenses budget are for meeting costs and any other miscellaneous costs the board may have.

Grants and subsidies expenses have a budget of $38,000. The board support the following entities from this budget:

- Bluff Maritime Museum - $10,000 per year.
- Bluff Promotion - $14,000 approx. per year.
- Bursary Scholarships - $12,000 2024-25 year.

The Bluff Community Board had a surplus of $4,000 for the period ending 30 September 2025. Total expenses year to date are $20,000 with a rates revenue allocation of $24,000.

Grants and Subsidies expenses are slightly ahead of forecast but this will even out as the year progresses. This overspend has been offset by under spend in other areas.

Performance Report Year to Date 30 September 2025

	YTD ($'000)			
	Actual	Forecast	Variance	Plan
REVENUE				
Targeted rates	24	24	(0)	96
Finance Revenue	-	-	-	5
TOTAL REVENUE	24	24	(0)	101
EXPENSES				
Other Staff expenses	-	2	2	11
Administration expenses	0	0	(0)	1
Operational expenses	0	0	0	1
Grants & subsidies expenses	13	10	(3)	38
Elected reps & Mana Whenua expenses	7	8	1	35
TOTAL EXPENSES	20	20	(0)	86
SURPLUS / (DEFICIT)	4	4	(0)	16

Next Steps

Nil.

BLUFF ACTION SHEET

To:	Bluff Community Board
Meeting Date:	Monday 24 November 2025
From:	Infrastructure Services and Parks & Recreation
Approved:	Erin Moogan - Group Manager - Infrastructure Services
Approved Date:	Wednesday 19 November 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 18 September 2025.

Where action items have been closed-out they are moved from the list "Appendix 1" and archived. Appendix 2 has been closed, and any outstanding items have been consolidated into Appendix 1 to streamline the action list and improve clarity. This change ensures a more efficient tracking process by maintaining a single, up-to-date list of active actions.

Operational day-to-day issues are dealt with by creating a RFS (Request for Service). 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

October 2025

Department	Actioned	Being Investigated	Total Received
Building Maintenance	1		1
Drainage	3		3
Parks Department	4	3	7
Refuse	28		28
Roading	44	5	49
Water Services	8		8
Total Received	**88**	**8**	**96**

Previous 12 months

Totals Received	2024				2025							
Department	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	Sep
Building Maintenance	0	1	3	0	1	2	2	0	0	0	0	0
Drainage	0	2	2	2	2	1	1	0	0	0	2	3
Parks Department	5	7	8	1	2	1	4	1	4	11	5	2
Refuse	6	4	6	8	3	4	12	4	17	18	3	15
Roading	20	12	10	21	16	14	13	9	17	20	14	19
Water Services	3	1	3	9	8	6	10	2	4	9	4	2
Total Received	**34**	**27**	**32**	**41**	**32**	**28**	**42**	**16**	**46**	**58**	**28**	**41**

Roading – Waihōpai Alliance

The Storm event and concurrent damage that occurred on the 23 October 2025 overshadowed the remainder of the month. The Waihōpai Alliance communicated with the wider Fulton Hogan local regional team and jointly mobilised to add significant resources to Thursday's initial response. We had up to 12 crews plus others on the network, with an HQ stood up quickly at Fulton Hogan's regional Tramway Road premises. The response from Parks and subcontractors was fast, and the way some other divisions stepped in to the clean-up, especially the Elles Road and Queens Drive sections was a sight to behold. Then the ongoing needs, which we still face to restore normal services and remove risks.

Fallen trees were cleared quickly on Omaui and Mokomoko roads, with a variety of signs blown by the wind needing to be straightened and correctly reset. Four streetlights were also damaged in the wind, and cleanups of kerb channels and sumps required around Bluff. Council is initiating a free green waste drop off service at the Bluff Transfer Station on Saturday 27 November 2025 from 11:00am until 4:00pm for Bluff residents to dispose of any post storm event green waste.

WASTENET – Waste Reduction Education

WasteNet are in communications to prepare a waste deduction education campaign with some marketing footage to occur in Bluff with WasteNet's Waste Engagement Officer which is intended to provide an educational reminder to the general public on what waste items 'can and cannot' be recycled.

Strategic Asset Planning

Bluff Service Centre Toilet replacement: An Exeloo double pan unit has been ordered and will arrive prior to Christmas with installation to occur in the New Year.

Foyle Street footpath renewal: located between Liffey and Slaney Streets will be completed before May 2026.

Parks and Recreation

The Parks and Reserves around Bluff were thankfully largely unscathed by the significant weather event in October. We were gratefully supported by both Bluff Hill Motupōhue Environmental Trust and the Southland Mountain Bike Club in clearing hazards on our tracks and trails on Bluff Hill Motupōhue.

Bluff Rugby Club grounds have a drainage project in the procurement stage, with work to be undertaken over the coming months.

Next Steps

Ongoing review of the Action Sheet.

Attachments

1. Appendix 1 - Bluff Action Sheet (A6169652)

APPENDIX 1
A6169652

Bluff Inspection Action Sheet

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

Item numbers are numeric
133 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	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. 20/05/2025 - Minor amendments are being made to the piles for the Exeloo facility to account for the ground conditions. Civil works to begin on the Eastern Jetty following the confirmation of pile placement. 10/07/2025 - Piles have been installed in the dinghy ramp for the Eastern Jetty bracing to be attached to. There have been some minor measurement changes resulting in an adjustment being made to the bracing. The adjustment has pushed the works out to the end of July. Pending handover/delivery in August. The Exeloo unit is going through consenting. Once consents are received installation will take place. 22/08/2025 - Report provided for the 1 September meeting. 13/11/2025 - Toilet block foundation is underway with installation of the toilet block and fish processing station commencing mid November. Minor defects are being completed on the Jetty works. Pending handover/delivery in December.	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. 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. 27/03/25 - Workshop held 17 March 2025 - concepts being developed. 03/06/2025 - Stirling Point concept designs are with consultants currently. 10/07/2025 - Concept designs complete and to be presented to the Bluff Community Board meeting. 18/08/2025 - Concept designs provided. 24/11/2025 - Still holding.	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. 27/03/25 Workshop held 17 March 2025, concept design to be delivered for low budget solutions to the tyre wall. Part of a holistic aproach to the area. 03/06/2025 - Stirling Point concept designs are with consultants currently, process stalled. 10/07/2025 - Concept design completed and to be presented to the Bluff Comunity Board meeting. 18/08/2025 - Concept designs provided. 24/11/2025 - Still holding	Doug Rodgers	On Hold	2
63	2025	Strategic Asset Planning	Footpath renewals programme	22/08/2025 - Planned footpath renewals for Bluff over the next 3 financial years. 2025/26 • Foyle Street (LHS Liffey to Slaney) 2026/27 • Liffey Street (LHS Barrow to Foyle) • Raymond Street (RHS) • Foreshore Road (LHS Shannon Street to Museum) 2027/28 • Ann Street (RHS) • Henderson Street (LHS Ann to Elizabeth) • Elizabeth Street (LHS Henderson to Burrow) • Burrow Street (LHS + RHS Parret to Elizabeth Street) 24/11/2025 - Plan agreed - physical work to start April/May 2026 for the 2025/26 season.	Doug Rodgers	2025/26	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) 03/06/2025 - The new lighting fixture for the Bluff sign has been designed and will be forwarded to NZTA for approval. This work is unbudgeted at this stage. 10/07/2025 - Lighting to be progressed in new financial year. 18/08/2025 - To be progressed as above. 24/11/2025 - Awaiting progress as above.	Doug Rodgers	In Progress	2
97	2023	Strategic Asset Planning	Street lighting - Murihuku Place and Rons Place	31/08/2023 - No street lighting, popular route for walkers at night, feels unsafe. 27/03/2025 - investigation under way - focus on lighting in Rons Place midway. 02/06/2025 - Unbudgeted - investigations started. 10/07/2025 - Under investigation lighting being priced. 18/08/2025 - Budget limitations, however staff investigating interim solution (possibly single light). 24/11/2025 - Still under investigation, possible option is tied in with new toilet.	Doug Rodgers	3-10-2024	3

APPENDIX 1
A6169652

Bluff Inspection Action Sheet

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

Item numbers are numeric
133 Next New Item number

Item	Year	Responsibility Area	Issues/Projects	Actions	ICC Contact	Timeframe	Priority
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. 12/07/2024 - Potentially needs new consultation. ICC following up on legal implications. 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. 24/01/2025 - Organising consultation process. 27/03/2025 - Workshop held and would be wise to combine this in design concepts. 10/07/2025 - Forms part of the Stirling Point concept design. 18/08/2025 - As above in item 4 and 38. 24/11/2025 - As per 38.	Doug Rodgers	30-Jul-2024	1
123	2024	Strategic Asset Planning	Footpath erosion on Foyle Street, just west Slaney Street.	04/10/2024 - ICC to review extent of erosion. 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. 22/06/2025 - To be included for assessment in 2025/26 footpath renewals. 18/08/2025 - Part of the footpath renewal programme. 24/11/2025 - included in 63 - this item can be closed.	Doug Rodgers	30-Sep-2025	3
128	2025	Strategic Asset Planning	Public toilet near Gore St playground	28/04/2025 - Bluff Community Board query if a new single public toilet can be installed near the Gore Street playground? 03/06/2025 - To be reviewed in the 2025/26 financial year. 10/07/2025 - Under investigation and subject to budget constraints. 18/08/2025 - Budget limitations reached and prioritisation. Deferred. 24/11/2025 - Item still deferred.	Doug Rodgers		3
131	2025	Infrastructure Operations	No stopping lines - Foreshore Road outside Museum	28/04/2025 - It was noted around a number of complaints of vehicles parking on the bend on Foreshore Road near the museum. There needed to be no parking lines. 30/05/2025 - To be reviewed.	Doug Rodgers		3
132	2023	Strategic Asset Planning	Speed limit reduction between 100km / 50km zones	10/07/2025 - Concerns about the speed limit going from 100 to 50 km per hour. Vehicles, including trucks still going too fast after the 50 sign. Speed reduction requested entering Bluff, 70km from Ocean Beach. Speed limits are set by Waka Kotahi, a temporary speed limit can be requested. 28/08/2025 - Council is currently consulting on speed limit reviews as part fo the GPS-Transport changes. As stated this requires NZTA approval. Staff to discuss the matter with NZTA. Note: The GPS-Transport does not support lowering speed limits in a general sense, but a staged reduction may be an exception. 24/11/2025 - ICC have completed their speed limit review. NZTA are considering options.	Doug Rodgers	In progress	3

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Medium	2
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Business as usual	4

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133 Next New Item number

Item	Year	Responsibility Area	Issues/Projects	Actions	ICC Contact	Timeframe	Priority
				INFRASTRUCTURE OPERATIONS			
77	2023	Infrastructure Operations	Foreshore Road/Murihuku Road – Sight distance reduced by plantings – Southport	To confirm maintenance accountability between Southport/ ICC Infrastructure/ ICC Parks. 10/07/2025 - Southport owned Land, leased to trust who maintains the Bluff Maritme Museum. Requested them to trim back vegetation to clear sight distance. 22/08/2025 - Bluff Maritime Museum confired they will be tidying up the vegetation. 17/11/2025 - No update.	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. 11/07/2024 - Signage to be installed at end of Princes Road where road ends and shared path begins. 22/08/2025 - Bollard to be installed on south end where cycleway meets Princes Road. 17/11/2025 - Bollard installation delayed, but is planned. (No further complaints of vehicles using cycleway).	Allan Gillespie	31-Jan-2026	3
84	2023	Infrastructure Operations	KiwiRail	To arrange discussion on issues in Bluff. 14/04/2025 - Bluff Community Board to send list of queries to contact at KiwiRail - Ari Jakobs (ari.jakobs@kiwirail.co.nz) - BCB 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 - Bluff Community Board noted motorists are currently parking in the cycle lane blocking cyclists using the Bluff trail along Ocean Beach Road. 08/12/2023 - Need to have a lane line (Waka Kotahi responsibility), edge marker posts (cycleway maintenance) at 25m spacings and have painted symbols (regular intervals) on shared path to highlight. Confirm no cables for edge marker posts and discuss with Waka Kotahi. 22/08/2025 - Delineator posts to be installed instead of edge marker posts - on order, expect to be completed in September. 17/11/2025 - Complete.	Allan Gillespie	Complete	2
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) 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. 30/05/2024 - Slump is within area with pavers, so is shared responsibility between ICC (surface) & NZTA (Base/sub-base). Investigations underway. 07/03/2025 - Monitoring slump. Discussions underway with NZTA for joint repairs. 14/04/2025 - Further investigation reveals potential SW main failure, to be investigated/repaired. 17/11/2025 - No update.	Allan Gillespie	31/05/2025	4
101	2024	Infrastructure Operations	Slump in footpath - 76 Gore Street	01/02/2024 - Slump in footpath, trip hazard. 05/02/2024 - This area has cones marking the hazard. Supervisor to discuss options with ICC. Dispatch 3488. 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. 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. 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	Complete	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 08/03/2024 - Driveway in question looks in no worse condition after construction than it was before. Disputed by property owner. 14/04/2025 - Further treatment required, seal design to be priced - meeting between Operations-ESG to be undertaken. 22/08/2025 - Council to provide a structural chip seal reinstatement of this driveway. 17/11/2025 - Project being delivered through the ESG team.	Allan Gillespie	31-Oct-2025	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. 14/04/2025 - Further wet weather assessment is required - followed by containment methodology. 22/10/2025 - Inspection on 7 August revealed 2 sections. First section where water is continously flowing over footpath outside 30 Marine Parade, investigations underway for permanent solution to resolve. Second area identified at 96 Marine Parade where property drainage outflows into the berm instead of kerb and channel. Council to address this non-compliance with owner. 17/11/2025 - No update.	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 December 2024 10/03/2025- CCTV investigation of underground SW pipelines completed, and cavity identified under footpath 10/07/2025 - Subsidence has accelerated, with a new sink hole appearing on the footpath. Council, Contractors and Consulting Engineer representatives met on site to review. The cause of the subsoil erosion is suspected to be attributed to the stormwater main in the footpath, however after flooding and testing the pipes could not confirm this. The hole has since been filled and a temporary surface reinstated to make the footpath safe and usable. Further investigations continue, including potentially diverting the stormwater main. This site will be monitored closely for any further movement / subsidence. 2/08/2025 - Shannon Street bridge investigations/monitoring are still ongoing. Next steps are to relocate the stormwater, which will eliminate this from being the cause of the erosion. During these works there will be traffic delays/detours. This will allow further investigations to be undertaken for the cause of the settlement/erosion under the footpath. 17/11/2025 - Ongoing monitoring, no further movement on footpath.	Allan Gillespie	In Progress	1

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Bluff Inspection Action Sheet

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

Item numbers are numeric
133 (next New Item number)

Item	Year	Responsibility Area	Issues/Projects	Actions	ICC Contact	Timeframe	Priority
130	2025	Infrastructure Operations	Bluff Mowing maps	15/05/2025 - BCB queried what berms meet the criteria for the council to mow and which don't. 16/05/2025 - Bluff mowing maps to be reviewed before the new mowing season starts. 10/07/2025 - Review in progress. 22/08/2025 - Review in Progress. This has evolved into a wider review of mowing throughout Invercargill and Bluff, in a joint effort between Roading and Parks. 17/11/2025 - Review still in progress. No changes to occur this mowing season.	Allan Gillespie	31-Mar-2026	3
132	2025	Infrastructure Operations	Footpath kerb ramp opposite Bluff Museum	22/05/2025 - It was noted around putting a bollard or similar deterrent on the dropdown path near the museum and boat ramp which was used by vehicles but should not be. 03/06/2025 - Wahōpai Alliance to install delineator of similar to deter vehicles using the kerb ramp (pram crossing). 22/08/2025 - Delineator to be installed in September. 17/11/2025 - Bollard installation delayed, planned for December.	Allan Gillespie	31-Dec-2025	3

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BCB Priority Key

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Business as usual	4

Item	Year	Responsibility Area	Issues/Projects	Actions	ICC Contact	Timeframe	Priority
				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. 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. 30/09/2024 - This paper is not complete and will aim to be presented at the next Bluff Community Board meeting. 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. 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. 08/07/2025 - No updates.	Caroline Rain - Parks and Recreation	Under Action to arrange date/time	3
5a	2023	Parks and Recreation	General Land review	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. 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? 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. 30/09/2024 - Land Disposal Workshop confirmed for the 14/10/2025. 24/1/2025 - JG Ward paper being prepared to take to BCB. March 2025 - JG Ward Paper planned to be delivered in May. 11/4/2025 - Still planned to deliver paper to BCB in May. 09/06/2025 - JG Ward and 38 Suir Street BCB paper has been approved to be discussed at the June BCB. Mokomoko Reserve was agreed at the Community Wellbeing Committee in May 2025. 08/07/2025 - JG Ward and 38 Suir Street paper was discussed at the June Bluff Community Board meeting. Recommendations were resolved at Council. A report will be prepared to present to Council to commence the disposal process. 07/08/2025 - Consultation on these two parcels of land will be presented to the new Council in November / December. This will contain the resolution that any revenue received will be reinvested within JG Ward Reserve. 14/11/2025 - Paper to be delivered at the December BCB to start Public Consultation.	Caroline Rain - Parks and Recreation	Under Action	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? 5/4/2024 - Still investigating seating opportunity. 15/11/2024 - This is still in the investigation stage, very steep banking and will take some thinking on how this could be achieved. 07/08/2025 - Draft Sports Field Operational Plan (from Xyst) has been received and details that Foyle Street Reserve is high priority for council to undertake drainage repairs. It also notes the lighting condition at the reserve is in poor condition. A scope is drafted for an upgrade of this park and will need to be approved before the end of the calendar year. Seating was not identified in the report. 14/11/2025 - Scheduled to occur between Jan-March.	RFS 410856	Being Investigated	4
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). 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. 30/09/2024 - Assessment of all lighting needs in reserves are underway. Expected completion is early 2025. 24/01/2025 - No update - lighting assessment planned for April / May. 11/4/2025 - Assessment still planned for April/May. 09/06/2025 - Assessment delayed to be rescheduled for the next financial year. 08/07/2025 - No updates. 07/08/2025 - Assessment yet to be completed. 14/11/2025 - Needs assessment yet to be complete.	Caroline Rain	New	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. 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. 09/06/2025 - Awaiting advice from Bluff Community Board on direction. 08/07/2025 - Awaiting direction from Bluff Community Board. 07/08/2025 - Please inform what is required to get direction from the Bluff Community Board 14/11/2025 - Does BCB want a specific paper on this topic.	Caroline Rain	TBC	3
129	2025	Parks and Recreation	Wheelchair access to Bluff heritage trails and gunpit	05/05/2025 - BCB noted wheelchairs cannot access the entrance to the Bluff heritage trals and gunpit at the end of Gunpit Rd. 03/06/2025 - Under review. Parks are considering various options to provide wheelchair access. 08/07/2025 - This project is in progress. 07/08/2025 - Design has been completed and contractors have been engaged to allow for this wheelchair access. Note - this is Department of Conservation land and their recreation staff support this minor change. Timeframe to be confirmed. The risk in this adjustment is that in allowing wheelchairs, small motorised bikes may be able to get through. 14/11/2025 - Completed can be removed.	Caroline Rain	Under Action	3