



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 November 2022 at 7.00 pm**

Mr R Fife
Mr S Graham
Ms T Stockwell
Mr J Sutherland
Ms T Topi
Cr A J Arnold
Mrs P Coote – Advisory Member

CLARE HADLEY
CHIEF EXECUTIVE

Inaugural Bluff Community Board- 2022

28 November 2022 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.	
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DECLARATIONS OF ELECTED MEMBERS

To:	Bluff Community Board
Meeting Date:	Monday 28 November 2022
From:	Michael Morris, Manager – Governance and Legal
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Wednesday 23 November 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The Local Government Act 2002 requires that elected members of Community Boards make a Declaration at the start of the triennium, sign the same declaration and have that attested.

The Declarations of the majority of elected members were made at the Swearing in Ceremony on 20 October 2022.

Mr Raymond Fife was unable to attend the ceremony and is therefore required to make his declaration at the meeting.

Recommendations

The Bluff Community Board:

1. Receive the report titled "Declarations of Elected Members".
2. Receive the Declaration of Raymond Fife.
3. Reaffirm the Declarations made by the elected members at the Swearing in Ceremony on 20 October 2022.

Implications and Risks

Strategic Consistency

Not applicable to this report.

Financial Implications

There are no implications.

Legal Implications

Declarations must be made by the elected members before they can take up their decision-making functions. The Local Government Act prescribes the wording of the declaration.

Risk

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

Next Steps

Once the Declaration is signed by all elected members, it will be framed and will be hung in the Chambers.

Attachments

Not applicable.

ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

To:	Bluff Community Board
Meeting Date:	Monday 28 November 2022
From:	Michael Morris, Manager – Governance and Legal
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Wednesday 23 November 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

Clause 25 of Schedule 7 of the Local Government Act 2002 establishes voting systems for the election or appointment of a chairperson and deputy chairperson. Bluff Community Board will have to adopt one of the two voting systems.

Recommendations

That the Bluff Community Board:

1. Receives the report 'Election of Chairperson and Deputy Chairperson'.
2. Confirms the adoption of system A/ system B.
3. Confirms the election of a Chairperson and Deputy Chairperson

Background

The election of a Chairperson and Deputy Chairperson for the Bluff Community Board takes place during its inaugural meeting. Clause 25 of Schedule 7 of the Local Government Act 2002 establishes voting systems for the election or appointment of a chairperson and deputy chairperson the Bluff Community Board.

Options

The Bluff Community Board will have to adopt one of the two voting systems to elect the Chairperson and Deputy Chairperson, as per Clause 25 of Schedule 7 of the Local Government Act 2002.

The clause states that:

4. ... a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:
 - a. the voting system in subclause (3) (**system A**):
 - b. the voting system in subclause (4) (**system B**).
5. System A—
 - a. requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
 - b. has the following characteristics:
 - i. there is a first round of voting for all candidates; and
 - ii. if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - iii. if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - iv. in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
6. System B—
 - a. requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
 - b. has the following characteristics:
 - i. there is only 1 round of voting; and
 - ii. if 2 or more candidates tie for the most votes, the tie is resolved by lot.

The Bluff Community Board will need to determine which method of voting it wishes to use in electing a Chair and Deputy Chair and then appoint a Chair and Deputy Chair for the 2022 - 2025 Triennium.

Legal Implications

Non – selection of one of either system will mean that system A will selected by default.

Risk

N/A

Next Steps

The Chairperson and the Deputy Chair will have to be elected by the Community Board based on the system selected.

Attachments

N/A.

STATUTORY RESPONSIBILITIES OF MEMBERS

To:	Bluff Community Board
Meeting Date:	Monday 28 November 2022
From:	Michael Morris, Manager - Governance and Legal
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Wednesday 23 November 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

Schedule 7 of the Local Government Act 2002 (The Act)¹ requires the Chief Executive to arrange an explanation of certain Acts and Sections of Acts at the Inaugural Meeting. An oral presentation has been delivered as part of the induction and this is the written paper to comply with the Act.

Recommendations

1. That the Bluff Community Board receive the report titled "Statutory Responsibilities of Members".

Background

1. Legislative Considerations

- 1.1 The Act requires at the first meeting of the Bluff Community Board following a triennial general election, that a general explanation be given or arranged by the Chief Executive of:
 - The Local Government Official Information and Meetings Act 1987;
 - Other laws affecting members, including:
 - The appropriate provisions of the Local Authorities (Members' Interests) Act 1968
 - Section 99, 105 and 105A of the Crimes Act 1961
 - The Secret Commissions Act 1910
 - the Financial Markets Conduct Act 2013

¹ Clause 21(5)(c)

The Local Government Official Information and Meetings Act 1987

- 2.1 The purpose of the Local Government Official Information and Meetings Act (LGOIMA) is to promote the open and public transaction of business at all meetings of Council's Community Board, in order to:
- enable more effective participation by the public in actions and decisions of the Community Board; and
 - promote the accountability of local authority members and officials.
- 2.2 The fundamental principle of availability is embodied in LGOIMA and provides that information should be made available to the public unless there is good reason for withholding it. Other purposes of the Act are to:
- make information held by the Community Board freely available to the public;
 - provide access by members of the public to their personal information;
 - protect information and enable the deliberations of local authorities to be held in private where reason under the Act exists for doing so.
- 2.3 Community Boards must consider all requests by the public for information, taking account of those principles. The decision on whether to withhold or release such information lies with the Chief Executive. Members of the public may challenge any decision to withhold information, by making an Official Information Request to the Chief Executive. If the Chief Executive declines to release the information, then the member of the public can apply to the Office of the Ombudsman to have the information released. Reasons for withholding information are specified in section 6 and 7 of LGOIMA.
- 2.4 LGOIMA also contains provisions relating to the conduct of Community Board meetings, additional to those contained in Schedule 7 and in Council's Standing Orders. This applies to Community Boards. These provisions provide as follows:
- All Community Board meetings are to be publicly notified (section 46);
 - Members of the public can obtain Community Board meeting agendas, including all reports and other information that has been provided to elected members for consideration and decision at the meeting (section 46A), except for information that is confidential under the provisions of LGOIMA;
 - Members of the public, including the media, have the right to attend Community Board meetings (section 47), unless the public have been excluded on one of the grounds specified in the Act (section 48).
- 2.5 The Act requires the Chairperson of the meeting to maintain order at the meeting. The Chairperson has the ability to require members of the public to leave the meeting if the Chairperson believes the behaviour of any member of the public is likely to prejudice the orderly conduct of the meeting.

Notice required for meetings

- 2.6 The Act 2002 Schedule 7, Clause 19 provides for notice of meetings to be given as follows:
- 14 days notice must be given of all ordinary meetings unless advance schedules of meetings are adopted
 - Special meetings can be held on three working days notice or on 24 hours notice if a resolution is passed or a requisition is prepared in line with Council's Standing Orders.

Agendas

- 2.7 All business dealt with at the meeting will be listed on the agenda for the meeting.
- 2.8 Items that are not on an agenda for a meeting may be dealt with if the meeting resolves to do so and the chairperson explains in the public part of the meeting why the item is not on the agenda and why consideration of it cannot be delayed to a subsequent meeting (section 46A(7)).

Public Excluded Business

- 2.9 Section 48 of LGOIMA outlines the reasons for which the public may be excluded from Community Board meetings.
- 2.10 A meeting must be open to the public when a resolution to exclude the public is passed, and the resolution must indicate the general subject matter to be considered. Where it is proposed that a person be allowed to remain after the public has been excluded, such provision must be incorporated into the resolution stating the names of the persons concerned and the reasons for their remaining.

The Local Authorities (Members' Interests) Act 1968

- 2.11 The Local Authorities (Members' Interests) Act 1968 (LAMIA) deals with the positions of elected members who may have an interest in contracts to be let by Council and Community Boards. It also prohibits elected members from voting or taking part in any matter in which they have a direct or indirect financial interest.
- 2.12 The purpose of LAMIA is to ensure that elected members follow high ethical standards in their public obligations so that the public can have confidence that their decisions are taken entirely properly, without any suspicion of improper interests influencing their actions.
- 2.13 Elected members must be careful that they maintain a clear separation between their personal interests and their duties as elected members. This is also to ensure that people who fill positions of authority carry out their duties free from bias (whether real or perceived). Elected members therefore need to familiarise themselves with LAMIA which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest including the Council policy on conflicts of interest.
- 2.14 Section 3 of LAMIA restricts elected members, and their spouses or partners, from having entered into contracts for payment by Council exceeding \$25,000 (including GST), except with the express approval of the Office of Auditor General.
- 2.15 Section 6 of LAMIA restricts elected members from discussing or voting on issues in which they have, directly or indirectly, a pecuniary interest, other than an interest in common with the public.
- 2.16 The penalty for these offences can lead to automatic disqualification from office.
- 2.17 LAMIA also applies to the pecuniary interests of elected member's business activities. A member is deemed to have a pecuniary interest in a matter before Council where the member, or the members spouse or partner holds:

- more than 10% of the issued capital in a company; and
- a pecuniary interest in, and/or is a director of an incorporated company that is involved in a contract with the Council.

2.18 Where a matter is raised at a Community Board meeting in which a member has a pecuniary interest, the member is prohibited from discussing and voting on the matter, and must declare a conflict of interest. It is advised that, at the very least, the member withdraw from the table. Best practise would be to leave the room for the duration of that matter, especially where it is public excluded.

2.19 It is important to note that it is the responsibility of the elected member to ensure compliance with LAMIA. The publication from the Controller and Auditor General 'Guidance for members of local authorities about LAMIA can be found at www.oag.govt.nz/2010/lamia and can be provided by request.

2.20 Please speak to the Chief Executive about any concerns you may have over a possible conflict of interest.

This is also separate, but complementary to the Pecuniary Interest Register that is being created by Council.

The Crimes Act 1961 (Sections 99, 105 and 105A)

2.21 The Crimes Act 1961 provides that elected members and employees of a local authority commit a crime if they corruptly accept or obtain any bribe for themselves or any other person in respect of an act done or omitted in their official capacity. A bribe is defined as meaning any money, valuable consideration, office or employment, or any benefit, whether direct or indirect.

2.22 Members and employees also commit a crime if they corruptly use any information acquired by them in their official capacity, to obtain an advantage or a pecuniary gain for themselves or any other person.

2.23 These provisions apply to all 'officials', which by definition includes any member or employee of any local authority.

2.24 These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will also be automatically ousted from office.

The Secret Commissions Act 1910

2.25 Under the Secret Commissions Act 1910 it is unlawful for an elected member (or officer) to:

- corruptly give, or accept a gift, or other consideration in relation to the Council's affairs or business;
- use information gained in their capacity for their or another person's monetary gain or advantage;
- present a false receipt to Council;
- advise a person to enter into a contract with a third party and receive a gift or inducement as a result.

- 2.26 If convicted of any offence under this Act a person can be imprisoned for up to two years, or fined up to \$1,000, or both.
- 2.27 A conviction would therefore trigger the provisions of the Local Government Act 2002 that would result in the removal of the member from office.

Financial Markets Conduct Act 2013

- 2.28 The Financial Markets Conduct Act 2013 (FMCA) imposes on elected members the same responsibilities as company directors whenever Council offers securities (debt or equity) to the public.
- 2.29 Elected members may be personally liable if investment documents such as a disclosure statement contain untrue statements and may be liable for criminal prosecution if the requirements of FMCA are not met.
- 2.30 FMCA also prohibits any elected member who has information about a listed company that is not generally available to the market, from trading in that company's shares or from disclosing that information.
- 2.31 The penalties for certain offences under FMCA (false or misleading statements in disclosure documents – 10 years; or insider trading – five years) are such that if an elected member were convicted, that conviction would result in ouster from office.
- 2.32 Invercargill City Council does not offer any debt or equity to the public, only institutional investors.

Attachments

Not applicable.

INTERNAL APPOINTMENTS - RESPONSIBILITY FOR SERVICES AND ACTIVITIES FROM EXTERNAL AGENCIES AND ORGANISATIONS

To: Bluff Community Board

Meeting Date: Monday 28 November 2022

From: Michael Morris, Manager – Governance and Legal

Approved: Michael Day - Group Manager - Finance and Assurance

Approved Date: Wednesday 23 November 2022

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

Elected members of the Bluff Community Board internally appoint members responsible for seamless and high quality services and activities from various external agencies and organisations to the Bluff community.

Recommendations

That the Bluff Community Board:

1. Receive the report titled 'Internal Appointments – Responsible for Services and Activities from External Agencies and Organisations'.
2. Confirm the names appointed as member responsible:
 - a. Appoint and for the Bluff Promotions Committee.
 - b. Appoint and for the Bursary Committee.
 - c. Appoint and for the Bluff Community Charitable Trust.
 - d. Appoint and for the Bluff Maritime Museum.
 - e. Appoint and for the Liquor Licensing Committee.
 - f. Appoint and for the Māori Community Liaison Committee.
 - g. Appoint and for the Bluff Newsletter.
 - h. Appoint and for the Welfare and Health Committee.
 - i. Appoint and for the Emergency Management Southland.
 - j. Appoint and for Bluff's Infrastructure Services.
 - k. Appoint and for reporting on Council / Committee agendas:
 - i. Community Wellbeing Committee
 - ii. Infrastructure Committee
 - iii. Finance and Projects Committee
 - iv. Council

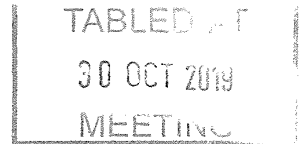
3. Note that for delegation to Council or Committee meetings, the Chairperson should be accompanied by the appropriate Board member responsible for reporting to the relevant Committee.

Background

In order to ensure that services and activities provided to the Bluff community remain seamless and of high quality, the Bluff Community Board share the responsibilities and workload as evenly as possible. The Board makes internal appointments among the elected members and appointees are responsible for the services and activities provided by the various external agencies and organisations.

Attachments

1. Appendix 1 - 2022 11 28 - Report of Appointments for 2019 – 2022 (A2827526)



**REPORT TO THE BLUFF COMMUNITY BOARD INAUGURAL MEETING
WEDNESDAY 30 OCTOBER 2019 RE PROPOSED SUB-COMMITTEES**

In consultation with the Community Board members the following appointments were made in a bid to give members most of their preferred positions and share the workload as evenly as possible.

Bluff Promotions Committee

N Peterson
G Henderson

Bursary Committee

R Fife
T Topi
G Laidlaw

Bluff Community Charitable Trust

R Fife
G Laidlaw
N Peterson

Bluff Maritime Museum

R Fife
G Henderson
T Topi

Liquor Licensing

R Fife

Maori Community Liason Committee

T Topi

Newsletter

R Fife

Welfare and Health

G Henderson

N Peterson

T Topi

Emergency Management Southland

G Laidlaw

Infrastructure Services

(Roads, Footpaths, Water, Sewage, Drainage, Refuse Site, Cemetery, Parks and Reserves)

The **Full Board** is to be Members of this Committee, with a tour of inspection to be held in the first quarter of each year.

Reporting on Council Committee Agenda's

Community Services – T Topi

Regulatory Services – G Laidlaw

Policy and Finance – N Peterson

Infrastructure Services – G Henderson

Council – R Fife

Should it be necessary for delegation to Council or any Committee, it shall be the responsibility of the Board Chairperson, accompanied by the appropriate Board member whose responsibility the agenda is to attend.

DECISION ON THE FIRST MEETING DATE AND TIME OF THE BLUFF COMMUNITY BOARD

To: Bluff Community Board

Meeting Date: Monday 28 November 2022

From: Michael Morris, Manager - Governance and Legal

Approved: Michael Day - Group Manager - Finance and Assurance

Approved Date: Wednesday 23 November 2022

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

Decision on meeting dates for the remainder of 2022 needs to be set and publicly advertised.

Recommendations

That the Bluff Community Board:

1. Receive the report titled 'Decision on the First Meeting Date and Time of the Bluff Community Board'.
2. Approve the date and time of the first meeting to be:
 - a. Monday 19 December 2022 at 7.00 pm
 - b. Monday 13 February 2023 at 7.00 pm

Background

The Local Government Act 2002 requires, at a minimum, that Community Boards fix the date and time of the first meeting at its inaugural meeting. A Strategy Day for the Bluff Community Board has been scheduled for 7 December 2022. The Community Board has to decide if the first meeting is to be held in December 2022 or deferred to February 2023.

REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER

To: Bluff Community Board

Meeting Date: Monday 28 November 2022

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 receive the report "Report of the Bluff Publicity / Promotions Officer".

Bluff Website

Our new Bluff website should be live by the time of this meeting after a very lengthy process.

It had been a very long time since the site had been refurbished and it became a very large job to bring the site up to date.

There will no doubt still be a little bit of fine tuning over the coming weeks but it is good to have the new site ready to go at long last.

Information Kiosk

The kiosk was opened late in October.

I distributed some media information locally on the completion and opening of the facility.

Towards the end of the project it was a race against time to secure the final funding from various sources but it appears we have brought enough to cover all costs.

There is a panel in the Kiosk which acknowledges all those who contributed that wished to be acknowledged.

Summer Sounds 2023 – Sunday 29 January 2023

Our Summer Sounds concert at the Gunpit will be held on Sunday 29 January (weather permitting). I am currently liaising with performers and our regular MC while we have liaised with Gail Thompson, the Runaka Manager at the Awarua Runaka, and DOC as to our use of the Gunpit site once again.

Music South are confirmed to do sound and Bluff Engineering and Welding will support us through assisting with many of the logistics of the event.

The event is made possible through the support of Creative Communities Southland. Full promotion of the event will commence in the New Year.

Greenpoint Cemetery Tour – Sunday 6 November

I worked with the Bluff History Group to achieve some publicity both before and after their Greenpoint Cemetery Tour early in November.

Cruise Ships

I have consulted with South Port to establish how many cruise ships are entering Bluff this summer season in order that we can get some information on the town to them.

There are two very short visits in December, the Star Breeze on 11 December and Le Soloal on 13 December with eight more expected in the New Year.

We can keep an eye on what is coming up at this link: https://southport.co.nz/marine-services#shipping_movements.

Christmas in the Bluff/Bluff Santa Parade – 11 December

I have distributed an initial media release promoting both the Bluff Santa Parade and the Christmas in the Bluff Gala Day and will do another before the events are held on Sunday 11 December.

Tony F Williams – Cape Reinga to Bluff Walk

Retired Army Major, Tony F Williams, recently completed a walk from Cape Reinga to Bluff to raise money for Doctors Without Borders (Medecins Sans Frontieres {MSF}).

Some of his supporters advised us of Tony's impending arrival a few days before his arrival but it took until the night before his arrival to contact Tony and get some details of his walk and arrival in Bluff.

From there, via social media and several media outlets, we managed to announce his arrival and gain coverage for his efforts in several outlets.

Bluff Events Calendar – Christmas Period

Each month I create and distribute an Events Calendar for Bluff which we circulate to various outlets and I am currently working on the upcoming Christmas period calendar. Generally for this period I distribute an interim calendar for the opening weeks of December before combining the second half of December and January together.

Coming Events

3 December	Thieves Alley Market (next to Eagle Hotel)
11 December	Bluff Santa Parade (SH1) / Christmas in the Bluff (Oyster Festival Site)
29 January	Summer Sounds Bluff 2023 (Gunpit)
9 February	Star Insure Burt Munro Challenge Bluff Hillclimb (Bluff Hill)

BLUFF BOAT RAMP FACILITIES UPGRADE – STAGE 1 UPDATE

To:	Bluff Community Board
Meeting Date:	Monday 28 November 2022
From:	Lee Butcher – Programme Director – Project Management Office
Approved:	Steve Gibling - Group Manager - Leisure and Recreation Endorsed by Erin Moogan – Group Manager – Infrastructure Services
Date:	Friday 11 November 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

To inform the Bluff Community Board on the Bluff Boat Ramp Facilities Upgrade project updates since September 2022.

Recommendations

1. That the Bluff Community Board receives the quarterly report “Bluff Boat Ramp Facilities Upgrade – Stage 1 Update”.

Background

Following the Bluff Community Board update of September 2022, Council staff from the Project Management Office (PMO) have been working with designers (OCEL) to organise geotechnical investigations to achieve 100% design by the end of the year.

Council staff have collaborated with Bluff community representatives to form a Project Control Group (PCG). This group will meet on a regular basis (monthly) to discuss the project status and to provide the project team with sufficient knowledge and guidance to reach the project vision and objectives. A successful initial PCG meeting was held on 7 November 2022.

Meetings have been held with Environment Southland to discuss alternative locations for the biohazard wash-down facility. Due to size and resourcing constraints, the facility has been deemed out of scope and will be situated in a different location.

Investigations into the use of the local coastguard pontoon have been undertaken however, the pontoon is not in a recoverable condition for use in this project.

As per the last update, progress has been slower than expected due to covid-19 and travel disruptions. At this stage, we are unlikely to have a main contractor signed on by the end of the year; the new goal is to have a main contractor awarded in early 2023.

Stage 1 Milestones: (Completed)

- Engineering Contract Awarded.
- 60% Design target date - (30/09/2022).
- Establish a project control group consisting of local representatives, ICC staff and external experts – (initial meeting held 07/11/2022).

Upcoming Milestones: (WIP)

- 100% Design and Detailed Drawings target date - (18/11/2022).
- Main Contractor procurement - (Jan/Feb-2023).
- Update from Environment Southland and Southport on haul out – (07/12/2022).
- Resource application (amendment) to ES (Jan 2023).
- Contractor selection (Apr/May-2023).

Next Steps

Upon 100% design completion, the next steps will be applying for consent amendments (if applicable) and going out to market for a contractor.

BLUFF ACTION SHEET

To:	Bluff Community Board
Meeting Date:	Monday 28 November 2022
From:	Peter Nolan – Manager – Infrastructure Operations
Approved:	Erin Moogan - Group Manager - Infrastructure Services
Approved Date:	Tuesday 22 November 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The action sheet has been updated to show the response to the issues raised in the inspection.

Recommendation

That the Report 'Bluff Action Sheet' be received.

Background

The Bluff action sheet was developed following an inspection by the Bluff Community Board and Council staff. The action sheet looks to update the actions identified during that inspection.

Issues

N/A

Next Steps

Ongoing review of the Action Sheet.

Attachments

Bluff Action Sheet (A4153826)

Inaugural Bluff Community Board- 2022 - Bluff Action Sheet (A4153825)

Bluff Inspection Action Sheet

APPENDIX 1

A4153826

Item	Year	Responsibility Area	Issues	Actions	ICC Contact	Timeframe
3	2019	Project Management Office	Boat Ramp	A report was included in the agenda from the Project Management Office.	Lee Butcher	Sep-22
4	2019	Roading	Stirling Point	Footpath is still awaiting decisions. No further decisions have been made to advance a solution. The number of alternative options has not really changed and car parking remains to be a significant problem. No further progress has been made on this project. Footpath funding has also been cut but solutions are still being considered.	Asset Planning	Hold
7	2019	Parks and Recreation/ Rooding (erosion)	Bluff War Memorial	Onsite held Engineer 02/02/21 to understand options. Organise meeting with Bluff RSA, date to be confirmed. There is a section of land west of the memorial that is beginning to erode as a result of tidal impacts which is making it difficult to maintain. Parks and Recreation are looking into a solution to manage this. Infrastructure have resolved this issue in the short term by filling in the holes	Caroline Rain	On hold until PGF memorial projects are completed. Contract 807 Downer has filled the subsidence on 14/09/2022
8	2019	Parks and Recreation	Information Kiosk	Site work led by Parks and Recreation staff completed. Interpretation panels and lwi artwork to be finalised and led by the Steering Group to completion for the interior of the kiosk.	Lesley McCoy	Completed
22	2020	Roading	Shannon / Blackwater Streets intersection for pedestrians	Further planning required with the cycle path but noted that a safe crossing location is required. Some footpath works and drop channels required. Still awaiting funding decisions from Waka Kotahi.	Asset Planning	Funding Pending
23	2020	Roading	Maritime Museum intersection footpath	Footpath would be planned with the Boat Ramp works. Met with Ray and Tammi 01/09/2022. Identified drop kerb needs to be installed Shannon St. crossing Foreshore Rd.	Asset Planning	On Hold
33	2020	Parks and Recreation	Bluff Hill Carpark general tidy up	New MoU has been signed with DOC and another with DOC and Bluff Hill Motupohue Trust. Operational undertakings through the understanding are ongoing. More actions are anticipated in collaboration with Awarua Runaka and Key Stakeholders as part of the Implementation Plan for the Bluff Motupohue 2020 Tourism Master Plan	Caroline Rain - Parks and Recreation	Ongoing
34	2020	Roading	Barrow Street footpath behind Eagle Hotel	Works still pending and on future programme. Level of available funding has been reduced and will need evaluated.	Asset Planning	
38	2020	Roading	Stirling Point	Replacement for tyres has been costed and it is being considered where funding for this can be obtained. Agreed that the area needs further attention. No further action since last meeting Met with Ray and Tammi 01/09/2022. ICC to confirm private boundary by 09/09/2022	Asset Planning	On Hold
39	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. An onsite workshop is being planned.	Caroline Rain - Parks and Recreation	On Hold - will proceed with new Community Board Members 2022
40	2022	Parks and Recreation	Bluff Foreshore Subdivision	Resource Consent Approval process underway relating to a proposed subdivision which will formalise land ownership for the boat ramp and along the foreshore. Te Ao Marama is following up on approval for adjoining land owner Ngai Tahu seafood's. Consent has been approved (copy of this can be found A4063424) . A cadastral survey by True South is anticipated in September, followed by another meeting with ICC staff to confirm conditions of the consent.	Caroline Rain - Parks and Recreation	Ongoing
41	2022	Parks and Recreation	Bluff Skate Park	Following an onsite meeting with ICC and Tammi Topi, the skate park has been waterblasted and cleaned. Tammi is working with the designer and ICC to be ready for painting of the skate park in spring. Basketball hoop is being programmed for installation by end of year subject to contractor availability. Bluff School have been permitted to install murals of kiwi on the fence for a year.	Caroline Rain - Parks and Recreation	Ongoing

Inaugural Bluff Community Board- 2022 - Bluff Action Sheet (A4153825)

Item	Year	Responsibility Area	Issues	Actions	ICC Contact	Timeframe
42	2022	Parks and Recreation	Bluff Hill Motupohue Active Recreation Precinct	Tourism Infrastructure Funding has been awarded to ICC (subject to consent conditions). This funding, along with a contribution from ICC, is planned to be used to develop car parking and toilet facilities, as well as MTB and walking trails and connections with other trails. A Project Control Group has been set up and actions assigned to ensure we keep tasks on track collaboratively. A project manager has been approved and will meet with the Project Control Group to discuss next steps moving forward. Will include further engagement with partners and stakeholders, firming up scope and timeframes.	Caroline Rain - Parks and Recreation	2023/24
44	2022	Drainage	Reported by Noel? Manhole lid and frame needs replaced	As this is state highway we have issued a planned work order to contract 807 to replace this lid and frame Not in Bluff. It was on the Tay Street and Clyde Street roundabout Reported Noel Peterson	RFS 374562	Closed
45	2022	Parks and Recreation	Seeking Public Notification on General Policies Reserve Management Plan (not an issue)	ICC Parks and Recreation would like to invite you to share your views on the General Policies Management Plan for parks and reserves in Invercargill and Bluff for the next 10 years. This information will inform the development of the management plan in compliance with section 41 of the Reserves Act 1977. Please visit our platform letstalk.icc.govt.nz to share your thoughts with us. Further workshops and engagement may be held prior to a draft being sent out for further	Caroline Rain - Parks and Recreation	Completed - will re-engage April 2023 with draft preparation
46	2022	Parks and Recreation	Sandy Point Master Plan	Engagement and resources being collated.	Caroline Rain - Parks and Recreation	On hold
48	2022	Roading	Sumps	02/09/2022 - 2 x sump issues identified. Slaney/Foyle & Barrow/Suir. 14/11/2023 - Slaney/Foyle sump has been excavated and camera investigation. Looks like a power pole installation may of damaged the sump connection near the main. Further excavation now required and waiting Power Permits to dig near power pole. Brrow/Suir Sump requires a full kerb re-shape and will be programmed in the new year. TBA.	Operations Manager	Under Action
49	2022	Roading	Ward Parade Footpath near Stirling Point	02/09/2022 - Identified that a little more tidying up required to ensure full width available to pedestrians 14/11/2022 - Cyclic team to work on this area mid November and maintain to this level gong forward. Will keep this action open until inspection of area at end of November.	Operations Manager	Under observation
50	2022	Roading	Rubbish bins	02/09/2022 - Some maintenance issues identified. Engaing WasteNet to review maintenance plan	Operations Manager	New
51	2022	Roading	Intersection Visibility	02/09/2022 - Raymond/Walker - Overgrown vegetation from private property identified and will require cut back/removal 14/11/2022 - This area requires a little more than our team with weed eaters etc. We have made contact with Bradley Yorke who is a excavator operator with various attachments to deal with this kind of stuff. Bradley has had a look at all of the sites and can complete them. Only issue is that he is booked up till Christmas so is pencilled in for January. Bradley has done lots of work for Fouveax (SDC) and ICC Parks so he sounds like the ideal person, we just unfortunately have to wait a couple of months	Operations Manager	Under Action
52	2022	Roading	Vegetation encroaching road	02/09/2022 - Areas in Bann Street with vegetation encroaching the road identified 14/11/2022 - Will engage Bradley Yorke as per Raymong/Walker St notes above	Operations Manager	Under Action
53	2022	Roading	Footpath widths and dish channels	02/09/2022 - several areas identified that require trimming and clearing/cleaning. Ongoing area wide Routine Inspections, and Programmes, developed as a result of inspections, to be formalised and implemented. 14/11/222 - Our contractors have been chipping away at the town over the last month and cleared areas identified, as well as additional areas. Our cyclic team have been tasked to include vegetation on their visits to deal with issues in real time going forward.	Operations Manager	Completed

ICC Performance Report (GL)

Reporting Year: 2022/23 YTD Period: 4 (October)

Bluff Community Board

Profit and Loss report for the month ending 31 October 2022

	YTD (\$'000)			Full Year (\$'000)			
	Actual	Forecast	Variance	Committed	Annual Forecast	Remaining	Plan
REVENUE							
Targeted rates	29,544	29,668	- 124	-	89,000	59,456	89,000
TOTAL REVENUE	29,544	29,668	- 124	-	89,000	59,456	89,000
EXPENSES							
Salaries & Wages Expenses	8,044	8,332	288	-	25,000	16,956	25,000
ACC expenses	36	-	- 36	-	-	36	-
Other Staff expenses	-	332	332	-	1,000	1,000	1,000
Administration expenses	-	668	668	-	2,000	2,000	2,000
Operational expenses	130	1,000	870	-	3,000	2,870	3,000
Grants & subsidies expenses	15,154	12,668	- 2,486	-	38,000	22,846	38,000
TOTAL EXPENSES	23,365	23,000	- 365	-	69,000	45,635	69,000
SURPLUS / (DEFICIT)	6,179	6,668	- 489	-	20,000	13,821	20,000

Comments

Salaries & Wages Expenses is the honoraria paid out year to date

Grants and subsidies paid out are for Bluff Maritime Museum of \$10,000 and the monthly payment of \$1,058 for Bluff promotions

The Bluff community board has a reserve balance of \$144,562.34 available.