



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 22 May 2023 at 7.00 pm**

Mr R Fife
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

Bluff Community Board - Public Agenda

22 May 2023 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	
4. Major Late Item	
4.1 NZTA Briefing on Roothing	
5. Minutes of the Bluff Community Board Meeting Held on 17 April 2023 (A4485115)	4
6. Report of the Bluff Publicity / Promotions Officer (A4574454)	9
7. Bluff Boat Ramp Facilities Upgrade - Stage 1 Update (A4510376)	10
8. Coronation of King Charles III (A4523890)	12
8.1 Attachment 1 - Letter from The Department of Internal Affairs (A4497581)	15
8.2 Attachment 2 - Location in Bluff the tree(s) can be planted (A4573621)	18
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10. NZTA Briefing on Roothing	
11. Chairperson's Report - Verbal Update	
12. Public Excluded Session	

Public Excluded Session

Moved _____, seconded _____ that the public be excluded from the following parts of the proceedings of this meeting; namely,

- a) *Confirmation of Minutes of the Public Excluded Session of the Bluff Community Board Meeting Held on 17 April 2023*

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) Confirmation of Minutes of the Public Excluded Session of the Bluff Community Board Meeting Held on 17 April 2023	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

**MINUTES OF BLUFF COMMUNITY BOARD, HELD IN THE BLUFF MUNICIPAL CHAMBERS,
GORE STREET, BLUFF ON MONDAY 17 APRIL 2023 AT 7.00 PM**

Present: Mr R Fife (Chair)
Ms T Stockwell
Mr J Sutherland
Ms T Topi
Cr G M Dermody
Mrs P Coote – Advisory Member

In Attendance: Mr J Shaw – Interim Group Manager – Consents and Compliance
Mr M Morris – Manager – Governance and Legal
Mr R Pearson – Manager – Strategic Asset Planning
Ms N Allan – Manager – Bluff Service Centre
Ms D Fife – Assistant Manager – Bluff Service Centre
Mr L Beer – Publicity / Promotions Officer
Ms M Cassiere – Executive Governance Officer

1. Apology

Mr Graham

Moved Mr Sutherland, seconded Cr Dermody and **RESOLVED** that the apology be accepted.

2. Declaration of Interest

Nil.

3. Public Forum

Nil.

4. Major Late Item

4.1 Bluff Action Sheet

Moved Cr Dermody, seconded Mrs Coote and **RESOLVED** that the Major Late Item 'Bluff Action Sheet' be accepted.

The reason that the item was not in the agenda: The item was not ready at the time of the publication of the agenda.

The reason why the discussion of the item could not be delayed: Matters could be progressed in a timely manner.

5. Minutes of the Meeting of Bluff Community Board held on Monday 20 March 2023

A4434481

Moved Cr Dermody, seconded Ms Topi that the minutes of the Bluff Community Board held on Monday 20 March 2023 be confirmed.

In response to a query about when the meeting between Te Awarua o Rūnanga and Bluff Community Board would take place, it was noted that the meeting may take place in May 2023. It was noted that an informal meeting could be arranged prior to May 2023.

The Chair provided an update on the role of the coordinator with regard to the Bluff Motupōhue Tourism Masterplan Implementation. He noted that Great South provided a paper to fund the coordinator role for one year from their budget, which would be within their scope based on the Great South Statement of Intent to Invercargill City Council.

The motion, now put, was **RESOLVED**.

6. Report of the Bluff Publicity/Promotions Officer

A4485140

Moved Cr Dermody, seconded Mr Sutherland that:

1. That the Bluff Community Board receive the report "Report of the Bluff Publicity / Promotions Officer".

Mr Lindsay Beer spoke to the report and provided a summary. He noted that the closed circuit television camera for Stirling Point work was in progress and that he was in communication with suppliers. He noted that approximately 150 people would be expected as part of the Southland Tramping Club's planned visit to Bluff. He also provided an update on the AM Show and said that they would not visit Bluff this week however, they were still keen to visit Bluff before the end of the Oyster season.

The motion, now put, was **RESOLVED**.

7. Chairperson's Report – Verbal Update

The Chair provided a verbal update.

- 7.1. Meeting with Bluff police - A visit with the Bluff police by the Community Board for introductions with the new members of the Community Board. A meeting would be arranged in the next two to three weeks. He said that it would be important to meet with them at least twice a year.
- 7.2. Smokefree Bluff – A query had been raised whether a Community Board member could work with Ms Jo-Anne Grimwood from the National Public Health Service, so that the work could begin.

Discussion took place around the Smokefree Bluff work and whether Ms Barbara Metzger would be the ideal person as she had experience in that area, and was a member of the Bluff community.

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

1. Receive the report 'Chairperson's Report – Verbal Update'.

In response to a query whether the meetings with Bluff police could be held at the Bluff Municipal Chambers when the Community Board meetings took place, it was noted that the idea could be proposed after the first meeting with the Bluff police.

The motion, now put, was **RESOLVED**.

8. Bluff Action Sheet

A4468221

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

1. That the Report Bluff Action Sheet be received.

Mr Russell Pearson was invited to provide an update on the Action Sheet. He said that he was trying to arrange for Waka Kotahi to attend the next Community Board meeting. He suggested that the topics of discussion could include:

- a. The speed limit at entry to the township - since a 100 km to 50 km was inappropriate and although a transition speed had been requested, there had not been any results. What would be the process for this change and/or whether a temporary speed limit could be established whilst this was being consulted.
- b. Roadsides – by fuel tanks. Who would be responsible for the vegetation control beyond the cycle lane?
- c. Township to Stirling Point – the sealed shoulder width varied greatly and was narrow in places (e.g. narrow at the corner Gregory Street). This was concerning for cyclists due to inconsistency as well as the low gravel shoulder. What could be done to correct this and what would be the time line?
- d. What was planned for the resilience (lifelines) of State Highway 1 to Bluff as flooding has occurred too frequently?
- e. What maintenance had been planned for the State Highway for the next 3 years and what works had been deferred?
- f. What would be the key performance indicators for the highway and how would they be measured? It was noted that this would be to assist the understanding of what was expected and would be helpful as information.

Mr Pearson also provided an update on the injury incident at Bluff Hill and said that WorkSafe was investigating the incident.

It was noted that if managers responsible for the reports were unable to attend the Community Board meetings, then they should arrange for an alternate to speak to the report.

A query was raised about the timeline for including information about the My Invercargill tool on the Bluff Facebook page. It was noted that an advertisement campaign around the tool could be launched to cover the city and Bluff.

Discussion took place around information with regard to Bluff from the Request for Service (RFS) system being reported to the Community Board as part of the Action Sheet. Further discussion took place around the Action Sheet and it was suggested that the Action Sheet be separated into two types of reports – a strategic long term report and an operational sheet. The operation sheet could form the regular report and the strategic sheet could form the quarterly report.

It was noted that for the next Community Board meeting, the Action Sheet should include suggested edits so that the Community Board members could discuss and decide which actions should form the operational sheet and also include actions which were currently not in the sheet.

It was noted that the actions noted during the Bluff tour of inspection would be compiled and shared with the Community Board.

It was noted that iPads for the Community Board members were expected to arrive in a couple of months.

Discussion took place around rubbish bins, the lack of capacity to recycle in Bluff, inclusion of public transport for Bluff in the Action Sheet, Bluff boat ramp, and Stirling Point.

It was noted that a report on the situation of rubbish bins and the viability of increasing the number of bins in Bluff be sought from Council's Operations team.

Discussion also took place around the Long-term Plan and it was noted that any work funded by Council would be included in the Long-term Plan.

A query was raised about charges for user pay for the boat ramp. It was noted that a workshop with the Community Board would be held, after which Council staff would present a report to Council for approval. It was also noted that the initial plan was developed for the boat ramp to be a user pay system, and that the stakeholders had agreed. The decision on the fees to be charged was still pending.

It was suggested that a workshop on the boat ramp be organised by the Project Management Office to inform on what has been delivered, what would be next, explore funding options, and what could be delivered.

The motion, now put, was **RESOLVED**.

9. Public Excluded Session

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

- a. Confirmation of the Public Excluded Session of the Bluff Community Board held on 20 March 2023
- b. Bluff Chambers Video Conferencing Options

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. Confirmation of the Public Excluded Session of the Bluff Community Board held on 20 March 2023	<p>Section 7(2)(i)</p> <p>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Section 48(1)(a)</p> <p>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</p>
b. Bluff Chambers Video Conferencing Options	<p>Section 7(2)(i)</p> <p>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Section 48(1)(a)</p> <p>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</p>

There being no further business, the meeting finished at 8.16 pm.

REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER

To: Bluff Community Board

Meeting Date: Monday 22 May 2023

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 – The Introduction Art Exhibition (Sunday 22 May)

I have been working with the Mahi Toi Arts Group to obtain publicity for their Bluff - The Introduction Art Exhibition which was to be held at The Lighthouse Gallery here in Bluff on Sunday 22 May.

I created and circulated two preview media releases on the groups' behalf, also posting them to Facebook sites.

Stirling Point

Just further on the investigation into webcams at Stirling Point, I recently followed up with the first company I approached for an update and they are still working on a quote, while I have also had discussions with a local company to see what they can supply, and further to that get a competing quote.

Southland Tramping Club

I have been back in contact with the Southland Tramping Club regarding their planned visit to Bluff over King's Birthday weekend. I am endeavouring to see if we can gain any benefits for our business community by ascertaining the groups' timings and movements around the town.

BLUFF BOAT RAMP FACILITIES UPGRADE – STAGE 1 UPDATE

To:	Bluff Community Board
Meeting Date:	Monday 22 May 2023
From:	Lee Butcher – Programme Director – Project Management Office
Approved:	Steve Gibling - Group Manager - Leisure and Recreation
Date:	Friday 05 May 2023
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

To inform the Bluff Community Board on the progress made since February 2023 on the Bluff Boat Ramp Facilities Upgrade project.

Recommendations

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

Update

Following the Bluff Community Board verbal update of February 2023, the Project team have completed the design of the Jetties and the installation of a test pile with designers (OCEL) and the Project Control Group.

Sub Aqua Solutions, a contractor working with our designers, completed the installation of a test pile (caisson) on April 20-21st. The installation works allowed OCEL to determine the best method to secure the pile to the sea bed.

With the Test pile completed, were now working on two packages: the remaining pile installation and the main tender documents for construction, fabrication and installation of the East and West Jetty.

The tender will go to local contractors with experience in this type of work in the lower South Island; the pack will include drawings and specifications for the East and West jetties. We're expecting to put this out to market in late May/early June.

The project team have been working with Kānoa (MBIE) reps to apply for additional funding. Application results are expected this month.

Environment Southland, Southport and ICC have met regarding the Bio-security facility. Southport has indicated they have the space and capacity for the activities. ES and Southport will work on the haul-out facility together. As part of the project, ICC will look at installing a community boat wash on the dry side of the project, enabling community members to meet their bio-security obligations and wash down watercraft.

Timeline

The design stage has taken 3 – 4 weeks longer than planned and, coupled with the difficult sea bed conditions, we have needed to push the installation date from the end of winter (June/July) to early spring (September). We now have all the required engineering information so do not expect any further delays with the jetties.

Stage 2 (Dryside and Ramp)

Once we have the consenting and tender in the market (end May / early June) we will focus on the dryside, this will include wash-down, toilet, parking and ramp works. We have already made some enquires re the toilet and wash-down facilities and plan to have a concept for the board close to the end of year.

Summary of Actions

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).
- 100% Design and Detailed Drawings target date - (18/11/2022).
- Update from Environment Southland and Southport on haul out – (07/12/2022).

Upcoming Milestones: (WIP)

- Main Contractor tender/procurement - (May/June -2023)
- Resource application (amendment) to ES (May 2023)
- Contractor selection (July/Aug-2023)
- Construction (September 2023)

Next Steps

Complete and submit consent application for West Jetty and tender for the main contractor (Jetties).

CORONATION OF KING CHARLES III

To:	Bluff Community Board
Meeting Date:	Monday 22 May 2023
From:	Michael Morris – Manager Governance and Legal Jason Wade – Manager Venues
Approved:	Michael Day – Chief Executive
Approved Date:	Tuesday 9 May 2023
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

Saturday, 6 May 2023 was the date of the coronation of His Majesty King Charles III, King of New Zealand.

The Department of Internal Affairs contacted Council with ideas for a suitable way to acknowledge the coronation – the first in 70 years.

His Majesty expressed a desire that his coronation be celebrated by planting a tree (or trees). This report presents the options for the tree planting and the event to celebrate this occasion.

A Rimu was planted at the Ron Petrie New Zealand Gardens, Queens Park, Invercargill on 6 May 2023.

Council invited the Bluff Community Board to determine if it would like to plant a tree for the Kings Coronation and if so where.

Recommendations

That the Bluff Community Board:

1. Receives the report titled “Coronation of King Charles III”.
2. Notes the letter from the Department of Internal Affairs.
3. Determines to proceed with a tree planting to acknowledge the coronation of King Charles III.
4. Confirms the location of the tree planting as by the chain link sculpture, Bluff.

Implications and Risks

Strategic Consistency

Not applicable.

Financial Implications

The project cost will be met from existing budgets and as part of the overall Council coronation planting expenditure

The cost will be met from an under-spend within the democratic process budget.

Legal Implications

There are no legal obligations to either plant a tree or not, it is appropriate to acknowledge the coronation of the King.

Risk

There are a number of risks, mostly in terms of reputation. The risk largely lies around protest action aimed at the monarchy/system of government, a perception it celebrates colonisation of New Zealand and impacts on Tino rangatiratanga.

These risks can be managed by clear communications, and the recognition that protest is a form of expression and is a legitimate part of the New Zealand political landscape. Police would be advised of the event as part of standard planning.

There were no protests at the Invercargill event.

Climate Change

Planting a tree, as requested by the King, will help with the impacts of climate change, when seen as a collective action of all towns, cities and districts in New Zealand.

Issues and Options

This is the first Coronation of a Monarch of New Zealand in 70 years.

The King has asked that this event be celebrated/commemorated by the planting of a tree in towns, cities and districts.

The Department of Internal Affairs co-ordinated a plan across New Zealand and wrote to each council and provided guidance on tree planting options.

Council has planted a Rimu in Queens Park as part of the national celebration.

It is proposed that the Bluff Community Board celebrate this event with the planting of up to three Southern Rata.

A special plaque has been prepared that can be unveiled on the day of planting to record why the trees were planted.

Attachment 1 is the letter from the Department of Internal Affairs.

Attachment 2 shows the location of the chain link sculpture, the area is identified as a suitable location by Mana Whenua and the Parks team of Council.

The Community Board needs to determine:

1. If it wishes to proceed with a tree planting;
2. If so, are Southern Rata appropriate;
3. Where would the plantings take place; and
4. When the planting should be.

Community Views

No community views have been sought.

Next Steps

Staff will make the arrangements and send out formal invitations if there is to be an event.

Attachments

Attachment 1 - Letter from The Department of Internal Affairs (A4497581)

Attachment 2 - Location in Bluff the tree(s) can be planted (A4573621)

Te Tari Taiwhenua
Department of Internal Affairs



**Te Tari Taiwhenua
Internal Affairs**

Kia ora koutou,

Thank you for your interest in participating in marking the Coronation of His Majesty Charles III, King of New Zealand, on the weekend of 6th and 7th of May 2023. I am writing with further information about the ceremonial plans for the events.

The Visits and Ceremonial Office will be sending a recommended run sheet for council tree planting ceremonies. The event procedure is at the discretion of the individual councils, but we wish to highlight the importance of key areas.

- We encourage you to organise this alongside Mana Whenua to ensure that the ceremony is culturally appropriate and respectful.
- In keeping with our own sustainability guidelines, we request that councils ensure that all trees planted are native to New Zealand.
- We recommend that councils refer to King Charles III as King of New Zealand and mention his commitments to conservation and sustainability.
- We suggest an acknowledgement of volunteers who are involved in tree plantings, and wider volunteer/community sector in your communities.

We want to ensure that the Coronation of King Charles III is acknowledged throughout the country and that it reflects the diverse and vibrant culture of New Zealand. Please note that it is up to individual councils to decide who should plant the tree, who should host the event and the various ceremonial or creative elements. We encourage you to involve community leaders, local Members of Parliament and dignitaries, and other important figures to participate in the ceremony. When your delegate list is finalised, we would appreciate getting a copy of that list for our records.

The Visits and Ceremonial Office is hosting the main Coronation event in the Auckland Domain at 13:00 on 7 May 2023, which will follow the same structure of the run sheets that will be sent to councils. The main event will include attendance by MPs, and both New Zealand's national anthems will be played (God Defend New Zealand/Aotearoa and God Save the King). While there will be ceremonial elements, we want to create a celebratory atmosphere, and will extend an open invitation to families to the Domain where there will be live music, food stalls and a tree sapling giveaway. These are all options that councils could include in their ceremonies if they so choose.

We ask that councils aim to deliver their local planting event prior to the Auckland ceremony as the Visits and Ceremonial Office wishes to show footage from these local events during the national ceremony. We would kindly ask that your local ceremony is filmed / Photographed, and the footage is sent to sue.zhu@dia.govt.nz prior to the 13:00 ceremony on 7 May. Attached please find a suggested checklist to support planning for your council's event. We have also attached a list of information that the Visits and Ceremonial Office requires in order to be able to support the delivery of your event. We would be grateful if these details could be provided to Nathan.mckendry@dia.govt.nz

Finally, we will be providing ceremonial pins and a plaque for the councils to unveil at their tree planting ceremonies. This will be a lasting reminder of this historic event and will serve as a symbol of our country's ongoing relationship with the monarchy. This plaque will be accompanied with mounting guidelines for councils to mount the plaques in a way that aesthetically suits their existing guidelines. The Visits and Ceremonial Office are also working to provide design details which councils can use for their own collateral and promotional material for their events.

Please do not hesitate to contact the Visits and Ceremonial office if you have any further questions or concerns about these plans. We look forward to working with you to make this coronation a memorable and meaningful event for all New Zealanders.

Ngā mihi,

Nathan McKendry

Event Lead – New Zealand Coronation Events for His Majesty King Charles III

Council Ceremony Checklist	
<p>Determine the event date, time, and location</p> <p>Consider factors such as weather, accessibility, and available space. Contact local plant nurseries or parks departments to help identify and prepare appropriate planting areas. Keep in mind the security and location of the trees to prevent vandalism.</p>	
<p>Identify and invite relevant stakeholders</p> <p>Contact the Mayor, Mana Whenua representatives and local media outlets to invite their participation in the event. Coordinate their schedules to ensure they are available on the planned date.</p>	
<p>Select appropriate native trees</p> <p>Consult with local nurseries or horticulturalists to determine which species are suitable for the area and climate. Ensure that they are available for purchase and delivery on the day of the event.</p>	
<p>Arrange for necessary equipment and materials</p> <p>Order shovels, gloves, watering cans, and other necessary materials in advance. Make sure that they are delivered to the event location on time.</p>	
<p>Promote the event</p> <p>Contact local media outlets and invite them to cover the event. Use social media, flyers, and other promotional materials to publicise the event to the wider community.</p>	
<p>Ensure health and safety protocols are followed</p> <p>Provide participants with guidance on health and safety measures where necessary.</p>	
<p>Plan the planting ceremony</p> <p>Provide instructions on how to plant the trees and assign tasks to participants. Consult VCO run sheet for how to involve the Mayor and Mana Whenua in the planting ceremony.</p>	
<p>Thank participants and acknowledge their contributions</p> <p>After the event, send thank-you letters or emails to participants, and publicise the success of the event through local media outlets and social media.</p>	
<p>Ensure recorded footage from ceremony is sent to the VCO for use in the main ceremony in Auckland.</p>	
<p>Ensure that any plans to illuminate buildings have been put into place.</p>	

Information to provide to Visits and Ceremonial Office	
<p>Location and time of the event</p> <p>This should include the address of the planting site and the start and end times of the event.</p>	
<p>Building Lighting</p> <p>We are encouraging councils to light up their buildings in purple on the evenings of 6 and 7 May. Please provide details and locations of any buildings / monuments you intend to light up.</p>	
<p>Social Media</p> <p>Details on any planned social media posts</p>	
<p>Attendees</p> <p>Councils should provide an estimated number of people who will attend the event to help VCO with logistical planning.</p>	
<p>Representative information</p> <p>The names of official representatives who will be taking part in the ceremony and those coordinating the event.</p>	
<p>Contact Information</p> <p>Name and contact details for the local event manager of your planting project.</p>	
<p>Acknowledgement of receipt of pins and plaque collateral</p> <p>Councils should confirm that they have received the pins and plaque collateral from VCO and are ready to distribute them at the event.</p>	
<p>Notification of regional celebrations</p> <p>Ensure VCO are notified of any additional coronation events that are happening in your communities. This is to ensure that VCO can make a note to acknowledge these events in the national celebration in Auckland.</p>	
<p>Special requests</p> <p>If there are any special requests, such as additional signage or special accommodations, the council should inform VCO as soon as possible to ensure that everything is in place for the event.</p>	

Attachment 2

Proposed location of tree planting



BLUFF ACTION SHEET

To:	Bluff Community Board
Meeting Date:	Monday 22 May 2023
From:	Peter Nolan – Manager – Infrastructure Operations
Approved:	Erin Moogan - Group Manager - Infrastructure Services
Approved Date:	Wednesday 17 May 2023
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.

Recommendations

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.

Where any actions have already been closed out they are removed from the list.

Issues

N/A

Next Steps

Ongoing review of the Action Sheet.

Attachments

Bluff Action Sheet (A4513684)

Bluff Community Board - Public Agenda - Bluff Action Sheet (A4513685)

Bluff Inspection Action Sheet							APPENDIX 1
Item	Year	Responsibility Area	Issues	Actions	ICC Contact	Timeframe	A4513684
3	2019	Project Management Office	Boat Ramp	A report was included in the agenda from the Project Management Office.	Lee Butcher	East and West pontoons (FY	
4	2019	Strategic Asset Planning	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. No further action has occurred but future workshops with the board should consider options and direction. No funding has been allocated for development works.	Russell Pearson	Hold	
7	2019	Parks and Recreation/ Roading (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	Under Action - Investigation on long term plan for memorial site Contract 807 Downer has filled the subsidence on 14/09/2022	
22	2020	Strategic Asset Planning	Shannon / Blackwater Streets intersection for pedestrians	Design is in the completion stages for approval by Waka Kotahi. Project timeline is to complete by end of 2023.	Russell Pearson	Dec-23	
23	2020	Strategic Asset Planning	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.	Russell Pearson	On Hold	
34	2020	Strategic Asset Planning	Barrow Street footpath behind Eagle Hotel	Works still pending and on future programme. Level of available funding has been reduced and will need evaluated. Works will be considered when forward programmes are developed.	Russell Pearson		
38	2020	Strategic Asset Planning	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. The property boundary does cross the wall and about half the wall is inside the property. No funding is currently allocated for new works.	Russell Pearson	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	Under Action to arrange date/time	
42	2022	Parks and Recreation	Not an Issue - Bluff Hill Motupohue Active Recreation Precinct	ICC has successfully tendered for a Project Manager to manage the design and construction contracts for car parking, toilet facility and mountain biking and walking trail development at Motupohue/Bluff Hill. The Project Manager Logic Group Limited will be working close with ICC and Southland Mountain Bike Club to ensure the Tourism Infrastructure Fund and Long Term Plan funding is spent within 18 months as per the contract set by the Ministry of Business, Innovation and Employment. Work continues to plan. Contracts signed by consultants to design the car park and toilet and consultants to design and build the trails. Currently planning for consultation with partners and stakeholders on the concepts for when they are ready - anticipating for June. Will be arranging time with BCB separately to go over concept drafts. The programme is on track.	Caroline Rain - Parks and Recreation	2023/24	
48	2022	Infrastructure Operations	Sumps	02/09/2022 - 2 x sump issues identified. Slaney/Foyle & Barrow/Suir. 14/11/2022 - 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. Barrow/Suir Sump requires a full kerb re-shape and will be programmed in the new year. TBA., 14/03/2023 - Barrow/Suir sump completed December 2022. Slaney/Foyle still to be addressed. Abandoning sump connection and installing new. Programmed for June '23	Pete Nolan	Under Action	
50	2022	Infrastructure Operations	Rubbish bins	02/09/2022 - Some maintenance issues identified. Engaging WasteNet to review maintenance plan 14/03/2023 - Review as part of Bluff Community Board LTP workshop 20/03/2023.	Pete Nolan	New	
57	2023	Infrastructure Operations	Reinstate drive-arounds with ICC	05/04/2023 - Allan Gillespie, Senior engineer - Operations, is organising drive-arounds with Community Board Chair and Deputy Chair	Pete Nolan	Ongoing	

Bluff Community Board - Public Agenda - Bluff Action Sheet (A4513685)

Item	Year	Responsibility Area	Issues	Actions	ICC Contact	Timeframe
58	2023	Infrastructure Operations	Bank has slipped out front of 96 Bann Street	19/05/2023 We have issued a work order to Downer to investigate and locate the spring/city water leak. They are arranging for the stormwater main to be CCTV'd and samples to be taken of the water leaking from the bank.	Pete Nolan	Ongoing
59	2023	Parks and Recreation	Not an Issue - Pop up Pump Track	ICC working in partnership with Healthy Families, Cycling Southland to install a regional pop up pump track at various locations, beginning with the launch at Argyle Park .	Caroline Rain - Parks and Recreation	Installation anticipated 21 June and will remain for approx. 2 months before being re-located
60	2023	Infrastructure Operations	Raymond St/Walker St - Sight Distance, cut back vegetation, Consider mirror for cars coming around the corner.	Vegetation cleared. Mirror to be installed at corner. Potential to use existing power pole. Allan G to review and action.	Allan Gillespie	In Progress
61	2023	Infrastructure Operations	Parret St (back of 8 Tone st) – North side > Overhanging trees, grass growing into footpath. Check mowing maps -> AG	Ongoing issue with residents trees overhanging boundary fence. First letter issued to resident. Mowing maps have been updated to include grass berm along Parret St backing properties facing Tone St. Contractor to trim footpath edges once off, then add to spraying schedule to control overgrowth into footpath.	Allan Gillespie	In Progress
62	2023	Infrastructure Operations	Elizabeth St/Burrow St – Vegetation	Cut-back vegetation on steep bank encroaching into roadway.	Allan Gillespie	Complete
63	2023	Infrastructure Operations	Footpath renewals programme	AG to check if any are programmed for Bluff.	Allan Gillespie	In Progress
64	2023	Infrastructure Operations	Barrow St, back of town hall – Concrete footpath reinstatement	Previous reinstatement by Powernet. Allan to contact Powernet to renew.	Allan Gillespie	In Progress
65	2023	Infrastructure Operations	30 Barrow St, footpath too narrow, 0.8m	AG to investigate renewals programme. Potential trim and tidy up as interim measure.	Allan Gillespie	In Progress
66	2023	Infrastructure Operations	Foyle St/Palmer St – Pedestrian scoop	Needs concrete surfacing.	Allan Gillespie	In Progress
67	2023	Infrastructure Operations	Foyle St/Lee St - Pedestrian scoop	Needs concrete surfacing – Powernet reinstatement? AG to investigate with Powernet.	Allan Gillespie	In Progress
68	2023	Infrastructure Operations	Bann St – Vegetation clearance + street sweeping	Vegetation cleared	Allan Gillespie	Complete
69	2023	Infrastructure Operations	Bann St/Slaney St – vegetation clearance	Vegetation cleared	Allan Gillespie	Complete
70	2023	Infrastructure Operations	Slaney St – Steep berms overgrown grass, footpath trimming	Steep berms added to mowing maps. Contractor to trim footpath edges once off, then add to spraying schedule to control overgrowth into footpath.	Allan Gillespie	In Progress
71	2023	Infrastructure Operations	Gore St (between Onslow/Henderson) – Hedge trimming along fence line.	Currently encroaching into parking bays opposite 2-20 Gore St. Allan to action with contractor.	Allan Gillespie	In Progress
72	2023	Infrastructure Operations	Gore St – Kerb spraying along green belt	Allan to follow up with Contractor.	Allan Gillespie	In Progress
73	2023	Strategic Asset Planning	Gore St/Shannon St intersection – No let-downs to cross intersection (Shannon St)	See Item 22	Russell Pearson	Complete
74	2023	Infrastructure Operations	170 Liffey St – Yellow no-parking lines along Bluff Swimming pool	Makes children run across the road where parking is available. Allan to review.	Allan Gillespie	In Progress
75	2023	Infrastructure Operations	Shannon St/Foreshore Rd – vegetation clearance - Southport	Encroaching into footpath. ICC to notify Southport to action maintenance.	Allan Gillespie	In Progress
76	2023	Infrastructure Operations	Foreshore Rd – vegetation clearance – encroaching into road – Southport	Encroaching into footpath. ICC to notify Southport to action maintenance.	Allan Gillespie	In Progress
77	2023	Infrastructure Operations	Foreshore Rd/Murihuku Rd – Sight distance reduced by plantings – Southport	ICC to notify Southport to action maintenance.	Allan Gillespie	In Progress

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78	2023	Strategic Asset Planning	Foreshore Rd – May need speed advisory at corner	Potential new signage required. Allan to review.	Russell Pearson	In Progress
79	2023	Strategic Asset Planning	Foreshore Rd – Unsealed footpath along Foreshore rd adjacent marina	Opportunity to renew footpath with sealed footpath. – Allan to propose with Asset team.	Russell Pearson	In Progress
80	2023	Strategic Asset Planning	Long Term Plan – any opportunities specific for Bluff input?	Allan to review with Russel.	Russell Pearson	In Progress
81	2023	Strategic Asset Planning	Ferry terminal – any opportunities to upgrade roads and footpaths?	Poor condition, majority tourists use this location. Allan to review with Russel.	Russell Pearson	In Progress