

Work Programme 2017/2018 Q2 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
Arts, Community and Events										
235	CS: ACE: Arts & Culture	TSB Bank Wallace Art Centre (Pah Homestead)- ABS James Wallace Arts Trust Operational Support Grant	Administer a funding agreement with the James Wallace Arts Trust at Pah Homestead for operational funding of and funding for programmes at the arts centre, including an exhibition programme plus associated events and administration of a relationship agreement.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 378,195	In progress	Green	The funding agreement with The James Wallace Arts Trust for 2017/2018 has been executed. The trust delivered 34 free public programmes to 3772 participants and had seven performances that had 378 attendees. The Pah Homestead had 25,502 visitors in the Q1. Highlights included the 26th Annual Wallace Awards, the Art of Wine event; and a Community Day which were all held in September.	In Q2, The James Wallace Arts Trust delivered 25 free public programmes to 1750 participants and had eight performances that had 1233 attendees. The Pah Homestead had 24,972 visitors in the second quarter.
237	CS: ACE: Arts & Culture	Local Arts Programme- LDI	- support arts and culture initiatives to be delivered across the local board area such as the Try a Craft event - manage a call for proposals and finalise a contract with a suitable contractor to run an artist EOI process and event management for event such as Try a Craft.	Q4	LDI: Opex	\$ 11,000	In progress	Green	The allocation of \$11,000 for 'Local Arts Programmes' has been assigned to the continuation of the Try a Craft event. A contractor to deliver the event will be selected in Q2.	After successfully delivering the event in 2017, Open Fort were selected to deliver the event again in FY18. The event is scheduled to take place at the Fickling Centre on Saturday 24 March.
241	CS: ACE: Arts & Culture	Auckland Council - JWAT Joint Liaison Board Relationship Monitoring	Provide communications and recorded documentation and performance updates on the activities of the Auckland Council - James Wallace Arts Trust Joint Liaison Board.	Q1;Q2;Q3;Q4	Regional	\$ -	Approved	Green	No updates have been provided in Q1. Staff cannot complete the relationship agreement until the new lease agreement between Auckland Council and the James Wallace Arts Trust has been finalised. Community Facilities is negotiating the lease. It is anticipated this will be completed in Q2.	Minutes and documentation shared with local board members present at the Joint Liaison Board meeting.
1970	CS: ACE: Arts & Culture	The Whare feasibility study	Conduct a feasibility study on the restoration of the Whare.	Q1	LDI: Opex	\$ 20,000	In progress	Green	Staff are currently waiting for direction from Community Facilities who have committed to completing the Whare feasibility study.	Community Facilities will be undertaking the Whare feasibility study. This means that the \$20,000 that had been allocated for the feasibility can now be redirected to other activity, or used as a saving.
1998	CS: ACE: Arts & Culture	JWAT Joint Liaison Board Relationship Agreement	Support an urgent refresh of the JWAT Joint Liaison Board Relationship Agreement	Q1	LDI: Opex	\$ 5,000	Approved	Amber	Negotiations regarding the new lease are still ongoing. Until the new lease is finalised, the relationship agreement cannot be completed.	The relationship agreement cannot be completed until the new lease agreement between Auckland Council and the James Wallace Arts Trust has been finalised. Arts and Culture are waiting for Community Facilities to finalise the lease agreement between Auckland Council and the James Wallace Arts Trust. Once Community Facilities have executed their leasing arrangements for the site, the relationship agreement with the Trust will be prepared. It is anticipated that this can be achieved in Q3.
344	CS: ACE: Community Empowerment	Community grants (PKTPP)	Support local community groups through contestable grant funding. Note budget breakdown: - \$102k - strategic relationship grants - \$60k - local board grant round - \$12k - quick response grant round Total: \$174k	Q1;Q2;Q3;Q4	LDI: Opex	\$ 174,000	In progress	Green	A total of \$28,781.00 has been allocated under local grants round one for 2017/2018. A total of \$145,219.00 remains to be allocated.	The local board allocated \$2,899.00 to 5Tunz Communications Ltd T/A HummFM deferred from Local Grants, Round One (PKTPP/2017/179). The local board allocated \$3,626.00 under Quick Response, Round One. A total of \$138,694.00 remains to be allocated for two quick response rounds and one local grant round and the 2017/2018 Strategic Grants (\$102,000 for Strategic Grants and \$36,694 for local and quick response rounds)

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682	CS: ACE: Community Empowerment	Apply the empowered communities approach – connecting communities (PKTPP)	Broker strategic collaborative relationships and resources within the community. This includes three key activity areas:1. engaging communities – reaching out to less accessible and diverse groups - focussing on capacity building and inclusion 2. enabling council – ensuring that groups have access to operational and technical expertise and identify and address barriers to community empowerment 3. reporting back - to local board members on progress in activity areas one and two. Includes responding to the aspirations of mana whenua, mataawaka, marae and Māori organisations.	Q1;Q2;Q3;Q4	LDI: Opex	\$ -	In progress	Green	In Q1, the strategic broker:worked with local matawaka Maori community stakeholders (Te Kura Kaupapa Maori o Nga Maungarongo) to assist with their annual Kai Festival event planning.assisted Roskill Together to find a replacement staff member for the delivery of their Children's panel which they deliver on the behalf of the local boardsupported the Wesley Community Places Manager and Wesley Market Co-ordinator to review the new market terms and conditions, and develop a new induction programme for new or returning stallholders.supported the Puketapapa Community Space Stocktake project team to review expressions of interest and initiate work in Q1. The provider will complete the work Q2 (December 2017).identified a partnership opportunity where the Pah Homestead supports families from Global Lighthouse's KidZone programme to provide their baked goods and treats at the annual Pah Homestead Community Day.identified an opportunity to pilot a children's Empowered Events workshop with the children's panel participants. The broker and events staff socialised the pilot workshop concept with the local board in Q1 and will be presenting tothe board a proposal in Q2 for funding and on-going support of this initiative.	In Q2, the strategic broker:- delivered a Puketapapa community stakeholder mapping workshop to the elected members that identified who is in our community and what their focus areas are- socialised three new community groups and their focus areas in the Community Cluster Meetings in October, November and December.- in partnership with the Events team sought and secured local board approval and budget to pilot a Children's Empowered Events workshop that will be delivered during Q3.- delivered a joined-up approach to support Te Kura Kaupapa Maori o Nga Maungarongo's Kai Festival with the Albert-Eden broker.- linked a number of community groups to participate in the local board funded Child Protection Policy Workshop with registrations doubling on the day (26 attendees in total).- brokered introductions between Three Kings School and the following: Neighbourhood Support, Roskill Together and other staff to support them with their community safety focus curriculum that will be delivered during Q4.
686	CS: ACE: Community Empowerment	Community-led placemaking: (Inner West Triangle) Spatial Priority Area (PKTPP)	- engage and empower communities to ensure that they influence decision-making on spatial priority area (SPA) planning and implementation. - strengthen community-led placemaking and planning initiatives within the SPA area - develop innovative ways to engage with communities that have not traditionally participated in council decision-making.	Q1;Q2;Q3;Q4	LDI: Opex	\$ -	In progress	Green	Activity is currently occurring in the Whau Local Board area, not within the Puketāpapa Local Board area. Panuku Auckland have confirmed a schedule of activities for Puketāpapa in Q3.	No activity occurred in Puketapapa during this quarter, all SPA activity has been occurring in both the Whau and Albert-Eden local board areas.
687	CS: ACE: Community Empowerment	Build capacity: Increase children's participation in council decision-making	- facilitate the children's panel engagement in 10 schools each term throughout 2017/2018- develop and implement the recommendations from the 2016/2017 Children's Development Action Plan- facilitate child protection policy workshop for local clubs, sports teams and teachers that will assist in the development of their own Child Protection Policy-facilitate the development and implementation of safety and resilience building programmes for children. Note breakdown of budget as follows:\$18,000 children's panels\$3,000 children's development implementation plan\$2,000 we can keep safe ECE workshop\$4,000 child protection policy workshopTotal \$27,000	Q1;Q2;Q3;Q4	LDI: Opex	\$ 27,000	In progress	Green	Staff have been developing a project implementation plan for this activity. The plan will be finalised and submitted to the local board for feedback in October 2017. Staff have been compiling relevant information to assist with planning, including delivery of the Children's Panels, the Children's Development Implementation Plan and the Child Matters Child Protection workshop.	The specialist advisor worked with Roskill Together to agree and finalise the service specifications for the 2017/2018 children's panels and the Children's Development Implementation Plan projects. A service agreement has been completed and will be paid out in instalments. It is anticipated that the Children's Development Implementation Plan will be ready for presentation to the board in Q3. The Child Matters child protection workshop was delivered on 31 October 2017, attended by 26 participants. As a result of this workshop, with the remaining budget two key partner organisations will be supported to develop organisational child protection policies. Auckland Sexual Abuse Help are scoping potential local Early Childhood Education centres to deliver their 'We Can Keep Safe' programme to children, centre staff and parents in the new year.

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689	CS: ACE: Community Empowerment	Build capacity: Community partnerships	<p>Enable community network groups to make connections and build their capacity to support community-led development through learning, development and partnering opportunities.</p> <p>- support and facilitate network groups to provide connections, partnering opportunities and communications in the community (enable participation).</p> <p>Roskill Community Network \$10k - monthly community network meetings</p> <p>Community capacity project \$10k</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	In progress	Green	The \$10,000 funding agreement for Roskill Together to support the operations of Roskill Community Network (RCN) has been completed. Network meetings have an average of 20 organisations attending and celebrated Maori Language Week at its September meeting. Community capacity building project. Staff have developed an implementation plan for future capacity building work in the local board area. The plan will be submitted to the local board for feedback in October 2017. Staff have compiled relevant information to support community-led development.	Roskill Together organised two meetings in October and December focussing on 'Older People' and the 'Te Auaunga Stormwater Project'. The meetings had an average attendance of 26 attendees per meeting. These meetings enable community groups to network, make connections and build capacity to support community-led development. (Roskill Community Network \$10k). Staff have met with 'MadAve' to finalise the programme plan to support building community capacity with disengaged groups and support community-led aspirations. The programme will be delivered by Mad Ave Community Trust. Mad Ave Community Trust is an organisation based in Glen Innes that provides community development services, and specialises in building and implementing creative and innovative programmes that give rise to community cohesion and wellbeing. (Community capacity project \$10k).
697	CS: ACE: Community Empowerment	Community-led placemaking: Develop community-led responses to identified issues	<p>Facilitate two community workshop/forums with key stakeholders to identify issues and solutions to address anti-social behaviour. Workshops will involve key council, police, school and community representatives to develop action plans. The action plans will be:- collaboratively developed- identify a range of possible interventions- build on and strengthen existing assets within the local community- identify opportunities for communities to activate their neighbourhoods. Note breakdown of budget as follows:\$3,000 support safety groups\$3,000 community safety forum\$3,000 safety through placemakingTotal \$9,000</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 9,000	In progress	Green	Staff developed a project implementation plan for the community-led responses activities. The plan will be submitted to the local board in October 2017 for feedback. The plan supports funding Neighbourhood Support, Community Patrols, a community safety forum and further implementation of community-led projects at Wesley Community Centre and Mt Roskill shops. Implementation of activities will occur in Q2.	Funding agreements for Neighbourhood Support and Community Patrols were completed to support their operations to promote community safety in Puketapapa (\$3,000 support safety groups). Staff met with 'Gecko' to finalise the community workshops that will develop effective tools to assist the community to achieve local safety outcomes. This will involve collaboration with key community stakeholders and encourage community-led neighbourhood activation. Progress will be reported in Q3. (\$3,000 community safety forum; \$3,000 safety through placemaking).
700	CS: ACE: Community Empowerment	Community-led placemaking: Support Neighbours Day Events.	<p>Support communities to engage with their neighbours and the wider community through community place-making activities.</p> <p>Note breakdown of budget as follows: \$2,000 neighbours day grants \$300 administration \$200 peer support and mentoring Total \$2,500</p>	Q2;Q3;Q4	LDI: Opex	\$ 2,500	In progress	Green	Neighbours Day 2018 is to be held on the weekend of 24 - 25 March. The local board will partner again with Neighbourhood Support (NS) to promote the 2018 campaign. The first planning meeting to build NS capacity and assist them with this project is on the last week of October 2017. The planning activities and how the campaign will roll out will be reported in Q2.	Staff met with Neighbourhood Support to discuss their role in promoting the Neighbours Day 2018 campaign. The funding agreement has been completed. Staff are developing flyers, posters and application forms. Progress will be reported in Q3.
703	CS: ACE: Community Empowerment	Increase diverse participation: Seniors participation	<p>Identify opportunities for seniors to participate in and engage with the wider community and on council decision-making.</p> <p>Work with community agencies to create opportunities for seniors participation in council and community activities.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 5,000	In progress	Green	Staff have been developing a project implementation plan for the seniors participation activity. Staff have begun scoping this activity and the plan will be finalised and submitted to the local board for feedback in October 2017.	Staff have been planning a Health and Wellbeing workshop series for senior communities, that will start from 8 March 2018. There will be three themed workshops. Staff are working with ADCOSS to support the delivery of the workshops. This will provide opportunities for local seniors to learn about activities and programmes available in their area. This activity varies from the previously approved implementation as it is based on community input and advise.

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707	CS: ACE: Community Empowerment	Community- led placemaking: Te Auaunga – Walmsley and Underwood Reserves Project	- maximise the social outcomes associated with delivery of Healthy Waters 'Te Auaunga: Walmsley and Underwood Reserves Project' through an engagement programme with local schools.- support Sustainable Schools to coordinate delivery of a programme of schools engagement that connects local students to the reserves and awa. This programme will provide an understanding of Nga-aro takaro (Māori play) and introduce young people to the historic social norms of Māori society, and at the same time connect them with their natural environment through narratives, action and play. It will include the creation of hupara, Māori artefacts created from natural material that will be integrated into the reserves redevelopment.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	Staff have been developing a project implementation plan for the Walmsley and Underwood Reserves Project. Staff have begun scoping this activity and the plan will be finalised and submitted to the local board for feedback in October 2017.	The implementation plan for the Walmsley and Underwood Reserves Project was finalised in Q2 and has been approved by the local board. Three schools and one early childhood centre have committed to participating in the project during Q3. Planning for the next quarter involves working alongside the contractor to develop and support the delivery of the programme to schools.
710	CS: ACE: Community Empowerment	Build capacity: Youth Development	<ul style="list-style-type: none"> • implement activities from the Puketapapa Youth Action Plan. This will include a youth summit, youth caucus and youth awards • work with key community partners to develop and support youth engagement, youth initiatives and build youth capacity • develop a migrant and refugee focussed leadership programme. <p>Note breakdown of budget as follows: \$25,000 youth action plan \$10,000 youth migrant and resettlement communities support programme Total \$35,000</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 35,000	In progress	Green	The YMCA have been identified as the fund holder for the delivery of a youth panel, youth action plan, youth summit and youth awards. The funding agreement worth \$25 000 will be completed by Q2. Work already in progress with the above deliverables. Following the 7 September workshop, the \$10,000 for the youth migrant and resettlement communities support programme line has been allocated to fund a person to become a qualified driving instructor and for a provider to support 15 migrant youth to get their restricted licences. Funding agreements for both providers would be worth \$5000 each. This will be completed by Q2.	<p>Recruitment for the Puketapapa Youth Panel is underway and promotional material is being redesigned to show that it is a Puketapapa Local Board initiative supported by the YMCA. The deadline for recruitment applications has been extended until 16 February to better suit the schools. An interview panel made up of the local board chair, YMCA and Youth Advisory Panel representatives will be meeting in Q3 to review applications and announce the successful applicants.</p> <p>Funding agreements for Rule Education Trust and Migrant Action Trust were completed in Q2.</p> <p>In December, the launch of the Puketapapa Community Driving School was attended by organisations, community, local board members and council staff.</p>

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743	CS: ACE: Community Empowerment	Youth Connections (PKTPP)	- collaborate with multiple sectors to support youth from secondary education through pathways to employment and or entrepreneurs- close the gap between youth and business, through work readiness with local Rangitahi and sharing learnings and insights to enable youth ready business- provide local opportunities to improve social and economic outcomes for the Puketāpapa Local Board area. Aiming for all youth to be meaningfully engaged in education, employment or training and have clear and viable employment pathways.-Note: \$10K from the Tindall Foundation (additional to LDI) has been allocated specifically to launch and leverage the new YouthFull platform in the local board area.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 25,000	In progress	Green	An implementation plan has been submitted and circulated to the local board during Q1.A summary of Youth Connections activity initiated in Q1 includes: - there are now 70 Youth Employer Pledge partners with the three Auckland District Health Boards the most recent additions, bringing opportunities in the health sector. - JobFest was held on 11 October in West Auckland. A pilot programme with Global Lighthouse has been developed to engage, train and support young people so can get the most benefit from the many opportunities at JobFest. - we are working with employers across a number of different settings to identify entry opportunities and career pathways for young people. This includes working within council procurement processes (including Project17) to unlock the opportunities for local youth. - the Employment Support Pilot run by Te Whangai Trust (TWT) is progressing, with two young people supported so far, both avoiding custodial sentences as a result. TWT have built strong local community partnerships with police, social services and the justice system as a result of the pilot. - a driver licencing course was launched on the YouthFull website, in a partnership with Auckland Transport (who fully funded the course) to support youth driver licencing.	JobFest was held on 11 October, with 845 attendees, 551 of which were aged 16-24. 345 (65 per cent) of young attendees were not in employment, education or training (NEET) the highest percentage ever had at a JobFest (28 per cent) at the May JobFest). There were at least 20 young attendees from this local board area. Two work readiness programmes were also run with Global Lighthouse and Youthline to engage, train and support young people in the run up and following the event. The post event mentoring ended in December 2017, and the final feedback from these groups is due in January 2018. Seventy employers attended and from feedback gathered it is estimated that employers received 4,550 CVs, short-listed 1,260 people, conducted 420 in-person interviews, made 280 job offers, and employed 140 directly as a result of the event. Of the JobFest attendees approximately 198 were in receipt of a Work and Income benefit prior to the event, with 30 no longer receiving a benefit following the event. The Employment Support Pilot ran by Te Whangai Trust (TWT) has concluded. Case studies from the pilot have been developed and insights of the experiences and lessons will be shared to inform future work with vulnerable young people.
2016	CS: ACE: Community Empowerment	Increase diverse participation: social innovation and enterprise	Fund the development of social enterprises to seed entrepreneurship and innovation. Provide seed funding to the following emerging enterprises: <ul style="list-style-type: none"> • KidZone Night Markets - \$3k • Frujee/Apex Youth Enterprises - \$2k • Bike Kitchen Social Enterprise- \$5k. Total \$10k	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	Staff have met and discussed the funding allocation with the relevant groups in Puketapapa to support the development of social enterprises and innovation in the area.A funding agreement with Global Lighthouse will be finalised in Q2 to assist with the development of youth innovation through Kidzone night markets, Frujee Crush and C3 printing. The funding agreement with the Path for the Bike Kitchen project, focussing on mentoring local youth to learn and manage bike repairs and the shop, are currently being discussed and will be finalised in Q2.	The funding agreements with Global Lighthouse and Puketapapa Active Transport Hub (PATH) were completed. Global Lighthouse delivered two training workshops in partnership with Ark Auckland, focussing on marketing and business planning. PATH identified young entrepreneurs for the Bike Kitchen Project and will be working with them to develop their skills through mentoring and managing the project in Q3.
341	CS: ACE: Community Places	Wesley Community Centre and Roskill Youth Zone Programme Delivery.	Deliver the work programme of activities at Wesley Community Centre and Roskill Youth Zone with a focus on a strong sense of belonging and local identity, providing arts and recreational experiences through engagement with young people, elderly, ethnic and wider communities.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 222,703	In progress	Green	The work programme for Wesley Community Centre and Roskill Youth Zone is being delivered as planned. The highlight for this quarter has been most tutors and partner groups have transitioned over to the new Service Agreements. Prior to 17/18 each Community Centre produced its own agreements that varied from centre to centre. The new Service Agreements have wording and polices that are common across the Community Places team. This creates consistency for tutors and partner groups. The team worked with each tutor and group to ensure they understood the new service agreements, in particular their obligations around Health & Safety and the Vulnerable Children's Act.	The work programme for Wesley Community Centre and Roskill Youth Zone is being delivered as planned. The highlight for this quarter has been the successful launch of the Puketāpapa Community Driving School (PCDS). PCDS has been developed by the PETER Collective with support from Community Centre staff over a number of years. The launch was held at the Roskill Youth Zone on Tuesday 5th Dec, with a large number of community and local organisations in attendance. PCDS currently has 100 participants enrolled in classes or on a waiting list for tuition.
346	CS: ACE: Community Places	Wesley Market	Deliver the Wesley market with a focus on creating a thriving local economy, good local jobs, and a strong sense of belonging and local identity. Focusing on further waste minimisation and aiming to become a zero-waste market by 2020.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	The Wesley Market has developed the project plan for the Healthy Puketapapa Community Kai programme for 2017/2018. Two demonstrations and videos will be delivered by the end of Q2 with the remaining to be delivered by the end of Q3.	The Wesley Market begun filming for Healthy Puketapapa Community Kai in November. Two demonstrations were filmed, edited and uploaded to social media at the end of Q2. Viewership will be tracked online and reported back in Q3.

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350	CS: ACE: Community Places	Evaluation of Wesley Community Centre and Roskil Youth Zone work programme	Evaluate the work programme to understand whether the centres are delivering the outcomes agreed, and what other impacts the programmes might be having.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	The Beginners Spanish classes at the Wesley Community Centre were evaluated in Q1. Evaluation data will be collated and feedback actioned as required in early Q2. Further information will be provided in the Q2 update.	In Q2 the Puketapapa team received their first report using the evaluation tool, with some positive feedback about Beginners Spanish class. Two responses were received and the Programme Coordinators are working with the tutor to get more participant engagement in Q2. The feedback that was received forms part of the discussion around how this programme can be improved in 2018 and will help with the planning for 2018/2019. As the team become more familiar with the evaluation tool in Q3 more programmes will be evaluated.
426	CS: ACE: Community Places	Hire fee subsidy - PKTPP	Administer further subsidy of hire fees for specific groups funded by LDI.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 21,740	In progress	Green	Staff have administered the additional subsidised rates as approved by the board. Each group has been notified and are aware of their charges for this financial year.	Staff have administered the additional subsidised rates as approved by the local board.
428	CS: ACE: Community Places	Venue Hire Service Delivery - PKTPP	Provide and manage venues for hire and the activities and opportunities they offer by; - managing the customer centric booking and access process - aligning activity to local board priorities through management of the fees and charges framework. These include activities contributing to community outcomes offered by not-for-profit and community groups.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Staff have identified the need and value of understanding hirer satisfaction and experiences. Staff developed a survey which will be sent out monthly to both casual and regular hirers from Q2 to gain insights from customers experience with council-managed venues. Q1 statistics are based on the first two months of FY2018 and one month of estimates. Visitor numbers have decreased slightly compared to last year.	During Q2 monthly hirer surveys were sent out to all casual hirers and a selection of regulars. Staff will be able to share results in Q3. Q2 statistics are based on the first five months of FY18 and one month estimate. Visitor numbers slightly increased compared to last year. Target includes the Puketapapa room which is currently being used by the local board.
429	CS: ACE: Community Places	Community Venues PKTPP - participation increase	Develop a network-wide marketing strategy to increase participation within community venues in the local board area based on relevant and current research.	Q1;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Staff are been discussing and considering insights from research undertaken around non users of venues for hire. Key opportunities for further investigation include: -Capitalise on strengths in positioning – family friendly, local and convenient, affordable -Improve the condition and amenity to meet expectations -Develop our offer and tailor to meet distinct interests -Provide simple package options - Develop a digital solution to promote both venues and activities -Drive repeat business, share experiences, satisfaction and reach new customers Staff will start to develop improvement plan in Q2 and Q3.	During Q2, staff continued to work through key research insights and developing actions against these. Community Places held two workshops with internal stakeholders to identify and confirm a main business objective "to create greater reach and relevance for Aucklanders so they feel connected locally". Six main focus areas remain as: - capitalise on strengths in positioning – family friendly, local and convenient, affordable - improve the condition and amenity to meet expectations - develop our offer and tailor to meet distinct interests - provide simple package options - develop a digital solution to promote both venues and activities - drive repeat business, share experiences, satisfaction and reach new customers Action planning will continue in Q3.

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1983	CS: ACE: Community Places	Wesley Market Stallholder fees	Administer stallholder fees for Wesley market.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Stallholder fees are collected and administered as agreed. In Q1 \$24,000 was collected in fees with an average 30 – 35 stallholders on each market day.	Stallholder fees are collected and administered as agreed. In Q2 \$25,200 was collected in fees with a range of 30 – 45 stallholders at each market day. The reason for the greater range of stall holders in Q2 is the period spans the end of the winter season where there are less casual stall holders, and the beginning of the summer season which brings an increase in casual stall holders in the lead up to Christmas. The majority of casual stall holders are bric-a-brac sellers who are charged less than produce stall holders. So while there is an increase in stall holders there is not a proportional increase in revenue from fees.
311	CS: ACE: Events	Puketapapa Christmas Festival	Deliver the annual Puketapapa Christmas Festival.	Q2	LDI: Opex	\$ 25,000	Completed	Green	Three Kings Reserve has been booked for the Christmas Festival on Sunday 2 December. Stage and operational planning will be complete by the end of October. Only one school is currently committed to the event and getting schools on board continues to be challenging due to resource restrictions. This will be a zero waste event with Earth Action Trust manning waste education stations. Marketing will commence three weeks prior to the event.	The Christmas Festival delivered on Saturday 2 December under budget at Three Kings Reserve with an estimated 1800 attendees. The event featured family activities such as card and snowglobe making, photo booth, bubble shows, amusement rides, and santa as well as carols and cultural performances. Vicar McDermott told a Christmas message on behalf of St Margaret's Church and the Auckland Gospel Choir, Three Kings School and Hay Park School sang carols. A event debrief is booked with the local board.
312	CS: ACE: Events	Movies in Parks - Puketapapa	Programming and delivery of a Regional Movies in Parks series event.	Q3	LDI: Opex	\$ 12,000	In progress	Green	Planning for the Movies in Parks series is on track. Monte Cecilia has been booked for Friday 9 February and Public screening licence application has been submitted for "Captain Underpants" with approval/rejection due early October. Regional sponsorship will be confirmed in October. Regional marketing will commence in November with specific event advertising starting three weeks prior to each event.	Planning for Movies in Parks is on track with pre-entertainment booked, operational plans completed and event permit issued for Monte Cecilia for Friday 9 February. Public screening licence for "Captain Underpants" has been approved. Regional marketing has commenced with local specific marketing starting three weeks prior to event. Movies in Parks is zero waste, smoke and alcohol free. Series sponsors are nib health cover, Te Wananga o Aotearoa, NZ Home Loans, MenuLog, Pop n Good and More FM.
314	CS: ACE: Events	Puketapapa Events Delivery - Contracted	Support event delivery in the local board area by contracted event delivery for the following events: - Taste of Puketāpapa (Contracted) \$20,000 - Puketāpapa Manu Aute Kites and Culture Day (Contracted) \$20,000 (\$2,000 of this tagged to develop educational opportunities and material specific to Matariki). Supplementary funding to be provided from the Regional Arts and Culture budget. - Out & About Parks Programme (Parks Delivered) \$6,000 TOTAL = \$46000 Note: Youth with Disabilities Disco is not included in the scheduled programme due to questions over the ability to deliver the event in current form within budget of \$4,000.	Q3;Q4	LDI: Opex	\$ 46,000	In progress	Green	Event planning is underway for 2017/2018 as follows: - Taste of Puketapapa: planning for this campaign will commence in Q2. - Puketāpapa Manu Aute Kites and Culture Day: preliminary planning for the event is underway. - Out and About Programme: Active Recreation attended the Green Cluster meeting on 27 September to review the delivery Out and About/Active Puketapapa in 2016/1207. Active Recreation is to present draft 2017/2018 delivery schedule to the local board in November/December. Both the \$6,000 (Out and About), and \$3,846 (Active Puketapapa) funding will be utilised to develop and deliver the activation schedule for 2017/2018.	Taste of Puketapapa: staff have discussed with the local board recommendations to alter the campaign format to reduce cost and staff time resource and deliver to agreed upon objectives. Staff will present final campaign delivery plan on 1 Feb for approval. Puketāpapa Manu Aute Kites and Culture Day: preliminary planning for the event is underway, event date has been scheduled for Sunday 8 July 2018. Out and About/Active Puketapapa: Active Recreation attended the a full board meeting on 9 November 2017 where the 2017/2018 out and about schedule was signed off. Activities confirmed for delivery from January – March 2018 include Amazing Race, Beach Day, six Bike Tours with the Bike Kitchen, Kite Day, Mud Pie Extravaganza and eight Park Yoga sessions.
315	CS: ACE: Events	Events Capacity Building - Puketāpapa	Deliver community-focused programme of activities to support capacity and capability of community groups and organisations in the events space.	Q4	LDI: Opex	\$ 7,000	Approved	Green	A pilot child targeted workshop will be developed to empower children within the local community with knowledge on event management. Work will be conducted in association with the Strategic Broker and Roskill Together. Plans for the workshop have commenced with a proposal to be confirmed with the board through workshop discussions in Q2. Workshop is scheduled to be delivered in Q3. In addition, another adult targeted workshop will be developed and delivered in Q3 or Q4.	Planning is underway for the childrens pilot workshop to be delivered in Q3, and another adult targeted workshop to be delivered in Q3 or Q4.

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317	CS: ACE: Events	Local Civic Events - Puketāpapa	Deliver and/or support civic events within the local board area, including Anzac Day commemorations and local board project openings.	Not scheduled	LDI: Opex	\$ 12,000	Approved	Green	No local civic events were delivered in Q1.	No activity occurred during the quarter as no local civic events are currently scheduled.
319	CS: ACE: Events	Citizenship Ceremonies - Puketāpapa	Deliver an annual programme of citizenship ceremonies in conjunction with the Department of Internal Affairs.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 16,438	In progress	Green	The Civic Events team delivered citizenship ceremonies on two occasions during Q1.	The Civic Events team delivered citizenship ceremonies on two occasions during Q2.
Community Facilities: Build Maintain Renew										
2492	CF: Investigation and Design	Wesley Community Centre - replace operable wall and repaint throughout	Replace operable wall in Tarapunga room and repaint throughout.	Q2;Q3;Q4	ABS: Capex	\$ 65,000	In progress	Green - On Track	Current Status: This project has been assigned to a project manager. Scoping is now underway for the internal painting and assessment as to whether the operable wall is required. Next Steps: Complete project initiation form.	Current Status: Consultant now engaged. Scoping is underway to determine all internal works. Next Steps: Complete scoping and cost breakdown. Finish investigation documentation and hand over to staff for delivery.
2493	CF: Investigation and Design	Wesley Community Centre - replace CCTV system	Replace CCTV system.	Q2;Q3;Q4	ABS: Capex	\$ 21,429	In progress	Green - On Track	Current Status: Scoping of the project requirements. Next Steps: Recommend project works to be completed.	Current status: Works currently ongoing and specialised staff are going to install equipment for the contractor Next steps: Check installation
2494	CF: Investigation and Design	Waikowhai Reserve - renew play space	Renew playspace components.	Q2;Q3;Q4	ABS: Capex	\$ 10,000	In progress	Green - On Track	Current Status: This project has been assigned to a project manager. Scoping is now underway. Next Steps: Recommend project works to be completed.	Current Status: Playground designer underway to be engaged for design. Working with stakeholders and local board regarding planning for these works. Landfill project team are aware of these works and we have identified potential collaboration on consenting requirements. Next Steps: Consult with local board regarding proposed design and planning. Work with landfill team on resource consent submission requirements.
2498	CF: Investigation and Design	Roskill Youth Zone - replace washdown tank	Renew washdown area to provide a fit for purpose system for the users of the facility	Q1	ABS: Capex	\$ 6,250	Cancelled	Red	After further investigation Community Facilities has discovered that this project was slightly misleading due to being described as a "wash-down tank". We now understand this project relates to painting / screen printing classes at the Youth Zone and the way they wash / clean their equipment. We will now determine where this waste is going as we understand there is a sink designated to this task. We will get a plumber to investigate where this water is going and will let you know if this needs to be actioned further.	Risk/Issues After investigations there is no work to be done relating to the replacement of a wash down tank. Current status: This project has been cancelled. After investigations there is no work to be done relating to the replacement of a wash down tank.
2499	CF: Investigation and Design	Roskill Youth Zone - refurbish floor	Refurbish wooden floor including re-marking for sports	Q2;Q3;Q4	ABS: Capex	\$ 38,500	In progress	Green - On Track	Current status: A project manager has been assigned. Scoping is now underway. Next steps: Scope projects and recommend works to be included in the project.	Current status: Physical works contract awarded. Timing of works to be finalised with users. Next steps: Commence physical works in the new year.
2503	CF: Investigation and Design	Pah Homestead - reseal four carparks	Remove gobi blocks and replace with asphalt.	Q2;Q3;Q4	ABS: Capex	\$ 8,000	Deferred	Red	Current status: The business case is underway. Next steps: Planning phase, creating a project plan.	Current steps: This project has been deferred to financial year 2018/2019. Next steps: Seek additional top up from the local board discretionary funding to proceed in line with the master plan.
2506	CF: Investigation and Design	Mt Roskill Library - renew furniture, fittings and equipment	Renew furniture, fittings & equipment	Q2;Q3;Q4	ABS: Capex	\$ 10,000	In progress	Green - On Track	Current status: Planning has begun to scope the libraries requirements. Next steps: Confirm and finalise what the library requires for their refurbishment and engage consultants for the preliminary design.	Current Status: We are currently in the process of engaging an architect to produce a design for the library's refurbishment. Next Steps: Review the design and proceed to procurement.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
2507	CF: Investigation and Design	Monte Cecilia Park - restore historic Whare	Restore the historic Whare at Monte Cecilia Park	Q2;Q3;Q4	ABS: Capex	\$ 287,666	On Hold	Amber - At Risk	Current Status: Locally Driven Initiative funding is now available for the feasibility study. No further progress to report this month. Next Steps: Staff will undertake the feasibility study.	Risk/Issues This project is on hold. Auckland Council is writing the business case for the grant to the Wallace Arts Trust as a contribution to the upgrade of the whare. Current status: Project on hold. A business case will be ready in January/ February recommending a way forward for council to participate with the James Wallace Art Trust in repurposing the Whare building.
2836	CF: Investigation and Design	Puketapapa - install new signage	Installation of new signage to improve the visibility of the Dominion Road car park and Roskill south car park.	Q2;Q3;Q4	ABS: Capex	\$ 7,802	Approved	Green - On Track	Current status: Business case is underway.Next steps: Planning phase and the creation of a project plan.	Current Status: Auckland Transport will provide appropriate locations for directional parking signs to Roskill South car park. The Auckland Transport project for the upgrade of the Dominion Road car park will incorporate appropriate signage.Next steps: Auckland Transport will provide a proposal in February at a workshop with the local board.
2918	CF: Investigation and Design	Arthur Faulkner - renew tennis courts	Resurface 2 tennis courts to provide suitable surfacing for tennis users. This project is carried forward from the 2016/2017 work programme, previous ID 2842	Q1;Q2;Q3;Q4	LDI: Capex	\$ 40,000	On Hold	Amber - At Risk	Current Status: Project currently on hold pending the completion of concept design by Community Services. Next Steps: Design to be publicly consulted on before amending and seeking approval from local board in quarter two. Allocation of this budget towards improvements to the park will be discussed with the board following approval and adoption of the plan.	Risk/Issues Project on hold pending the completion of concept design by Community Services and agreement by the Local Board as to next steps. Current Status: Project currently on hold. Next Steps: Project on hold pending the completion of concept design by Community Services and agreement by the local board as to next steps.
2987	CF: Investigation and Design	Freeland Reserve - install paths	This project is carried forward from the 2016/2017 work programme, previous ID 3786	Not scheduled	LDI: Capex	\$ 188,450	Cancelled	Red - Critical	Current status: Project is on hold.	<div class="ExternalClass6B454482AD4540088DC4ADE57F0EA5D">Risks/ issues&58; Project is cancelled as budget has been reallocated to other LDI initiatives in FY17/18. </div> Current status: Project record has been cancelled. The Locally Driven Initiative capital funding from the construction of pathways in Freeland Reserve has been allocated to the construction of a toilet at Walmsley Park. Next steps: None
3035	CF: Investigation and Design	Keith Hay Park - renew car park - Noton Road	Upgrade of the existing carpark and formalizing of the entrance way This project is carried forward from the 2016/2017 work programme, previous ID 3754	Q1;Q2;Q3;Q4	LDI: Capex	\$ 201,622	In progress	Amber - At Risk	Current Status: Preliminary design work presented to the local board. Designs were accepted and the detailed design complete. Resource consent was lodged in June 2017. We have identified and located an area that will mitigate the effects of the culvert works that have an impact on the ecological stream values rating. Next Steps: Approval of the resource consent application should come through October 2017. Contract engineer to complete the tender package ready for the project delivery team, inclusive now of the Auckland Transport funded lighting and Richardson Road approved works. Planned to undertake physical works now late summer 2017 in agreement with the cricket club and local school/childcare facility.	Risk/IssuesPotential budget shortage as the renewals component is insufficient for a like for like replacement.The tender process will confirm the total budget required. Ongoing delays meeting the extraordinary conditions required by the Council processing planner in regards to ecological restoration in mitigation to the culvert installation. Required planting on private school land, has taken time to obtain consent.Current Status: Staff are awaiting for the resource consent approval.Next Steps: Approval of the resource consent application should come through now January 2018 due to delays with local school approval for planting works on their land. Contract engineer to complete the tender package ready for the project delivery team, inclusive now of the Auckland Transport funded lighting and Richardson Road approved works. Planned to undertake physical works now late summer 2018 in agreement with the cricket club and local school/childcare facility.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
3061	CF: Investigation and Design	Lynfield Cove Reserve - renew tracks	This project is carried forward from the 2016/2017 work programme, previous ID 4330	Q1;Q2;Q3;Q4	LDI: Capex	\$ 56,480	In progress	Green - On Track	Current Status: Scoping and measure up completed for track renewal like for like. Cost estimate and specifications have been completed. Next Steps: Tender physical works.	Current Status: Scoping and measure up completed for track renewal. Cost estimate and specifications completed and handed over to project delivery. Next Steps: Tender physical works.
3150	CF: Investigation and Design	Pah Homestead - upgrade LED lights	This project is carried forward from the 2016/2017 work programme, previous ID 4208	Q1;Q2;Q3;Q4	ABS: Capex	\$ 12,500	In progress	Green - On Track	Current status: Business case completed for part one of the improvements and repairs on the existing lighting system. Next steps: Project delivery to start physical works.	Current status: It has been confirmed that Auckland Council is responsible for general lighting and track uplighting. The James Wallace Arts Trust are responsible for all other track lighting and the long gallery fluorescent tubes. Next steps: Obtain lighting quotes for LED upgrades for general lighting and track uplighting.
3323	CF: Investigation and Design	Puketapapa - renew coastal walkways	FY17 - PKTPP/2016/168	Q1;Q2;Q3;Q4	ABS: Capex	\$ 2,837	Completed	Green - On Track	Current Status: Hillsborough reserve, Wattle Reserve and Waikowhai Reserve physical works underway. Next Steps: Practical completion	Current Status: The project was completed in November 2017.
3423	CF: Investigation and Design	Keith Hay Park - install lighting	Install lighting along shared path in Keith Hay Park South	Q2	ABS: Capex	\$ -	Cancelled	Red	Current status: Next steps:	Risk/Issues Project record cancelled. Project was merged with Keith Hay Park renew car park (Noton Road). Please refer to SharePoint ID 3035 for an update. Current status: Project record cancelled.
3424	CF: Investigation and Design	Richardson Road car park - develop shared path	Realign shared path	Q3;Q4	ABS: Capex	\$ -	Cancelled	Red	Current status: Next steps:	Risk/Issues Project record cancelled. Project was merged with Keith Hay Park renew car park (Noton Road). Please refer to SharePoint ID 3035 for an update. Current status: Project record cancelled.
1743	CF: Operations	Puketāpapa Maintenance Contracts	The maintenance contracts include all buildings, parks and open space assets, sports fields, tree management and maintenance, ecological restoration, pest management, riparian planting, coastal management and storm damage. The budget for these contracts is determined by the Governing Body.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	Approved	Green	The new full facilities contract started on 1 July. The contractor has been proactive in edging pathways, maintaining playgrounds and mowing sports fields. The relatively high rainfall (e.g. July 120-149 per cent of norm) has presented some challenges, including preparing for the summer sports season. There has also been some ongoing challenges with security gates and litter bins, which staff are focusing on resolving. No significant operational building issues. Arboriculture: The beginning of the first quarter saw mobilisation of new contracts. A priority was ensuring requests for service were effectively managed, particularly after hours emergency response. Replacement tree planting was completed over July/August. Annual inspections of street and park trees has commenced which will inform proactive programmes of tree maintenance. Ecological Restoration: A key focus of the first quarter has been the commencement of site assessments and the preparation of restoration plans for sites of ecological high value, working with other council departments and understanding volunteer activity on sites.	Full facility contractors were challenged by the spring growth flush in quarter two. This was exacerbated due to the exceptionally wet ground conditions of the previous quarter. Our contractor was able to rise to the challenge and on a whole mowing was completed within specification. Summer sports field preparation was completed. The only issues were at Margaret Griffin. This will be open early February. Building maintenance has improved due to additional personnel being employed by the contractor. Litter and public toilet cleanliness will be key areas of heading into the next quarter. Ecological Restoration: All site assessment reports completed, commencement of plant pest control in High Value and General sites and close to the completion of the first round of animal pest control. Arboriculture: Improved seasonal conditions has seen a movement of maintenance focus from street tree to park trees.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
1941	CF: Operations	PKTPP: Native forest restoration and Ecological restoration programmes	Ecological program top up to target particular areas across the board for more: intensive ecological improvement; community education funding; and control pest weeds.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 8,000	In progress	Green	Strategic direction, learnings from past years and advice on service delivery has been prepared and discussed with Community Facilities Arboricultural advisors.	Council staff are working with Treecape Eco (our incumbent ecological contractor) to identify which of the smaller reserves between Hillsborough Road and Richardson Road would benefit from some extra attention. Our aim is to create stepping stone reserves that will channel wild life into the heart of the local board. The list of proposed works will be available toward the end of January and can be provided to the local board if requested.
1943	CF: Operations	Manukau Harbour: Foreshore pine removal	Removal of pines and revegetation along the Manukau Harbour foreshore.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 42,000	Approved	Green	The pine tree removal is continuing in line with the management plan presented to the local board in 2016. The plan outlined removals from 2016-2019. The 2016/2017 stages were completed as planned. The next stage of pine removals will be completed in November 2017.	FY20 18 stage of project completed. Involving removal of 52 pine trees in Cape Horn
2509	CF: Operations	Lynfield Recreation Centre - replace sensor lights	Replace sensor lights in Roskill/Youth room changing rooms	Q2;Q3;Q4	ABS: Capex	\$ 7,500	In progress	Green	Current status: Scoping of the project is to be completed Next steps: Procurement will be commenced upon completion of the scoping.	Current status: Scoping is yet to be done Next steps: Commence procurement works upon completion of scoping
2510	CF: Operations	Lynfield Recreation Centre - replace exit doors	Replace exit doors	Q3	ABS: Capex	\$ 5,952	Approved	Green	Current status: The scope of the project will be investigated. Next steps: Procurement will commence once the scope has been identified.	Current status: Scoping is yet to be completed Next steps: Start procurement works upon completion of scoping
2497	CF: Project Delivery	Te Auaunga Awa Placemaking	Programme to be decided after iwi engagement. This project may include wayfinding and interpretive signage, trail markers, storytelling and significant sites along the whole of Oakley Creek in the Puketapapa Local Board area. This project is carried-over from the 2016/2017 programme (previous ID 2840).	Q1;Q2;Q3;Q4	LDI: Capex	\$ 30,000	In progress	Green - On Track	Current status: Final Tohu design completed and accepted by local board. Engagement of the consultant for formulating the plan to implement the tohu, then workshop to be conducted for final adoption of the plan. Next steps: Relevant local boards to approve the plan and engage contractors for physical works	Current status: Extended period of consultation with local boards, mana whenua, other stakeholders and two other local boards (Albert-Eden and Whau). Next steps: Relevant local boards to approve the final plan and start tendering process, and engage contractors for physical works.
2500	CF: Project Delivery	Puketapapa - small park improvements - LDI	Small park improvement projects such as new signage, paths and park furniture. This project is carried-over from the 2016/2017 programme (previous ID 2843).	Q1;Q2;Q3;Q4	LDI: Capex	\$ 25,000	In progress	Green - On Track	Current status: Agreed to deliver Keith Hay Park cricket ball signage, Cameron Pools locker installation, Selwyn Village pathway, Mt Roskill intergenerational signage, Bamfield Place signage, Keith Hay Park Wheel stops and Wahine Toa Park signage. Signage, vehicle stops and lockers being priced by suppliers, expecting this early October. Meeting with Selywn Village residents planned early October. Next steps: Report back to the local board to review progress and for approval to proceed.	Current status: Signage, vehicle stops and lockers being priced by suppliers, expecting now mid/late November. Meeting with Selywn Village residents in October. The proposed Selwyn Village pathway appears to be outside of the dripline of trees however this is currently being checked with the council arborist and heritage team on what is allowed in Mt. Cecilia in terms of wider works and if consent will be needed. The cost for the supply of the materials only is currently being sought. Reported back to the local board in December. Next steps: Proceed as approved.
2501	CF: Project Delivery	Puketapapa - renew paving and courts FY17-18	Arthur S Richards Memorial Park, John Rosser Reserve, Margaret Griffen Park, May Road War Memorial Park, Quona Reserve, Sylvania Crescent Esplanade, Reserve, Three Kings Reserve, Wairaki Stream Reserve, West Reserve, Wilson Corner Reserve. This project is carried-over from the 2016/2017 programme (previous ID 3757).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 161,694	In progress	Green - On Track	Current Status: Finalising tender documents. Next Steps: Physical works going out to tender in October 2017.	Current Status: Physical works awarded November 2017. Next Steps: Physical works planned to start January 2018.

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2502	CF: Project Delivery	Puketapapa - renew park structures FY17-19	Arthur S Richards Memorial Park, Hillsborough Park, Himalaya Reserve, Kingswood Reserve, Lynfield Reserve, Margaret Griffen Park, May Road War Memorial Park, Monte Cecilia Park, Pallister Reserve, Taylors Bay Road Reserve, Three Kings Reserve, Waikowhai Park, Wairaki Stream Reserve 1. This project is carried-over from the 2016/2017 programme (previous ID 2959).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 150,000	Completed	Green - On Track	Current Status: The contract for the works on the the Three Kings Tennis wall has been awarded.Next Steps: Complete the works and close the project by the end of November 2017.	Complete
2504	CF: Project Delivery	Pah Homestead - install HVAC system	Pah Homestead - air-conditioning installation. This project is carried-over from the 2016/2017 programme (previous ID 4207).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 1,001,607	In progress	Amber - At Risk	Current steps: Business case for phase one has been completed. This includes heating, ventilation, and air conditioning improvements and repairs. Next steps: Project delivery to complete physical works.	Risk/Issues Investigations have shown that there is a tension between providing high quality air conditioning, the operation of the facility and heritage considerations. In particular, to achieve tightly controlled air conditioning for the main exhibition spaces on the ground floor, the doors to the exhibition spaces need to be kept closed except for short periods to allow for visitor entry and exit. This has implications for the visitor experience, operational matters and heritage aspects. These issues are being considered. Current steps: Engaging a climate control specialist to proceed with a cost estimate. Next steps: Review cost estimate and confirm the scope of the improvements. Expected completion of project June 2018.
2505	CF: Project Delivery	Mt Roskill War Memorial - install lights on field 1	Lighting only. This project is carried-over from the 2016/2017 programme (previous ID 2949).	Q1;Q2;Q3;Q4	Growth	\$ 135,000	In progress	Green - On Track	Current status: Compile scope of works to request for tender of professional services for renewal of sand carpet and installation of sports lights. Next steps:Engage consultant to carry out professional services.	Current status: Professional services scope of work to be prepared. Next steps: Engage consultant to carry out professional services.
2508	CF: Project Delivery	Manukau Domain - renew steps	Manukau Domain steps renewal. This project is carried-over from the 2016/2017 programme (previous ID 2958).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 80,000	In progress	Green - On Track	Current Status: A tender response has been received and negotiations are underway. Next Steps:Determine whether to accept the tender or if a retender is required.	Current Status: Contract has been awarded for physical works. Next Steps: Physical works will be undertaken during January/February to ensure ground conditions are dry enough. Programme to be agreed before Christmas to ensure a timely start.
2513	CF: Project Delivery	Hillsborough Cemetery - renew road, path and structure	Renewal of a fence, retaining wall and road at the Hillsborough Cemetery. This project is carried-over from the 2016/2017 programme (previous ID 2946).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 58,400	In progress	Green - On Track	Current Status: The roadway, footpath and bollards have been scoped for renewal Next Steps: Procure contractor and implement renewal works which are to be completed pre-Christmas 2017	Current Status: The roadway, footpath and bollards have been scoped and the documents are being prepared for tendering for a contractor to carry out the work. Next Steps: Procure contractor and commence the work. The work is scheduled to be completed by the end of March 2018.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
2514	CF: Project Delivery	Fearon Park - Harold Long Reserve - Linkage improvements	Implementation of the concept plan to improve the connection of the two parks. Develop greenways/linkages, improve play provision. This project is carried-over from the 2016/2017 programme (previous ID 3768).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 157,440	In progress	Green - On Track	Current status: Stage One - physical works are ongoing. The majority of the physical works have been completed with a small section of shared pathway outstanding. This will be addressed at the completion of the Parau Street stormwater upgrade project, which is being undertaken in conjunction. Completion of this has been delayed by inclement weather and associated delays in relocation of underground services. The stormwater upgrade and remaining components of stage one are now due to be completed by December 2017. Stage Two - The items (playground, remaining section of greenway path, planting, driveway entry from Akarana Avenue and car parking in front of the kindergarten) that will be delivered as stage two physical works have been agreed with the local board. The decision is based on available budgets and local board/community priorities. Professional Services (to enable stage two works) have been completed. Procurement of physical works contractor is currently underway with the intention of beginning stage two from December 2017. Next steps: Stage one - Complete physical works contract. Expected - December 2017. Stage two - Finalise engagement of engineer to the contract role for construction monitoring of stage two. Undertake the physical works tender process and procure services for stage two.	Current status: Stage One - final works to complete the remaining shared pathway linking Harold Long Reserve to Parau Street have been completed and a practical completion meeting has been scheduled. Stage Two - The items (playground, remaining section of greenway path, planting, driveway entry from Akarana Avenue and carparking in front of kindergarten) that will be delivered as 'Stage Two' physical works have been agreed with the local board, based on available budgets and local board/community priorities. Professional services (to enable Stage Two works) have been engaged. Procurement of playground equipment is complete. Tender for engaging a physical works contractor has closed and negotiations are currently underway. Next steps: Stage One - Meet with contractor to review final completed items for stage one. Stage Two - Complete the negotiation process for stage two physical works. Engage stakeholders before Christmas to ensure they have sufficient warning of works and be able to provide feedback for consideration when finalising the construction programme (especially the kindergarten).
2515	CF: Project Delivery	Belfast Reserve - renew structure and furniture	Belfast Reserve boardwalk, fence, bridge, steps, five seats, and two table renewals. This project is carried-over from the 2016/2017 programme (previous ID 2956).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 40,000	In progress	Amber - At Risk	The site investigations is complete, inclusive of the structural assessment. The project is now with project delivery to undertake the required physical works.	<p>Risk/Issues</p> <p>Track renewal scope exceeds budget allocated. This is primarily due to significant estimated labour costs as a result of limited access, as well as the long and narrow track. Materials will be required to be brought in manually.</p> <p>Current status: Scoping and measure up completed for track renewal. Erosion of footbridge piles and minor boardwalk subsidence was identified during track renewal scoping. Structural assessment required to determine extent of remediation to the affected structures. Structural assessment to be undertaken July 2017. Potential for full bridge design and consenting to be required. Handed over to project delivery to progress quarter one.</p> <p>Next steps: Undertake physical works.</p>
2817	CF: Project Delivery	Keith Hay Park development	Developing two new changing rooms and three new toilets. Installation of irrigation on field 1. Develop hybrid turf grass on field 11. This project is carried-over from the 2016/2017 programme (previous ID 3775). This item places items 2511 and 2512.	Q1;Q2;Q3;Q4	Growth	\$ 40,000	Approved	Green - On Track	Current Status: Three Kings United have confirmed they are proposing to start work on their toilets and changing rooms at the end of this year or beginning of next year (still to be confirmed). Auckland Council have agreed to contribute \$1.35M towards this project. The scope of works for irrigation on the number one field and the two hybrid fields is to be prepared and sent out for request for tender for professional services. Next Steps: Confirm start date for construction of the clubrooms and toilets. Engage consultant for professional services for irrigation on the number one field and the two hybrid fields.	Current Status: Three Kings United have confirmed they are still raising funds to develop changing rooms and toilets. Auckland Council have agreed to contribute \$1.35 million towards this project. The requirement for irrigation on the number one field and the number two field are being reviewed in light of revised supply and demand capacity modelling. Next Steps: Confirm start date for construction of the clubrooms and toilets.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
2819	CF: Project Delivery	Three Kings Reserve - installation of sand carpet and lights on field 1	Installation of sand carpet, drainage, irrigation and lighting on field 1. This project is carried-over from the 2016/2017 programme (previous ID 3418). This item replaces items 2495 and 2496.	Q1;Q2;Q3;Q4	Growth	\$ 460,000	Approved	Green - On Track	Current status: Request for tender for professional services has been submitted. Next steps: Award tender for professional services	Current status: Award contract for professional services. Fletcher Living are providing Auckland Council with budget to provide lighting at another sports field in the Puketapapa Local Board area in lieu of them not providing lights on the new sports fields being installed as part of their Quarry development. Three Kings Reserve is the proposed location for these lights. Next steps: Concept design
2942	CF: Project Delivery	Cameron Pool - upgrade sauna	Renewal of sauna cabin - Sauna seating was replaced on 11 August 2016. New work involves the renewal of the sauna to establish correct insulation, isolation and ventilation. Work includes renewal of heater and heating case. Project work includes the floor strengthening work for the upstairs fitness room. Floor to be strengthened to allow high impact classes to return. This project is carried forward from the 2016/2017 work programme, previous ID 3563	Q1;Q2;Q3;Q4	ABS: Capex	\$ 158,871	In progress	Green - On Track	Current status: The building consent application for the structural strengthening project has been lodged. A fire report is required to be lodged as part of the building consent. This is in the design stage now. The contract has been established for sauna project Next steps: Obtain building consent approval and arrange procurement works to appoint a physical works contractor .	Current status: Contractors for sauna and strengthening works have been appointed. Construction works to start in January during the pool shut down period Next steps: Commence work in January
3036	CF: Project Delivery	Keith Hay Park - renew cricket nets and fence	This project is carried forward from the 2016/2017 work programme, previous ID 2957	Q1;Q2;Q3;Q4	ABS: Capex	\$ 148,610	In progress	Green - On Track	Current Status: Contractor has been engaged to complete the work. The works will be completed in stages as the weather allows and in conjunction with the Eden Roskill Cricket Club to ensure minimal disruption to availability of the facility. Next Steps: The first stage is to renew field 1a artificial surface before the playing season commences. This has now started and is due to be finished before 14 October 2017. Auckland Cricket has been advised. The majority of the remaining works will be completed over summer to allow the fields to dry out.	Current Status: Stage one and two works are completed. Stage three works will begin in January and address the run up areas of the cricket nets Next Steps: Confirm programme for stage three with Eden Roskill cricket club and start physical works.
3037	CF: Project Delivery	Keith Hay Park - renew sand carpets on fields 4, 5, 6, 7, 8 and 9	This project is carried forward from the 2016/2017 work programme, previous ID 2948	Q1;Q2;Q3;Q4	ABS: Capex	\$ 223,829	Completed	Green - On Track	Current Status: Grow in of the sandcarpet is underway with half of the fields handed over to operational management and maintenance on 9 May 2017. Next Steps: Physical works to continue for the new cricket nets.	Current Status: Physical work is now complete and handed over to maintenance. Next Steps: N/A
3062	CF: Project Delivery	Lynfield Recreation Centre - replace stadium wall	This project is carried forward from the 2016/2017 work programme, previous ID 4367	Q1	ABS: Capex	\$ 11,000	Completed	Green - On Track	Current Status: Project complete	Project complete
3100	CF: Project Delivery	Monte Cecilia Park - develop playground - detailed design	Provide a concept plan, detailed design and costing for a new playground at Monte Cecilia Park to be approved by the Local Board This project is carried forward from the 2016/2017 work programme, previous ID 3485	Q1	ABS: Capex	\$ 7,695	Completed	Green - On Track	Current Status: Concept design has been completed and presented to the Puketapapa Local Board at a workshop held on 22 June 2017. Next Steps: Complete handover to Community Services for future project planning.	Handover to Community Services for future project planning has been completed.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
3109	CF: Project Delivery	Mt Roskill War Memorial - renew car park	New asphalt will also provide for a safe connection, with new line marking to the hall, fields and play area This project is carried forward from the 2016/2017 work programme, previous ID 4525	Q1	ABS: Capex	\$ 187,656	Completed	Green - On Track	Current status:- Physical works completed August 2017	Current status:- Physical works completed August 2017 Next steps:- Defect period till March 2018.
3165	CF: Project Delivery	Puketapapa - fire system and electrical switchboards upgrade - community halls & centres	Upgrade fire alarm systems and electrical switchboards, including installation of fire-safety building work to comply with regulations and improve safety. This project is carried forward from the 2016/2017 work programme, previous ID 4204	Q1;Q2;Q3;Q4	ABS: Capex	\$ 32,608	In progress	Green - On Track	Current Status: Delivery phase with installation expected to be completed by the end of August 2017 Next Steps:Handover and closure	Current Status: Expected to finish in January 2018 Next Steps: Handover and closure
3167	CF: Project Delivery	Puketapapa - renew play space FY17	Renew playspaces at Lynfield Reserve, Margaret Griffen Park, Pallister Reserve and Robinson Reserve.This project is carried forward from the 2016/2017 work programme, previous ID 2952.	Q1;Q2;Q3;Q4	ABS: Capex	\$ 10,000	In progress	Green - On Track	Current Status: The project information has been approved. Next Steps:A scope of works is required to investigate and propose a new design for Pallister Reserve.	Current Status: Residents survey has now closed. Next Steps: Collate survey results and finalise a design ready for local board review. Scope for Lynfield reserve timber edge renewal to be finalised. Beam removal at Margaret Griffin Park to be addressed.
3168	CF: Project Delivery	Puketapapa - renew signage FY17	Renewal of signs in various Puketapapa parks This project is carried forward from the 2016/2017 work programme, previous ID 2943	Q1;Q2;Q3;Q4	ABS: Capex	\$ 20,000	In progress	Green - On Track	Current status: The draft designs have been submitted to the project manager. Next step:The final map details are to be provided to the contractor so that final approvals can be given and signage produced.	Current status: Second internal review raised more changes to be made before approval can be given to enable production. Next step: Complete review process and produce signage.
3240	CF: Project Delivery	Waikowhai - install coastal boardwalk - stage 2	Stage 2 - Boardwalk from Bamfield Place to Taylors Bay Reserve.To include design/engineering, consultation, consenting, tendering, and physical works. This project is carried forward from the 2016/2017 work programme, previous ID 3419	Q1;Q2;Q3;Q4	ABS: Capex	\$ 180,000	In progress	Amber - At Risk	Current status: Professional Services underway. Design and specialist reports are finalised and are to be lodged for resource consent at the end of September. A delay in lodging for resource consent was caused by further investigations and design options into the raised section of the boardwalk, to allow for watercraft to pass under. This was in response to concern from the neighbours. A public drop in evening was held 9 August 2017 . An iwi artist has produced concept artwork design. Next Steps: Lodge for resource consent and hold a Hui to discuss artwork for the boardwalk.	Risk/IssuesPublic opposition to the project (immediate neighbours)Current status: Resource consent was lodged October 2017. Iwi artist has produced concept artwork design. Hui has been held to present the proposed artwork for the boardwalk, which received positive support. Project manager visited 16 Frederick Street (most affected resident) in mid-November to discuss riparian right issues created from the boardwalk.The resource consent application has had an extension of time limit applied for the processing which has been doubled due to the complicated nature of the application.Next Steps: Receive decision for resource consent. Discuss boat access options at the February workshop.
3426	CF: Project Delivery	Lynfield Recreation Centre - replace CCTV system	Install new CCTV System. Project brought forward for delivery from FY19 to FY18 as part of the risk adjusted programme.	Q2;Q3	ABS: Capex	\$ -	In progress	Green	N/A	Current status: Currently ongoing, was expected to be completed before Christmas. Next steps: Check with contractor and handover.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
Infrastructure and Environmental Services										
873	I&ES: DPO	Mount Roskill and Dominion Road streetscape improvements	To make improvements to the village centre at Mount Roskill and Dominion Road.	Not scheduled	ABS: Capex	\$ 475,000	In progress	Amber	In quarter one, some optimisation of bus stop locations has taken place to ensure a good fit with shelters and to fit into the sidewalk space. Consultation materials relating to Auckland Transport's streetscape upgrade project for Dominion Road are being developed for issue to local residents and businesses. In quarter two, Auckland Transport will provide progress updates to the Puketāpapa Local Board, and the community liaison group for the Dominion Road upgrade project.	Auckland Transport's Dominion Road streetscape upgrade project is on hold following the central government election and the new government's emerging transport policy (and funding priorities). The community liaison group has been advised of the hold, and a decision from Auckland Transport about the delivery of that lead project will be made and communicated in the next quarter. On 13 December Auckland Transport presented a proposal to the board's Infrastructure Cluster that approximately \$115,000 of this budget be used for a Mount Roskill carpark upgrade. Other alternative uses of the budget will be explored with the local board in quarter three to identify works of a scope that can be delivered before the end of the financial year.
1929	I&ES: DPO	Mount Roskill village revitalisation	This budget has been allocated to support the Mount Roskill and Dominion Road streetscape improvements capital works.	Not scheduled	LDI: Opex	\$ 25,000	In progress	Amber	In quarter one, some optimisation of bus stop locations has taken place to ensure a good fit with shelters and to fit into the sidewalk space. Consultation materials relating to Auckland Transport's streetscape upgrade project for Dominion Road are being developed for issue to local residents and businesses. In quarter two, Auckland Transport will provide progress updates to the Puketāpapa Local Board, and the community liaison group for the Dominion Road upgrade project.	Auckland Transport's Dominion Road streetscape upgrade project is on hold following the central government election and the new government's emerging transport policy (and funding priorities). The community liaison group has been advised of the hold, and a decision from Auckland Transport about the delivery of that lead project will be made and communicated in the next quarter. On 13 December Auckland Transport presented a proposal to the board's Infrastructure Cluster that approximately \$115,000 of the associated capital expenditure budget be used for a Mount Roskill carpark upgrade. Other alternative uses of the budget will be further explored with the local board in quarter three to identify works of a scope that can be delivered before the end of the financial year.
73	I&ES: Environmental Services	Bus subsidies for participation in education for sustainability - Puketāpapa	To provide bus subsidies for the 23 schools within the Puketāpapa Local Board area to attend education for sustainability programmes at experience centres. The Sustainable Schools team operates six experience centres around Auckland which offer hands-on education for sustainability experiences, inspiring children to make a difference for their environment. Staff are aware, from direct teacher feedback, that the cost of buses is restricting students from being able to attend these experience centres.	Q2;Q3;Q4	LDI: Opex	\$ 3,000	In progress	Amber	In quarter one marketing collateral was produced and distributed via email to principals and/or key sustainability teachers at all decile 1-5 schools in the local board area. Funds will be awarded on a first-come-first-served basis up to 20 schools. Schools arrange their own transport and funds are paid directly to the school following their visit.	Uptake by schools has been lower than expected to date, further promotion will take place in quarter three (term one of 2018). In quarter two, Dominion Road School has attended Ambury Farm Park with the help of the available subsidy. Two more schools have booked in for quarter three when term one starts. The opportunity has been advertised again, and will be promoted in the new year.

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78	I&ES: Environmental Services	Healthy Rentals - Puketāpapa	To improve the quality of rental housing and improve household energy efficiency. The programme is targeted at private rental properties with low housing quality, low income tenants, or tenants who have health conditions related to cold, damp housing. This project assists landlords to meet their obligations under the recent changes to the Residential Tenancies Act and offers subsidies towards the costs of clean heating and interventions to control dampness. The project : 1. Provides landlords with free independent, technical assessment of their rental property 2. Offers subsidies to landlords to make improvements that increase the energy efficiency 3. Educates tenants on how they can improve the health of their home and save money on their power bills through behaviour changes which they can take with them to future rental properties.	Q4	LDI: Opex	\$ 30,000	In progress	Green	The 2016/2017 Healthy Rentals project was completed during quarter one with the carry-forward funds used to continue the project throughout the winter months. The 2016/2017 project evaluation was commenced with surveys developed to gather feedback from tenants and landlords. A summary project report will be supplied to the board at the beginning of quarter two. The 2017/2018 Healthy Rentals project will align with the district health board Healthy Homes Initiative. Alignment of the two projects will enable tenants to access to a wider range of products and services, for example installing shower flow restrictors or energy efficient light bulbs, and replacing gas heaters with more efficient electrical heaters. Local funding will enable landlords to receive reports on the condition of the home, and access to subsidies to improve energy efficiency such as ground sheets and insulation.	A project summary report for the 2016/2017 Healthy Rentals project was completed in quarter two including an outline of the revised delivery model and project improvements for 2017/2018. Contracts with suppliers are in place for the delivery of the home assessments, tenant education and installation services. The energy efficiency products and services provided by the project (temperature and humidity measuring devices, LED bulbs, hot water control wraps, thermostat controllers, shower timers, flow restrictors, draught stoppers, etc) have been purchased. In quarter two these were provided to one local household involved in the Kainga Ora Healthy Homes initiative. A partnership and promotions plan is being developed to build relationships with community and property organisations and generate awareness about the Healthy Rentals project among tenants and landlords. Uptake is expected to be highest in the winter months in quarter four.
149	I&ES: Environmental Services	Puketāpapa Low Carbon Plan implementation	A local low carbon plan is being developed for Puketāpapa local board during 2016/2017. The plan will provide strategic direction and enable local board activities that lower the community's carbon footprint. This will contribute to Auckland's transformation into an energy resilient city. The development of the plan will allow staff to assess the success of current low carbon activities, and to establish a monitoring framework to measure the uptake and impact of activities. Staff can then identify opportunities to strengthen or leverage off existing low carbon initiatives, as well as opportunities for innovation. This project will contribute towards the implementation of activities to be determined during the process of creating the low carbon plan.	Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	Results from the stocktake and mini-climathon held in May 2017, including summary table titled Summary of Puketāpapa Climathon Ideas and Actions with corresponding Auckland Low Carbon Plan Targets and Local Board Outcomes, was presented to the local board in quarter one. Climathon participants have been thanked for their participation and updated. A local low carbon plan is currently being prepared that incorporates the low carbon regional context, priority focus areas, and opportunities for local action. Staff will prepare a report with recommendations on next steps for allocation of the 2017/2018 local carbon plan implementation budget for the board's consideration in quarter two.	The local board approved the Becoming a Low Carbon Community An Action Plan on 14 December at their business meeting. The board also allocated \$10,000 to the development of a low carbon network for the board area. Officers will begin work to establish the low carbon network in quarter three.
54	I&ES: Healthy Waters	Manukau Harbour Forum - Puketāpapa Local Board	To continue to support the Manukau Harbour Forum.	Q2;Q3;Q4	LDI: Opex	\$ 8,000	In progress	Amber	The Manukau Harbour Forum considered its work programme at its August 2017 meeting. Funding was approved for a communications programme with the forum reserving its decision on \$30,000 of budget until receipt of a report on the marine education programmes and funding of external programmes. Local Board Services department will look to incorporate the governance review of the forum within the wider Governance Framework Review currently underway.	Staff have yet to confirm the details of the communications programme. This may impact on the ability to fully expend the budget by the end of the financial year. The Manukau Harbour Forum approved its work programme at the October 2017 meeting. Funding of \$15,000 was approved for a young leaders programme to be run in the Manukau Harbour area. \$29,000 was allocated to enable the development and delivery of a pilot industry education programme which will focus on small building sites and education of sediment control. Flagships sites have been selected and the small sites ambassador appointed.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
130	I&ES: Healthy Waters	Te Auaunga stream restoration and pollution education	To support volunteers to continue to protect, enhance and restore the ecological health of Te Auaunga stream. This may involve riparian restoration in reserve land, including community-led weeding and planting events, and technical workshops – with an aim of 15-100 people participating at each event.	Q2;Q3;Q4	LDI: Opex	\$ 30,000	In progress	Green	In June 2017, a report was commissioned on options for daylighting three piped sections of Te Auaunga. This report was sent to the board in quarter one. This initial concept is useful background information for the board and will inform a future business case for Te Auaunga daylighting to be included in Healthy Waters forward work programme. Staff will discuss planting opportunities with Friends of Oakley Creek. This will inform a quarter two workshop with the board to confirm the scope for this project in the 2017/2018, including the location for planting planned for the winter 2018 planting season in May - June 2018, and a community planting day / event planned for June 2018.	The local board approved a stream restoration work programme in late December 2017. This includes; planting maintenance in Keith Hay Park (\$3,500), weed control in the top section of Arkells Reserve and preparation for more planting in next year (\$5,500), detailed design for daylighting a section of the awa in Keith Hay Park (\$18,000) and preliminary concept design for daylighting in Molley Green Reserve (\$3,000). A contractor has been engaged for plant maintenance and weed control projects. A contractor will be confirmed in January 2018 to carry out the daylighting design projects. Staff will also provide the board with more information in the New Year on next steps for the Keith Hay daylighting project, including outlining a potential staged approach to finishing the detailed design for the full piped section, advising the likely costs to apply for a resource consent and an initial very rough estimate of the likely construction costs.
Libraries										
1300	CS: Libraries & Information	Library hours of service - Puketāpapa	Provide library service at Mt Roskill Library for 56 hours over 7 days per week.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 745,695	In progress	Green	Library visits have decreased by one per cent this quarter compared to last year. This is comparable to the regional trend.	Library visits have decreased by four per cent this quarter. This is in line with the regional trend. During this quarter we have had many students using our spaces for study and exam preparation with the majority remaining for the entire day.
1301	CS: Libraries & Information	Extended hours - Puketāpapa	1 additional opening hour at Mt Roskill Library.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	The earlier opening time on a Sunday continues to benefit those customers who are unable to visit the library at other times. Many of these customers are accessing the library's computer facilities.	As with the previous quarter, the majority of customers accessing the library during the additional hour of opening, are appreciating the access to the public computers.
1302	CS: Libraries & Information	Information and lending services - Puketāpapa	Provide information and library collections lending services. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Library issues have decreased by two per cent this quarter and the accessing of e-resources continues to increase.	Mt Roskill Library issues have decreased by two per cent this quarter, however demand for eResources remains high with a 25 per cent increase in E-issues.
1303	CS: Libraries & Information	Preschool programming - Puketāpapa	Provide programming for preschoolers that encourages active movement, early literacy and supports parents and caregivers to participate confidently in their children's early development and learning. Including regional coordinated and promoted programmes: Wriggle and Rhyme, Rhymetime, Storytime, special Storytimes to celebrate cultural events such as Diwali, Lunar New Year and Matariki. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	We have delivered 50 programmes to 2,443 participants this quarter. An Eid Storytime was held to celebrate this festival with 46 children and their parents attending. The children's librarian and her assistant visited the Safari Multicultural playgroup to promote the library and conduct a Storytime and Care4Kidz delivered their monthly Mandarin-English Storytime to their group.	We have delivered 39 preschool programmes to 1408 participants this quarter. We presented Ready for School storytimes at the Little Scholars kindergarten and Edukids. We also took part in the Early Reading Together programme at Waikowhai Primary School. The Care4Kidz group met twice during the term to deliver their Mandarin-English Storytime in the library. Mount Roskill Library along with Mt Albert Library presented at AKA (Auckland Kindergarten Association) leadership breakfast hui to promote library services to early childhood.
1304	CS: Libraries & Information	Children and Youth engagement - Puketāpapa	Provide children and youth activities and programming, including a programme of children's activities during school holidays, which encourage learning and literacy. Engage directly with local schools in the board area to support literacy and grow awareness of library resources. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	The July school holidays saw a variety of events being held with the theme 'What Lies Beneath'. One of the most popular events was the Fridge Spinner makerspace. This attracted 120 children and their parents. The next school holiday programme is now being planned with the theme 'Survive 24'. This quarter we have engaged with Hay Park School and Dominion Road School with the delivery of their Reading Together programme.	The October school holiday theme of 'Survive 24' saw us hold a Nature Scavenger Hunt and an event titled 'The Clock is Ticking' which consisted of a number of challenges. 107 children and their parents attended these two events. Our young customers had a lot of fun at our end of year celebrations for the Teen Book group and Young Artists club.

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1305	CS: Libraries & Information	Summer reading programme - Puketāpapa	Provide a language and literacy-building programme that runs during the summer school holidays for 5-13 year olds. Developed and promoted regionally and delivered locally with activities and events designed to meet the needs and interests of local communities. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q2;Q3	ABS: Opex	\$ -	In progress	Green	The Children's librarian is on the working group for the Summer Reading programme, Kia Māia te Whai : Dare to Explore Summer Reading Programme 2017-2018. We will be promoting this programme to local schools later in the year.	Auckland Libraries bilingual 2017/2018 summer reading programme, Kia Māia te Whai - Dare to Explore launched in December with Mt Roskill library promoting the programme by visiting local primary and intermediate schools throughout the local board area. 291 children have registered for the Kia Māia te Whai - Dare to Explore 2017/2018 summer reading programme. Planning is underway for the party to be held on 25th January to celebrate the children's success in the summer reading programme.
1306	CS: Libraries & Information	Supporting customer and community connection - Puketāpapa	Provide programmes that facilitate customer connection with the library and community including NZ Music Month and Book Groups. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Two of our team were involved with the Pah Homestead Community Day on 30 September. They provided a storytime, followed by a traditional Māori art workshop. A Salvation Army ESOL group visited the library and were shown around by the Senior Librarian who also continues to provide a fortnightly service to Shanti Niwas Charitable Trust with assistance to Indian language speaking customers. The Senior Librarian has also visited the Wesley Centre to run a computer session for the RYANZ (Refugee Youth Association of New Zealand) group.	We had a strong presence at the Albert-Eden Cultural festival, receiving media attention with our colleagues from nearby libraries. Two team members participated in the Wesley Market day, promoting the library and our services. Our aim was to highlight the library to the Wesley community and inform them of our resources and how they could use the library. We are planning to develop our relationship with the Wesley community further in 2018.
1307	CS: Libraries & Information	Celebrating Te Ao Māori and strengthening responsiveness to Māori - Puketāpapa	Celebrating te ao Māori with events and programmes including regionally coordinated and promoted programmes: Te Tiriti o Waitangi, Matariki and Māori Language Week. Engaging with Iwi and Māori organisations. Increasing the use and visibility of te reo Māori. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	The Senior Librarian Community Engagement was invited to deliver a session on Māori services at Auckland Libraries, to the Roskill Community Network meeting. This was very well received by the group of 25 who attended this meeting.	Team members have been upskilling on their Māori pronunciation and greetings, making a strong commitment to look at opportunities to develop their te Reo.
1308	CS: Libraries & Information	Learning and Literacy programming and digital literacy support - Puketāpapa	Provide learning programmes and events throughout the year including: Book a Librarian sessions, CV writing support, Comic Book Month, Makerspace programmes . Provide support for customers using library digital resources including PCs, WiFi, eResources and customers' own devices.(Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Our Book a Librarian sessions are very popular and customers now regularly visit with their own devices, to upskill. Customers are keen to learn more about Facebook, Trade Me, e-mail and the downloading of e-resources. During one session, election enrolment assistance was given in Hindi. We have recently promoted our Book a Librarian sessions in Mandarin to the local community and as a result, now regularly have 2-3 sessions each day. These are highly appreciated by our many Chinese customers, many of whom want help accessing the library website as well as downloading apps for their phones.	We delivered 48 book a librarian sessions this quarter. The book a librarian sessions have seen a high interest in CV writing, with strong attendance at the Mandarin speaking sessions. The Makerspace sessions have evolved into hands-on science programmes, particularly appealing to the 10-11 year olds attending. Our Read Aloud programme has started in the library this term. This programme gives an opportunity to customers to meet and develop their English language skills. An ESOL group supported by the Salvation Army visited the library for an introduction to the library services and to obtain library memberships.
1309	CS: Libraries & Information	Celebrating cultural diversity and local communities - Puketāpapa	Celebrate cultural diversity and local places and people and tell local stories with displays and events including regionally coordinated and promoted programmes: Diwali, Christmas, Lunar New Year, Matariki, Pasifika, Taste Puketapapa and Local Board events. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	During the Family History Expo held in August, the librarians worked with customers to assist their use of the digital resources. Computers were set aside during the expo for attendees to access family history websites and resources. Diwali is being celebrated at present with a Three Kings' Primary Bollywood performance held in the library on Friday 29th September to start the celebrations.	During Diwali a number of workshops were held, focussing on henna, Diya decorating and mirror work embroidery with students from Carlson School attending one of the sessions. The Puketāpapa Christmas event was again a highly successful with library staff talking to a large number of people about the library and engaging children in a Christmas craft activity.

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Local Economic Development: ATEED										
681	ATEED: Local Economic Growth	Puketapapa Business Connect	1. review the 2016 Business Voice programme outcomes 2. provide recommendations on future business support initiatives in Puketapapa after the completion of 'Business Voice' programme 2016/17. 3. link in with 'Taste of Puketapapa' and promote 'Taste of Puketapapa' through social media as a catalyst to connect local businesses and get them engaged.	Not scheduled	LDI: Opex	\$ 20,000	In progress	Green	The review findings of 2016/17 Business Voice programme have been presented to the local board in August. A proposal to deliver a local business engagement programme in 2017/18 has also been put forward. The report will be discussed at the local board's business meeting in October	Puketāpapa Business Connect was approved by the local board at the September Business Meeting. Kathy Moriarty was appointed as the service provider to lead the business engagement and establishment of local business groups in Stoddard Road, White Swan Road and Mt Roskill shop in December.
1112	ATEED: Local Economic Growth	Young Enterprise Scheme (PKTPP)	ATEED, on behalf of the Young Enterprise Trust, delivers the Young Enterprise Scheme (YES) in Auckland. YES is a practical, year-long programme for year 12 and 13 students. Through the programme, students develop creative ideas into actual businesses, complete with real products and services and experience real profit and loss. The funding from the local board will support the delivery of the Young Enterprise Scheme Enterprise-Days in February 2018. The e-days are held in sub-regions (north, south, east, central/west) and are the first day students get to meet the Young Enterprise team, and find out about their 2018 year, what YES is all about, and what is in store for them. All three local schools are invited to the E-day event. Lynfield College, Marcellin College, Mt Roskill Grammar	Q3	LDI: Opex	\$ 1,000	Approved	Green	The Young enterprise Scheme E (Enterprise) -days are scheduled for delivery in February 2018. The use of the funds will be drawn down in quarter three to support the E-days delivery. As a result there is no update for Q1 reporting as no activity has occurred.	Auckland Chamber of CommerceAs of 1st January 2018, the Auckland Chamber of Commerce will take over as the YES regional delivery partner and ATEED will move to become a strategic partner. During January and February ATEED and the Auckland Chamber of Commerce are working together to ensure the smooth transition of the programme delivery to the Chamber. Kick Start days (formerly known as E-days) are being delivered by ATEED with support from the Auckland Chamber of Commerce, as part of this transition. ATEED's role includes management of the funds generously provided by Local Boards for the 2018 Kick Start days. As in previous years, there will be five sub-regional events delivered across the region. The new Auckland Chamber of Commerce team will be inviting you to participate either as student mentors or as observers on the day.
Parks, Sport and Recreation										
1096	CS: PSR: Active Recreation	Puketāpapa: Leisure facilities operation programme FY17/18	1. Operate in a safe and sustainable manner: Lynfield youth & Leisure Centre; Cameron Pool Centre, through a management agreement with the YMCA. 2. Deliver a variety of accessible programmes and services that get the local community active. 3. These services include: fitness; group fitness; learn to swim; early childhood education; aquatic and recreation services. Along with core programmes that reflect the needs of the local community.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	1. Cameron Pool and Leisure Centre programming targets have met the Local Board objective of 'Facilities that enable community well-being'. Visitor numbers: 4% growth in visits this quarter v Q1 last year Customer Satisfaction: Q1 NPS score = 14.0, a 1.5 point score decrease on Q4 Final scoping is under way for the Sauna upgrade and the group fitness floor strengthening 2. Lynfield Leisure Centre programming targets have met the Local Board objective of 'Facilities that enable community well-being'. Visitor numbers: 21% growth in visits this quarter v Q1 last year 25% growth in Stadium visits v Q1 last year Customer Satisfaction: Q1 NPS score = 25.9, a 5.9 point score increase on Q4	1. Lynfield Youth and Leisure Centre Year to date visitor numbers: 13.18% increase in active visits. This is largely due to an increase in gym members. 14% increase in fitness visits. Customer Satisfaction (NPS) score = 29.43, a slight increase on Q1 2. Cameron Pools and Leisure Year to date visitor numbers: 8.72% increase in active visits. This is due to an increase in fitness members and stadium visits. Customer Satisfaction score =11.43, a slight increase on Q1 .
1148	CS: PSR: Active Recreation	PKTPP: Informal social recreation projects	Supporting programmes and initiatives that encourage participation in sport and recreation	Q1;Q2;Q3	LDI: Opex	\$ 3,846	In progress	Green	Active Recreation staff attended a Green Cluster meeting on 27/9 to review the Out and About/Active Puketapapa delivery from 16/17. There has been agreement with board members to utilise both the \$6,000 (Out & About), and \$3,846 (Active Puketapapa) funding to develop and deliver the out and about activation schedule for 17/18.	Budget merged with events for the delivery of the out and about summer programme in January-March 2018. Final schedule of activities was approved at the November local board meeting. We have prepared some local promotion and are developing more localised marketing with delivery partners.
1245	CS: PSR: Active Recreation	PKTPP: Community-led initiatives for healthy lifestyles	Support community-led initiatives to promote healthy lifestyles which will increase participation in sport, recreation and physical activity	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	Sport and Recreation staff presented options at the august Green Cluster meeting for the delivery of this project. Staff will meet with Sport Auckland in late September to progress delivery options.	Delivery options are being finalised with Sport Auckland. A presentation of options will be discussed with the board at a workshop in early 2018.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary	Q2 Commentary
799	CS: PSR: Park Services	Puketāpapa area: Parks Sport and Recreation Services planning	Planning for PSR services and activities in the Puketapapa Local Board area	Q1;Q2;Q3;Q4	LDI: Opex	\$ 50,000	Approved	Green	Project details and planning progress updates include: -Waikowhai Walkway Action Plan - The Community Facilities design team has been briefed on the project and renewals components identified in the scope of the plan. -Waikowhai Reserve Concept Plan - The Community Facilities design team has been briefed and site visits with the closed landfill team undertaken. -Freeland Reserve Plan Modifications - The Community Facilities design team is working with Housing New Zealand and Healthy Waters engineers on a revised concept plan for the park. -War Memorial Concept Plan - Scope for the concept has been drafted, but will not be tendered until board approval is confirmed for the project. - Accessible Parks / Diverse Communities - Scope for the investigation is in draft, and will be progressed following board approval of the programme.	Final work programme confirmed at local board workshop in October. Progress is ongoing on all approved projects, as detailed below:Waikowhai Walkway Action Plan - Draft list of priorities for future development and renewals has been completed. Council's internal design team to produce a draft visual overlay in time for a scheduled update with the Green Cluster in February 2018.Waikowhai Reserve Concept Plan - Site visit with the Community Facilities design team and closed landfill team held in December 2017. Initial design is underway and draft concepts to be workshopped with the Green Cluster in early 2018.Freeland Reserve Plan Modifications - Public consultation in partnership with HLC held on 28 October. Draft refined concept plan was developed and workshopped with the Green Cluster on 22 November 2017. Detailed design and final stormwater modelling from the Healthy Waters department is required before staff seek local board adoption of the plan in early 2018.May Road War Memorial Concept Plan - Services for the development of a needs assessment which is required for the the development of a plan has been tendered. A contract will be awarded within the next month. Updates will be brought to Green Cluster meetings in 2018.Accessible Parks / Diverse Communities - Scope for both accessible parks and diverse communities has been tendered and offers of service recieved. Work is to take place over quarter three. The Green Cluster members of the board will be updated in 2018 on progress of both projects.
984	CS: PSR: Park Services	Puketāpapa local parks: Ecological volunteers and environmental programme FY17/18	Programme of activity supporting volunteer groups to carryout ecological restoration and environmental programmes in local parks including: •Community planting events •Plant and animal pest eradication •Pacific oyster shell removal •Litter removal	Q1;Q2;Q3;Q4	LDI: Opex	\$ 18,000	In progress	Green	Conservation Volunteers New Zealand (CVNZ) have carried out a restoration planting at Manukau Domain to support habitat for dwarf mistletoe. CVNZ have helped restore a section of the bush track at Wattle Bay near the beach area. Ongoing predator control programme in various reserves are running smoothly. A community volunteer planting event took place at Frederick Street Reserve.	Conservation Volunteers New Zealand (CVNZ) have carried out a restoration planting and weed control at Lynfield Reserve. Ongoing predator control programme in various reserves are running smoothly. Planning for a community planting at West Reserve by the local community is being planned for FY 18/19. Rubbish clean up events have recently taken place at Waikowhai Reserve (Sustainable Coastlines) and a further three clean-ups by Lynfield School at Blockhouse Bay Beach Reserve, Wairaki Reserve and Blockhouse Bay Recreation Reserve are being planned.
1186	CS: PSR: Park Services	PKTPP: Creating a Māori identity	Identifying opportunities for park and facility naming/renaming and engaging with Mana Whenua to develop Māori names and enhance Auckland's Māori identity and Māori heritage.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	Eight Local boards have committed funding to Māori naming of parks and facilities this financial year. An assessment of the status and background to current names in each of the local board area is currently being undertaken and mana whenua are providing direction on the methodology for Māori naming.	A workshop was held with the local board to discuss scope and direction for the project. Work is being done by the Libraries team to research historical information on park names in the local board area. Staff will be reviewing the scope and approach to the project following workshop feedback and will discuss the revised strategy with the board in Q3.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	CL: Final Lease Expiry Date	CL: Annual Rent Amount (excluding GST)	CL: Annual Opex Fee (excluding GST)	Activity Status	RAG	Q1 Commentary	Q2 Commentary
CF: Community Leases											
1611	CF: Community Leases	Bhartiya Samaj Charitable Trust	Lease renewal for 13 May Rd, Mount Roskill	Q2;Q3	31/07/2022	\$ 500.00	\$ -	Completed	Green	Renewal application sent to the group. Awaiting confirmation from group for a site visit. Report for renewal of lease to go before the board in quarter three.	Completed - Resolution and variation of community lease to Bharitya Samaj completed - PKTPP/2017/200
1611	CF: Community Leases	Bhartiya Samaj Charitable Trust	Lease renewal for 13 May Rd, Mount Roskill	Q2;Q3	31/07/2022	\$ 500.00	\$ -	Completed	Green	Renewal application sent to the group. Awaiting confirmation from group for a site visit. Report for renewal of lease to go before the board in quarter three.	Completed - Resolution and variation of community lease to Bharitya Samaj completed - PKTPP/2017/200
1612	CF: Community Leases	Tri Star Gymnastics	Lease renewal for 55 Arundel St, Mount Roskill	Q3	17/10/2027	\$ 250.00		Completed	Green	Renewal application sent to the group. Site visit will be undertaken on 3 October 2017. Report to go before the board in quarter three.	Renewal and variation of the community ground lease has been approved.
1612	CF: Community Leases	Tri Star Gymnastics	Lease renewal for 55 Arundel St, Mount Roskill	Q3	17/10/2027	\$ 250.00		Completed	Green	Renewal application sent to the group. Site visit will be undertaken on 3 October 2017. Report to go before the board in quarter three.	Renewal and variation of the community ground lease has been approved.
1613	CF: Community Leases	Eden/Roskill Softball Club Inc	New lease for part of the War memorial Park, 75A Gifford Road, Mt Roskill	Q3	30/11/2017	\$ 250.00	\$ -	In progress	Green	Lease expires 30 November 2017. This lease will be progressed in quarter three.	Lease expired on 30 November 2017. Application sent. Site visit undertaken on 18 December 2017.
1613	CF: Community Leases	Eden/Roskill Softball Club Inc	New lease for part of the War memorial Park, 75A Gifford Road, Mt Roskill	Q3	30/11/2017	\$ 250.00	\$ -	In progress	Green	Lease expires 30 November 2017. This lease will be progressed in quarter three.	Lease expired on 30 November 2017. Application sent. Site visit undertaken on 18 December 2017.
1614	CF: Community Leases	Scout Association of NZ - Royal Oak Scout	Multi- premises lease	Q4	30/06/2018	\$ 250.00	\$ -	In progress	Green	Staff to follow up in quarter two with the Scout Association of New Zealand national property manager and meet with him to discuss multi-premises lease.	Unable to secure a meeting with the new National Property Manager from Wellington while he is working on moving offices but we are making arrangement to meet him and discuss multi-premises lease. Lease application was received from the Scouts headoffice in October 2017. Will progress with the new lease before the final expiry on 30 June 2018.
1614	CF: Community Leases	Scout Association of NZ - Royal Oak Scout	Multi- premises lease	Q4	30/06/2018	\$ 250.00	\$ -	In progress	Green	Staff to follow up in quarter two with the Scout Association of New Zealand national property manager and meet with him to discuss multi-premises lease.	Unable to secure a meeting with the new National Property Manager from Wellington while he is working on moving offices but we are making arrangement to meet him and discuss multi-premises lease. Lease application was received from the Scouts headoffice in October 2017. Will progress with the new lease before the final expiry on 30 June 2018.
1615	CF: Community Leases	Scout Association of NZ - Waikowhai	Multi- premises lease	Q4	30/06/2018	\$ 250.00		In progress	Green	Staff to follow up in quarter two with the Scout Association of New Zealand national property manager and meet with him to discuss multi-premises lease.	Unable to secure a meeting with the new National Property Manager from Wellington while he is working on moving offices but we are making arrangement to meet him and discuss multi-premises lease. The lease application was received from the Scouts headoffice in October 2017. Will progress with a new lease before the final expiry on 30 June 2018.

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1615	CF: Community Leases	Scout Association of NZ - Waikowhai	Multi- premises lease	Q4	30/06/2018	\$ 250.00		In progress	Green	Staff to follow up in quarter two with the Scout Association of New Zealand national property manager and meet with him to discuss multi-premises lease.	Unable to secure a meeting with the new National Property Manager from Wellington while he is working on moving offices but we are making arrangement to meet him and discuss multi-premises lease. The lease application was received from the Scouts headoffice in October 2017. Will progress with a new lease before the final expiry on 30 June 2018.
1616	CF: Community Leases	Citizens Advice Bureau - Mt Roskill	Multi- premises lease	Not scheduled	30/06/2020	\$ 500.00	\$ -	In progress	Green	Renewal due 30 June 2018. Draft multi premises lease is with the Citizens Advice Bureau for approval and execution.	Draft multi premises lease is with the Citizens Advice Bureau for approval and execution.
1616	CF: Community Leases	Citizens Advice Bureau - Mt Roskill	Multi- premises lease	Not scheduled	30/06/2020	\$ 500.00	\$ -	In progress	Green	Renewal due 30 June 2018. Draft multi premises lease is with the Citizens Advice Bureau for approval and execution.	Draft multi premises lease is with the Citizens Advice Bureau for approval and execution.
1617	CF: Community Leases	Auckland Playcentres Association Inc - Hillsborough	New lease 21 Currie Avenue, Hillsborough	Q1	31/10/2013	\$ 250.00	\$ -	Completed	Green	Resolution number PKTPP/2017/50 - new community lease. The lease has been drafted and signed.	Completed
1617	CF: Community Leases	Auckland Playcentres Association Inc - Hillsborough	New lease 21 Currie Avenue, Hillsborough	Q1	31/10/2013	\$ 250.00	\$ -	Completed	Green	Resolution number PKTPP/2017/50 - new community lease. The lease has been drafted and signed.	Completed
1618	CF: Community Leases	Auckland Very High Frequency Group Inc	New lease 33 Foch Avenue	Q2	31/01/2016	\$ 500.00	\$ -	Completed	Green	Resolution number PKTPP/2017/51 - new community lease. The lease documentation has been drafted and signed by the group.	Completed
1618	CF: Community Leases	Auckland Very High Frequency Group Inc	New lease 33 Foch Avenue	Q2	31/01/2016	\$ 500.00	\$ -	Completed	Green	Resolution number PKTPP/2017/51 - new community lease. The lease documentation has been drafted and signed by the group.	Completed
1619	CF: Community Leases	Mt Roskill Tennis Club Inc	New lease 33 Foch Avenue, Mt Roskill	Not scheduled	31/01/2016	\$ 500.00	\$ -	On Hold	Amber	The club's decision for a new lease is put on hold until the concept plan for Arthur Faulkner Reserve is finalised.	In order to make an informed decision on the future use of the building the club will need to see the finalised concept plan for Arthur Faulkner Reserve. The options for the club to consider are for Auckland Council to grant a new community lease to the club for the footprint of the building and a non-exclusive licence to occupy for the use of the tennis courts or the possible surrender of the lease. Staff met with the club on 8 December 2017 to discuss the new lease to the club for the footprint of the building only and a non exclusive licence to occupy for the two courts. Club to meet with its committee to discuss the proposal and will then advise the council of the outcome of the discussions.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	CL: Final Lease Expiry Date	CL: Annual Rent Amount (excluding GST)	CL: Annual Opex Fee (excluding GST)	Activity Status	RAG	Q1 Commentary	Q2 Commentary
1619	CF: Community Leases	Mt Roskill Tennis Club Inc	New lease 33 Foch Avenue, Mt Roskill	Not scheduled	31/01/2016	\$ 500.00	\$ -	On Hold	Amber	The club's decision for a new lease is put on hold until the concept plan for Arthur Faulkner Reserve is finalised.	In order to make an informed decision on the future use of the building the club will need to see the finalised concept plan for Arthur Faulkner Reserve. The options for the club to consider are for Auckland Council to grant a new community lease to the club for the footprint of the building and a non-exclusive licence to occupy for the use of the tennis courts or the possible surrender of the lease. Staff met with the club on 8 December 2017 to discuss the new lease to the club for the footprint of the building only and a non exclusive licence to occupy for the two courts. Club to meet with its committee to discuss the proposal and will then advise the council of the outcome of the discussions.
1620	CF: Community Leases	Three Kings United Soccer Club Inc	New lease 660 Richardson Rd, Mt Roskill	Q2;Q3	31/12/2014	\$ 50.00	\$ -	In progress	Green	A workshop is scheduled with the local board on 28 September 2017 to discuss the interim lease for the current clubrooms whilst the new build is completed. Agreement to lease and new community lease for the footprint of the building. This lease will be progressed in quarter two.	Lease for the existing building to be progressed in quarter three. Agreement to lease and new community lease for the footprint of the new build to be finalised once maintenance responsibilities between council and the club are clearly identified.
1620	CF: Community Leases	Three Kings United Soccer Club Inc	New lease 660 Richardson Rd, Mt Roskill	Q2;Q3	31/12/2014	\$ 50.00	\$ -	In progress	Green	A workshop is scheduled with the local board on 28 September 2017 to discuss the interim lease for the current clubrooms whilst the new build is completed. Agreement to lease and new community lease for the footprint of the building. This lease will be progressed in quarter two.	Lease for the existing building to be progressed in quarter three. Agreement to lease and new community lease for the footprint of the new build to be finalised once maintenance responsibilities between council and the club are clearly identified.
1625	CF: Community Leases	Pah Homestead 72A Hillsborough Rd	New head lease in accord with the earlier agreement to lease.	Not scheduled	31/07/2040	\$ 1.00	\$ 500.00	In progress	Green	Contact was made with the James Wallace Arts Trusts's (JWAT) lawyer in August 2017. A specific request was made by council for JWAT to officially respond on their position on the form and content of the lease so progress could be made. No response has been received yet.	Awaiting response following the revised lease being sent to the trust's lawyers in late November 2017.
1625	CF: Community Leases	Pah Homestead 72A Hillsborough Rd	New head lease in accord with the earlier agreement to lease.	Not scheduled	31/07/2040	\$ 1.00	\$ 500.00	In progress	Green	Contact was made with the James Wallace Arts Trusts's (JWAT) lawyer in August 2017. A specific request was made by council for JWAT to officially respond on their position on the form and content of the lease so progress could be made. No response has been received yet.	Awaiting response following the revised lease being sent to the trust's lawyers in late November 2017.
1626	CF: Community Leases	The Waiata Epsom Tennis Club Inc	Renewal lease 22-24 Fernleigh Avenue, Mt Roskill	Q1	28/02/2025	\$ 250.00	\$ -	Completed	Green	Resolution number PKTPP/2017/49 - Renewal of community lease. The lease has been drafted and signed by the group.	Completed
1626	CF: Community Leases	The Waiata Epsom Tennis Club Inc	Renewal lease 22-24 Fernleigh Avenue, Mt Roskill	Q1	28/02/2025	\$ 250.00	\$ -	Completed	Green	Resolution number PKTPP/2017/49 - Renewal of community lease. The lease has been drafted and signed by the group.	Completed

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	CL: Final Lease Expiry Date	CL: Annual Rent Amount (excluding GST)	CL: Annual Opex Fee (excluding GST)	Activity Status	RAG	Q1 Commentary	Q2 Commentary
1627	CF: Community Leases	Royal NZ Plunket Society - Greenwoods Corner sub branch	Renewal lease 50 Buckley Rd, Mt Roskill	Q3	31/12/2023	\$ 250.00	\$ -	In progress	Green	Plunket has assigned its interest in the current lease to the national entity. Site visit and workshop for renewal of lease will be undertaken in quarter two.	Royal New Zealand Plunket Society Inc has assigned its interest in the lease to Royal New Zealand Plunket Trust with effect from 1 January 2018. Renewal of lease will be progressed in quarter three.
1627	CF: Community Leases	Royal NZ Plunket Society - Greenwoods Corner sub branch	Renewal lease 50 Buckley Rd, Mt Roskill	Q3	31/12/2023	\$ 250.00	\$ -	In progress	Green	Plunket has assigned its interest in the current lease to the national entity. Site visit and workshop for renewal of lease will be undertaken in quarter two.	Royal New Zealand Plunket Society Inc has assigned its interest in the lease to Royal New Zealand Plunket Trust with effect from 1 January 2018. Renewal of lease will be progressed in quarter three.