

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										
187	CS: ACE: Community Empowerment	Community grants (UH)	Funding to support local community groups through contestable grant funding. Local discretionary grants \$155,000	Q1;Q2;Q3;Q4	LDI: Opex	\$ 155,000	In progress	Green	Upper Harbour Local Board approved \$600 to Hobsonville Herb Group outside of round (UH/2017/127). The \$600 was transferred to Parks. There were no grant rounds completed in Q1. Remaining budget \$154,400.	The local board allocated \$49,252 in the Local Grants Round One (UH/2017/157). The local board allocated \$15,404 in Quick Response Round One (UH/2017/178). This leaves a total of \$89,744 in the community grants budget.
602	CS: ACE: Community Empowerment	Community-led placemaking- Albany CoCo Inc. Programme	Fund Albany CoCo Inc. to: • deliver a range of neighbourhood-based, community wide programmes, events and activities • partner with mana whenua to support greater understanding about areas of historic and cultural importance • engage local community to help shape plans and policies so they reflect community aspirations.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 60,000	In progress	Green	Throughout Q1 the Albany CoCo Inc has not had a full-time co-ordinator in the role, and admin staffing changed again. Staff are working with the agreed contractor to assist with 2016/2017 end of year reporting and developing a schedule of work for 2017/2018.	The 2017/2018 work schedule for Albany CoCo Inc was finalised and funding agreement completed. There has not been a full-time co-ordinator employed in the CoCo role, and the activities and outcomes from the annual schedule are now being delivered under the auspices of the Newcomers Network. The network co-ordinator provided retrospective reporting for the Albany CoCo 2016/2017 work schedule and is ensuring that reporting deadlines for 2017/2018 are being met.
603	CS: ACE: Community Empowerment	Community led place-making: Greenhithe Community Trust programme	Fund Greenhithe Community Trust to: • deliver a range of neighbourhood-based, community wide programmes, events and activities • partner with mana whenua to support greater understanding about areas of historic and cultural importance • engage local community to help shape plans and policies so they reflect community aspirations.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 40,000	In progress	Green	Staff are working with Greenhithe Community Trust to finalise a work schedule for 2017/2018. The funding agreement will be completed in Q2.	Staff completed the funding agreement. The Trust undertook a range of activities including: - supporting local resident connections - Greenhithe Walking map; Know Your Street barbecues, volunteer recruitment and support through Community Coordinator team; community Mental Health First Aid course; ESOL for Beginners course; Community Carols/Christmas event; Christmas Celebration for Seniors; Fabulous Fridays for Seniors; International Friends get together - supporting local children and youth - Growing Resilient Children event; Childminders course for youth; Youth Budgeting course and Careers workshop; sent youth to the World Vision Justice Conference; regular activities including Collins Youth Community, The Lounge, Queens Lounge for Girls; Plunket, Mainly Music - supporting environmental initiatives - Wainoni Planting Day; Outlook Bush Reserve Rescue; Greenhithe Ecology Network; Love Food Hate Waste community event; involved more environmental groups in reserve restoration and pest control.
604	CS: ACE: Community Empowerment	Community led place-making: Whenuapai	Facilitate and broker opportunities for the local community to: • organise, plan, and effectively contribute to the proposed development in their local area, as outlined in the Whenuapai Structure Plan (WSP) • support local residents with activities and initiatives identified by the community to develop momentum around local engagement, decision making and participation • engage with mana whenua to identify Māori history and culture in Whenuapai • increase knowledge amongst the community regarding the process of local government including how residents can engage in the process, such as through Local Board Plan consultation.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 8,000	In progress	Green	No community-led activity in this quarter. Staff continue to identify and scope opportunities to support feasible community-led placemaking activities as they arise.	Staff met with partners Open Fort to develop a placemaking activity to be held in the Whenuapai area in Q3. Staff continue to work with community partners on developing content and format of this activity. Staff brokered a connection with colleagues in Parks to participate in an exercise equipment demonstration activity at Bill Moir Park during the proposed day. Staff scoped the potential for a community mural to be created in Whenuapai by an artist resident in the Upper Harbour area. Staff anticipate this activity will take place in the 2018 school year.

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605	CS: ACE: Community Empowerment	Community-led placemaking: Hobsonville Point Community Trust programme	Fund Hobsonville Point Community Trust to: <ul style="list-style-type: none"> • deliver a range of neighbourhood-based, community wide programmes, events and activities • partner with mana whenua to support greater understanding about areas of historic and cultural importance • engage local community to help shape plans and policies so they reflect community aspirations. 	Q1;Q2;Q3;Q4	LDI: Opex	\$ 40,000	In progress	Green	Staff worked with Hobsonville Community Trust to finalise a work schedule for 2017/2018. The funding agreement will be completed in Q2.	Staff completed the funding agreement. The Trust undertook a range of activities:- public space activation - Eco Fun Day at the Rifle Range, Summer Afternoons/evenings in the Park (water park; Team Challenge; Christmas on the Point; Carols and Picnic at the Rifle Range)- supporting youth recreational needs - dance and art workshops; weekly social netball and soccer games- supporting youth-led initiatives through Hobsonville Point Secondary School leadership "Habitats"- cultural evening; EnviroJam event; talent quest showcase and dance, singing, drama, lighting workshops; Unity in Diversity campaign- resident streets initiative - recruiting and training street coordinators; supporting resident gatherings over summer; wine and cheese evening for residents; developing a Street Resource Kit with equipment to support resident activities e.g. block parties and barbecues.
606	CS: ACE: Community Empowerment	Community-led placemaking: management of Albany House	Fund Albany Coco Inc. to manage Albany House to: <ul style="list-style-type: none"> - use the facilities for programmes, events and activities - provide access for meetings, group activities, workshops, training and classes for community groups, organisations and the general public. 	Q1;Q2;Q3;Q4	ABS: Opex	\$ 20,000	In progress	Green	There were further changes in the house manager's role throughout Q1. A new staff member has been appointed and will begin in Q2. The funding agreement for this role will be completed in Q2. Staff are supporting the Albany CoCo Inc committee, with the opening of the new Albany Community Hub and working through the termination of their lease arrangements at the end of the 2017/2018.	Staff completed the funding agreement for the house managers role; the role is currently vacant. The Albany CoCo Inc committee have requested an early termination of their current lease arrangements, conditional on retaining use of the office and access to storage space. Staff are working with the committee to achieve a mutually agreeable outcome.
607	CS: ACE: Community Empowerment	Increase diverse participation: newcomers network	Fund the newcomers network to: <ul style="list-style-type: none"> • identify the social, professional and recreational needs of the local newcomer communities in Upper Harbour • develop a programme to meet these identified needs: <ul style="list-style-type: none"> - encourage participation of the diverse migrant communities - engage with local mana whenua to foster cross-cultural connection - actively encourage and promote opportunities for employment skills and social enterprise development, partnering with relevant training providers and sub-regional organisations. <p>Support capacity building and organisational development for the Newcomers Network to:</p> <ul style="list-style-type: none"> • take a lead role in the co-ordination and delivery of relevant programmes • support greater cross-regional engagement and collaboration with other migrant service providers, newcomer networks and social support agencies. 	Q1;Q2;Q3;Q4	LDI: Opex	\$ 15,000	In progress	Green	The newcomers network coordinator is supporting the delivery of the 2017/2018 work schedule. The funding agreement for the Albany CoCo will be completed in Q2. This will enable the CoCo to provide support to the network.	In Q2, staff prepared the funding agreement with Albany CoCo to enable them to support the Newcomers Network (the network). This funding will be completed in January 2018, with further funding to be released in Q4. Since Q1, the network has developed a range of resources to help support engagement and participation of its members, including organising English language classes. In the community, the network has undertaken a number of activities, which includes: <ul style="list-style-type: none"> - forming their own Boomerang Bags community, which is a community driven initiative tackling plastic pollution. It brings volunteers, schools and community groups together to make reusable bags (meeting twice weekly). The network has used this as a way of integrating new migrants into the community and helping contribute. - organising a community mural event, with two more planned in Q3 and Q4 - organising Qi Gong every Monday in the village centre, which is well attended.

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608	CS: ACE: Community Empowerment	Increase diverse participation: Age Friendly Upper Harbour	Engage with older people in Upper Harbour to ensure their aspirations and needs are embedded and visible in decision-making. This includes the implementation of recommendations made during the recent co-design process.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 5,000	In progress	Green	Staff and project partner Age Concern Northshore analysed the Upper Harbour Age Friendly survey results. The survey was completed by 136 seniors residing in Upper Harbour, with 92 per cent of participants rating their suburbs good, very good and excellent, as a place for people to live as they age. Areas for improvement referred to accessible footpaths, lack of toilets, difficult transport and lack of parking spaces, and low general acknowledgement and celebration of the contribution that seniors make in their community. Detailed information will be shared with the local board in Q2. Currently Age Concern Northshore and staff are identifying possible projects that will improve seniors' experiences within the Upper Harbour Local Board area.	Staff presented the Upper Harbour Age Friendly survey results to local board. Age Concern Northshore is following up on specific requests from the survey, for further clarity. The survey's results were sent to the Parks, Sports and Recreation team and a follow up meeting established a collaborative way of working towards including age-friendly criteria in further parks' development. An intergenerational forum is prepared for Q3 in collaboration with the Albany Newcomers Network.
609	CS: ACE: Community Empowerment	Increase diverse participation: support youth voice and youth initiatives	Partner with community organisations and iwi to increase participation of young people in shaping places, plans and programmes in Upper Harbour to: <ul style="list-style-type: none"> • support the Upper Harbour Youth Caucus (UHYC) to provide youth engagement on council decision-making, and to deliver youth-led activities, in the local board area - \$5,000 • progress the development of a youth recreational strategy - \$5,000 • develop and implement youth-led initiatives and enterprise - \$10,000 • facilitate youth employment initiatives and opportunities by working with community partners e.g. Sustainable Paremoro - \$5,000. 	Q1;Q2;Q3;Q4	LDI: Opex	\$ 25,000	In progress	Green	Staff have been working with Youthline to negotiate the funding arrangements and expectations for 2017/2018 to enable continued support to the Upper Harbour Youth Caucus. This includes a greater focus on youth input in local board activity and on measuring impact and outcomes. The local board funded a pilot youth-led leadership course at Albany Senior High School and will report on the outcomes of this in Q2.	<p>The funding agreement with Youthline was completed. Staff provided support to the Upper Harbour Youth Caucus in its development of a local youth grants scheme. The youth caucus met in mid-December to finalise the project details.</p> <p>Staff are working with Hobsonville Community Trust to progress community-led action in line with the recommendations of the Youth Recreational Study and Strategy. Funding for this will be finalised in Q3.</p> <p>Staff are scoping an appropriate youth employment-related initiative to fund in the local board area. This will be funded in Q3.</p>
698	CS: ACE: Community Empowerment	Apply the empowered communities approach – connecting communities (UH)	Broker strategic collaborative relationships and resources within the community. <p>This includes three key activity areas:</p> <ol style="list-style-type: none"> 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 1 and 2. <p>Includes responding to the aspirations of mana whenua, mataawaka, marae and Māori organisations.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ -	In progress	Green	Staff attended community network meetings and specific project meetings, and maintained contact with diverse community groups. Staff also provided information and advice to support the NZ Armenian Society, who want to place a 'friendship stone' on the grounds of the Meadowood Community House.	Staff attended relevant community network meetings, brokered connections between resources and information to support achieving community outcomes, and assisted local residents to navigate the internal council environment. Some specific examples include on-going support for the Hobsonville Point Community Gardens group to complete Council requirements for licence to occupy on reserve land at Buckley Ave to finally begin gardens construction, provide info/advice and sourcing items to support membership drive; working with Greenhithe Community Trust to achieve mutual agreement on requirements for community carpark development; brokering connection between Suss Pare and opportunity for re-purposing of gym equipment through their community initiative with the local prison; liaison with Albany Community Hub activator for running of community open day, proposed local food truck festival/market, local facilities networking and scoping of possible community orchard on Albany Domain.

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724	CS: ACE: Community Empowerment	Local Māori Responsiveness Action Plan (UH)	Work with mana whenua and mataawaka to create a local responsiveness action plan which includes the following: <ul style="list-style-type: none"> • key aspirations and priorities for Māori in the area • opportunities to work together • a plan for building strong relationships and sharing information with Māori. 	Q1;Q2;Q3;Q4	LDI: Opex	\$ 5,000	In progress	Green	Staff continued to seek opportunities for local engagement with mana whenua. A lack of marae or active roopu in the area has limited gaining traction in this work. Staff met with other key community groups supported by the local board to look at improving cultural connections across other ethnic communities. This will continue in Q2.	Staff contributed to the development of a regional resource to support local boards in selecting appropriate names and titles in Te Reo for key parks, reserves and other notable geographic features. The local board have requested further information be provided for their consideration. Staff have met with the project lead for the 'Maori Naming of Reserves project' and will pass on updated information to the local board, as requested. In the interim, staff have become aware of a request from mana whenua (Ngati Manuhiri) that the new Albany Community Hub have an appropriate name in te reo and in Q3 will instead pursue this as an alternative option for the Maori Responsiveness funding.
727	CS: ACE: Community Empowerment	Community-led placemaking: (NorthWest (NorSGA)) Spatial Priority Area	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	No significant opportunities for engagement or community-led development in this quarter. Staff will continue to explore opportunities to support community-led development and engagement as housing developments progress in the Spatial Priority Area.	Staff brokered an agreement with Homes Land Community to share their experience of investing in social and community infrastructure with other developers in the area. This is proposed to occur in Q3. Staff continue to support engagement with developers and communities in the Spatial Priority Area as opportunities arise.
370	CS: ACE: Community Places	Funding Agreement: Meadowood Community House	A three year term agreement to Meadowood House Incorporated to facilitate and deliver work plan outcomes, including activities and programmes at Meadowood Community House for the years 2017-2020, commencing 1 July 2017 and terminating on 30 June 2020. <i>Operational funding amount to be adjusted annually in accordance with Auckland Council's agreed inflationary mechanism once confirmed.</i>	Q1;Q2;Q3;Q4	ABS: Opex	\$ 52,657	In progress	Green	During Q1 payment was made on year one of a three-year funding agreement for Meadowood Community House. Key highlights from the house includes being overwhelmed by the response from the community after they asked for donations of goods for a family in need. It has also helped them build their relationship with the community constable. The house's hours booked went up to 115 in August 2017 and numbers of visitors increasing by 1405 when compared to August 2016. Planning for the regional hui will commence in Q2	The biannual community centre, houses and hubs hui was held on 24 November 2017 at Western Springs Garden Hall. The hui provided updates on local board plans, Long Term Plan work and funding agreements. Guest speaker Carol Scholes covered legal environment changes, volunteer accountability and committee dynamics. Six hui were held across the region to test the vision "More successful and sustainable Community Led places". Attendees included community-led committee members and employees, community lease holders and community groups. The sessions uncovered what works well in the current operational and funding models, areas for improvement, useful resources, and encouraged progressive thinking for developing future practice. There will be an opportunity in Q3 for community members to join a working group and be part of a council/community team that inputs into a "Roadmap that enables more Community Led Places". Meadowood House held a Christmas event which was the largest event to date and an opportunity for the Northern Corridor Improvements team to update the community on upcoming road works and the house soundproofed its rooms. Meadowood House will develop 2018/2019 work plan and schedule their annual presentation in Q3.
423	CS: ACE: Community Places	Venue Hire Service Delivery - UH	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.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Staff identified the need and value of understanding hirer satisfaction and experiences. Staff developed a survey on customers experience with council-managed venues which will be sent out monthly to casual and regular hirers in Q2. Visitor numbers are steady 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 are steady compared to last year.

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425	CS: ACE: Community Places	Community Venues UH - 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 considered insights from research undertaken on non-users of venues for hire across the network. Key opportunities for further investigation include: - Capitalise on strengths in positioning – family friendly, local and convenient, affordable - Improve the condition and amenities of venues to meet expectations - Develop our offer and tailor to meet distinct interests - Provide event package options -Improve visibility of centre activities that will enable participation - Develop a digital solution to promote both venues and activities - Drive repeat business, share experiences, satisfaction and reach new customers. Staff will develop an improvement plan in Q2 and Q3.	<p>During Q2, staff continued to work through key research insights and developing actions against these. Staff held two workshops with internal stakeholders to identify and confirm the main business objective "to create greater reach and relevance for Aucklanders so they feel connected locally". Six main focus areas remain as:</p> <ul style="list-style-type: none"> - 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 for hirers - develop a digital solution to promote both venues and activities - drive repeat business, share experiences, satisfaction and reach new customers. <p>Action planning will continue in Q3.</p>
498	CS: ACE: Community Places	Hobsonville Headquarters operational plan	Develop an operational plan for the Hobsonville Headquarters to guide service provision for when the facility re-opens.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Staff were involved in the procurement process to appoint a contractor to undertake the redevelopment works at the Hobsonville Headquarters building. As a result of this Legacy Construction was appointed and the first site meeting was held on 9 August 2017. Work is now being progressed with the current aim of physical works completion by 25 December 2017. Furniture for the facility has been ordered and staff are supporting the finalisation of an Infrastructure Funding Agreement to build a new car park to service the redeveloped Headquarters building and the Sunderland Lounge.	<p>A time line was developed in Q2 noting the key steps required to make the facility operational, including moving to community management. This was workshopped with the local board. Staff have begun to develop an operational / business plan which will guide future management of the facility.</p> <p>Meetings held to progress this and outline will be finalised in Q3.</p>
519	CS: ACE: Community Places	Albany Hub Establishment and Management	Open the newly established facility. Develop programmes and activities, facilitating a sense of community for locals to meet and connect, and reflect the community in the fabric (look and feel) of the Hub.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 51,000	In progress	Green	Albany Hub had an official blessing and sod return in July and officially opened on the 18 August. During Q1 staff also met with the local board to give an update on progress. Bookings are steadily increasing and to date over 20 regular and casual bookings have been made with over 200 people visiting the centre. During Q2 operational plan will be finalised.	<p>The biannual community centre, houses and hubs hui was held on 24 November 2017 at Western Springs Garden Hall. The hui provided updates on local board plans, Long Term Plan work and funding agreements. Guest speaker Carol Scholes covered legal environment changes, volunteer accountability and committee dynamics. Six hui were held across the region to test the vision "More successful and sustainable Community Led places". Attendees included community-led committee members and employees, community lease holders and community groups. The sessions uncovered what works well in the current operational and funding models, areas for improvement, useful resources, and encouraged progressive thinking for developing future practice. Community members will have the opportunity to join a working group and be part of a council/community team that inputs into a "Roadmap that enables more Community Led Places". The operational plan has been completed. Staff will present the operational plan, vision, strategic plan and target audience to the board in Q3. The hub held an open day in Q2 - many of the users from the hub provided entertainment and activities including ballet and belly dancing. A local cafe chef hosted free cooking demonstrations/lessons and church groups provided food.</p>

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83	CS: ACE: Events	Citizenship Ceremonies - Upper Harbour	Delivery of an annual programme of citizenship ceremonies in conjunction with the Department of Internal Affairs.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 14,216	In progress	Green	Staff delivered a combined North Cluster citizenship ceremonies on two occasions during Q1 with 698 people becoming new citizens.	Staff delivered a combined North Cluster citizenship ceremonies on two occasions during Q2 with 346 people becoming new citizens.
84	CS: ACE: Events	Anzac Services - Upper Harbour	Supporting and/or delivering Anzac services and parades within the local board area.	Q4	LDI: Opex	\$ 10,000	Approved	Green	Scheduled for Q4. Staff will commence planning in Q2.	Staff commenced planning in Q2 for delivery in Q4.
85	CS: ACE: Events	Movies in Parks - Upper Harbour	Programming and delivery of three regional Movies in Parks series events.	Q3	LDI: Opex	\$ 36,000	In progress	Green	<p>Planning for the Movies in Parks series is on track. Parks have been booked: Luckens Reserve for Saturday 20 January, Rosedale Park for Saturday 3 March and Collins Reserve for Friday 16 March. Public screening licence for "Pork Pie - 2017" (Rosedale) has been approved. Licences for "Sing Street" (Luckens), and "Fantastic Beasts and Where to Find Them" (Collins) have been submitted, approval/rejection due mid-October 2017. Regional sponsorship will be confirmed in October 2017. Regional marketing will commence in November with specific event advertising starting three weeks prior to each event.</p> <p>Staff worked with suppliers to tighten up costings and as a result of this additional security and operational needs can be achieved within original resolved budget.</p>	<p>Planning for the Movies in Parks series is on track with event permits issued for Luckens Reserve for Saturday 20 January, Rosedale Park for Saturday 3 March and Collins Reserve for Friday 16 March. Public screening licence for "Pork Pie - 2017" (Rosedale), "Sing Street" (Luckens), and "Fantastic Beasts and Where to Find Them" (Collins) have been approved. All events have increased security based on debrief and feedback from last season. Regional marketing has commenced with specific event advertising starting three weeks prior to each event. Movies in Parks is delivered as 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.</p>
86	CS: ACE: Events	Event Partnership Fund - Upper Harbour	Funding to support community events through a non-contestable process. This provides an opportunity for the local board to work in partnership with local event organisers by providing core funding for up to three years to selected events.- Mud Rush (Sport North Harbour) \$3,000- Greenhithe Christmas Parade (Harcourts Cooper & Co) \$3,500- Pascoe NZ Tennis Open (Tennis Northern) \$6,000- Albany Lakes Summer Series (Running Events) \$6,000Total = \$18,500	Q2;Q3	LDI: Opex	\$ 18,500	In progress	Green	All funding grants, totalling \$18,500, were paid out in Q1. Reporting back to the local board on these grants will occur in Q4. Mud Rush, one of the activities supported, occurred on 9 and 10 September and 2,330 participants took part, despite the challenging weather conditions. Some 80+ local people volunteered.	Two events funded via this fund (Greenhithe Christmas Parade and the Pascoe NZ Tennis Championships) were successfully delivered in Q2. Reporting back to the local board on these grants will occur in Q4 when accountability reports have been received.
2035	CS: ACE: Events	Local Civic Events - Upper Harbour	<p>Deliver and/or support civic events within the local board area.</p> <p>Opening of the Headquarters Building</p> <p>Opening of the Albany Coco (2016/2017 carry forward of \$13,702 included in budget)</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 23,702	In progress	Green	The Albany Community Hub was opened on Thursday 6 July 2017 with an attendance of around 40 people.	No activity occurred during the quarter as no local civic events are currently scheduled.
Community Facilities: Build Maintain Renew										
2563	CF: Investigation and Design	Albany Coronation Hall - renew toilets	Renew the hall toilets	Q2;Q3;Q4	ABS: Capex	\$ 5,000	Approved	Green	Current status: discovery and investigation prior to writing business case. Next steps: write business case.	Current status: business case to totally replace toilet block pending approval Next steps: engage professional services for design and consent.
2564	CF: Investigation and Design	Albany Coronation Hall - restore chimney	Rebuild chimney	Q2;Q3;Q4	ABS: Capex	\$ 50,000	Completed	Green	Current status: resource consent granted. Chimney to be removed and not replaced as it is not related to the heritage aspects of the buildings. Next steps: assign to project delivery for physical works.	Project completed December 2017.
2567	CF: Investigation and Design	Albany Village Library - refurbish interior	Interior refresh	Not scheduled	ABS: Capex	\$ 85,714	Cancelled	Red	Current status: project cancelled. Minor maintenance work was completed by the operations team hence renewal is no longer required.	<p>Risks/ issues: This project was delivered by Operational Management and Maintenance as it was minor maintenance work.</p> <p>Project cancelled. Minor maintenance logged.</p>

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2571	CF: Investigation and Design	Community house development (Hobsonville Point)	Develop community centre	Not scheduled	ABS: Capex	#####	Cancelled	Red	Current status: this project was merged with Hobsonville Headquarters redevelopment, exterior landscaping and car park construction, please refer to SharePoint ID 3012 for an update/ commentary.	Risks/ issues: Project record cancelled. This project was merged with Hobsonville Headquarters redevelopment, exterior landscaping and car park construction. Project cancelled
2576	CF: Investigation and Design	Meadowood Community House - renew heating system	Replace heating system with a ducted split type system complete with wall mounted controller.	Q2;Q3;Q4	ABS: Capex	\$ 19,294	In progress	Green	Current status: project planning to commence early in 2018, planned installation will be during April 2018 in time for winter. Next steps: start project in January 2018.	Current status: project is scheduled for January 2018. Next steps: start with project in January 2018.
2583	CF: Investigation and Design	Upper Harbour - FY19 renew walkways and paths	Churchouse Esplanade Reserve; Rame Reserve; Fernhill Escarpment; Paremoremo Scenic Reserve	Q2;Q3;Q4	ABS: Capex	\$ 15,000	Approved	Green	Current status: request for tender has been sent out to engage consultant to produce track concept for Fernhill Escarpment network, consultant has also been engaged to write up scopes and identify planning requirements for Paremoremo scenic reserve, Rame Reserve and Churchouse Reserve. Next steps: review scopes and write business cases.	Current status: consultant company has been engaged to undertake the walkway network assessment for Fernhill Escarpment. Consultant has also been engaged to write up scopes and identify planning requirements for Paremoremo Scenic Reserve, Rame Reserve and Churchouse Reserve. Next steps: complete business cases for Paremoremo Scenic Reserve, Rame Reserve and Churchouse Reserve according to scope. Draft plan for Fernhill Escarpment to be discuss at a workshop with the local board in February/March 2018
2991	CF: Investigation and Design	Gills Reserve - install concrete walkway	This project is carried forward from the 2016/2017 work programme, previous ID 4247	Q1;Q2;Q3;Q4	LDI: Capex	\$ 7,000	In progress	Amber	Current status: exact location of the proposed walkway has been confirmed.Next steps: site visit and consent assessment planned for October 2017.	Risks/ issues: Budget is very low, based on old unit rates.Current status: exact location of the proposed walkway has been confirmed. Site visit and consent assessment held in September 2017. Design is underway.Next steps: preparation for handover to project delivery for physical works.
3204	CF: Investigation and Design	Sunderland Lounge - exterior and interior renewal	Exterior & interior renewal - Stage I Refurbishment Project. Property only being purchased recently. No physical improvement works carried out as yet. Facility does not meet Council standards. This project is carried forward from the 2016/2017 work programme, previous ID 359	Q1;Q2;Q3;Q4	ABS: Capex	\$ 600,000	In progress	Green	Current status: detailed design for interior complete. Detailed design for exterior works underway. Next steps: engage quantity surveyor to undertake pricing of works. apply for building consents.	Current status: roof plans and cost estimate have been received. Interior upgrade plans and specifications are being amended slightly. Next steps: receive final copies of documentation. Apply for consent and tender works package.
3232	CF: Investigation and Design	Unsworth Heights - install 3 on 3 basketball court	This project is carried forward from the 2016/2017 work programme, previous ID 1371	Q1;Q2;Q3;Q4	LDI: Capex	\$ 40,000	In progress	Green	Current status: design options and cost estimates have been investigated to provide the required scope. Local board have confirmed additional budget. Detailed design planned to be completed late October 2017. Local board have requested a new design. Project delayed until post December 2017 Next steps: both design options are to be tendered to get confirmed costs. Local board to decide which to proceed with.	Issues: tender costs for a similar project have brought budget issues. Current status: detailed design completed late October 2017. Local board have requested an additional design for a half court which has been done. The Quantity Surveyor team has been given both designs an updated cost estimate. Project delayed until post December. Next steps: pricing of both options by full maintenance facilities contractor. Upon completion of the pricing, if further budget is required then the local board will be approached.

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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
3376	CF: Investigation and Design	Bay City Park - install spectator seating	Install spectator seating	Q3;Q4	LDI: Capex	\$ 70,000	In progress	Green	Current status: scoping and preliminary design complete. Next steps: detailed design and cost estimate to be completed in early December 2017. These works are planned to be added to the contract for the field refurbishment that is planned for December 2017.	Current status: confirmation of the detailed design and specifications is complete. Awaiting confirmation on the requirement for a building consent. Current on site field contractor has been given the design and specification to cost as a variation. Next step: physical works are being planned to be added to the sports field refurbishment contract as a variation to speed up delivery. Works planned for early in 2018 at this stage.
3377	CF: Investigation and Design	Hobsonville War Memorial Park - install cricket nets	Install cricket nets	Q3;Q4	LDI: Capex	\$ 100,000	In progress	Green	Current status: scoping and preliminary design complete. Next steps: detailed design and cost estimate to be completed in early December 2017. Handover to project delivery team for works planning and delivery post January 2018	Current status: confirmation of the detailed design and specifications is complete. Building consent has been lodged. Next steps: handover to the project delivery team for tender and programming of physical works. Physical works should be complete before the end of April 2018 depending on contractor availability and sports field use.
3378	CF: Investigation and Design	Herald Island Domain - install basketball hoop	Install basketball hoop	Q3;Q4	LDI: Capex	\$ 5,000	In progress	Green	Current status: design options and cost estimates have been investigated to provide the required scope. Local board have confirmed additional budget. Detailed design planned to be completed late October 2017. Local board have requested a new design. Project delayed until post December 2017	Current status: scoping has been completed in October 2017. Consent requirements have been confirmed. Next steps: design and cost estimate for works to be completed in January 2018.
3379	CF: Investigation and Design	Sanders Reserve - install dog bin	Install dog bin	Q3;Q4	LDI: Capex	\$ 1,500	In progress	Green	Current status: minor asset being delivered by facilities maintenance contractors via the operational and maintenance team. Next steps: awaiting final quote for supply/install.	Current status: quote for works has been received from the full facilities contractor. Request for works to commence has been issued. Next steps: confirm timing for the installation - planned for late December 2017/early January 2018.
3380	CF: Investigation and Design	Malcolm Hanh Reserve - install basketball hoop	Install basketball hoop	Q3;Q4	LDI: Capex	\$ 5,000	In progress	Green	Current status: design options and cost estimates have been investigated to provide the required scope. Local board have confirmed additional budget. Detailed design planned to be completed late October 2017. Local board have requested a new design. Project delayed until post December 2017.	Current status: scoping has been completed in October 2017. Options for the provision of junior hoop have been investigated and sent to the local board for direction in the November workshop. Confirmed that any works in this park requires a full resource consent due to the Historic Heritage designation. Next steps: confirmation of preferred option needed from local board. Options are, proceed with option not recommended by staff that will require additional budget for consent and adjustable hoop, proceed with option for standard junior hoop which will require additional funding for consents or the option to not proceed with the project at all.
3381	CF: Investigation and Design	Douglas Alexander Reserve - install picnic tables	Install picnic tables	Q3;Q4	LDI: Capex	\$ 15,000	In progress	Green	Current status: scoping and preliminary design complete. Next steps: detailed design and cost estimate to be completed in early December 2017. Handover to the project delivery team for works planning and delivery post January 2018	Current status: scoping has been completed in October 2017. Consent requirements have been confirmed. Next steps: detailed design and site location has been completed and project is ready to be handed to project delivery for works.
3382	CF: Investigation and Design	The Landing Reserve - install security measures	Install security measures	Q3;Q4	LDI: Capex	\$ 15,000	In progress	Green	Current status: scoping and preliminary design complete. Next steps: detailed design and cost estimate to be completed in early December 2017. Handover to the project delivery team for works planning and delivery post January 2018	Current status: scoping has been completed in October 2017. Options for the provision of security are being finalised in November 2017. Next steps: recommendations for options including cost estimates will be presented to the local board for comment in February 2018.
3383	CF: Investigation and Design	Wainoni Park - Install dog bin and signage	Install dog bin and signage	Q3;Q4	LDI: Capex	\$ 3,500	In progress	Green	Current status: minor asset being delivered by the full facilities maintenance contractor via the operational and maintenance team. Next steps: awaiting final quote for supply/install.	Current status: quote for works has been received from the full facilities contractor. Request for works to be commenced has been issued. Next steps: confirm timing for the installation - planned for late December 2017/early January 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
1707	CF: Operations	Upper Harbour 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.	The second quarter has been challenging across the region for greenspace maintenance, initially impacted by the wetter than usual winter and our contractor struggling to keep up with the scale of work required to meet contract specifications. We have additional resources in place auditing and monitoring the improvement plan that Ventia are working to. We are seeing a good improvement across most of our facilities. There is substantial works in and around Hobsonville that will soon come over to Community Facilities to maintain including a spectacular boardwalk area. Ecological Restoration: all site assessment reports completed, commencement of plant pest control in high value and general sites and we are close to 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.
2842	CF: Operations	Upper Harbour - local park art work maintenance	Local parks art work maintenance	Q1;Q2;Q3;Q4	LDI: Opex	\$ 8,000	Approved	Green	The original intention of this project was to employ the artist who has carried out the yearly preventative maintenance in the past. Unfortunately due to family bereavement he is not able to assist. Our full facility maintenance contractor, Ventia, will scope and carry out the work in the drier months of the year (Jan/Feb). In the first quarter, it was too wet and cold for the oil based product to adhere and cure to the wood surfaces	Art works are scheduled to be oiled in February 2018.
2845	CF: Operations	Upper Harbour - additional parks planting maintenance	Additional maintenance of reserve planting per annum	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	Approved	Green	Additional maintenance of the reserve spaces is underway.	Additional parks planting maintenance (shrub gardens) will take place in autumn (May/June)
2562	CF: Project Delivery	Albany Community Hub - development	Development of a 275 sq m single storey community building with hall, demonstration kitchen, small and large offices, kitchenette, entrance meeting space, ancillaries and toilets, extended car parking for 21 cars to add to the existing domain parking, rain water harvesting tanks. This project is a continuation of the 2016/2017 programme (previous ID 1488).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 596,622	Completed	Green	Project completed July 2017. Next steps: defects period.	Project completed July 2017.
2565	CF: Project Delivery	Albany Domain - renew car park	Albany Domain car park renewal. This project is a continuation of the 2016/2017 programme (previous ID 3031).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 250,000	In progress	Green	Current status: tendering was delayed as a potential drainage issue was identified with the designs. This has now been resolved and final design changes are being made. Next steps: tender the physical works package and engage a contractor.	Current status: tender evaluation is being undertaken. Next steps: select a suitable contractor and commence construction.
2566	CF: Project Delivery	Albany Domain - renew courts	Albany Domain Reserve court renewal. This project is a continuation of the 2016/2017 programme (previous ID 3044).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 180,000	In progress	Green	Current status: the contract for this project will be combined with the Albany Domain car park renewal. Tendering has been delayed while design issues were being clarified for the car park renewal. Next steps: tender the physical works package and engage a contractor once final designs for Albany Domain car park renewal are completed.	Current status: a tender has been advertised for construction, which is due to close on 30 November 2017. Next steps: evaluate tender and select a suitable contractor for the construction.
2568	CF: Project Delivery	Bay City Park - renew surface on field 1 - stage two	Bay City Park irrigation and signage renewals. This project is a continuation of the 2016/2017 programme (previous ID 3028).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 210,000	In progress	Green	Current status: tenders have been received and are currently reviewed. Next steps: award contract and commence physical works mid November 2017 with a forecast completion of late January 2018.	Current status: physical works commenced mid November 2017. Next steps: completed physical works prior to Christmas.

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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
2569	CF: Project Delivery	Christmas Beach - renew seawall	Christmas Beach - seawall renewal, Attwood Esplanade & Rame Reserve - remove coastal assets, Landing Reserve - renew boat ramp and Waimarie Beach - renew seawall. This project is a continuation of the 2016/2017 programme (previous ID 3032).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 120,000	In progress	Amber	Current status: finalising the tender document for bundled project (Christmas Beach seawall renewal, Landing Reserve boat ramp renewal, Waimarie Beach seawall renewal and Attwood Reserve seawall removal)Next steps: request tender price for physical works as a bundled project.	Risk/Issue: Bundled project (Christmas Beach Seawall Renewal, Landing Reserve Boatramp Renewal, Waimarie Beach Seawall Renewal and Attwood Reserve Seawall Removal). Additional fund required to complete the bundled project. Current status: tender evaluation underway for bundled project (Christmas Beach Seawall Renewal, Landing Reserve Boatramp Renewal, Waimarie Beach Seawall Renewal and Attwood Reserve Seawall Removal). Obtained tender price is significantly higher than allocated budget in financial year 2018. Additional budget requested via change request for carrying out the bundled project.Next steps: finalise tender evaluation and award the contract subject to approval of additional funding.
2570	CF: Project Delivery	Attwood and Rame Esplanade - remove coastal assets	Attwood Reserve and Rame Esplanade Reserve seawall renewal. This project is a continuation of the 2016/2017 programme (previous ID 3033).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 50,000	Cancelled	Red	Current status: finalising the tender document for bundled project (Christmas Beach seawall renewal, Landing Reserve boat ramp renewal, Waimarie Beach seawall renewal and Attwood Reserve seawall removal) Next steps: request tender price for physical works as a bundled project.	Risk/Issue: Bundled with other upper harbour coastal renewal project. This project is cancelled and bundled with SharePoint ID 2569 Upper Harbour - Renew Coastal Assets FY18
2572	CF: Project Delivery	Connemara Reserve - renew courts	Connemara Reserve court renewal. This project is a continuation of the 2016/2017 programme (previous ID 3034).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 180,000	In progress	Green	Current status: the contract for this project will be combined with the Albany Domain car park renewal. Tendering has been delayed while design issues were being clarified for the car park renewal. Next steps: tender the physical works package and engage a contractor once final designs for Albany Domain car park renewal are completed.	Current status: tender evaluation is being undertaken. Next steps: select a suitable contractor and commence construction.
2573	CF: Project Delivery	Landing Reserve - renew boat ramp and seawall	Renew boat ramp and seawall. This project is a continuation of the 2016/2017 programme (previous ID 3036).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 50,000	Cancelled	Red	Current status: finalising the tender document for bundled project (Christmas Beach seawall renewal, Landing Reserve boat ramp renewal, Waimarie Beach seawall renewal and Attwood Reserve seawall removal) Next steps: request tender price for physical works as a bundled project.	Risk/Issue: Merged with Upper Harbour coastal renewal project. Please refer to SharePoint ID 2569 for an update. This project is cancelled and bundled with SharePoint ID 2569 Upper Harbour - Renew Coastal Assets FY18.
2574	CF: Project Delivery	Luckens Reserve - renew furniture	Luckens Reserve fence renewals. This project is a continuation of the 2016/2017 programme (previous ID 3037).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 90,000	Completed	Green	Current status: all works has been completed, including removal of bollards from gardens, and replacement of damaged bollards between the carpark and playground. Next steps: no further works required.	Project completed.
2575	CF: Project Delivery	Meadowood Reserve - renew car park	Meadowood Reserve Road renewals. This project is a continuation of the 2016/2017 programme (previous ID 3038).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 250,000	In progress	Green	Current status: the contract for this project will be combined with the Albany Domain car park renewal. Tendering has been delayed while design issues were being clarified for the car park renewal. Next steps: tender the physical works package and engage a contractor once final designs for Albany Domain car park renewal are completed.	Current status: tender evaluation is being undertaken. Next steps: select a suitable contractor and commence construction.
2577	CF: Project Delivery	Rame Reserve - renew seawall	Renew seawall. This project is a continuation of the 2016/2017 programme (previous ID 3039).	Q2;Q3;Q4	ABS: Capex	\$ 10,000	In progress	Amber	Current status: this project is on hold until financial year 2019 due to lack of available budget this year. Next steps: planned physical work on financial year 2019.	Risks/ issues: Project cost might increase due to cost inflation in FY19. Current status: tender documentation ready for requesting price for carrying out physical work in financial year 2019. Requested for bringing forward allocated fund and additional fund to carry this project in financial year 2018 together with bundled Upper Harbour Coastal Assets Renewal Projects. Next steps: issue tender document to preferred tenderer for tender price. Carry out the physical work together with bundled project subject to approval of the funding in financial year 2018.
2578	CF: Project Delivery	Rosedale Park - renew sports fields 3 and 4	Renew sports fields #3 & #4. This project is a continuation of the 2016/2017 programme (previous ID 4254).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 20,000	In progress	Green	Current status: preparing professional service as scope for tender.Next steps: as above	Current status: professional services complete.Next steps: engage with user groups and the local board once the detailed design is received.

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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
2581	CF: Project Delivery	Tornado Reserve - renew playspace	Renew play space at Tornado Reserve. The investigation and design phase is almost complete for physical works in 2017/18. This project is a continuation of the 2016/2017 programme (previous ID 3041).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 100,000	In progress	Green	Current status: design is being finalised and tender documents are being prepared. Scope change request currently being processed to include furniture and signage at Tornado Reserve into this project. Next steps: undertake tender for physical works and evaluate submissions.	Current status: tender submissions for construction works have been received and are under review. Next steps: contract negotiations and award.
2582	CF: Project Delivery	Unsworth Reserve - renew playspace	Renew play space at Unsworth Reserve. The investigation and design phase is almost complete for physical works in 2017/18. This project is a continuation of the 2016/2017 programme (previous ID 3042).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 100,000	In progress	Green	Current status: tender documentation is underway. Next steps: tender physical works, review submissions and award contract.	Current status: tender submissions for construction works have been received and are under review. Next steps: contract negotiations and award.
2584	CF: Project Delivery	Waimarie Beach - renew seawall	Renew seawall. This project is a continuation of the 2016/2017 programme (previous ID 3043).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 15,000	Cancelled	Red	Current status: This project record has been cancelled, project has been merged with Upper Harbour renew coastal assets. Please refer to SharePoint ID 2569 for an update/ commentary. Next steps: None	Risk/Issue: Project was merged with upper harbour coastal renewal project. Please refer to SharePoint ID 2569 for an update. Project cancelled
2826	CF: Project Delivery	Hobsonville Point-Scott's Road - develop sports field and develop local park	The provision of local parks amenity within Scott Point Park. This project is a continuation of the 2016/2017 programme (previous ID 3423). Sports field replacement and development at Hobsonville Point. This project is a continuation of the 2016/2017 programme (previous ID 634). The installation of four new changing rooms and four toilets. This project is a continuation of the 2016/2017 programme (previous ID 634). Develop pathways to connect the new sports fields, pedestrian and cycling linkages. This project is a continuation of the 2016/2017 programme (previous ID 634). This item replaces items 2579 and 2580.	Q1;Q2;Q3;Q4	Growth	\$ 570,000	In progress	Green	Current status: work continues on producing a detailed concept design and report for the Scott Point Sustainable Park. Next steps: workshop preferred option concept plan with local board and other stakeholders before a report is submitted to local board for a resolution. Once resolution received detailed design to commence.	Current status: workshop preferred option concept plan with local board and other stakeholders before a report is submitted to local board for a resolution. Once resolution received detailed design to commence. Next Steps: business case phase. Prepare business case and professional services scope.
2899	CF: Project Delivery	Albany Village Hall - refurbishment	Polyurethane hall floor, install air conditioning solution and repaint inside of building. This project is carried forward from the 2016/2017 work programme, previous ID 3731	Q1;Q2;Q3;Q4	ABS: Capex	\$ 40,000	Completed	Green	Project completed July 2017.	Project completed July 2017.
2992	CF: Project Delivery	Gills Road Reserve - renew walkway	Renewal of 333lm of aggregate path; development of 105lm of aggregate path. This project is carried forward from the 2016/2017 work programme, previous ID 3029	Q1;Q2;Q3;Q4	ABS: Capex	\$ 110,523	In progress	Green	Current status: original scope completed, furniture installation due in October. A previously not included pedestrian bridge has now been included in scope and is currently being designed. Next steps: installation of furniture (seat and picnic table) and finalisation of pedestrian bridge design.	Current status: original scope completed in August 2017. A previously not included pedestrian bridge has now been included in the scope and works are scheduled for January 2018. Next steps: start construction of the pedestrian bridge.
2993	CF: Project Delivery	Glen Bay Close Reserve - upgrade playground	Increase number and range of play equipment at Glen Bay Close Reserve. This project is carried forward from the 2016/2017 work programme, previous ID 1370	Q1;Q2;Q3;Q4	ABS: Capex	\$ 69,226	In progress	Green	Current status: investigation and design completed. Project handed over for execution and delivery. Next steps: physical works to be awarded to the full facilities maintenance contractor.	Current status: tender for construction works completed and submissions are being reviewed. Next steps: complete contract negotiation and award contract for construction works; confirm construction timeframe.

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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
3012	CF: Project Delivery	Hobsonville Headquarters - redevelopment, exterior landscaping and car park construction	Hobsonville Headquarters Redevelopment, construction of a car park and landscaping. Redevelopment of the Hobsonville HQ building to create a community hub that provides community focused activities, services and programmes, designed to promote the overall wellbeing and connectedness of Hobsonville Point and is associated with the outcomes of the Upper Harbour Local Board Plan. Development of a car park with 25 parking spaces. Landscaping in accordance with the plans to be developed through the Headquarters design process. Refurbishment construction, plus minor furniture and fittings. Includes Headquarters building (including asbestos removal and F&F, Carpark and Landscaping. This project is carried forward from the 2016/2017 work programme, previous ID 1487	Q1;Q2;Q3;Q4	ABS: Capex	#####	In progress	Amber	Current status: physical works are underway and the contractor is currently undertaking demolition of unnecessary elements within the building. The anticipated completion date is February 2018. High risk activities of removing lead paint and asbestos in building. Agreement reached with Hobsonville Land Company for delivery of car park outside of Headquarters building, start date to be confirmed. Next steps: physical works continue within Headquarters building and construction works for the car park are to commence.	Risks/ issues: delays have been encountered at Headquarters Building site due to - lead paint removal technique not as efficient as anticipated and discovery of a lack of foundations under three concrete walls. Current impact on programme is yet to be determined. Current status: physical works are continuing and the contractor has begun interior fit out and continuing with construction of deck and ramp access on the exterior. Discovery of three walls not being supported by foundations has required additional work to provide a seismically safe structure. A methodology for remediating the walls is currently being developed. High risk activities of removing lead paint and asbestos in building are complete. Next steps: agreement reached with Hobsonville Land Company for delivery of car park outside of the Headquarters building, car park work due to be completed by April 2018.
3013	CF: Project Delivery	Hobsonville Park - develop linear toilet	Develop an all-accessible unisex single pan toilet at Linear Park. This project is carried forward from the 2016/2017 work programme, previous ID 3424	Q1;Q2;Q3;Q4	ABS: Capex	\$ 128,359	In progress	Green	Current status: physical works are underway but have been slowed down by unsuitable weather conditions. Next steps: complete on site construction work.	Current status: final location/position of the toilet has been formally confirmed after local board meeting. Resource consent variation is being lodged with final toilet location. Next steps: receive resource consent variation approval and Watercare permit for amended plan.
3017	CF: Project Delivery	Hosking Reserve - demolish lower chicken shed	Remove the lower chicken shed from Hosking Reserve, along with all inorganic waste. This project is carried forward from the 2016/2017 work programme, previous ID 4251	Q1;Q2;Q3;Q4	ABS: Capex	\$ 47,403	In progress	Green	Current status: this project is on standby as the site is not accessible to machinery due to wet and soft soil. Works will commence once weather and ground conditions improve. Next steps: mitigation works to take place once site becomes accessible, this will likely be in December 2017.	Current status: Auckland Council's contaminated land specialist is reviewing the site remediation method to ensure it complies with new asbestos management standards. It is anticipated that the site will have dried sufficiently enough for remedial works to be carried out in January 2018. Next steps: contractor will continually monitor the site to ensure it is drying out. Remedial works to be undertaken in January 2018.
3038	CF: Project Delivery	Kell Park - renew The Landing footbridge	Replace handrail base plates including works over approval through Watercare. This project is carried forward from the 2016/2017 work programme, previous ID 4252	Q1;Q2;Q3;Q4	ABS: Capex	\$ 70,000	In progress	Green	Current status: tendering complete and contract awarded. Works scheduled to begin in January as access is limited due to wet ground conditions. Next steps: contract documentation processes.	Current status: tendering complete and contract awarded. Works scheduled to begin in January as access is limited due to wet ground conditions. Next steps: construction due to be completed in February 2018
3274	CF: Project Delivery	Windsor Park Cricket Block Renewal	Renewal of Cricket block. Construct a combined artificial and grass wicket at the No.1 field at Windsor Park. This project is carried forward from the 2016/2017 work programme, previous ID 4256	Q1;Q2;Q3;Q4	ABS: Capex	\$ 4,927	Completed	Green	Current status: defects liability period. Next steps: final inspection to be held on 23 September 2017.	Project 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
3315	CF: Project Delivery	Upper Harbour - renew fixtures and furniture	Fixture and Furniture Renewals at the following sites: Albany Cemetery, Albany Domain, Awatahi Reserve, Bass Reserve, Bay City Park, Centurion Reserve, Churchouse Esplanade Reserve, Clear Reserve, Crimson Park, Devonshire Reserve, Fairview Reserve, Gills Reserve, Greenhithe War Memorial Park, Herald Island Domain, Hobsonville War Memorial, Hooton Reserve, Kell Park, Lucas Esplanade Reserve, Malcolm Hahn Memorial Reserve, Marae Reserve, Marina Esplanade, Meadowood Reserve, Orchard Reserve - Greenhithe, Pahiki Reserve, Picasso Reserve, Rahui Reserve, Rame Esplanade Reserve, Rame Reserve, Redfern Nature Reserve, Remu Reserve, Saunders Reserve - Rosedale, Tawa Reserve, The Knoll, Wainoni Park North, Wharf Reserve - Albany, Windsor Park, Wiseley Reserve.	Q1;Q2;Q3;Q4	ABS: Capex	\$ -	In progress	Green	Current status: budget for this project was allocated in the 2018/2019 financial year. Approval has been granted to bring the budget forward to the 2017/2018 financial year, hence tendering for the works will commence. Next steps: procurement to engage a physical works contractor.	Current status: tenders have been received and are being evaluated. Next steps: commence physical works once appropriate contractor has been selected.
Infrastructure and Environmental Services										
529	I&ES: DPO	Reserves one, two and three PC14 Hobsonville Corridor Rawiri Stream Restoration and reserve	Stream restoration, riparian planting and reserve development. Plus associated acquisitions.	Q1;Q2;Q3;Q4	ABS: Capex	#####	In progress	Green	Land acquisitions continue for Rawiri Stream and margins. The business case is in progress for the Rawiri Stream Restoration Project, however physical works are contingent on land ownership and access.	Land acquisitions are complete. Easements and final costs will be finalised by April 2018. The stream restoration planning commenced with Healthy Waters on 11 December 2017 with works to commence and be finalised in the 2019 financial year.
610	I&ES: Environmental Services	Sustainable Schools Project - Our local streams	Engage schools in the Upper Harbour local board to 'adopt' one of their local streams to test and monitor the water quality.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	In progress	Green	Water testing equipment has been purchased. This equipment will be held in three locations or 'hubs' within the Upper Harbour local board area for access by the schools involved. A map has been created identifying the locations of schools and community groups currently undertaking water testing to gain an overview of activity in the area. All schools have been emailed to confirm their interest in the project.	In quarter two, six schools confirmed their involvement in the programme (Upper Harbour Primary, Albany Senior High, Albany Junior High, Kristin School, Rangitoto College and Ridgeview School). A further three (Albany Primary, Hobsonville Primary and Hobsonville Point Secondary) have indicated their interest and will confirm by the end of January 2018. Contractor procurement will take place early in January 2018 and the successful contractor will deliver the programme through quarter four.
1051	I&ES: Environmental Services	Upper Harbour North-West Wildlink Assistance Programme	Assist community initiatives and landowner contribution to safe, healthy and connected habitat in priority areas across the North West Wildlink. Provide technical advice, practical support and facilitation to private landowners and community groups to undertake restoration activity to improve biodiversity and native habitat linkages across the local board area. Feedback from the Upper Harbour Ecology Network and local board will continue to be used to shape the approach to delivery of this assistance programme. The assistance programme will continue to build on community-led restoration activities to engage and encourage more people and groups to take action across the whole local board area.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 50,000	In progress	Green	Members of the Upper Harbour Ecology Network have tabled proposals for funding at their meeting on 13 September 2017. The network will collectively allocate funds at next meeting in October 2017.	Members of the Upper Harbour Ecology Network (UHEN) have collectively allocated the funding and projects are commencing or underway. The full \$50,000 is allocated through funding agreements to participating groups and community partners. Those that received funding are: Herald Island Environment Group, Whenuapai Restoration Group, Chinese Conservation and Education Trust, Sustainable Paremoremo, Gecko NZ Trust, Kaipatiki Project, Greenhithe Community Trust. Each of these organisations is managing a project in their area but is doing so with support or in partnership with other UHEN members. Next quarter is focussed on continued delivery of the projects including increasingly broad community engagement. Currently 49% of households on Herald Island are trapping for rats as part of the coordinated project run by Herald Island Environment Group with collaboration from the University of Auckland (research) and Gecko NZ Trust (community engagement mentoring). The Upper Harbour Ecology Network are planning workshops to grow their own technical skills which they use for guiding their communities.

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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
399	I&ES: Healthy Waters	Septic Tank Pump Out Programme - Upper Harbour	To manage the pumpout of septic tanks within the Upper Harbour Local Board area.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 110,400	In progress	Green	There are approximately 4300 private on-site wastewater treatment systems serviced on a triennial cycle by the pump out programme across the Auckland region. The septic tanks are spread across various local boards on properties paying the targeted rural sewage rate (TAR). In the Upper Harbour Local Board area for the period from July to September 2017 there were 85 scheduled triennial pump outs of properties. There were also six unscheduled pump outs to mitigate risk of overflows, early pump outs or rescheduled pump outs.	There are approximately 4300 private on-site wastewater treatment systems serviced on a triennial cycle by the pump out programme across the Auckland region. The septic tanks are spread across various local boards on properties paying the targeted rural sewage rate (TAR). In the Upper Harbour Local Board area for the period from October to December 2017 there were six scheduled triennial pump outs of properties. There were also eight unscheduled pump outs to mitigate risk of overflows, early pump outs or rescheduled pump outs.
437	I&ES: Healthy Waters	Industrial Pollution Prevention Programme Waste Minimisation – Rosedale/Albany	This programme is primarily educational and aims to inform urban industry/business about the impacts their activities may be having on the environment. The programme includes a site inspection and discussion with the business owners about how they can reduce the amount of waste that is going to landfill. If changes are recommended, a report is sent to the business. The programme involves a GIS mapping exercise to ensure that commercial businesses understand the stormwater network connections in relation to local waterways.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	In progress	Green	The contractor is liaising with the Business Association North Harbour prior to finalising details of the programme. It is intended that this project will commence in quarter two.	Works commenced in December 2017 with completion due in March 2018. Once complete a report summarising sites visits and any corrective actions suggested will be provided to the local board.
Libraries										
1322	CS: Libraries & Information	Library hours of service - Upper Harbour	Provide library service at Albany Village Library for 56 hours over 7 days per week.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 465,649	In progress	Green	Library visits have increased by three per cent compared to last year.	Library visits, check outs and Wifi usage remain in keeping with regional trends, with the positive exception of a 20 per cent increase in registrations in November.
1323	CS: Libraries & Information	Information and lending services - Upper Harbour	Provide information and library collections lending services. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Issues have increased by nine per cent this quarter, which is higher than the regional trend. The Community Language collections have been refreshed with more titles in Russian and Chinese. Three new Korean and several Chinese magazine titles have been added. Similarly the Teen magazine titles have been reviewed and four new titles added. our book-a-librarian sessions continue to increase, especially with the introduction of RB Digital (eMagazines).	Following a site visit from the Collections team, all our current collections have had a vigorous assessment and refresh with the result that the collection is relevant and meets the needs of our local community.
1324	CS: Libraries & Information	Preschool programming - Upper Harbour	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, and outreach to early childhood education providers. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	We collaborated with the local Russian preschool to deliver a Russian storytime outreach session which was attended by 13 families. By invitation, a special storytime session was delivered at the Bruce Mason Centre before the main play ("The very hungry caterpillar), with great success. Our regular pre-school sessions remain well attended, with a total of 377 adults and 406 children attending all sessions this quarter. A co-design with Te Whanau Marama parenting resulted in an event for Mandarin speakers at Albany Library with 13 adults attending.	The Te Whanau Marama parenting group for Mandarin speakers at Albany Library has remained popular with an average of 7 adults attending sessions this quarter. The feedback from the parents is encouraging as they share how the sessions support them in their everyday life. Wriggle and Rhyme sessions remain popular operating at full capacity.
1325	CS: Libraries & Information	Children and Youth engagement - Upper Harbour	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 - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Browns Bay based author-songwriter Chris Saunders performed and talked about the inspiration behind his breakaway hit Angel Star. A record 55 people attended. The NZ Black Stacks gave and interactive demonstration which was attended by 34 people. Our movies and popcorn events are still proving popular, with 30 attendees at both July events. The Coding Club remains steady, with a total of 41 adults and 87 children and youth attending this quarter.	Two popcorn and movie events were held with over 20 attendees at each session. The October holiday programme, "Survive Bear Grylls Style" was a huge success, with the following events and attendee numbers: A First Aid workshop given by St Johns (46 attendees), Des Hunt author talk (31 attendees) and a survival programme which resulted in 37 attendees.

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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
1326	CS: Libraries & Information	Summer reading programme - Upper Harbour	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 - Upper Harbour")	Q2;Q3	ABS: Opex	\$ -	In progress	Green	The Kia Māia te Whai / Dare to Explore Summer Reading Programme for 2017-2018 has been finalised and will commence in mid December. The programme will be promoted through our local primary schools in November.	The Kia Māia te Whai / Dare to Explore Summer Reading Programme for 2017-2018 is on track and Albany has consistently been in the top 10 for the number of registrations since the beginning of December. The programme has been actively promoted at local schools and a co-design with the local pools will result in the party in January being held at the pool. Events held in December have been well attended with a total of 75 attendees at the 2 exclusively Dare to Explore events held.
1327	CS: Libraries & Information	Supporting customer and community connection - Upper Harbour	Provide programmes that facilitate customer connection with the library and community including active relationships with Albany House, Massey University, Albany Village Business Association, local resthomes. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Albany Library served as an early polling station for the general election which was highly successful with a steady number of voters arriving each day. We have commenced planning with Massey University to attend orientation in February 2018.	The public library promotion at Massey University orientation in 2018 is on track. The meeting at Albany House was attended by staff in November during which connections with the local community were made. In December, free hearing checks were given to customers in the library by Margot from Hearing Life.
1328	CS: Libraries & Information	Celebrating Te Ao Māori and strengthening responsiveness to Māori - Upper Harbour	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 - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Māori Language Week was actively promoted with displays and a special "Birds of New Zealand" storytime. Matariki was also celebrated through our regular story time sessions. Our weekly staff briefings now include a karakia to increase our knowledge and competency using te reo.	Our weekly staff meetings continue to include a karakia, with new karakia being introduced regularly. Staff are making an effort to greet patrons with "Kia ora". One staff member has enrolled at Te Wananga to study Te Reo in 2018.
1329	CS: Libraries & Information	Learning and Literacy programming and digital literacy support - Upper Harbour	Provide learning programmes and events throughout the year including: classes, Book a Librarian sessions, CV and employment workshops for skilled migrants. 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 - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	A team member fluent in Hindi has taught six successful "book-a-librarian" sessions. We continue to host Ruby Baker from Work Connect with her skilled migrant workshops that she regularly holds in the library.	Ruby Baker from Work Connect has continued her regular workshops in the library. We continue to assist customers on the public PCs and their own devices with downloading eBooks and eAudiobooks as well as scanning, printing, photocopying and email.
1330	CS: Libraries & Information	Celebrating cultural diversity and local communities - Upper Harbour	Celebrate cultural diversity and local places and people and tell local stories with displays and events including regionally coordinated and promoted programmes: Family History Month, Auckland Heritage Festival, Lunar New Year, Diwali. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	A co-design workshop, led by local Mexican community members was held during Spanish Language Week. A group of 22 excited children and parents made piñatas and were invited to break one that was filled with candy. Lily, from The Asian Network, together with a local nutritionist, gave a bilingual health talk to 8 enthusiastic attendees. Preparations are being made for Diwali, with two events planned.	Two Diwali events were held with great success: a performance by the Sangeeth Sargent school (44 attendees) and a Diwali craft session with 35 attendees. Three special Christmas story times were held in December with a total of 84 attendees, and City Impact Church brought 4 groups of children to the library on 7 December which resulted in impromptu story time sessions which was much appreciated.

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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
Local Economic Development: ATEED										
772	ATEED: Local Economic Growth	Support for international education providers	<p>Upper Harbour Local Board have pledged support for the sector in its LED action plan (3.2) Support for international education providers in Upper Harbour, including primary, secondary and tertiary. International education contributes a slightly greater share of income and employment in the local board area than it does regionally. Massey University's campus attracts students from around the world. The area also has outstanding sporting facilities, including national sporting assets at the QBE Stadium and the AUT Millennium Institute.</p> <p>These two strengths combine where international students attend the sports related programmes offered by institutions. There is scope to build on this strength further by helping the areas schools to promote the wealth of sporting opportunities available in the area for those students interested in not only elite sport's performance but also recreational and competitive sports participation.</p> <p>This project will assist providers that are wanting to promote their areas to promote the area's sports facilities to targeted overseas markets by helping produce the materials and develop channels to get the message to market. A financial contribution from the sector is recommended.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	Approved	Green	Study Auckland have had some contact with the international education providers and given consideration to an approach to the project that fits with their focus on developing the student experience. A meeting with Massey University, the area's largest international education provider is scheduled for 6th October to discuss options.	Meeting between Massey and Study Auckland took place and positive discussions held around improving international student experience by improving links to employment opportunities. Agreed to meet with Business North Harbour to discuss. That meeting took place in December 2017 and a project idea has been proposed and is currently being further developed.
1037	ATEED: Local Economic Growth	Young Enterprise Scheme (UH)	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.	Q3	LDI: Opex	\$ 2,000	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.

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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
Parks, Sport and Recreation										
908	CS: PSR: Active Recreation	Sovereign Stadium: Community Access Grant 2017/18	Provide a community access grant to the Millennium Institute of Sport and Health to support the operational cost of Sovereign Stadium (including athletics facilities and winter sport field provision). Funding determined by the Governing Body. Local Board responsible for setting and monitoring Key Performance Indicators.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 60,000	In progress	Green	2017/18 Funding Agreement being finalised with new KPI's. Will then be sent to group to be signed and grant paid out according to contract.	Funding agreement in place. First half of funding paid out, second due to be paid in January 2018 upon receipt of the Annual Report.
912	CS: PSR: Active Recreation	Tennis Charitable Trust: Facility Partnership Grant	Support Tennis Charitable Trust to investigate multi-sport opportunities and the sustainable development of Albany Tennis Park. A Facility Partnership grant of \$240,000 was provided to Tennis Charitable Trust from the 2013/14 Facility Partnership Scheme, no additional 2017/18 budget required.	Q1;Q2;Q3;Q4	LDI: Opex	\$ -	In progress	Green	Final version of MOU and Project Plan drafted and being reviewed by Tennis Charitable Trust/Tennis Northern.	MOU to be signed by all parties by the end of December 2017. First meeting of project steering group completed. Project plan drafted. Workshop held with local board in quarter 2 as a result project plan to be provided to local board for information. Project leader is to be appointed quarter 3.
914	CS: PSR: Active Recreation	UH: Provision of water sport facilities: Feasibility and options assessment:	Complete feasibility and options assessment examining provision of marine water sport facilities in the Upper Harbour area.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	In progress	Green	Engagement with water based sports clubs and desktop analysis underway. Options being developed including possibility of a grant to groups to complete feasibility work.	Condition data collated for wharfs and ramps in the Upper Harbour area (utilising existing assest condition assessments). Next stage is to assess the level of service provided at the various water access points and develop options/recommendations. Workshop to be held with Local Board quarter 3.
1135	CS: PSR: Active Recreation	UH: Leisure facilities operation programme FY17/18	1. Operate in a safe and sustainable manner the Albany Stadium Pool. 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	Albany Stadium Pool has experienced a good start to the year and are on track to achieve our business plan KPIs. Visitation for the quarter has been steady with aquatic visits of around 25,000 per month and an increase in fitness visits. Areas performing well include Learn-To-Swim, which has increased to 950 in term 3. We have grown memberships to 1400 from just over 300 when we first opened. Customer satisfaction (NPS score) is currently 38.1, all AKLC Pools and Leisure score is 28.1. Our main customer issues at present are lack of parking, to improve this we are working with stadium management to find a solution. Our main customer delighters are our friendly staff, play features and warm water. Currently planning for a site shutdown from Oct 2-28th to address building defects and faulty electrical wiring throughout the building.	Albany Stadium Pool is on track to meet Local Board objectives for 2017. Our net position is positive and membership numbers are at an all time high of 3101, with 88% full facility members. Swim school participation is strong (slightly under 1000 students) despite the 4 week closedown for construction remediation works. Customer satisfaction levels are up slightly over the previous quarter and are well above the network average. Positive comments highlighted the friendliness of staff and the fun equipment for children. Negative comments mainly relate to peoples expectations on the size of the leisure pool and the lack of a regular sized lap swimming pool. Attendance numbers remain steady at around 25,000 per month. A busy summer period is expected, especially over the school holidays.
1394	CS: PSR: Active Recreation	Tennis Northern Operational Grant	Provide operating grant to Tennis Northern for operation of Albany Tennis Park	Q1;Q2;Q3;Q4	LDI: Opex	\$ 30,000	In progress	Green	Funding agreement currently being drafted.	17/18 funding agreement has been drafted. Awaiting 16/17 Tennis Northern Annual Report. On receipt 16/17 Tennis Northern Annual Report together with memo detailing proposed 17/18 KPI's to be provided for approval, quarter 3.
897	CS: PSR: Park Services	Rosedale Landfill: Activate the open space: Feasibility and options assessment	Feasibility and options assessment for Rosedale Landfill activation for public open space and recreation purposes that will provide new recreation opportunities in the Upper Harbour area. The site does not currently provide for public access and is administered as a "closed landfill".	Q1;Q2;Q3;Q4	LDI: Opex	\$ 30,000	In progress	Green	Strategic Work Programme Implementation Workshop held with Local Board in Q1. Feed back from the workshop has been included in the project scope. Professional services identified and the project is on track.	Strategic assessment plan including feasibility and options is currently being developed, initial site assessments and information gathering has been undertaken, and a draft report is being prepared for a workshop with the local board in 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
898	CS: PSR: Park Services	Hoskings Reserve: Develop open space: Feasibility and options assessment	<p>Feasibility and options assessment to develop a public open space at Hoskings Reserve.</p> <p>Hoskings Reserve consists of areas of secondary regenerating forest and shrubland and areas of open land. Areas of the reserve have been identified as having high ecological value.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 30,000	In progress	Green	Strategic Work Programme Implementation Workshop held with local board in Q1. Feedback from the workshop has been included in the project scope. Professional services identified and the project is on track.	Strategic assessment plan including feasibility and options is currently being developed, initial site assessments and information gathering has been undertaken, and a draft report is being prepared for a workshop with the local board in March 2018.
899	CS: PSR: Park Services	UH: Review service provision in reserves: Feasibility and options assessment	<p>Feasibility and options assessment to:review "play (including playground) provision" across the Upper Harbour Local Board area,Provide new or improved play spaces in Wharapapa Reserve,Provide new or improved play spaces in Huntington reserve,Progress development of amenity within Luckens Reserve,Improve the site of the redundant tennis courts at Hooton Reserve,Improve connectivity (Greenways) Limburners Reserve, Marina ViewReserve and Parkwood Reserve,Develop a new public toilet facility in Unsworth Heights,Develop new reserve land acquired by Auckland Council through the housing developments in Whenuapai.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 50,000	In progress	Green	Strategic Work Programme Implementation Workshop held with Local Board in Q1. Feedback from the workshop has been included in the scope of the projects. Feasibility and options assessments for improving the play provision and amenity are underway for Huntington, Wharepapa, and Luckens reserves. Professional services have been engaged to develop options and initial feasibility reports for a walkway from Limeburners Reserve to Marina View Reserve. Options for a toilet facility at Unsworth Heights are being considered. Ongoing work is being undertaken to identify options to develop new reserves acquired through housing developments in Upper Harbour. Further detailed investigation into options for the redundant courts at Hooton Reserve has been put on hold, following local board feedback.	Strategic Work Programme Implementation Workshop held with Local Board in Q1. Feedback from the workshop has been included in the scope of the projects. Feasibility and options assessments for improving the play provision and amenity are underway for Huntington, Wharepapa, and Luckens reserves. Professional services have been engaged to develop options and initial feasibility reports for a walkway from Limeburners Reserve to Marina View Reserve. Options for a toilet facility at Unsworth Heights are being considered. Ongoing work is being undertaken to identify options to develop new reserves acquired through housing developments in Upper Harbour. Further detailed investigation into options for the redundant courts at Hooton Reserve has been put on hold, following local board feedback.
989	CS: PSR: Park Services	UH local parks: Ecological volunteers and environmental programme FY17/18	<p>Programme of activity supporting volunteer groups to carryout ecological restoration and environmental programmes in local parks including: •Community planting events \$20,000•Plant and animal pest eradication \$12,000•Rubbish removal \$3,000Track repair \$2,000•Support for volunteer programmes \$3,000</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 40,000	In progress	Green	On-going support provided to volunteers for ecological restoration projects including animal and plant pest mgmt, planting and waste removal. Total volunteer hours for this quarter: 2000 hours. Several volunteer groups have established animal pest control in their local parks this quarter. Newly established volunteer pest control sites include Kereru Reserve and Oratau Reserve The 2017 planting season is almost complete with a total of 4655 plants planted this season thus far. Community and school plantings took place at the following reserves this quarter: Waimarie Beach, Rosedale Park, Parkhead Reserve, Sanders Reserve, Herald Island Domain, Te Kawau Pass, Taihinui Historical Reserve, Alexandra Stream, Wainoni South Reserve, and Kowhai Beach Reserve.	Ongoing support provided to volunteers for ecological restoration projects including animal and plant pest management, planting and waste removal. Total volunteer hours for this quarter: 1100 hours. The 2017 planting season was a huge success with a total of 4655 plants planted this season. Community and school plantings took place at the following reserves: Waimarie Beach, Rosedale Park, Parkhead Reserve, Sanders Reserve, Herald Island Domain, Te Kawau Pass, Taihinui Historical Reserve, Alexandra Stream, Wainoni North Reserve and Kowhai Beach Reserve. Other volunteer events to note include a community working bee at Kereru Grove on the 18/11/17 (20 people attended) and another community working bee at Waimarie Beach Reserve on the 3/12/17 (15 people attended). A general public ranger guided walk and talk programme was launched at the end of last quarter. Seven walks have taken place across the North Shore including two walks in Upper Harbour at Fernhill Escarpment on the 9/11/17 (25 people attended) and Paremoremo Scenic Reserve on the 5th Dec (25 people attended). With the launch of 'Pest Free Auckland 2050' there has been increasing interest from community members to get involved with animal and plant pest control. A new animal pest control group is in the process of being established at Chatham Esplanade Reserve. Finally the Corrections Department has been assisting park volunteers with their track maintenance work at Mills Lane and Gills Road.

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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											
1443	CF: Community Leases	Albany Community Coordinator Inc.	New agreement for land and building 575 Albany Highway, Albany in conjunction with governance arrangements for new Albany Hub.	Not scheduled	30/04/2018	\$ 1.00	\$ -	On Hold	Amber	<p>Lessee has been involved in discussions regarding future options for tenure and management of premises in conjunction with the future use and management of the new community hub.</p> <p>Further detail and proposed timeframes for expression of interest process will be made available quarter two/ quarter three.</p> <p>Report regarding accommodation of lessee will be prepared for consideration once more details are known regarding lessees intentions.</p>	<p>Future governance arrangements and occupation agreements will be linked with decisions regarding the new Albany Hub.</p> <p>Future governance arrangements and occupation agreements will be linked with decisions regarding the new Albany Hub.</p>
1444	CF: Community Leases	Greenhithe Tennis Club Inc.	New lease for site at Greenhithe War Memorial Park, 10 Roland Road, Greenhithe.	Q3	2/03/2038	\$ 1.00	\$ -	In progress	Green	Application is currently being completed by the lessee. Site visit scheduled in quarter two with report to the local board being prepared in quarter three	Waiting on their application
1445	CF: Community Leases	Waitakere City Racquets Sports Trust	New lease and sub lease for site at Picasso Reserve, Picasso Drive, Waitakere	Q3		\$ 633.00	\$ -	Approved	Green	Lease application currently being completed by lessee. Site visit will be scheduled in quarter two with a report to the local board scheduled in quarter three.	Waiting on their application.
1447	CF: Community Leases	Albany Fruitgrowers Association Inc.	New lease for 321 Library Lane, Albany	Q3	31/07/2027	\$ 1.00		In progress	Green	Lease application received and site visit done. Report will be prepared for consideration of local board quarter two	Report will be prepared for consideration of local board in quarter three
1448	CF: Community Leases	North Shore Playcentre Association - Collins Park	New lease for 15A Greenhithe Road, Greenhithe	Q3	31/10/2037	\$ 1.00	\$ 1.00	In progress	Green	<p>Application received. Site visit completed.</p> <p>At its business meeting 21 September 2017 the local board approved public notification of the proposed lease.</p> <p>Proposal will be advertised in quarter two with a report scheduled for consideration by the local board in quarter three.</p>	Public notification period closes 14 December 2017. Report will be prepared for consideration in quarter three.
1449	CF: Community Leases	East Coast Bays Association Football Club Inc.	New lease for 54 Andersons Road, Browns Bay	Q3	31/08/2036	\$ 1.00	\$ 1.00	In progress	Green	<p>Application received. Site visit completed.</p> <p>At its business meeting 21 September 2017 the local board approved public notification of the proposed lease.</p> <p>Proposal will be advertised in quarter two with a report scheduled for consideration by the local board in quarter three.</p>	Public notification period closes 14 December 2017. Report will be prepared for consideration in quarter three.
1450	CF: Community Leases	Royal New Zealand Plunket Society Inc	Renewal of lease for Kells Park, 257 Diary Flat Highway, Albany	Q2	31/07/2019	\$ 1.00	\$ -	Completed	Green	An assignment of lease has been executed, assigning the lease from the Royal New Zealand Plunket Society Waitemata Area Inc. to the Royal New Zealand Plunket Society Inc., being the Plunket National Society. As such, the current lease will continue under the new entity.	Royal New Zealand Plunket Society Inc assigned its interest in the Royal New Zealand Plunket Trust with effect from 1 January 2018. Existing lease does not expire until 31 July 2019.
1456	CF: Community Leases	Harbour Hockey Charitable Trust	Public notification proposed new lease at Rosedale Park, Albany.	Q3		\$ 1.00		In progress	Green	Public notification period closed 24 August 2017. Hearing to consider submissions scheduled mid-October.	Decision awaited business meeting 14 December. Negotiations will be concluded with lessee after this point.

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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
1804	CF: Community Leases	RNZ Plunket Society - Albany	Multi premises lease	Not scheduled		\$ 1.00	\$ -	Cancelled	Red	This is a duplicate entry. Please refer to ID 1450.	Cancelled as this lease is a duplicate entry. Cancelled