

Work Programme 2017/2018 Q3 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
Arts, Community and Events										
2181	CS: ACE: Advisory	Community Response Fund - Ōtara-Papatoetoe	Discretionary fund to respond to community issues as they arise during the year	Q1;Q2;Q3;Q4	LDI: Opex	\$ 161,000	In progress	Green	OP/2017/221-\$10,000 from the Community Response Fund to the Manukau Beatification Charitable Trust Eye on Nature event for 2018. OP/2017/187 (d) - for the local board plan to be translated into Te Reo Māori - \$7,000 OP/2017/206 (a) - to The Southern Initiative to deliver an UPSouth prize giving event. - \$1,000 Balance - \$85,500	OP/2018/7 - maintenance of a temporary toilet facility at Kingswood reserve for a period of 28 months - \$9,086 OP/2018/14 - Tuia rangatahi leadership development programme for local board area for 2018 - \$3,000 Reallocate \$20,000 from WP 1951 to CRF Balance: \$93,414
470	CS: ACE: Arts & Culture	Local Arts Grants-LDI Otara Cube	Curate a programme of art exhibitions in the pop up Otara cube via an EOI process for artists.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 8,000	In progress	Green	During Q2, The Otara Cube was relocated to the entrance of the shopping centre to an area with higher foot traffic. South Auckland artist Amiria Puia-Taylor will be curating 6 exhibitions during Q3 and Q4 featuring stories from local artists.	Otara based artist Tapaeru-Ariki Lulu French opened the new series of exhibitions in The Otara Cube with the launch of 'Plastic Culture'. The artist hopes to raise awareness about the alarming issue of plastic waste by displaying the plastic from the foods consumed over one year that previously she would have thrown away. The exhibition was opened with a creative response to the art work from Kuki Airani dancer/choreographer Lomina Araitia.
471	CS: ACE: Arts & Culture	Otara Fresh Gallery operations	Curate exhibitions and public programming based on themes of the exhibitions.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 125,518	In progress	Green	During Q2, the gallery received 1,403 visitors and delivered 6 programmes to 572 participants. Highlights included a public programme delivered by exhibiting artist Tui Emma Gillies who made Tongan themed Christmas Cards with young families and 19 MIT 1st and 2nd year Counselling students who visited Andy Leleisi'uaos exhibition 'An Unlovely Sorry'.	The gallery received 1,359 visitors and delivered 7 programmes to 53 participants. Highlights included the Connect the Dots programme for elderly members of the community who suffer from dementia, and a meet and greet session for a group of year 9 students from Sir Edmund Hillary School by exhibiting artist Maree Steunebrink for the exhibition Humans of South Auckland.
474	CS: ACE: Arts & Culture	Local Arts Grants-LDI Sistema Operational Support Grant	Administer a funding agreement with Sistema Aotearoa for operational support.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 11,000	In progress	Green	During Q2, 49 after-school programmes were delivered and attended by 730 children. 296 children took part in 16 school holiday programmes, and 2,635 people attended 10 performances. Sistema delivered 54 outreach programmes as part of their Pūoru Pīrere Project with a total of 347 participants that engaged with 2,218 young people. Highlights included the 2017 Hui Taurima at Vodafone Events Centre on November 22 where 385 students performed in the largest arena before to over 800 parents, whanau and supporters.	72 after-school programmes were delivered and attended by 370 children. 78 children took part in 6 school holiday programmes, and 680 people attended the 4 performances. Sistema delivered 60 outreach programmes as part of their Pūoru Pīrere Project with a total of 217 participants that engaged with 2,404 young people. Highlights included the performance at the 'Our Heart Our Hood' community day in Otara Mall. A video was uploaded to Facebook.
475	CS: ACE: Arts & Culture	Otara Music Arts Centre (OMAC) operations	Provide music lessons for children and adults, SoundHouse classes, Recording Studio programmes and music based events. Foster and grow partnerships with external industry programmes such as Sistema Aotearoa and music education providers.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 313,893	In progress	Green	During Q2, OMAC received a total of 10,614 visitors, delivered 87 programmes with 1,028 participants and staged 1 performance to 65 attendees. Q2 highlights included the end of year recital performed by music students at OMAC, and two piano students who passed the Trinity College exam with a merit.	OMAC received a total of 9,434 visitors, delivered 34 programmes with 2,911 participants. The Summer Beats Programme was held in conjunction with the Otara Leisure Centre. MIT introduced regular music lessons and Performing Arts classes.
476	CS: ACE: Arts & Culture	Papatoetoe Historical Society-LDI Papatoetoe Historical Society Operational Support Grant	Administer a funding agreement with Papatoetoe Historical Society to provide a research facility, education outreach and six public or special events per year.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	In progress	Green	During Q2, the Papatoetoe Historical Society delivered 31 programmes, one of which had a Maori outcome. They received a total of 343 visitors, and recorded 135 hours of volunteer hours. Highlights in Q2 included participating in the Papatoetoe Family Fun Day & Santa Parade, facilitating the Papatoetoe Community Network Meeting and attendance at Papatoetoe West School end of year function.	1,114 people participated in the 16 programmes that were delivered by the Papatoetoe Historical Society, 3 of which had a Maori outcome. They received a total of 54 visitors, and recorded 184 volunteer hours. Highlights include a museum visit from the GymCity school holiday programme for a range of activities and a walk through the community gardens and to the Allan Brewster Leisure Centre.
3386	CS: ACE: Arts & Culture	Local Arts Grants - Fresh Gallery Otara Business Plan Initiatives	As per ACE Work Programme 2016/17 Includes carry-forward \$14,996 from FY17	Q1;Q2;Q3;Q4	LDI: Opex	\$ 14,996	Approved	Green	Staff are working to refresh the signage at Fresh Gallery with new wordmark.	A contractor has been engaged to scope options for the refreshed signage and wordmark for Fresh Gallery. An update will be provided to the local board in Q4.

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342	CS: ACE: Community Empowerment	Community grants (OP)	Funding to support local community groups through contestable grant funding. Note: the 2017/2018 budget figure shown for this activity line item includes an additional \$13,702 deferral from 2016/2017.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 217,702	In progress	Green	A total of \$117,822.25 was allocated under local grant round one and \$13,243 allocated under quick response round two. This leaves a total of \$55,966.75 to be allocated for one local grants round and one quick response round.	There have not been any grant decisions in this quarter
618	CS: ACE: Community Empowerment	Build Capacity: Seniors	Fund Vaka Tautua to work collaboratively with other community partners to facilitate increased community connectedness across diverse senior groups, including offering activities that encourage intergenerational and diverse participation in civic life.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 15,000	In progress	Green	Staff completed the funding agreement with Vaka Tautua to help support capacity building of seniors by organising workshops, story telling and bus tours of the local board area. Progress on activities will be reported in Q3 and Q4.	Vaka Tautua organised two morning tea and storytelling sessions and one bus trip to MOTAT for seniors in both the Papatoetoe and Otago areas (six activities in total). The sessions hosted a number of invited experts talking about finance and elderly abuse, Supergold Cards and Neighbourhood Support.
619	CS: ACE: Community Empowerment	Build capacity: Empowering migrant communities	1) Fund Ngāti Ōtara Marae to collaborate with community partners e.g. English Language Partners and Whaiora Marae, to build social connections and learning opportunities between local host communities, mana whenua and maatawaka communities, and diverse migrant communities - \$19,000. 2) Fund the Asian Council on Reducing Crime to enhance understanding of civic responsibilities and local decision making processes - \$6,000. 3) Fund diversity forum - to meet three times per year. The forum is intended as an inclusive platform that seeks to bring diverse community leaders together to identify, share and plan with council to address common aspirations and to participate in council decisions that affect them \$5,000.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 30,000	In progress	Green	Staff delivered a diversity forum in December. Over 50 representatives of the community, including the local board and Police attended, along with the Minister of Ethnic Communities Hon. Jenny Salesa. Members of the Asian Council on Reducing Crime (ACRC) presented at the forum on the work they do in the community. Staff will work with the marae and the ACRC in Q3 to progress the agreed activities.	Staff have been working with the Asian Council on Reducing Crime (ACRC) to set up dates for a bylaws trip on 13 April, and two intercultural tours on 19 and 25 April. ACRC has started to promote the activities in the wider community, including Pacific, ethnic and Pakeha communities. Staff are planning to deliver the final Diversity Forum in late April. Whaiora Marae and Ngati Otago Marae have been finalising the Maori cultural programme together with English Language Partner for migrant communities. Ngati Otago Marae is working on a plan for a series of workshops on capacity building for Marae Komiti on governance and management. These will be delivered in Q4.
620	CS: ACE: Community Empowerment	Build capacity – Neighbourhood development	Fund community organisations and networks to:• develop their capacity and capability to respond to identified local needs and aspirations• promote neighbourhood development• co-ordinate community-led solutions to local needs and aspirations.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 36,000	In progress	Green	The local board approved the implementation plan for neighbourhood development initiatives. Staff completed funding agreements with:- Age Concern to deliver Papatoetoe community network meetings - Otara Network Action Committee for Otara community network meetings- World Council of Sikh Affairs to deliver Papatoetoe Community Safety Network meetings. Staff are working with Thriving Otara Collective (Otara neighbourhood development), Ngati Tamaoho (capacity building workshops), 3rdAve Productions on behalf of The Otara Papatoetoe Squad (Neighbours' Day) to finalise funding agreements.	Staff completed funding agreements with:- Thriving Otara Collective - to deliver Otara neighbourhood development- 3rd Avenue Productions - to deliver Neighbours' Day in collaboration with The Otara Papatoetoe Squad. Staff have continued to work with Ngāti Tamaoho to finalise a funding agreement to deliver capacity building workshops.

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621	CS: ACE: Community Empowerment	Build Capacity: Business Improvement Districts safety activities	<p>Fund activities for three business associations operating Business Improvement Districts (BIDs) in the Otago-Papatoetoe:</p> <ul style="list-style-type: none"> - \$120,000 (net payment \$103,000 after deducting CCTV value) to Hunters Corner Town Centre Society Incorporated, Papatoetoe Main Street Society Incorporated, and Otago Business Association Incorporated and to be used only for these community safety and economic development activities: - operation and maintenance of CCTV systems - part funding of ambassador programme - part funding of crime prevention officers - community events - street decoration - public services and facilities - activities benefiting the public identified in current BID strategic plan - activities in partnership with the board that further the outcomes of the local board plan. <p>Note: Funding is subject to criteria outlined in resolution number OP/2017/98.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 360,000	Completed	Green	<p>The board approved the funding for the Otago-Papatoetoe business improvement districts. Once the outcomes within the funding agreements have been agreed and received from the town centre managers, funds will be released to support the delivery of initiatives.</p>	<p>Three funding agreements totalling \$103,000 have been completed for:</p> <ul style="list-style-type: none"> • Hunters Corner Business Association • Papatoetoe Mainstreet Business Association • Otago Business Association <p>CCTV maintenance cameras have been replaced at Otago Town Centre, Hunters Corner and Papatoetoe Mainstreet.</p> <p>Papatoetoe Mainstreet Business Association have invested in two new camera installations to cover hotspot areas on the periphery of the town centre around Kolmar Road and the train station. The budget from this LDI funded activity can only fund replacements for broken or outdated equipment. \$10,000 remains in the maintenance budget. This will be used in Q4 to cover CCTV internet and Wi-Fi charges for the three business districts.</p>
622	CS: ACE: Community Empowerment	Increase diverse community participation in council decision-making: Youth-led initiatives	<p>Fund a community organisation to facilitate local youth led initiatives to increase youth participation in council decision making and local matters. Note budget breakdown as follows: civic leadership awards (including awards dinner) - \$5kyouth council - \$15kSignature youth event - \$10k.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 30,000	In progress	Green	<p>The Otago-Papatoetoe Squad (TOPS) youth council met fortnightly to discuss youth matters and planned 2018 events. They presented to the Diversity Forum on capacity building and leadership activities and shared ideas on engaging with youth. TOPS facilitated the youth sector of the hui organised by local MP and chair of the local board. TOPS also conducted a social experiment where they stood in public with signs that described them as Pacific youth living in South Auckland who had no prospects and undeserving of support. People were invited to hug them if disagreed. They received positive feedback from participants and when shared on YouTube.2017 Civic Leadership Awards for the six local high schools were held. Fourteen nominations for the awards were received - two each from Tangaroa, Kia Aroha, Aorere, De la Salle and three each from Papatoetoe High School and Sir Edmund Hillary Collegiate. Local board members presented the awards.</p>	<p>The Otago-Papatoetoe Squad (TOPS) organised and delivered Civic Leadership Awards dinner in February at MIT Otago to welcome new members, especially those who received Civic Leadership Awards in 2017. All six local high schools were represented. Guest speakers included local MP Jenny Salesa, Peseta Lotu Iiga from MIT, Councillors Faanana Efeso Collins and Josephine Bartley and Lotu Fuli, chair of Otago Papatoetoe LB. The event was also attended by other Otago Papatoetoe Local Board members, teachers, friends and families. TOPS continue to meet on a fortnightly basis to plan community events and provide youth council with support and leadership training. In March 2018 TOPS attended the south cluster meeting hosted by Franklin Youth Council. They also facilitated the Otago community meeting, where more than 50 community members attended to discuss community safety and youth space. TOPS provided support for the interfaith event (Ofenda) to promote the census, and attended the secondary schools Pacifica Festival.</p>

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706	CS: ACE: Community Empowerment	Apply the empowered communities approach – connecting communities (OP)	Broker strategic collaborative relationships and resources within the community. This includes three key activity areas: 1. Engaging communities – reaching out to less accessible and diverse groups - focussing on capacity building and inclusion. 2. Enabling council – ensuring that groups have access to operational and technical expertise and identify and address barriers to community empowerment. 3. Reporting back - to local board members on progress in activity areas 1 and 2. Includes responding to the aspirations of mana whenua, mataawaka, marae and Māori organisations.	Q1;Q2;Q3;Q4	LDI: Opex	\$ -	In progress	Green	In Q2, the strategic broker facilitated opportunities for diverse cultural groups to share their unique identities to the wider community: - at the Diversity Forum, the Indian Wardens shared about their Sikh values of compassion and service to community - NZ Karen Association educated attendees about what they do to build capacity and promote their culture in New Zealand - Asian Council on Reducing Crime (ACRC) spoke about efforts to organise bus tours to teach new residents about diverse faiths, bylaws and regulations - The Otara Papatoetoe Squad (TOPS) youth council spoke on how to connect and engage with Pacific youth effectively.	The strategic broker activities included: • facilitating a process to deliver a Papatoetoe Sunday Market on request from Panuku and the Otara-Papatoetoe Local Board. The market is a positive way of mitigating the negative impact on community that the imminent closure of the local New World Supermarket is expected to create. Criteria that aims to empower community, contribute to their social and economic wellbeing, and fostering a sense of connectedness and pride for local residents have been agreed to, and will be incorporated into the public call for expressions of interest from community groups • supporting and promoting 'Have Your Say' events to diverse community groups and their leaders to give their feedback. This included distributing materials to and encouraging neighbourhood support network groups to provide feedback. • attending and supporting the networking meeting with the Thriving Otara Collective who have completed the ethics approval for a house-to-house survey of 3500 households in Otara to get feedback about what they consider important in order to thrive in Otara. This research will commence in April and the findings will guide calls to action for Otara.
751	CS: ACE: Community Empowerment	Community-led placemaking: (Manukau CBD) 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	The strategic broker leveraged opportunities for community people and groups to be more actively centred and involved in council decisions and policies. This included: - participation on Together for Customers Otara working group to co-create more customer-centric ways of working for co-located community facilities in Otara- supporting local board community engagement activities like the forum on community safety in Papatoetoe- ongoing attendance in relevant local networks and hui to hear feedback and to share council news and trends with wider community including helping to get more participation from Papatoetoe residents to respond to the Little India proposal by ATEED for Papatoetoe.	The strategic broker continued to participate with groups activating "Transform Manukau" places (Manukau Square and Hayman Park). Community Empowerment Unit is working with council staff to align and coordinate activities to maximise participation by residents e.g. organising family-centred events concurrently with the opening of the Bus Station in Putney Way and the inaugural Diversity Festival in nearby Hayman Park in the beginning of April. The local board is keen for the model used to support and promote the Cooper Crescent neighbourhood initiative (community-led placemaking and planning initiative), to be replicated more widely in the spatial priority area.

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790	CS: ACE: Community Empowerment	Youth Connections (OP)	<p>Collaborate with multiple sectors to support youth from secondary education through pathways to employment and or entrepreneurship.</p> <p>Closing the gap between youth and business, through work readiness with local Rangitahi and sharing learnings and insights to enable youth ready business. Providing local opportunities to improve social and economic outcomes for the Ōtara-Papatoetoe Local Board area. Aiming for all youth to be meaningfully engaged in education, employment or training and have clear and viable employment pathways.</p> <p>Tindall Foundation budgets to be confirmed.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 60,000	In progress	Green	<p>Free buses were provided for approximately 50 youth from Ōtara-Papatoetoe and Māngere-Ōtāhuhu to attend the October JobFest in the West.</p> <p>Youth from the Passion to Profession programme performed at the chill out zone at JobFest with RepFM acting as MC.</p> <p>Youth Connections and #WorkGoals co-designed a work readiness programme for Pasifika youth in Māngere-Ōtāhuhu and Ōtara-Papatoetoe. Twelve local youth participated in a 12 week work readiness pilot. The outcomes from the pilot are that four youth gained employment in warehousing, three in hospitality; two in retail; one taken on as a trainee by a roofing company; one enrolled in a foundation course at Manukau Institute of Technology (MIT) with a goal of training in midwifery.</p> <p>Assisting the transition from secondary school to further education or employment, programmes to support over 550 local youth on pathways with driver's licences are in progress. Some youth become the first member in their family to obtain a drivers licence. With 70% of entry level roles requiring a driver's licence, this is life changing to the youth, their families and a social and economic benefit to the community.</p>	<p>More than 500 young people from secondary schools in Mangere-Otahuhu and Otara-Papatoetoe have attended inspirational and motivational talks on the importance of working towards employment and finding a career they enjoy. Passion to Profession students will put their learnings into further work experience at the opening of the Manukau Bus Station in April. Passion to Profession has been nominated for a National Pacific Business Trust in the Innovation category.</p> <p>Youth Connections and MIT are collaborating on a restricted licence initiative that will pathway local youth who have obtained their learners at local secondary schools in the vocations most at need. Over 70% of entry level roles require a driver licence, for youth in trades and hospitality a drivers licence is essential to maintain employment with the shift hours required.</p> <p>Youth Connections are scoping opportunities with community for opportunities to prepare local youth for JobFest May 2018. Youth can link to a large number of entry level roles available on YouthFull from Pledge Partners and TradeMe.</p> <p>YouthFull now has 47 free online work readiness courses that have been accessed by nearly 3000 youth.</p>
1997	CS: ACE: Community Empowerment	Community-led placemaking: teaching gardens	<p>Fund Auckland Teaching Gardens Trust to provide on-site educational programme for imparting gardening skills to assist in meeting Auckland Council's vision of healthy communities.</p> <p>Programme delivered under three-year funding agreement \$60k pa ending 30 June 2018 (Resolution OP/2014/203). The programme for following financial years will be considered during 2017/2018.</p>	Q1;Q2;Q3;Q4	ABS: Opex	\$ 60,000	Completed	Green	<p>Staff completed the funding agreement for the Auckland Teaching Gardens Trust to support the activity at Maich Road, East Tamaki, and Old Papatoetoe gardens. The current three year operational funding agreement with the trust ends 30 June 2018. A proposal for ongoing support post 30 June 2018 will be bought to the board in Q3.</p>	<p>Funding for Auckland Teaching Gardens Trust completed for FY18.</p> <p>Parks Sport and Recreation (PSR) Department are the lead regarding negotiation of future agreements with Auckland Teaching Gardens Trust across Mangere Otahuhu, Otara Papatoetoe and Manurewa.</p> <p>PSR will commence negotiations with the trust in Q4.</p>
2001	CS: ACE: Community Empowerment	Respond to Maori aspirations - Maori responsiveness (OP)	<p>Engage with the Mana Whenua, Mataawaka and local board members to identify appropriate projects that respond to Māori aspirations in a practical and effective way. Align with the Māori Input Into Local Board Decision Making Group (multi-board Māori decision making group) and recommendations that the group have made. This includes work to finalise 2017 local board plans to set and agree expectations, identify common ground and opportunities for ongoing collaborative support and partnership, Engage with Mataawaka groups to identify needs of urban Māori.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 5,000	In progress	Green	<p>Mana Whenua engagement this quarter:- collaborating with other south strategic brokers on the Maori input into Local Board Decision-Making Project Reference Group that will be focussing to achieve the eight outcomes identified by the group including the development of the Tikanga 101 Toolkit, funding a hosting website and delivery of an experiential learning opportunity for Reference Group members. Mataawaka engagement this quarter:- participated in the Engagement Partnership workshops to develop and strengthen our working relationships with mataawaka groups, and have begun attending regular meetings with the Te Ora o Manukau group as a result of the workshops.- the strategic broker will support the Ngati Otara komiti with their activities to progress the building of their new marae on Ngati Otara Park.</p>	<p>Community Empowerment Unit staff continue to work with the Improving Maori Input into Local Board Decision-Making (IMILB) project delivery group. The group is working through the nine recommendations from the IMILB reference group and are convening a workshop for three mana whenua groups to share their aspirations and work with local boards to identify opportunities for joint projects. The strategic broker is also working to provide support to the Ngati Otara Marae komiti to investigate options for building the capacity of their governance group and to discover appropriate funding sources and options for their marae building project in Ngati Otara Park. The strategic broker continues to be engaged in the Puurakau Awa ki te Awa project with Healthy Families, The Southern Initiative and Panuku.</p>

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2005	CS: ACE: Community Empowerment	Build capacity: sale of alcohol harm reduction forum (OP)	Fund a community organisation to facilitate a forum to build community capacity to understand issues relating to the establishment of outlets selling alcohol. The forum will seek to empower the community to input into the decision-making processes around alcohol licensing.	Q1;Q2;Q3;Q4	Currently unfunded	\$ -	In progress	Green	<p>The Community Action for Youth and Drugs (CAYAD) team have been part of the core project team in collaboration with Healthy Families that's aim is to 'increase community participation in the alcohol licencing process'. This project covers the Southern Initiative area which includes Mangere-Otahuhu, Otara-Papatoetoe, Manurewa and Papakura Local Board area.</p> <p>The project is using a co-design methodology and empowered communities approach and looking at the varying levels of opportunity for change within the process. The project team held two walkthroughs last month in which 44 people attended to gain feedback on the process so far and identified seven focus areas to explore in 2018.</p> <p>In Q3, the potential to build a community forum that will explore the seven focus areas identified will be scoped.</p>	<p>The Community Action on Youth and Drugs (CAYAD) team (Community Empowerment Unit) have been working with Healthy Families to analyse the findings from alcohol licencing process walk-throughs which took place in December 2017. This project has a focus across the Southern Initiative area which includes Mangere-Otahuhu, Otara-Papatoetoe, Manurewa and Papakura Local Board areas.</p> <p>The project team will now develop a scope for a local community group to lead a piece of work on one of the 7 key focus areas, which arose from the walk through, highlighting opportunities for change within the alcohol licencing process.</p> <p>The project team will undertake a future workshop with the local board, if funding is required to support the community in specific activities within the Otara-Papatoetoe Local Board area.</p>
2030	CS: ACE: Community Empowerment	Build capacity: community-led response to alcohol licensing and advertising	<p>Provides policy support and advice to members of the community engaged in alcohol licensing advocacy and objections.</p> <p>The project is implemented under a contract negotiated in 2014 and managed by Local Board Services Department.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	<p>In Q2, 13 licencing applications were received from Otara (four), Papatoetoe (five), Manukau (three) and Otahuhu (one). Of the 13, 11 are seeking renewals on current licence, a renewal and variation, and a new on-licence in Papatoetoe. Hearing dates for two applications are set for early February 2018, with another two applications waiting for confirmation on their hearing dates.</p>	<p>Objections were lodged to the renewal of tavern-style licences where the primary activity was gambling. Past community and local board objections resulted in the closure of The Opal Lounge pokie-tavern. The local board objected to the Curlew Bar opening in place of The Opal Lounge, but the licence was granted. The Māori Wardens have also raised their concerns about the harm caused by alcohol to the Māori community and have subsequently lodged a claim to the Waitangi Tribunal to the effect that the Crown has not upheld its obligations under the Treaty of Waitangi to actively protect Māori, as intended by the Sale and Supply of Alcohol Act 2012.</p>

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305	CS: ACE: Community Places	Funding Agreement: Friendship House	A one year term agreement with Friendship House Trust to facilitate and deliver work plan outcomes, including activities and programmes at Friendship House for the 2017/2018 year, commencing 1 July 2017 and terminating on 30 June 2018. Operational funding amount to be adjusted annually in accordance with Auckland Council's agreed inflationary mechanism once confirmed. *Quarter 4 update to local board regarding funding level in Community House(s) as part of the Levels of service framework feedback	Q1;Q2;Q3;Q4	ABS: Opex	\$ 114,434	In progress	Green	In Q2 the Licence to Occupy and Manage was signed. The biannual community centre, houses and hubs hui was held on 24 November 2017 at Western Springs Garden Hall. The hui focussed on providing partners with business updates, in particular new local board plans, Long Term Plan work and funding agreements. Guest speaker Carol Scholes covered key areas of concern for not for profit organisations including changes in the legal environment, volunteer accountability and committee dynamics. Six hui were held across the region to test the vision "more successful and sustainable community led places". Attendee stakeholders included community-led committee members and employees, community lease holders and interested community groups. The purpose of these sessions was to uncover what works well in the current operational and funding models, where there is room for improvement, identify useful resources, and think outside the square for developing future practice. Following on from these hui 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". Friendship House Trust to develop 2018/2019 work plan and schedule their annual presentation in Q3	Friendship House will provide their annual presentation at the 17 April business meeting. The annual presentation will provide an update for 2017/2018 and showcase their activities and programmes that occurred and the challenges they faced. Staff attended a local board workshop to discuss the 2018/2019 financial year. Friendship House 2018/2019 work plan was developed to align with the 2017 local board outcomes and will be finalised in Q4.
306	CS: ACE: Community Places	Funding Agreement: Clover Park Community House	A one year term agreement with Clover Park Community House Incorporated to facilitate and deliver work plan outcomes including activities and programmes at Clover Park Community House for the 2017/2018 year, commencing 1 July 2017 and terminating on 30 June 2018. Operational funding amount to be adjusted annually in accordance with Auckland Council's agreed inflationary mechanism once confirmed.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 44,909	In progress	Green	The biannual community centre, houses and hubs hui was held on 24 November 2017 at Western Springs Garden Hall. The hui focussed on providing partners with business updates, in particular new local board plans, Long Term Plan work and funding agreements. Guest speaker Carol Scholes covered key areas of concern for not for profit organisations including changes in the legal environment, volunteer accountability and committee dynamics. Six hui were held across the region to test the vision "more successful and sustainable community led places". Attendee stakeholders included community-led committee members and employees, community lease holders and interested community groups. The purpose of these sessions was to uncover what works well in the current operational and funding models, where there is room for improvement, identify useful resources, and think outside the square for developing future practice. Following on from these hui 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". Clover Park Community House Trust to develop 2018/2019 work plan and schedule their annual presentation in Q3	The Clover Park Community House Inc. will provide their annual presentation at the 17 April business meeting. The annual presentation will provide an update for 2017/2018 and showcase their activities and programmes that occurred and the challenges they faced. Staff attended a local board workshop to discuss the 2018/2019 financial year. The Clover Park Community House 2018/2019 work plan was developed to align with the 2017 local board outcomes and will be finalised in Q4. The Committee have gained invaluable assistance in the areas of governance and finance through the Community Mentoring programme organised by Community Places. They have met on four occasions with the mentor and have found the programme to be of great benefit.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
337	CS: ACE: Community Places	Licence to Occupy and Manage: Clover Park Community House	<p>A one year term with Clover Park Community House Incorporated for the operation of the Clover Park Community House:16A Israel Avenue, Clover Park, Part of Lot 295 DP 82025, contained in NA38D/23 for the 2017/2018 year, commencing 1 July 2017 and terminating on 30 June 2018.</p> <p>i) Rent- \$1.00 plus GST per term if requested. ii) All other terms and conditions in accordance with the Auckland Council Community Occupancy Guidelines July 2012.</p>	Q2;Q3	ABS: Opex	\$ -	Completed	Green	In Q2 the Licence to Occupy and Manage for Clover Park Community House was agreed and signed. Workshop scheduled in Q3 to discuss term for 2018/2019.	Staff attended a local board workshop on 13 March to discuss the 2018/2019 financial year.
418	CS: ACE: Community Places	Community Venues OP - 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	During Q2, staff continued to work through key research insights and developing actions against these. Community Places held two workshops with internal stakeholders to identify and confirm a main business objective "to create greater reach and relevance for Aucklanders so they feel connected locally". Six main focus areas remain as: - capitalise on strengths in positioning – family friendly, local and convenient, affordable-improve the condition and amenity to meet expectations- develop our offer and tailor to meet distinct interests- provide simple package options- develop a digital solution to promote both venues and activities- drive repeat business, share experiences, satisfaction and reach new customers Action planning will continue in Q3.	Action planning continues to increase awareness and participation across the network. Staff have developed a clear objective to increase relevance and reach more Aucklanders by 2021 and further clarified focus areas within this programme of work. A Google awareness campaign ran in February. New art work options have been developed with a refreshed awareness campaign to be run in Q4.
420	CS: ACE: Community Places	Venue Hire Service Delivery - OP	<p>Provide and manage venues for hire and the activities and opportunities they offer by;</p> <ul style="list-style-type: none"> - managing the customer centric booking and access process - aligning activity to local board priorities through management of the fees and charges framework. These include activities contributing to community outcomes offered by not-for-profit and community groups and whether participants are charged \$5 or more for activities. 	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	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 5 months of FY18 and one month estimate. Visitor numbers decreased compared to last year due to closure of Te Puke O Tara for redevelopment and Acacia Court Hall and Whitehaven Court Hall are no longer in the portfolio.	Staff updated the local board on fees and charges for FY19. Staff held a community session to remind customers of the process for self-service online bookings. The FY19 season was opened online on 27 February and by the end of the day there were over 16,000 bookings of which 74 per cent were self-service online bookings. For the local board area, the monthly satisfaction survey results from Q2 and Q3 to date, show a combined facility hirer satisfaction of 79 per cent which is above the portfolio average.
449	CS: ACE: Community Places	Te Puke o Tara Community Centre work plan	Deliver Te Puke o Tara Community Centre work programme of activities with a focus on thriving communities where all generations are celebrated, included and involved; health and wellbeing.	Q3;Q4	ABS: Opex	\$ -	In progress	Green	<p>Te Puke o Tara Community Centre programmes continue to be a great success with evaluation results confirming outstanding outcomes.</p> <p>The highlight for Q2 was the LIFE Church Otara Soup Kitchen Christmas Dinner held on 6 December. A live band welcomed the community for a night of celebration, good food and free giveaways, including 250 LIFE Church Christmas boxes. Then 'Christmas for Otara Present Drop' team arrived with Santa to give out over 200 donated presents, to the value of \$10 each. This new initiative commenced 6 months ago by a woman wanting to give every child in Otara a chance to receive a Christmas present this year. Otara leaders, social services and businesses have worked very hard to drop off over 6000 gifts in Otara.</p>	Te Puke o Tara Community Centre refurbishments will be completed by 23 April. Official opening will occur in late May and staff are working with the community to ensure they are involved in the event. Community consultation on Te Puke Otara Community Centre room names is currently underway and suggestions have been received. Otara Soup Kitchen - The June to Dec 2017 report received from programme partner, Life Centre, shows 5,648 meals were served and 4,720 people attended, 1,095 hours of volunteer support from local residents, student placements and LIFE church members. Dinners started again on 26 March at Otara Music and Arts Centre and Community Jam Nights hosted by King Kapisi in April.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
450	CS: ACE: Community Places	Evaluation of Te Puke o Tara Community Centre work programme	Evaluate the work programme of Te Puke o Tara Community Centre to understand whether the centres are delivering the outcomes agreed, and what other impacts the programmes might be having.	Q3;Q4	ABS: Opex	\$ -	In progress	Green	Q2 evaluation of the LIFE Church Otara Community Soup Kitchen programme showed that 100 per cent of participants were grateful for the food provided. Most participants live in Otara and recommended the programme to others. While they appreciated use of the Otara Music and Arts Centre as a central place in the town centre, Te Puke O Tara is preferred because of the large kitchen and hall areas.Q2 evaluation of the Samoa mo Samoa programme revealed that the main reason for attending was "faamalositi tino" to be healthier and stronger. With the majority aged 65+ 100 per cent said they got a lot out of the programme especially the chance to learn more about health and exercise and would recommend others to join as they felt it was a great opportunity for their Samoan community to socialise, exercise and stayed informed. While they are grateful for the temporary space in the Tui Room – they would like to return to Te Puke O Tara CC next yearThe Team Haumono Boxfit Fitness Group programme continued running throughout Christmas and New Year at Te Rito in Otahuhu. The group celebrated in Q2 with the Te Rito staff and members of their mental health programme who have been training with the group throughout the year.	There has been a change in process around how programmes are registered in the software system and how feedback is gathered. The database will now be used to register all programmes delivered in Community Centres across the Community Places team. This has resulted in additional training for the team and more planning around how feedback is collected. Feedback will be collected hardcopy only as this increases response rates. In the past there was an online option however this resulted in poor response rates. The ACE support team will be assisting the programmes and partnerships team with the data entry tasks related to the evaluation process
497	CS: ACE: Community Places	Te Puke o Tara operational plan	Develop an operational plan for the Te Puke o Tara Community Centre to guide service provision for when the facility reopens.	Q1;Q2;Q3	ABS: Opex	\$ -	In progress	Green	The redevelopment of the facility is proceeding with completion due April 2018. A programme of shared events and activities was developed with Otara Leisure Centre with a focus on working more closely together when the facility reopens. Staff have begun to develop a refreshed operational / business plan outline which will guide future management of the facility.	Staff continue to work on the development of the refreshed operational plan with a focus on working in collaboration with Otara Leisure Centre Staff and other key partners within the precinct. The building is set to be completed by June, with a formal reopening schedules for end of Q4.
1974	CS: ACE: Community Places	Boundary Road (Skills Shed) funding agreement / licence to occupy	To explore options for Boundary Road Skills shed. The options include: - funding agreement - Licence to Occupy for identified group - Expressions of interest process for funding agreement - Licence to Occupy for Skill Shed operator - Eol for community lease of house and/or Skill Shed.	Q1	LDI: Opex	\$ 49,000	Completed	Green	Completed in Q1.	Completed in Q1.
248	CS: ACE: Events	Event Partnership Fund - Otara-Papatoetoe (Signature Event)	Funding to support community events through a non-contestable process. - Signature Cultural Event (Event deliverer to be confirmed) \$30,000 (Ōtara Christmas Parade and Papatoetoe Christmas Parade funding now moved to contestable grants - budget of \$44,000 to be moved)	Q2	LDI: Opex	\$ 30,000	Completed	Green	Grant recipient confirmed and currently waiting on funds to be uplifted.	Funds uplifted in Q2, for the Diversity Festival to be held on 7 April at Hayman Park. Accountability report scheduled for Q1 18/19 year.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
250	CS: ACE: Events	Event Partnership Fund - Otara-Papatoetoe (Empowered Events Workshops)	Delivery of a community focused programme of activities to support capacity and capability of community groups and organisations in the events space. Deliver at least two empowered event workshops with local event organisers to assist them in up-skilling in delivery of their events. Funding to support this programme is a line item taken from Event Partnerships Fund (non-contestable) for up to \$5,000.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 5,000	Approved	Green	In the process of finalising a workshop date.	Workshop due to take place on 18 April. 20 people expected. Location - MIT Pacifica Complex.
251	CS: ACE: Events	Event Partnership Fund (Movies in Parks)	Programming and delivery of a Regional Movies in Parks series event. Funded as a line item from Events Partnership fund (non-contestable) up to \$12,000.	Q2;Q3	LDI: Opex	\$ 12,000	Completed	Green	Planning for Movies in Parks is on track with pre-entertainment booked, operational plans complete and event permit issued for Hayman Park for Saturday 10 March. Public screening licence for "Moana" has been approved. Regional marketing has commence with local event specific advertising starting three weeks prior. Movies in Parks is zero waste, smoke and alcohol free. Series sponsors are nib health cover, Te Wananga o Aotearoa, NZ Home Loans, MenuLog, Pop n Good and More FM.	Movies In Parks, 'Moana' screened on 10 March at Hayman Park, Manukau. Approximately 2,200 people attended. The local group 'Drums of the Pacific' performed before the movie and there was face painting and a bouncy castle. The event was delivered as zero waste, smoke and alcohol free.
456	CS: ACE: Events	Citizenship Ceremonies - Otara-Papatoetoe	Delivery of an annual programme of citizenship ceremonies in conjunction with the Department of Internal Affairs.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 13,994	In progress	Green	The Civic Events team delivered citizenship ceremonies on two occasions during Q2.	The Civic Events team delivered four citizenship ceremonies over two occasions with 374 people from the local board area becoming new citizens.
462	CS: ACE: Events	Anzac Services - Otara-Papatoetoe	Supporting and/or delivering Anzac services and parades within the local board area.	Q4	LDI: Opex	\$ 25,000	In progress	Green	Scheduled for Q4. Planning commenced on Q2	Planning is well advanced for Anzac event(s) to be held in Q4.
488	CS: ACE: Events	Local Civic Events - Otara-Papatoetoe	Delivering and/or supporting civic events within the local board area	Q4	LDI: Opex	\$ 8,000	Approved	Green	No activity occurred during the quarter as no local civic events are currently scheduled.	No activity occurred during the quarter as no local civic events are currently scheduled.
Community Facilities: Build Maintain Renew										
2265	CF: Investigation and Design	244R East Tamaki Rd, Otara - refurbish all rooms	This project will include replacing carpet and vinyl throughout the building; repainting previously painted surfaces; replacing window coverings with Holland blinds; replacing the under bench hot cylinder; replacing old hand basin, cistern, seat and toilet pan. Occupier: Manukau Pacific Island Trust	Q4	ABS: Capex	\$ 60,000	In progress	Green	Current status: Finalised project scope. Requesting quotes from the contractor. Next steps: Prepare procurement.	Current Status: Issued a contract for this work. Next steps: Monitor project to completion
2266	CF: Investigation and Design	Otara Citizens Advice Bureau - replace roof	Full redesign and reroof due to continuing leaks	Q3;Q4	ABS: Capex	\$ 100,000	Approved	Green	Current status: Professional services engaged. Next steps: Entire roof assessment to be undertaken in January to inform required design.	Risks/Issues: entire building roof requires assessment not just citizens advice portion Current Status: Business case is being developed to incorporate recommendations on the approach of the required renewal/replacement works to incorporate findings from the roof assessment report. Next steps: Stakeholder engagement once the business case is completed.
2267	CF: Investigation and Design	Te Pupu Tahi Tanga Otara Wardens Building - refurbish building	Refurbish building interior	Q4	ABS: Capex	\$ 50,000	Approved	Green	Current status: Investigation and design. Next steps: Writing business case.	Current Status: Scoping and price estimates completed, asbestos assessment has been completed awaiting the report. Next steps: Stakeholder and local board approval.
2268	CF: Investigation and Design	OMAC - investigate feasibility of canopy replacement and subsequent physical works	Redesign and replace canopy if needed	Q3;Q4	ABS: Capex	\$ 25,000	Approved	Green	Current status: Scoping options for consolidation of projects for this area. Next steps: Stakeholder engagement.	Risks/Issues: consolidation of projects in the same building needs to be considered. Current Status: Business case is being developed to incorporate recommendations on the approach of the required renewal/replacement works to incorporate findings from the roof assessment report. Next steps: Stakeholder engagement once the business case is completed.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
2269	CF: Investigation and Design	OMAC - renew co-located entrance and reception area	Renew co-located entrance and reception area	Q4	ABS: Capex	\$ 60,000	Approved	Green	Current status: Scoping options for consolidation of projects for this area. Next steps: Stakeholder engagement.	Risks/Issues: consolidation of projects in the same building needs to be considered Current Status: Business case is being developed to incorporate recommendations on the approach of the required renewal/replacement works to incorporate findings from the roof assessment report.Next steps: Stakeholder engagement once the business case is completed.
2270	CF: Investigation and Design	Ngati Otara Park - multi-purpose facility	Develop a multi-purpose facility at Ngati Otara Park	Q1;Q2;Q3;Q4	ABS: Capex	\$ 367,100	Approved	Green	Current status: Consultants engaged for concept design and consultation with stakeholders are underway Next steps: Development of concept design.	Risks/Issues: landfill site Current Status: Concept designs were presented to the local board in March. We are now working with the Marae to make final amendments to the concept design to align with the budget. Next steps: Procurement for developed design of both Multi-Sport Facility and the Marae.
2273	CF: Investigation and Design	Otara-Papatoetoe - renew libraries furniture, fittings and equipment	This project wil occur at the Manukau Library and Papatoetoe Library. This design of the project will occur in 2017/2018 and installation of the furniture, fittings and equipment in 2018/2019	Q3;Q4	ABS: Capex	\$ 40,000	In progress	Green	Current status: The libraries requirements are currently being looked into. Next steps: Confirm and finalise what the library requires for their refurbishment and engage consultants for the preliminary design. This project is scheduled to be delivered in financial year 2018/2019.	Current Status: A scope of work is being developed for the procurement of an architect.Next Steps: Prepare a preliminary design for stakeholder review. This project is scheduled to be delivered in Financial Year 2018/19
2274	CF: Investigation and Design	Tupu Youth Library - replace roof	Full reroof due to continuing leaks	Q2;Q3;Q4	ABS: Capex	\$ 100,000	Approved	Green	Current status: Professional services engaged Next steps: Planning.	Current Status: Design options underway.Next steps: Stakeholder consultation, pricing estimates.
2275	CF: Investigation and Design	Allan Brewster Recreation Centre - comprehensive renewal	Comprehensive upgrade including kitchen, fitness area air-conditioning, fitness area changing room, full refit and paint throughout, lunch room, roof, stadium air-conditioning, stadium changing rooms, staff shower, storeroom roller door, committee rooms, offices, and lift if needed.	Q4	ABS: Capex	\$ 200,000	In progress	Green	Current status: Professional service have been engaged for interior renewal, canopy, lift and stadium air conditioning. Next steps: Procurement.	Risks/Issues: budget likely not sufficient for renewal work Current Status: Detailed design for comprehensive renewals is in progress.Next steps: Physical works in accordance to center's schedule.
2276	CF: Investigation and Design	Otara Recreation Centre - replace stadium fire doors	The stadium fire doors are starting to rot and need replacement.	Q3;Q4	ABS: Capex	\$ 15,000	In progress	Green	Current status: Scope finalised and preparing contract for physical works. Next steps: Commence physical works by March.	Current Status: Issued a contract for the physical works Next steps: Monitor project to completion
2277	CF: Investigation and Design	Papatoetoe Centennial Pools - renew various major components throughout centre	Renew outdoor plant room roof; repaint indoor pool area, public changing rooms, reception, spa area; replace concourse; recarpet offices; replace poolside doors; retile family changing room and spa pool; and replace fencing.	Q4	ABS: Capex	\$ 50,000	In progress	Green	Current status: Professional services engaged to begin early design and assess area. Next steps: Begin concept design.	Current Status: Detailed design for comprehensive renewals is in progress.Next steps: Physical works in accordance to center schedule
2290	CF: Investigation and Design	Otara-Papatoetoe - FY18 renew park signs	Renewal of park signs in Allenby Park - Manukau, Kohuora Park, Manukau Memorial Gardens, Middlemore Park, Murdoch Park	Not scheduled	ABS: Capex	\$ 14,040	On Hold	Amber	Current status: Project on hold as part of a regional wide initiative on bilingual signage. Next steps: Business case.	Risks/Issues: project on hold until outcome of region wide initiative Current Status: Project on hold as part of a regional wide initiative Next steps: business case
2291	CF: Investigation and Design	Otara-Papatoetoe - FY18-20 renew car parks and roading	Renewal of car parks and roading in Kohuora Park, Ngati Otara Park, Osterley Way 9 Grounds and Murdoch Park	Q4	ABS: Capex	\$ 85,000	Approved	Green	Current status: Professional services engaged.Next steps: Design.	Current Status: Concept design completed, assessment of prioritisation of works to be undertaken.Next steps: Detailed design.
2292	CF: Investigation and Design	Otara-Papatoetoe - FY18-20 renew park buildings	Year one investigation; year two design; year three physical works (detail to be provided by end of calendar year).	Q2;Q3;Q4	ABS: Capex	\$ 35,000	Approved	Green	Current status: Scoping. Next steps: Engage professional services and review asset data.	Current Status: review of asset data and scoping of sites underwayNext steps: engage professional services
2293	CF: Investigation and Design	Otara-Papatoetoe - FY18-20 renew park structures	Year one investigation; year two design; year three physical works (detail to be provided by end of calendar year).	Q2;Q3;Q4	ABS: Capex	\$ 45,000	Approved	Green	Current status: Assets are being reviewed and mapped. Next steps: Planning checks and engage consultant.	Current Status: Review of assets and site inspections underway Next steps: planning checks and engage consultant

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
2294	CF: Investigation and Design	Otara-Papatoetoe - FY18-20 renew walkways and paths	Year one investigation; year two design; year three physical works (detail to be provided by end of calendar year).	Q2;Q3;Q4	ABS: Capex	\$ 6,000	Approved	Green	Current status: Assets are being reviewed and mapped. Next steps: Planning checks and engage consultant.	Risks/Issues: Potential delays expected for Phase 2 as asset data available for scoping pathways is not sufficient. Current Status: Phase 1 scope has been confirmed to include pathways in Sandbrook Reserve and Papatoetoe Recreation Grounds. Assets are being reviewed and mapped for contractor. Next steps: Request quotes from contractor for Phase 1 works and commence Phase 2 scoping.
3147	CF: Investigation and Design	Otara Creek Reserve - renew pedestrian bridge and path	Otara Creek Reserve South, Pedestrian bridge renewals This project is carried forward from the 2016/2017 work programme, previous ID 4182	Q1;Q2;Q3;Q4	Growth	\$ 220,000	In progress	Green	Current status: The project is awaiting building consent. Next steps: Review of brief, estimates and available funding.	Current status: Local Board approval is granted for the design of Otara Creek Reserve pedestrian bridge and path (Otara-Papatoetoe Local Board resolution OP/2018/29). Next steps: Confirmation of budget and preparation of tender documents.
3153	CF: Investigation and Design	Papatoetoe Skills shed and Otara Skills shed - install fence	This project is carried forward from the 2016/2017 work programme, previous ID 4530	Not scheduled	LDI: Capex	\$ 107,000	Cancelled	Red	Current status: The Local Board have rescinded the resolution and closed the project. Next steps: The budget will be reallocated.	Risks/Issues: Project is cancelled on the local boards request. Current Status: The local Board have rescinded the resolution and closed the project.
3208	CF: Investigation and Design	Sunnyside Domain - renew road and carpark	Car park reconfiguration This project is carried forward from the 2016/2017 work programme, previous ID 3185	Q4	ABS: Capex	\$ 30,000	In progress	Amber	Current status: Further scoping required to include play space. Next steps: Engage professional service.	Risks/Issues: There has been some delays with this project due to insufficient scoping and consultation. Project now has scope and consultation has been completed, delivery is expected to be in financial year 2018/2019. Current Status: Professional services have been engaged for the project including arborist. Responses from local consultation mail out has been successful. Community has identified that more seating, landscaping opportunities and improved play is desired. Next Steps: Commence concept design.
3221	CF: Investigation and Design	Te Puke o Tara Sports Park - develop change rooms	The project will install two new changing rooms and three new toilets. This project is carried-over from the 2016/2017 programme (previous ID 3408). This project is carried forward from the 2016/2017 work programme, previous ID 3408. Deferred: This project has been deferred from FY18 to FY19.(14 November 2017)	Q1;Q2;Q3;Q4	ABS: Capex	\$ 20,000	Deferred	Amber	Current status: Deferred: This project has been deferred as scoping will begin in 2019.	Risks/Issues: This project has been deferred. Additional funding is phased in financial year 2019 and is required to scope the design of the project. Current status: This is a multi year Project. The funding for the physical work is available in FY20. The scoping and design will begin in FY19. Next steps: Begin investigation and design commencing July 2018
981	CF: Operations	OP local parks: Tree planting programme	Develop and implement a programme of tree planting throughout the local board area.	Q1;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	Arboriculture: Improved seasonal conditions has seen a movement of maintenance focus from street tree to park trees.	Sites are being scoped to determine planting locations. Physical delivery is expected in May/June 2018.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
1706	CF: Operations	Ōtara-Papatoetoe 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	\$ -	In progress	Green	<p>City Care's performance in the last quarter has been challenged due mainly to the varying weather conditions in the early parts of the quarter, increased rain with the warm weather presented an ideal growing condition (flush). Extra resources were brought in by the contractor to cope with the grass growth. The very hot and dry December required irrigation for sport fields. While grass growth has declined there is still the need to keep on top of mowing rounds. The warm weather has brought the public to our coastal reserves and beaches, and the contractor worked hard to keep up with the increased litter and cleaning demands.</p> <p>During November the board received weekly individualised audit reports targeted on open space related components. Some of these reports showed failures in the categories of grass, gardens and plants, litter and rubbish bins, and hard surfaces, paths and tracks.</p> <p>Ecological Restoration: All site assessment reports completed, commencement of plant pest control in High Value and General sites and close to the completion of the first round of animal pest control.</p> <p>Arboriculture: Improved seasonal conditions has seen a movement of maintenance focus from street tree to park trees.</p>	<p>Sport grounds and building cleaning/maintenance have in general been satisfactory in quarter three. Playground undersurfacing took place in January and February, as evident at the district playground at Allenby Park, Papatoetoe. The main area for improvement has been passive reserves. Although the unseasonal temperatures and rain in February/early March led to unusually high grass growth, City Care were not resourced (both staff and equipment) to respond effectively. They have improved these resources and it is pleasing to see improvements as the quarter ends. Improvements are still needed in coordinating edging and mowing. There were relatively higher than average audit fails on hardsurfaces and paths in the local board area for example at Motatau Reserve and Puhinui Domain, for which City Care have been requested to prepare a maintenance schedule.</p>
3496	CF: Operations	Otara-Papatoetoe Arboriculture Contracts	The Arboriculture maintenance contracts include tree management and maintenance.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 356,700	In progress	Green	<p>This line item has been added in quarter three. It was previously reported on under SP ID 1706 Otara-Papatoetoe Maintenance Contracts</p>	<p>There has been a focus over the summer months on accessing parks and reserves to complete scheduled and response work that are inaccessible over the winter months, targeting tree health and public safety. Early January saw a significant weather event that saw a spike in requests for service. Over the two day weekend of the storm we received the same number of requests for service that can be expected in a normal month. This influx naturally resulted in disruption to scheduled street and park tree maintenance due to focus on safety related work. Although most of the follow-up work has been completed, the impact of the storm did create a backlog. The deluge earlier in March provided additional challenges with the odd tree failure due to saturated soil. Replacement trees for areas where trees have been previously removed have now been ordered in preparation for the upcoming planting season. Preparation for replacement tree planting for those removed over the season is fully underway with trees secured from nurseries. Recent wet weather could see planting begin a month earlier than usual.</p>

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
3497	CF: Operations	Otara-Papatoetoe Ecological Restoration Contracts	The Ecological Restoration maintenance contracts include pest plant and animal pest management within ecologically significant parks and reserves.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 125,932	In progress	Green	This line item has been added in quarter three. It was previously reported on under SP ID 1706 Otara-Papatoetoe Maintenance Contracts	The key focus for the third quarter has predominately been high value park pest plant control. Other activities of focus have included undertaking phase two of the pest animal control programme and the conclusion of general park pest plant control. The supplier's field data has been assessed and recommendations for additional unscheduled programmes of work has been submitted for review. This includes enrichment or infill planting opportunities as well as additional pest plant control. The amount of requests for service peaked during the early part of the quarter with requests for the control of wasps and rats being the dominant issues.
2272	CF: Project Delivery	Te Puke O Tara Community Centre - refurbish centre	Renewal and redevelopment of centre. This project is carried-over from the 2016/2017 programme (previous ID 1486). 2017/18 budget is funded from \$500,000 renewals funding and \$1,064,350 LTP budget.	Q1;Q2;Q3	ABS: Capex	\$ 500,000	In progress	Green	Current status: Works continuing onsite. Additional works have been discovered onsite including work around the central toilet area. Additional budget has been approved to undertake this work. Next steps: Continue with construction works. Estimated completion date is early May.	Current Status: Works continuing onsite. Construction of the new roofing and internal gutter area is nearing completion. The Local Board visited the site to view progress to date. Next Steps: Continue with construction works. Commence installation of bathroom fixtures and fittings. Commence laying of the new vinyl and carpet floors.
2278	CF: Project Delivery	Coombe Avenue - renew playspace	Coombe Avenue Reserve whole playground renewal. This project is carried-over from the 2016/2017 programme (previous ID 3160).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 141,200	In progress	Green	Current status: Award physical works to contractor. Next steps: Physical works to start on site. Estimated completion date is June.	Current Status: Physical works awarded to contractor due to start works on site early April 2018 Next steps: Physical works to start on site
2279	CF: Project Delivery	East Tamaki Reserve - renew assets	East Tamaki Reserve courts, car park, paths, playground, rubbish bins and seats renewals. This project is carried-over from the 2016/2017 programme (previous ID 3161).	Q1;Q2	ABS: Capex	\$ 192,200	Completed	Green	Project completed.	Current Status: Project complete
2280	CF: Project Delivery	Hayman Park - renew assets	Hayman Park retaining wall, rubbish bin, seats and signs renewals. This project is carried-over from the 2016/2017 programme (previous ID 3162).	Q3;Q4	ABS: Capex	\$ 174,000	On Hold	Amber	Current status: Project has been placed on hold. Next steps: The scope of work will take into account the staged development of Hayman Park.	Risks/Issues: On hold pending timeframe for development of wider playspace. Current Status: Investigation of the removal of the maze and reinstatement with drainage. Next Step: Detail design to be undertaken
2281	CF: Project Delivery	Hayman Park - renew skate park	Hayman Park Skate Park renewal. This project is carried-over from the 2016/2017 programme (previous ID 3163).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 245,000	In progress	Green	Current status: Project has been placed on hold until further notice. However, awaiting confirmation from Panuku as to their contribution to determine the scope of work for the skate park renewal. Next steps: Funding aligned with wider playspace area to be confirmed.	Current Status: Initial design investigation is underway. Next step: Tender for design work
2282	CF: Project Delivery	Hayman Park Stage 1 - develop park	Construction of new destination playground, paths, toilets and kiosk. This project is carried-over from the 2016/2017 programme (previous ID 3409).	Q1;Q2;Q3;Q4	Growth	\$ 1,000,000	In progress	Green	Current status: The local board has approved the developed design for Hayman Park Stage 1 Development. Next steps: The detailed design will be progressed.	Current Status: Detail design underway Next step: Tender for physical works
2283	CF: Project Delivery	Kurt Elsa Park - renew playspace	Kurt-Elsa Park (Kurt Lane Reserve) whole playground renewal. This project is carried-over from the 2016/2017 programme (previous ID 3164).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 81,260	In progress	Green	Current status: Award physical works. Next steps: Physical works to start on site. Estimated completion date is June.	Project on track Current Status: Physical works to start on site in April 2018 Next steps: Physical works to be completed

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
2284	CF: Project Delivery	Manukau Sports Bowl - renewals	Manukau Sports Bowl car park, fence, path, retaining wall, rubbish bin and shelter renewals. This project is carried-over from the 2016/2017 programme (previous ID 3166).	Q4	ABS: Capex	\$ 245,460	In progress	Green	Current status: Design of the retaining wall complete, preparing tender for physical works. Next steps: Award contract.	Risks/Issues: scope reduced to retaining wall as asset future has not be determined Current Status: start physical works Next steps: defects period
2285	CF: Project Delivery	Milton Park - renew playspace	Milton Park whole playground renewal. This project is carried-over from the 2016/2017 programme (previous ID 3167).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 138,000	In progress	Amber	Current status: Finalising equipment for playspace. Next steps: Start preparation of site work tender documentation.	This project was part of a wider contract which included multiply projects. Tendering documentation for physical works has been released. Current Status: Tender package released to marketNext steps: Physical works to start on site
2286	CF: Project Delivery	Otamariki Park - renew playground	Otamariki Park whole playground renewal. This project is carried-over from the 2016/2017 programme (previous ID 3168).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 5,500	In progress	Amber	Current status: Finalising equipment for play space. Next steps: Start preparation of site work tender documentation.	Contractors are finalising the equipment for this playspace and tender documentation will be released prior to May 2018 Current Status: Detail design and equipment being finalized. Next steps: Start preparation of site work tender documentation
2287	CF: Project Delivery	Otara Creek Esplanade Path Network	Otara Creek Reserve and Otara Creek Reserve South path renewals. This project is carried-over from the 2016/2017 programme (previous ID 3169).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 220,000	Approved	Green	Current status:The identified prioritised pedestrian links with the renewed bridge over the creek need to be approved by the local board prior to public consultation. Next steps: Commence community consultation in quarter three.	Risks/Issues:Identify the priority links to the Otara Creek bridge. Current status: A workshop has held on 3 April 2018 with the local board. The board indicated that the transport capital fund was an option to provide budget for the upgrade component of the path renewal. If funding is approved the upgrade will enable the construction of an all-weather shared path in line with the greenways plan. Next steps. A business report to be submitted to the local board on 17 April 2018 to recommending the use of the transport capital fund allocation for the upgrade work.
2288	CF: Project Delivery	Otara Papatoetoe - renew car parks FY17	Aorere Park, Papatoetoe Recreation Grounds, Robert White Park, Selfs Park, Waipapa Park (Electrocorp 2 & 3) car park renewals. This project is carried-over from the 2016/2017 programme (previous ID 3172).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 50,000	In progress	Green	Current status: Preparation of tender for physical works. Next steps: Award tender and start physical works.	Current status: Physical work to commence o Aorere Park, all other works complete. Next steps: defects period for Aorere Park only
2289	CF: Project Delivery	Otara Papatoetoe - renew structures FY17-18	Aerovista Place Reserve, Gaye Crescent/Eccles Place Esp Reserve, Orlando 1,2,3,Papatoetoe Recreation Grounds bridge and retaining wall renewals. This project is carried-over from the 2016/2017 programme (previous ID 3181).	Q1;Q2	ABS: Capex	\$ 19,500	Completed	Green	Project completed.	Current Status: Physical works completed.Next step: handover.
2940	CF: Project Delivery	Cambria House - upgrade	replacement and reinstatement of damaged exterior cladding and paint finishes. This project is carried forward from the 2016/2017 work programme, previous ID 3777	Q1	ABS: Capex	\$ 24,000	Completed	Green	Project completed.	Current Status: all works complete.Next steps: none.
3025	CF: Project Delivery	James Watson Park - install training lights	Installation of Field lighting at James Watson Park This project is carried forward from the 2016/2017 work programme, previous ID 4432	Q1	ABS: Capex	\$ 66,812	Completed	Green	Project completed.	Current Status: Work complete August 2017

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
3146	CF: Project Delivery	Otamariki Park - develop toilet and drinking fountain	Design and build a fully accessible, robust, attractive single public toilet facility and an accessible drinking fountain on the route from the Otamariki Park playground to the on road parking . This project is carried forward from the 2016/2017 work programme, previous ID 2937	Q1;Q2;Q3;Q4	ABS: Capex	\$ 176,550	In progress	Amber	Current status: Tender documents to be released for toilet block. Next steps: Prepare of site works tender documentation.	Tender documentation has been released for the toilet block and drinking fountain. This project was part of a larger contract which included multiply play space. Current Status: Tender documentation released to marketNext steps: Design work to start
3148	CF: Project Delivery	Otara Papatoetoe - renew paving FY17	Design and build pathway network in Otara Creek Esplanade. This project is carried forward from the 2016/2017 work programme, previous ID 3178	Not scheduled	ABS: Capex	\$ 22,000	Cancelled	Amber	Current status: Project was merged with Otara Creek Esplanade Path Network.	Risks/ issues: Project record cancelled and merged with Otara Creek Esplanade Path Network. Please refer to SharePoint ID 2287 for an update/ commentary. Current Status: Project was merged with Otara Creek Esplanade Path Network.
3149	CF: Project Delivery	Otara-Papatoetoe - renew signage FY17	Otara-Papatoetoe Signs renewals This project is carried forward from the 2016/2017 work programme, previous ID 3182	Q1;Q2;Q3	ABS: Capex	\$ 45,000	Completed	Green	Current status: Project on hold due to region wide initiative for Auckland signage to be bilingual. Next step: Recommence project.	Project completed Current Status: Physical works have been completed.Next Step : Handover.
3224	CF: Project Delivery	The Chambers - refurbish structurally	Refurbishment of the structural components of the building. This project is carried forward from the 2016/2017 work programme, previous ID 309	Q3;Q4	ABS: Capex	\$ 15,000	In progress	Green	Current status: Procuring an architect for design services. Next steps: Engage architect, begin design works.	Current Status: An architect has been engaged to produce design and documentation. Next steps: Develop then finalise the design and obtain consents.
3327	CF: Project Delivery	Allan Brewster Recreation Centre - relamp stadium lighting with light-emitting diode (LED)	Re-lamp stadium with light-emitting diode (LED). Project brought forward for delivery from financial year 2019 as part of the risk-adjusted programme. Project will commence in February 2018.	Q3	ABS: Capex	\$ -	Completed	Green	Current status: Contract for physical works has been awarded and will commence in February. Next steps: Monitor project to completion.	Current Status: Contractor has completed work on site Next steps: Close project
3329	CF: Project Delivery	Otara Senior Citizens Lounge - refit facility	Reconfigure storage area including replacing shelving, painting and varnishing, replacement of window coverings with blinds, replacement of flooring. Replace old zip with boil and brew heating unit, replace old hot cylinder under bench (repeat). Replace old and swollen joinery around kitchen. Occupier: Otara Senior Citizens Club. Project brought forward for delivery from financial year 2019 as part of the risk-adjusted programme	Q3;Q4	ABS: Capex	\$ -	In progress	Green	Current status: Scope and costing being finalised Next steps: Issue contract and monitor project to completion	Current Status: Contractor has commenced work on siteNext steps: Monitor project to completion
Infrastructure and Environmental Services										
11	I&ES: Healthy Waters	Manukau Harbour Forum	The continued support for the Manukau Harbour Forum	Q1;Q2;Q3;Q4	LDI: Opex	\$ 8,000	In progress	Amber	The Manukau Harbour Forum approved its work programme at the October 2017 meeting. Funding of \$15,000 was approved for a young leaders programme to be run in the Manukau Harbour area. \$29,000 was allocated to enable the development and delivery of a pilot industry education programme which will focus on small building sites and education of sediment control. Flagships sites have been selected and the small sites ambassador appointed.	Communications team yet to meet with Manukau Harbour Forum to confirm the details of the communications programme. This may impact on the ability to fully expend the budget by the end of the financial year.The industry education programme has commenced following a presentation to the forum in February 2018. The Young Leaders Programme will take place during the April school holidays. Reports back on both aspects of the education work programme will be provided to the forum at its June 2018 meeting.Staff are meeting with the forum in April to finalise the communications programme.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
12	I&ES: Healthy Waters	Ōtara Lakes and Waterways Project Co-ordinator	Continued engagement of the Ōtara Waterways and Lake Project Co-ordinator to provide coordination and management of all projects associated with the Ōtara Waterways and Lakes Trust.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 30,000	In progress	Green	Works continue on the overall project with focus currently on the neat streets programme which will be delivered in February 2018. Plant maintenance is being arranged and the formation of adopt a spot groups continue.	Works continue on the overall project. Focus on maintenance of previous Adopt a spot plantings and groups. Funding to set up new groups is being redirected into a community planting event at Preston Road Reserve on Saturday 16 June 2018 (TBC) which will be supported and promoted by Otago Network action Committee.
13	I&ES: Healthy Waters	Ōtara Litter Action Plan	Continued support of the Ōtara Litter Action Plan to allow continued implementation of actions.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	The Neat Streets event has been scheduled for 10 February 2018. Contactors have been engaged to undertake works on the ground in January which includes door knocking to engage with the neighbourhood and inform them of the event. This will occur in January 2018.	Successful event held on 10 February 2018 at Flinders Place Reserve <ul style="list-style-type: none"> • 150 homes were included in this Event area • Door knock 100% with a rate of 80% people found at home • Flyer drop x 2 100% delivered • Registration rate of 45% was achieved pre event and participation rate of 41% on the day <p>Otago Creek Clean Up Saturday 19th May Illegal dumping / healthy waters activation at the Otago Markets Saturday 28th April 2018 (TBA).</p>
14	I&ES: Healthy Waters	Adopt a Spot Project	Engagement of community/business groups to adopt their local creek to care and protect for it - with funding and support provided to allow for groups to undertake week control, planting and rubbish removal. This proposal is for 5 new groups to be formed to continue on the work undertaken in 2016/2017 as well as providing some support the groups that are undertaking work.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,500	In progress	Green	Due to contractor availability this project will now be delivered in quarter three.	The contract to support existing three groups has been set up. However, the Adopt a Spot contractor was not able to assist with identifying and setting up new groups as there was no uptake by the community. As a result, a community ambassador has now been engaged to drive this community engagement. Only one new Adopt a Spot group has been set up and this group has now completed a small planting of flax plants. There was an opportunity to deliver this project alongside the Million Metres campaign who will continue to support this group. A community planting day is scheduled for Preston Road Reserve in quarter four.
15	I&ES: Healthy Waters	Industrial Pollution Prevention Programme (IPPP)	To support improvements to waterways through a proactive programme supporting and encouraging businesses to be more aware of how their practices can impact on local waterways	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	In progress	Green	This project is scheduled to commence in quarter three.	The project is underway and will continue into quarter four.
20	I&ES: Healthy Waters	Ōtara-Papatoetoe Plant Maintenance	A contractor is to be engaged to maintain three areas where plantings have been undertaken to ensure that weeds are removed and trees are maintained on the sites.	Not scheduled	LDI: Opex	\$ 10,000	In progress	Green	Contract for maintenance currently in process with work scheduled to commence in February 2018.	Contract to maintain previous plantings from Adopt A Spot has been set up and first visits to spray have been done.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
381	I&ES: Healthy Waters	Waste minimisation business education programme	The programme is primarily educational and aims to inform urban industry/business about the impacts their activities may be having on local waterways. The programme includes a site inspection and discussion with 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. This programme is a follow up on as Phase 2 of the IPPP where the sites will be revisited after 6 months to check that the water pollution advice has been adopted on site and to provide further education on waste minimisation techniques.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 16,000	In progress	Green	Due to contractor availability this programme will be delivered in quarter three.	The contractor undertaking the Industry Pollution Programme has undertaken many programmes this year. These works rely on timing and availability of the businesses we collaborate with, therefore]this programme will be delivered in quarter four.
2516	I&ES: Healthy Waters	Ōtara Waterways and Lake Brand Development – Phase 2*	To continue engagement of Manukau Institute of Technology students to complete phase two of the brand development project for the Ōtara Waterways and Lakes vision.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 8,000	In progress	Green	Works have re-commenced on this project to continue the brand development for Otara Waterways and Lakes Trust and will be finalised in June 2018.	MIT to deliver final bit of work for project. This will cost \$6k instead of \$8k Underspend is being redirected into engaging a contractor to establish Friends of Otara Waterways campaign, including Facebook page, registration of supporters, media stories. Creating key communication pieces fr the Trust.
2517	I&ES: Healthy Waters	Tāmaki Estuary Environmental Forum - (Ōtara-Papatoetoe)	To develop the Tāmaki Estuary Action Plan in collaboration with the Tāmaki Estuary Environmental Forum.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 5,000	In progress	Green	The Tāmaki Estuary Environmental Forum (TEEF) approved their terms of reference (TOR) for membership and vision and purpose at their meeting held on 6 October 2017. The TEEF action plan was reviewed and a facilitator's role and purpose was approved for recruitment at their meeting held on 8 December 2017. The next meeting is scheduled for 16 February 2017, with bi-monthly meetings to be confirmed by the members. The facilitator's role has now been advertised and is expected to be finalised in quarter three.	Coordinator has been appointed to manage the administration for bimonthly meetings, connecting with new stakeholders, working with existing members to finalise work programme and allocate remaining budget. Several project identified partnering with enviroschools and sustainable coastlines including beach clean ups.
Libraries										
1278	CS: Libraries & Information	Library hours of service - Ōtara-Papatoetoe	Provide library service at Manukau Library for 56 hours over 7 days per week. (\$548,508 - FY17/18) Provide library service at Ōtara Library for 48 hours over 6 days per week, Monday to Saturday. (\$428,856 - FY17/18) Provide library service at Papatoetoe Library for 48 hours over 6 days per week, Monday to Saturday. (\$538,636 - FY17/18) Provide library service at Tupu Library for 56 hours over 7 days per week. (\$366,664 - FY17/18)	Q1;Q2;Q3;Q4	ABS: Opex	\$ 1,882,664	In progress	Green	The Ōtara-Papatoetoe Local Board libraries have seen a decrease of five percent in visitor numbers for this quarter compared to same period last year. Regular programming will be evaluated in anticipation of offering more targeted programming to the local communities.	Library staff assisted customers without computers and some customers with smartphones to fill in the online Census forms. Drop in sessions for "AK have your say" were held at Otara and Papatoetoe Library.
1279	CS: Libraries & Information	Information and lending services - Ōtara-Papatoetoe	Provide information and library collections lending services. (Funded within ABS Opex budget activity: "Library hours of service - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	The number of items borrowed has decreased by nine percent in comparison to this time last year. This is in line with the regional trend.	The number of items borrowed has decreased by 14% however wifi usage increased by 4% in comparison to this time last year. Programmes and events are still well attended and 113 customers used the Book a Librarian service including 28 children .

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
1280	CS: Libraries & Information	Preschool programming - Ōtara-Papatoetoe	Provide programming for preschoolers that encourages active movement, early literacy and supports parents and caregivers to participate confidently in their childrens' early development and learning. Including regional coordinated and promoted programmes: Wriggle and Rhyme, Rhymetime, Storytime. (Funded within ABS Opex budget activity: "Library hours of service - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Both Papatoetoe and Tupu Libraries held major Christmas storytimes with their local preschools which also featured visits from Santa with gifts for the kids.	Papatoetoe and Manukau incorporated the languages of China and Samoa as well as their music in their preschool programmes to celebrate the Lunar New Year and Pasifika. Papatoetoe and Manukau staff acted out a Moana story and encouraged children to say a few lines in the story which demonstrated an important aspect of Pasifika storytelling, which is often done orally. Tupu performed a Samoan version of The Very Hungry Caterpillar - 'O le ketapila matua fia 'ai for over 200 preschoolers, parents and teachers. Manukau has started second preschool session on a Friday called "Rhymetime with stories" in response to a request from parents and caregivers who come to the Monday Wriggle and Rhyme session.
1281	CS: Libraries & Information	Children and Youth engagement - Ōtara-Papatoetoe	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 - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Tupu ran a very successful Halloween event which saw the library turned into a house of horrors. Children and Youth needed to solve problems to move from room to room, and eventually to freedom; All four libraries participated in the October school holiday theme "Survive 24" which encouraged children to try out a variety of activities e.g. Programming, Makey makey. etc.; All four libraries also participated in a local board exclusive 'Survivor series' as part of the Great Summer Read programme where a weekly survivor event for teens was held at each library in the Summer holidays.	Manukau Library's outreach to schools is continuing to develop - at Everglade School over 15% of students now choose to spend part of their lunchtimes with library staff enjoying stories and extending their love of reading. Our weekly home schoolers group has been exploring stop motion movie making along with robotics and coding.
1282	CS: Libraries & Information	Summer reading programme - Ōtara-Papatoetoe	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 - Ōtara-Papatoetoe")	Q2;Q3	ABS: Opex	\$ -	In progress	Green	The Dare to Explore - Kia Māia te Whai Summer Reading Programme was promoted to local schools. The Ōtara-Papatoetoe Local Board had over 700 participants. One special activity as part of the programme saw children at Manukau Library potting plants to take home and creating pot gardens to beautify the library entrance to complement the programme's ecological theme.	All four libraries had activities in the January holiday period with finale parties for participants and their whanau. The learnings gained from the partnership with the leisure centres in Otago and Papatoetoe to encourage their children to participate in the Kia Māia te Whai Summer Reading Programme will be built on going forward.
1283	CS: Libraries & Information	Supporting customer and community connection - Ōtara-Papatoetoe	Provide programmes that facilitate customer connection with the library and community including Free: Drivers Licensing Workshops. Provide community space for hire at Papatoetoe and Tupu Libraries. (Funded within ABS Opex budget activity: "Library hours of service - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Celebrating the Auckland Heritage festival, Bruce Ringer, South Auckland Research Centre team leader, spoke at Papatoetoe Library about the historical significance of the 22 mileposts erected between Auckland and Drury. After the talk there was a special morning tea to acknowledge May Mead for being a member of the library for the past 60 years; Manukau Library hosted a "Malls, Motorways and Memories" session where families descended from original Manukau settlers shared their photographs and stories; Both Papatoetoe and Tupu Libraries partnered with local community groups to run community Christmas events. Both events had fun activities, stalls and free food. Ōtara Library also contributed to the Ōtara Christmas in the Carpark by providing its space for volunteers.	Tea and topics speakers were historian Phil Sai-Louie, a third generation Kiwi of Chinese descent, talking about his impressions and experiences growing up in the 1950s, a talk on the New Zealand health system from Dr Yang, Susana Vunipola talked about the struggles of her grandparents and other Pacific people to improve the lives of their families. Jenny Clark from the Papatoetoe Historical Society talked about the centennial history of the Papatoetoe Town Hall with a large display of photographs in the library during March. Tupu has started a new monthly programme called 'Living Legends' which has a local legend sharing chapters of their life. This month, in honour of Pasifika month, we invited Tongan artist 'Ahota'e'iloa (Loa) Toetu'u.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
1284	CS: Libraries & Information	Celebrating Te Ao Māori and strengthening responsiveness to Māori - Ōtara-Papatoetoe	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 - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Tupu Youth Library, for the first time, held a Christmas storytime entirely in Te Reo Maori for local kohanga. The story of 'The Grinch' was read and acted in Maori. The event was supplemented with a visit from Maori Santa, a small disco party and food. Five kohanga reo attended totalling in approximately 60 kids and 30 adults.	Tupu staff visited Rongomai School to meet with students and teachers for a bilingual session on the Māori services available from the library. For Waitangi Day Tupu had a display of the Māori and English versions of The Treaty of Waitangi with short biographies on prominent people in February 1840.
1285	CS: Libraries & Information	Learning and Literacy programming and digital literacy support - Ōtara-Papatoetoe	Provide learning programmes and events throughout the year including: CV classes, Book a Librarian sessions. demonstration of eResources & databases.. 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 - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Ōtara Library, working in partnership with M.I.T, delivers a free CV, Work Etiquette and Work Ready workshop once a week.	In partnership with the Sathya Sai Centre - Howick and Pakuranga, Tupu has begun a free 'Study Care programme' which provides assistance for all students who wish to improve on their Mathematics, English, Sciences and reading. This is ongoing and will run every Saturday afternoon. Manukau has seen a major increase in requests for Book a Librarian sessions across a range of digital and research areas. Partnerships with local youth and adult learning organisations have seen a number of visits from learners for Level 2 and 3 assignments along with digital enrichment.
1286	CS: Libraries & Information	Celebrating cultural diversity and local communities - Ōtara-Papatoetoe	Celebrate cultural diversity and local places and people and tell local stories with displays and events including regionally coordinated and promoted programmes: Language Weeks: Pasifika, Maori, Diwali and Chinese cultures are celebrated in the libraries with traditions and practises are implemented into our Story times, crafts sessions and programmes. (Funded within ABS Opex budget activity: "Library hours of service - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	To mark the Tuvalu and Fiji Language Weeks, children at Papatoetoe Library participated in word hunt exercises with the aim in providing an introduction to both vocabularies and a basic understanding of both cultures; Diwali was celebrated at Manukau and Papatoetoe Libraries. Manukau hosted a speaker who spoke on the ancient Indian traditions of health and wellness, and Papatoetoe received the 'Lil Champs Early Childhood education centre' who treated the public to Indian dance performances	Lunar New Year activities for children included making Chinese knotted bracelets and fun dog-themed craft sessions. At Papatoetoe international author Amardeep Singh spoke about his books Lost Heritage and the sequel The Quest continues:Lost heritage – The Sikh legacy in Pakistan. Heather Haylock local author of the newly published picture book "Granny McFlitter the champion knitter" read her book to an audience of children and adults. Pasifika activities included making a fish hook out of clay and a competition to design a taulima (arm band tattoo).
1287	CS: Libraries & Information	Ōtara Library Initiative - Ōtara-Papatoetoe	Develop a co-designed framework and implementation plan for library services at Ōtara Library that recognises and celebrates the predominantly Pasifika community. The initiative will support Te Kauhanganui, Auckland Libraries' Talanoa, Auckland Libraries universal access principles and Te Kauroa Auckland Libraries Future Directions. (Funded within ABS Opex budget activity: "Library hours of service - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Ōtara Library is currently undergoing a floor plan change that will encompass the Whare Tapawha model designed to reflect wellness in the Ōtara community and the cultural aspects of the Pasifika people.	Ōtara has started piloting the changes recommended in the research with Roots Creative Entrepreneurs. Shelving has been put on castors and the collection modified to allow room for makerspace and other workshops with our young people and general community.
1288	CS: Libraries & Information	The Southern Initiative and Libraries - Ōtara-Papatoetoe	Continue to build an effective working relationship between The Southern Initiative and Libraries. (Funded within ABS Opex budget activity: "Library hours of service - Ōtara-Papatoetoe")	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Manukau Library continues to build our relationship with The Southern Initiative and with Panuku as part of the Manukau Framework Plan.	With the imminent opening of the "makerspace" by TSI, Manukau is developing our relationship further so that our programmes can complement one another.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
Local Economic Development: ATEED										
1069	ATEED: Local Economic Growth	Migrant Business Support	The Board has identified an opportunity to support the development and growth of migrant businesses within the Otara/Papatoetoe Board area. Research suggests that migrant business communities within Auckland are not accessing the support and networks available to help them grow the businesses and meeting the legal obligations. Pending further problem analysis to identify the specific needs of migrant businesses in the area, the programme may deliver several strands of activity including raising awareness of local business associations and networks, training and provision of general business information and advice. The project would be informed by other similar initiatives underway in Auckland and may entail a multi-agency response involving relevant central and local government departments, private providers and ATEED. Following evaluation, the trial project's more successful elements would potentially look to be rolled into an ongoing support programme, possibly at a regional level.	Not scheduled	LDI: Opex	\$ 10,000	Approved	Green	Request fro proposals issued to four potential delivery organisations. Deadline for submissions in 24 January 2018.	Contract awarded. Project delivery underway.
1108	ATEED: Local Economic Growth	Young Enterprise Scheme (OP)	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	\$ 3,000	Completed	Green	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.	The YES kick start days were delivered between the 19 and 23 February 2018.
1928	ATEED: Local Economic Growth	Little India	The LB has identified an opportunity to establish the Papatoetoe town centre as a shopping and dining destination based on an authentic India theme. The concept seeks to leverage the area's dense Indian population and prevalence of Indian-themed businesses to offer a unique and authentic ethnic experience for Auckland residents and visitors. A two-stage feasibility study is proposed, commencing with survey of resident interest in the concept (2017/18) and options analysis study in 2017/18.	Q1;Q2;Q3	LDI: Opex	\$ 10,000	In progress	Green	Buzz Channel was appointed as the service provider. Local board feedback on the research design was sought and included in the final research design. The service provider achieved 146 completed responses including 111 responses from face to face interviews and 35 responses from paper surveys in December 2017. The research will be open to mid February 2018. The final report would be presented to the local board in March 2018.	The final report was presented to the local board in the workshop on 10 April 2018. ATEED staff will be following up with Papatoetoe Historical Society and Hunter's Corner Business Association for further discussions.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
Parks, Sport and Recreation										
1087	CS: PSR: Active Recreation	OP: Out and About active parks programme	Deliver a range of 'free to attend' programmes and events in local parks and spaces, for all ages. Activities to be provided include: Amazing Race; Art in the Park; Kite Day; Park Fun Days; Park Sport; Skate Park workshops; Story Time in the Park; Summer Skate Series; Toddlers in the Park; Wheels Day. Provide a magical park experience in Swaffield Park - this is a mixed reality adventure game played on smart devices. Deliver 16 free weekly fitness classes in a range of local parks throughout Otara and Papatoetoe.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 60,000	In progress	Green	Three activations in October & November including: Amazing race, Kite day; Park fun day . Good attendance with nearly 100 participating in the fun day at Fergusson Oaks. Magical Parks have attracted lower than expected numbers, so there will be a new marketing campaign to promote this in the New Year. 17 activations scheduled for Q3 but expecting to increase this number.	14 activations delivered or scheduled for this quarter including 1 x Art in the park at Otamariki, 1 x kite day at Milton, 1 x amazing race at Ngati Otara, 1 x legends in the park (seniors) at Otamariki, 2 x fun days at Allenby and Milton, 7 x park sport sessions at Milton and a toddlers in the park day at Allenby. Over 70 attended the art in the park day, with another 45 at the kite day. The amazing race had about 30 in attendance before having to be cut short due to thunderstorms. Over 50 attended the Allenby fun day and the park sport attendance has been between 5 - 10 so we do need to assess whether this is a good investment or how we might increase attendance. We added to the schedule some circus in the park sessions as Allenby that are going fairly well, and have some new activations planned for the 4th quarter including bike amazing race, an inflatable extravaganza, as well as amazing race, art in the park, give it a go sports day and park sport at Kohuora. Additional funding of \$20,000 was reallocated from #1951 to enable 16 free weekly fitness classes to be delivered in a range of parks throughout Otara and Papatoetoe. These will be delivered in quarter 4. Magical parks have continued to attract lower than expected numbers over the summer period. A final campaign aimed at increasing usage will be run in April/May.

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1088	CS: PSR: Active Recreation	OP: Leisure facilities operation programme	Operate Otara Pool & Leisure Centre; Papatoetoe Centennial Pool; Allan Brewster Leisure Centre Deliver a variety of accessible programmes and services that get the local community active including: fitness; group fitness; learn to swim; early childhood education; aquatic services; recreation services.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Amber	<p>The Otara Pool and Leisure Centre programming targets have met the Otara/Papatoetoe Local Board objectives for Q2 2017 of providing 'Parks and facilities that meet people's needs' and 'honouring youth and seniors.' KPIs: • 28% increase in pool visits YTD • 47% increase in 16 years and under YTD • 6% increase in gym membership YTD • 8% decrease in overall visits due to a significant drop in stadium visits. Milestones for this quarter: • One million free community swimming lessons in the Manukau region. • Our Raise Up youth group hosted the opening of our outdoor pool on 9 December, attracting over 1,300 visitors. • Our Muddy footprints preschool programme and Adults Lets Move programme in local parks helped empower families and activate our open spaces. • In partnership with Life Church Soup Kitchen and the local business community we hosted the 2nd Annual Free Community Christmas Dinner with 700+ visits to the centre. Papatoetoe Centennial Pools programming targets has met local board objectives for this quarter. Key Indicators: • 5.6% decrease in fitness membership • 3.4% decrease in aquatic visits • 33.4% improvement in customer satisfaction • 27.6% increase on centre net position Although the net position is favourable, active visits have decreased over the quarter, especially for under 17s. The improved customer feedback score is encouraging, with all the hard work the team have put into growing customer connections and the daily analysis and response to customer comments. During Q2 there have been several incidents in the carpark. The Leisure team are working with the local community and police to manage this issue over Christmas period. Allan Brewster Leisure Centre Customer satisfaction (NPS score) has also decreased slightly to 67.8%. Staff are working to ensure the efforts to date in continuous improvement processes are reflected in the visitor experience. Maintenance work to install LED lights in the stadium was completed on 21 December. A new lift has been ordered for installation in March-April 2018. Contractors have been in to quote for HVAC upgrades. The centre is closed from 22 December and will reopen for holiday programme on 3 January 2018.</p>	<p>Otara Pool and Leisure Centre is showing good results, but Papatoetoe Centennial Pools and Allan Brewster Leisure Centre are both slightly down on active visits and membership numbers. Growth plans have been developed to improve this. The Otara Pool and Leisure Centre programming targets are meeting the Otara/Papatoetoe Local Board objectives for Q3 2017/18 of providing 'Parks and facilities that meet people's needs' and 'honouring youth and seniors.' Key Performance Indicators: Activating Aucklanders – 28% increase in pool visits YTD, 58% increase in 16 years and under YTD, 38% increase in Kauri Kids enrolments, 30% increase in after-school programme. 17.7% positive growth on net position from this time last year NPS – Customer satisfaction is measured by regular Net Promotion Score (NPS) surveys. This survey asks how likely the users are to recommend the centre to friends and family. Customer satisfaction has increased from 33% to 49.1% from last quarter with increased focus on events and customer experience. Operational – There was an electrical fire in the sauna on Sat 24 March and the centre was evacuated with no one getting hurt. The sauna is expected to be closed for the next 4-6 weeks for repairs. There was a large number of theft and security concerns this quarter with local youth hanging around skate park and vandalising the facility in the early hours. We have engaged security services and are working closely with community constables and neighbouring businesses at the town centre to reduce property damage. Milestones – The Summer Series was a partnership with OMAC which included DJ, aqua slide, giveaways and water activities run by youth for youth. The series ran across 5 weekends and helped contribute to 28% increase in pool visits this quarter. Launch of Dare to Explore programme in school holidays, which is a partnership between Otara Pool & Leisure Centre and Otara Library. Papatoetoe Centennial Pools & Leisure Centre programming targets have met the local board objectives for Q3 2018. KPIs: • 12% decrease in fitness membership number v LYTD (1,130 v 1,287) • 50% Net Promoter Score, an increase of 46% from 27.6 • 7% decrease in fitness visits v LYTD (12,418 v 13,405) • 17.6% increase in aquatics visits v LYTD (155,825 v 128,360) * This quarter the facility transitioned to a new leisure operating platform, so some visitor and member data is collected and presented differently. From 20 February Papatoetoe Centennial Pools went live with the new Envibe leisure operating platform. This means the centre is now connected with the wider leisure network, which will ensure smoother operations and better value for the customer. Despite favourable statistics for active visits, net position has reduced because fitness visits and fitness membership are slightly down on the same period last year. However membership is beginning to grow slightly with 17 new members joining in February. The Papatoetoe community is very</p>
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Work Programme 2017/2018 Q3 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
										active and the centre continues to run programmes designed to meet community needs, including Swim Safe with 770 local students and free green prescription aqua classes. The quarter has also seen an increase in our NPS score, going from 27.6% to 50%. Management and senior staff are continually finding ways to connect with our internal and external customers. Allan Brewster Leisure Centre KPIs: Visitor numbers are possibly unfavourable on prior year, although as a result of the switch to a new operating system the exact figure cannot be confirmed. We have experienced growth in our ECE with 11 new enrolments in the month of Feb and March and OSCAR is still running at a high of 76 children. Customer Satisfaction: The quarter has seen an increase in our NPS score, growing from 50% to 66.7% compared to last year. Management and staff are continually finding ways to connect with our internal and external customers: top attributes from the survey being friendly staff, sense of belonging and good instructors. Allan Brewster went live with the new Envibe leisure operating system on 14 February. This means the centre is now connected with the wider leisure network, which will ensure smoother operations and better value for the customer.
1473	CS: PSR: Active Recreation	Ngati Otara Park: Plan and develop multisport and Marae facility	Support the development of new multi-sport and marae facilities at Ngati Otara Park and the completion of: New concept plan Governance and management Operational business plan Applications for external funding This project has LTP funding of \$3.7million. The project is expected to receive approvals in 2017/2018 to commence construction and be completed in 2018/2019.	Q1;Q2;Q3;Q4	ABS: Capex;LDI: Capex	\$ 921,398	In progress	Green	A report went to the 21 November 2017 business meeting, at which local board passed a resolution to formally approve the staged approach (stage 1 multi-sport and Stage 2: Marae. An additional \$500k from the LDI Capex budget was also approved. Concept designs and governance and management options are due to be completed in February 2018 for local board approval.	Workshop to local board on 13 March 2018 with an update on progress. Concept designs were presented for both the multi-sport and marae. Meeting with funders is being organised with Ngati Otara Marae in late March/April to gauge the level of support for their build. This meeting will determine next steps for the marae stage of the project. Multi-sport is ready to proceed to detailed design. A report will go to an upcoming business meeting to formally proceed with detail design for the multi-sport (stage 1) and potentially the marae (stage 2). Strategic Broker will provide support to Ngati Otara Marae. Community Facilities will be the lead for this project in Q4.
1495	CS: PSR: Active Recreation	Papatoetoe Sports Centre/Kolmar: provide community access funding	Provide a grant to Kolmar to assist with the operational costs of managing the Papatoetoe Sports Centre facility. Funding is confirmed through the Community Access Scheme by the Governing Body. The local board is responsible for setting and monitoring Key Performance Indicators.	Q1;Q2;Q3;Q4	ABS: Opex	\$ 150,000	In progress	Green	The Trust's General Manager changeover has occurred successfully with the previous manager providing ongoing support on a reducing basis. Usage data available to the end of October indicates a significant increase in numbers using Kolmar sporting facilities when compared to the same period last year. Numbers using the hockey turf in October 2017 have increased by 102% compared to October 2016. This is largely due to football training and summer modules beginning. Kolmar hosted three weeks of tennis interclub throughout October which contributed to a significant increase in numbers using the tennis courts when compared to October 2016.	Use of Kolmar playing facilities have increased compared to the same period last year. Notably use of the hockey turf (contributed in part by Kolmar hosting NZ Masters resulting in a 106% increase), indoor centre, netball courts and strength training facilities are all showing increases. A reduction in field use in November (29%) and December (22%) is noted. This reduction is reversed with an increase in January of 129% however there appears to be a discrepancy with field bookings for cricket continuing through the two week holiday period.
1937	CS: PSR: Active Recreation	Colin Dale Park: Consequential operational costs	Fund the consequential operational expenses for the development of Colin Dale Park.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 280,000	In progress	Green	Nothing to report - funding is for consequential opex.	Nothing to report - funding is for consequential opex.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
3521	CS: PSR: Active Recreation	Otamariki Park: Boroughs Basketball training	Run a series of 8 training sessions at Otamariki Park in order to increase fitness and develop basketball skills. Deliver a 3x3 basketball competition at Otamariki Park.	Q4	LDI: Opex	\$ 6,600	Approved	Green	n/a	The local board allocated funding from the community response fund to enable these basketball skills and fitness sessions to be run, followed by a competition. These will be delivered in quarter 4.
3522	CS: PSR: Active Recreation	Skate workshops for teenage girls	Deliver a series of 8 skate workshops for teenage girls in Otago and Papatoetoe to teach them skating skills, and encourage increased participation in skating.	Q4	LDI: Opex	\$ 2,400	Approved	Green	n/a	Funding was allocated from the community response fund on 20 March 2018. These workshops will be delivered in quarter 4.
978	CS: PSR: Park Services	OP: Planting and education programmes 2017-2018.	Deliver a programme of planting programmes and education in local parks which will increase usage of the parks and provide information about the biodiversity in parks, particularly for local schools. Deliver 2 guided walks for the community.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	In progress	Green	<ul style="list-style-type: none"> School plantings planned for Q4 with site preparation beginning in the new year Guided walk in the Puhinui Reserve planned for March which ties in with sea week and parks week 	<ul style="list-style-type: none"> Planting preparation for Q4, Ngati Otara and Kohuora reserves Budget on track to be fully allocated
1487	CS: PSR: Park Services	Puhinui Stream and Walkway: support volunteers	Support volunteer activity on parks and reserves in the Puhinui stream and walkway. In Q4 work with volunteers on the area from the Supacentre to Plunket Avenue, with acknowledgement of sponsorship by Otago-Papatoetoe Local Board.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 25,000	In progress	Green	Completed - budget fully allocated. Planting carried out by Rotary group - 1000 plants. Military prep school mulched a large area.	<ul style="list-style-type: none"> The original budget allocation of \$10,000 has been spent. The local board allocated an additional \$15,000 from the community response fund to support volunteer activity on the area from the Supacentre to Plunket Avenue and this will be undertaken in quarter 4. Sponsorship by the local board is to be acknowledged.
1703	CS: PSR: Park Services	OP local parks: Ecological volunteers programme 2017-2018	Manage a programme of activity supporting volunteer groups to carry out ecological restoration and environmental programmes in local parks including: Manukau Institute of Technology - planting in ecologically important areas \$4,000 Department of Corrections - maintenance \$3,000 Community clean ups and plant pest control \$3,000	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	Completed	Green	<ul style="list-style-type: none"> Clean-up held at Kohuora reserve with Papatoetoe West school. 146 posts painted to cover graffiti. 4 shopping trollies, 2 bikes, 1 road cone and 10 bags of rubbish removed from the swamp, flaxes cut back from the boardwalk, and convolvulus pulled off young kahikatea trees. Guided walk at Te Puke Otago for heritage week, 13 people attended. Manukau Beautification Trust did a clean-up of a culvert in Preston road with MIT Planting planning underway for Q4 planting, site preparation will begin in the new year Large scale planting planned for Puhinui reserve with mayors million trees support 	<ul style="list-style-type: none"> Budget spent Working with Biodiversity and the Million trees teams on planting at Puhinui Reserve in July Working with Adopt a Spot for their work on Otago Stream with Lakes and Waterways trust Ongoing restoration work at Selwyn Bush
1950	CS: PSR: Park Services	Manukau Sports Bowl: investigate future options	Partnership approach with Panuku Development Auckland to the use and development of the Manukau Sports Bowl	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	Approved	Green	A workshop was held in October with the local board to gather direction on the development of the master plan for the park. The next step will be to develop a draft plan that will be workshopped with the local board	Work on development of a Strategic Assessment is underway to provide a 'long-list' of service outcomes based on local and regional sport and recreation provision gaps. The results of the investigation into the 'long-list' of service outcomes will be workshopped with the local board in June 2018 to gather direction on potential services to be located at the park.
1951	CS: PSR: Park Services	Hayman Park: refresh masterplan	Refresh the masterplan for Hayman Park, to consider new issues such as the location of Te Papa and alignment with the Transform Manukau project.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	Completed	Green	The board allocated \$20k for a refresh of the masterplan at Hayman Park. This work will now be delivered and funded by Panuku. The board's \$20K LDI budget is therefore available for reallocation, potentially to a maintenance project.	The funding for this initiative was reallocated on 20 March 2018 to #1087 - the out and about programme. 1087 has been updated to reflect this.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q2 Commentary	Q3 Commentary
2187	CS: PSR: Park Services	O-P: Grant to Auckland Teaching Gardens Trust 2017-2018	Provide funding to the Auckland Teaching Gardens Trust to operation a teaching garden for the community. To encourage and mentor people on growing their own food. East Tamaki Reserve Middlemore Park Charntay Park Stadium Reserve Papatoetoe	Q1;Q2;Q3;Q4	ABS: Opex	\$ 60,000	In progress	Green	Ongoing support provided by parks. The gardens are maintainining a full programme and are currently working with the parks and places specialist, lease and permissions team to formalise the garden's leases with the trust. The formal lease will include the need for reclassification of park land. Officers will bring this to the board when officers have a clear understanding of the full scope of works.	Middlemore •The Auckland Teaching Gardens Trust are working on provision of more open public days on growing your own produce, cooking tips for that purpose and waste reduction for the household. • The garden is developing a model for local waste minimisation techniques for waste reduction at domestic levels. • The safety and security of site, staff and plotters has been compromised in the past by some members of the public. The Auckland Teaching Gardens Trust is working to improve this. East Tamaki • Running well and almost to capacity • There is a need for a potting shed on site. The Trust is looking into this. • Site fencing has been damaged by fallen trees, carpark lighting is poor at night, personal security issues raised by site and temple people during these times. • Some areas of the garden are excessively shaded by large exotic trees on the northern boundary, this makes produce production very difficult, light levels to be recorded and forwarded. • Some plots are allocated to Papatoetoe Youth Police and Otara Corrections Stadium Reserve • Site sustained substantial fencing damage from January storms, repaired by site staff and plotters. • Worm farm installation being investigated. • Local community supermarket option being investigated while local New World undergoes revamp, Stadium Reserve garden may be involved. Charntay Garden • A very happy, small site. Good mix of plotters and age groups represented. • This site offers potential to increase the overall garden size imprint and introduce open day workshops for locals on home gardening, cooking and waste reduction. • An option to increase the garden site (size) has been tabled with staff. This will be considered within the new funding agreements process. • The Trust has plans to re-model the existing site to increase plot numbers. • Storage, shelter and potting shed needs are being explored.
3523	CS: PSR: Park Services	OP: Create a Maori identity	Identify opportunities for parks and facilities by engaging with Mana Whenua to develop Maori names and enhance Auckland's maori identity and heritage.	Q4	LDI: Opex	\$ 10,000	Approved	Green	n/a	Funding was allocated from the community response fund at the local board's meeting on 20 March. Research on exiting park names is underway.

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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	Q2 Commentary	Q3 Commentary
CF: Community Leases											
47	CF: Community Leases	Papatoetoe Softball Club Inc.	Request from the softball club for variation of existing lease to allow for extended liquor licensing hours.	Q3	30/06/2021	\$ 0.10		Completed	Green	Initial discussion held at 31 October 2017 board workshop, further discussion held 28 November 2017. Report being prepared for February 2018 local board meeting to vary lease.	Variation of lease approved 20 March 2018 under resolution number OP/2018/28 Completed
1834	CF: Community Leases	Chaldean Society Inc.	New lease for Milton Park, 23R Milton Road, Papatoetoe	Q4	31/01/2018	\$ 10.00	\$ -	In progress	Green	Application for new lease pack sent to the group, completed application received, site visit to be undertaken in quarter three.	Site visit complete, community outcomes plan agreed and lwi consultation underway. This is to be followed by reporting to the local board for grant of a new lease.
1835	CF: Community Leases	Manukau Performing Arts Inc. (t/a Spotlight Theatre)	Renewal of lease for Stadium Reserve, 27 St George Street, Papatoetoe	Q4	31/10/2027	\$ 0.10	\$ -	In progress	Green	Application received, site visit to be undertaken early 2018.	Application for the renewal has been received. A site visit arranged and community outcomes plan drafted for discussion.
1836	CF: Community Leases	Ngati Otara Marae Society Inc.	New lease for Ngati Otara Park, 100R Otara Road, Otara	Q4	30/03/2051	\$ 0.10	\$ -	In progress	Green	Application pack sent to the group, due back 31 January 2018	Application pack has been sent, awaiting return.
1837	CF: Community Leases	Scout Association of NZ (Papatoetoe East)	New lease for Kimpton Park, 108R Kimpton Road, Papatoetoe	Q4	30/09/2017	\$ 10.00	\$ -	In progress	Green	A single application for all Scout Association leases has been received. A community outcomes plan will be negotiated with the club prior to reporting to the board for consideration of lease.	On hold, until staff are able to meet with the new National Property Manager regarding a multi-premises lease A single application for the Scout Association leases has been received and the local Scout troupe contacted. A site visit is arranged and the community outcomes plan has been drafted for discussion.
1838	CF: Community Leases	Te Kohanga Reo National Trust Board - Ki Papatoetoe	New lease for 67R Swaffield Road, Papatoetoe	Q4	30/04/2019	\$ 0.10	\$ -	Approved	Green	Application for new lease will be sent to the group in quarter four.	Application for the new lease will be sent to the group in quarter four.
1839	CF: Community Leases	The Otara Rugby League Football Club Inc.	New lease for Ngati Otara Park, 95R Otara Road, Otara	Q4	31/05/2018	\$ 0.10	\$ 100.00	In progress	Green	Application pack sent to group, due back 2 March 2018.	Application pack sent, awaiting return.
1840	CF: Community Leases	41 Boundary Road - New property, to be advertised for expressions of interest	New lease to group following expressions of interest	Q4				In progress	Green	Groups to be contacted regarding their interest in the property.	Groups that had expressed an interest in the property have been contacted and viewings arranged. Once the viewings are completed and the applications received, an assessment will be done of the applications and workshopped with the local board prior to reporting for granting of a lease.
1841	CF: Community Leases	Vacant Sandbrook Reserve building	New lease at Sandbrook Reserve for Feed the Need once formal proposal received.	Not scheduled				On Hold	Amber	The group was due to present their proposal for the property to Otara-Papatoetoe Local Board's 12 December 2017 meeting, but did not do so.	Approval for agreement to lease granted by the local board in April 2017. Feed the Need are yet to present their proposal to council. Awaiting the proposal from Feed the Need.
1842	CF: Community Leases	Tennis Auckland Region Inc.	New lease for Manukau Sports Bowl, 19R Boundary Road, once ongoing funding is secured.	Not scheduled	31/12/2012	\$ 0.10		On Hold	Amber	Meeting held with representatives of Tennis Auckland. Staff to meet to clarify ownership of courts, nets, lights and fences.	New leases on Manukau Sports Bowl is pending decisions on the future use of the park. New leases on Manukau Sports Bowl have been deferred pending decisions on the future use of the park.
1843	CF: Community Leases	Cycling New Zealand - Auckland Inc.	New lease for Manukau Sports Bowl, 19R Boundary Road, Otara	Not scheduled		\$ 10.00		On Hold	Amber	Report for new lease underway for presentation to February 2018 board meeting.	New leases on Manukau Sports Bowl is pending decisions on the future use of the park New leases on Manukau Sports Bowl have been deferred pending decisions on the future use of the park.
1844	CF: Community Leases	46 Fair Mall - Advertised for expressions of interest	New leases for Fair Mall. 46 Fair Mall, Otara: Otara Business Association, Otara Health Charitable Trust and The Brain Injury Association (Auckland) Inc.	Not scheduled				On Hold	Amber	Two workshops held with the local board. Site visit arranged. Further workshop to finalise recommendation for tenants to be held early 2018.	New leases at Fair Mall are pending completion of building works to be undertaken to repair the building's roof. New leases at Fair Mall have been deferred pending completion of building works to be undertaken to repair the building's roof.

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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	Q2 Commentary	Q3 Commentary
1845	CF: Community Leases	Niue Motu Maka Enterprises Inc.	New lease for Hunters Corner, 63 East Tāmaki Road, Papatoetoe	Q4		\$ 868.30		In progress	Green	Workshops held with the local board. Report to be presented to February 2018 board meeting.	Iwi consultation underway, prior to reporting to local board for grant of lease in quarter four.
1846	CF: Community Leases	Auckland Teaching Gardens Trust (Manukau Parks Garden, Laughter & Food Processing Club)	New lease for Stadium Reserve 27 St George Street	Q1	30/06/2018			Completed	Green	Completed	Completed
1847	CF: Community Leases	Ōtara Senior Citizens Club Hall	New lease for Ōtara Senior Citizens Hall, 161 East Tāmaki Road, Ōtara.	Not scheduled	31/03/2004	\$ 10.00	\$ 10.00	On Hold	Amber	Project delivery team working with contractors on date for kitchen refurbishment. Report to be presented to February board meeting on future tenancy.	On hold until renewal of the kitchen is completed this financial year. Contractor has viewed the property, discussed the scope of works and is working on costings for consideration. Final plans and costings for the renewal of the kitchen area of the hall have been received. Waiting for confirmation of the timeline for completion of the works.
1848	CF: Community Leases	Papatoetoe Athletics Club Inc.	New lease for Omana Park, 23R Omana Road, Papatoetoe	Q4				In progress	Green	Reminder sent to club to submit lease application.	Awaiting return of application. Follow up with the group will be made in quarter four.
1849	CF: Community Leases	Puhinui Equestrian Trust	New Licence to Occupy for Puhinui Reserve, Prices Road, Manukau.	Q4	31/10/2016			In progress	Green	Two workshops held with the board. Report to be presented to February 2018 board meeting.	Iwi consultation is underway, prior to reporting to the local board for a new licence to occupy. This report is anticipated in quarter four.
1850	CF: Community Leases	Papatoetoe Panthers Rugby League Football Club Inc.	New lease for Kohuora Park 44R Station Road, Papatoetoe	Q4	30/06/2016	\$ 0.10		In progress	Green	Application received. Site visit to be scheduled.	Vesting of training lights at Kohuora Park nearly complete. Once finalised the new lease will be progressed.
1851	CF: Community Leases	Royal NZ Plunket Society Inc. (Kolmar Road)	New lease for 25 Kolmar Road, Papatoetoe.	Not scheduled		\$ 0.10		Completed	Green	Community outcomes plan measures agreed with the group. Report to be presented to the February 2018 board meeting.	New lease 10 year + 10 year right of renewal granted 20 March 2018. Completed
1852	CF: Community Leases	The Chambers, 35 St George Street, Papatoetoe - To be advertised for expressions of interest	New leases for The Chambers, 35 St George St, Papatoetoe. Hindu Heritage Research Foundation NZ - Community Budgeting Service, National Council of Women (Manukau Branch), Papatoetoe Central Mainstreet Society Inc. and Physically Handicapped and Able Bodied Association Inc.	Not scheduled				On Hold	Amber	Major building works have been scheduled for 2018.	On hold awaiting completion of renewal works in 2018 when the building will be closed. New leases for The Chambers have been deferred pending completion of repair works on the building.
1853	CF: Community Leases	The Depot, 91 Cambridge Terrace, Papatoetoe - expressions of interest called for	New leases for The Depot, 91 Cambridge Tce, Papatoetoe: SeniorNet Papatoetoe Inc. Papatoetoe Genealogy Inc. Papatoetoe Gymnastic Club Inc. Papatoetoe Historical Society Inc. Pasefika Mana Social Work Support Trust, Cambodian Youth and Recreation Trust	Not scheduled				On Hold	Amber	Panuku Development Auckland consulted regarding future of The Depot. They are awaiting the building project timeline for The Chambers as availability of this site will have an impact on possible availability of space for Depot tenants.	The long-standing project to vacate this building to enable development of the site by Panukau Development Auckland remains on-hold. Therefore new leases for tenants have not been progressed. New leases are on hold pending future transfer of the building to Panuku Development Auckland.
1854	CF: Community Leases	Vaka Manu'kau Niue Community Trust	New agreement to lease for Aorere Park, 24R Skipton Street, Papatoetoe.	Q3				Completed	Green	Group working with Land Advisory Team on land owner approval of site.	On hold awaiting renewal of land owner approval for the proposed new community building. Completed

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	CL: Final Lease Expiry Date	CL: Annual Rent Amount (excluding GST)	CL: Annual Opex Fee (excluding GST)	Activity Status	RAG	Q2 Commentary	Q3 Commentary
1855	CF: Community Leases	Congregational Christian Church of Samoa (Dawson Road, Ōtara) Trust Board	Renewal of lease for Fergusson Oaks Reserve, 102R Dawson Road, Ōtara	Q4	31/07/2023	\$ 0.10		In progress	Green	Report prepared for new lease for carparking spaces. Awaiting signoff.	Awaiting Local Board approval of the revised process for the approval of lease renewals.
1856	CF: Community Leases	Counties Manukau Sports Foundation	New lease for Manukau Sports Bowl, 19R Boundary Road, Ōtara	Not scheduled				Cancelled	Amber	Application pack sent to group. Followed up with phone message. Application not yet received.	New leases on Manukau Sports Bowl have been deferred pending decisions on the future use of the park. New leases on Manukau Sports Bowl have been deferred pending decisions on the future use of the park.
1857	CF: Community Leases	Manukau Central Toy Library Society Inc.	New lease for Allan Brewster Centre, Stadium Reserve, 27 St George Street, Papatoetoe	Q3	28/02/2009	\$ 1,716.00		In progress	Green	Group advised that advertising of the space will be undertaken in early 2018 and expressions of interest called for.	Staff still unable to make contact with the representative of the toy library. It is possible the group has ceased to function. Efforts continue to be made to advise the group that the board wishes to make the property available via the expression of interest process to another community group.