

## Work Programme 2017/2018 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
<b>Arts, Community and Events</b>										
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	Completed	Green	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	OP/2018/31 - 99,779 for multiple projects.  Balance: (-\$6,365) - overallocated
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	Completed	Green	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.	During Q4, Otara based artist and photographer Huia Taylor delivered the second exhibition in The Otara Cube called 'EXIT 444'. Huia used digital photography to capture and tell the stories of the children in her neighbourhood where 4 generations of her family have called home for over 40 years. A free portrait day was organised as part of the public programming to accompany the exhibition. Otara based artist Tayzel Tini followed with his mixed media exhibition 'NUMB', a visual ode to his father.
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	Completed	Green	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.	During Q4, the gallery received 1,715 visitors and delivered 10 programmes to 278 participants. Highlights included the performance by Sir Edmund Hillary Middle School students as part of Samoan Language week, and the SOCM holiday programme in collaboration with Ōtara Library.
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	Completed	Green	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.	During Q4, 72 afterschool programmes were delivered and attended by 369 students. 65 students took part in 8 school holiday programmes, and 1,370 people attended the 6 performances that were delivered. Highlights included 16 students who were invited on a two-day Youth Leadership Initiative course which included training sessions on how to speak publically on their involvement with Sistema.
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	Completed	Green	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.	During Q4, OMAC received a total of 14,871 visitors, delivered 32 programmes with 5,969 participants. Q4 highlights included the NZ Music Month series of activities and the introduction of beat-making, emceeing and DJ 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	Completed	Green	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.	During Q4, 250 people participated in the 28 programmes that were delivered by the Papatoetoe Historical Society, 4 of which had a Maori outcome. They received a total of 289 visitors, and recorded 136.5 volunteer hours. Highlights included the installation of an ANZAC memorial in Burnside Park that was supported by the Historical Society.
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	Completed	Green	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.	The local board were updated in Q4, and concept designs will be presented in Q1 of FY18/19 for feedback.

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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	Completed	Green	There have not been any grant decisions in this quarter	The local board has completed two local grant rounds and three quick response rounds allocating the remaining budget for this financial year (OP/2018/101). \$9,111.75 was allocated from other LDI budget lines.
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	Completed	Green	Vaka Tautua organised two morning tea and storytelling sessions and one bus trip to MOTAT for seniors in both the Papatoetoe and Otara areas (six activities in total). The sessions hosted a number of invited experts talking about finance and elderly abuse, Supergold Cards and Neighbourhood Support.	The Empowering Seniors Program raised safety awareness and provided a platform for the Otara and Papatoetoe Seniors to communicate positively amongst one another. A total of 10 community events throughout 2017/2018 were delivered, including: - 2 bus trips – 1 from Papatoetoe and 1 from Otara - 4 morning teas – 2 in Papatoetoe and 2 in Otara - 4 story telling sessions – 2 in Papatoetoe and 2 in Otara.  Seniors from diverse cultural backgrounds including Asian, Indian, Pakeha, Maori, and Pasifika participated in the events.
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	Completed	Green	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 Otara Marae have been finalising the Maori cultural programme together with English Language Partner for migrant communities. Ngati Otara 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.	The Asian Council on Reducing Crime (ACRC) completed a bylaws trip, and two intercultural tours. The three trips were well received by participants from diverse communities. Highlights of this programme include less visible communities such as Cambodian Association and their temple being engaged and opened to public. A number of Pacific community members were involved in the trips and gave positive feedback.  Three local board members attended the third Diversity Forum with 36 ethnic community representatives. Tzu Chi Buddhist Compassion Foundation presented their long term services in local and national community such as food parcels, disaster relief and bamboo bank. The Otara Business Association shared information about the first Diversity Festival of Otara-Papatoetoe.  Ngati Otara Marae obtained approval from the local board to roll their proposed programme over into FY19. They will start their capacity building and Maori cultural sessions for new migrant communities from 1 July 2018.
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	Completed	Green	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.	Staff completed a funding agreement with Ngāti Tamaoho to deliver capacity building workshops. Due to the late signing, Ngāti Tamaoho will deliver the workshops in FY19, starting 1 July 2018. World Council of Sikh Affairs held one Papatoetoe Community Safety network meeting. Accountability reports will be received in Q1 2018/2019 for:- Papatoetoe community network meetings from Age Concern- Otara community network meetings from Otara Network Action Committee- Papatoetoe Community Safety network meetings from World Council of Sikh Affairs- Otara neighbourhood development from Otara Network Action Committee on behalf of Thriving Otara Collective- Neighbours' Day from 3rd Avenue Productions on behalf of The Otara Papatoetoe Squad- Capacity building workshops from Ngāti Tamaoho.

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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"> <li>- \$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:</li> <li>- operation and maintenance of CCTV systems</li> <li>- part funding of ambassador programme</li> <li>- part funding of crime prevention officers</li> <li>- community events</li> <li>- street decoration</li> <li>- public services and facilities</li> <li>- activities benefiting the public identified in current BID strategic plan</li> <li>- activities in partnership with the board that further the outcomes of the local board plan.</li> </ul> <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>Three funding agreements totalling \$103,000 have been completed for:</p> <ul style="list-style-type: none"> <li>• Hunters Corner Business Association</li> <li>• Papatoetoe Mainstreet Business Association</li> <li>• Otago Business Association</li> </ul> <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>	<p>Three CCTV cameras in Papatoetoe Mainstreet have been taken down while construction continues on the New World building. These three cameras will require reinstalling in Q1 of FY19. The maintenance and upgrade project over the past year has resulted in a reduction in maintenance callouts compared to 2016-2017:</p> <ul style="list-style-type: none"> <li>- Otago Town Centre - 61 per cent reduction</li> <li>- Hunters Corner – 22 per cent reduction</li> <li>- Papatoetoe Mainstreet - 42 per cent reduction</li> </ul> <p>Staff provided information and advice to the board on future funding for the the Ambassador Programme and Business Association.</p> <p>An alignment in service has been identified which means an operational shift of existing CEU supported town centre safety cameras (CCTV) to AT. This will provide an ongoing level of service as CEU no longer maintains any specialist expertise in this area, as well as the benefit of allowing current LDI spend focused on CCTV maintenance to be reallocated within the boards' FY19 budget.</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	Completed	Green	<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 liga 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>	<p>Otago Papatoetoe Local Board partnered with 'Third Ave Production Ltd' to empower and mentor the 16 members of 'The Otago-Papatoetoe Squad' (TOPS) to deliver youth services. TOPS has the youngest youth council members collectively in Auckland, ages range from 15 - 17. Civic Leadership - the new Terms of Reference for new members were signed in Q4 Youth Council - TOPS coordinated fortnightly meetings, attended monthly southern cluster meetings and were involved with preparations for elections on youth board roles and youth week activities. Other events included the 'AUT My future programme', free holiday programme, Anzac Memorial, Zirka Circus and contributed to the submission and social enterprise for Otago Papatoetoe Local Board Plan. Youth Significant Events: TOPS took part in the Cultural Diversity Festival, Accelerating Aotearoa, Cooper Cres Youth Movie Outing, Pink Shirt Day, Youth Week Activities, Samoa Language week, Lip Sync Battle in Otago and Tree planting at Preston Road Reserve. In July 2018, the group is organising a school prefects lunch for the six schools in the Otago Papatoetoe area. TOPS will present their achievements from 2017/2018 to the local board.</p>

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706	CS: ACE: Community Empowerment	Apply the empowered communities approach – connecting communities (OP)	<p>Broker strategic collaborative relationships and resources within the community.</p> <p>This includes three key activity areas:</p> <ol style="list-style-type: none"> <li>1. Engaging communities – reaching out to less accessible and diverse groups - focussing on capacity building and inclusion.</li> <li>2. Enabling council – ensuring that groups have access to operational and technical expertise and identify and address barriers to community empowerment.</li> <li>3. Reporting back - to local board members on progress in activity areas 1 and 2.</li> </ol> <p>Includes responding to the aspirations of mana whenua, mataawaka, marae and Māori organisations.</p>	Q1;Q2;Q3;Q4	LDI: Opex	\$0	Completed	Green	<p>The strategic broker activities included:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>In Q4 the strategic broker:</p> <ul style="list-style-type: none"> <li>- actively promoted activities that engaged with diverse community groups to ensure they have greater access and participation in wider community life including funding workshop in June to help groups with advice on how to increase their success when applying for grants.</li> <li>- working with diverse community groups to provide advice and facilitate navigation through council processes such as supporting Feed The Need Trust in their application to get Landowner Approval for their Sandbrook Reserve building project.</li> <li>- working with cross council colleagues to model ECA including convening the 'Welcome to RIO (Rima Integration Opportunities)' initiative for staff across the RIMA cluster to work closer together to align their work programmes to identity and practice a more joined-up way of working.</li> </ul>
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	\$0	Completed	Green	<p>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.</p>	<p>Staff continue to engage with the Manutahi working group to maximise joint efforts and resources to activate the Manukau Square precinct and its surrounds. The focus this last quarter is on the use of Maramataka to plan for activities plus the celebration of Matariki including a stone-carving project in the Manukau Square, Maker-Fair to promote our young entrepreneurs; and the Full Moon market to showcase local talents and skills. The Manutahi working group actively promotes local procurement of services including RepFM for staging events, "Mr T" to promote biking, The Roots Collective to promote upcycling and conservation of the environment.</p>

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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.</p> <p>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	Completed	Green	<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. YouthFull now has 47 free online work readiness courses that have been accessed by nearly 3000 youth.</p>	<p>Building on from the learner licence programmes, the Accelerator Programme supporting young people to attain their restricted licence is progressing. Two dual controlled vehicles with qualified train the trainer tutors will assist in the restricted practical learning of this initiative.</p> <p>DINE Academy is working with 15 youth (including 5 NEET youth from Strive) from across the Māngere-Ōtāhuhu and Ōtara-Papatoetoe Local Board areas to deliver work-based hospitality learning. DINE, a social enterprise is working in partnership with two Youth Employer Pledge Partners (Spotless and SKYCity) who will support the work experience component of the course. In addition to the combined Māngere-Ōtāhuhu and Ōtara-Papatoetoe local governance group (LGG) support, DINE has the Hospitality Training Trust and Ministry of Youth Development as funding partners. Over 2,500 young people attended JobFest; of the 1,132 people data was collected on, 493 were between 16-24 and 312 (63 per cent) were Not in Education Employment or Training (NEET).</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. 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>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>	<p>Parks Sport and Recreation (PSR) Department are leading the negotiation of future agreements with Auckland Teaching Gardens Trust across Mangere Otahuhu, Otara Papatoetoe and Manurewa. CEU completed a review of Auckland Teaching gardens Trust governance models and documentation, and made recommendations for changes to the trust deed. PSR are currently in negotiation with Auckland Teaching Gardens Trust regarding the next three year funding agreement.</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	Completed	Green	<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>	<p>CEU staff are planning a joint symposium that will be hosted by mana whenua groups who will share their aspirations and plans with the four south local boards to identify opportunities for closer collaboration.</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	\$0	Completed	Green	<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 licensing 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>	In collaboration with Healthy Families, Community Action on Youth and Drugs (CAYAD) staff completed a case study that highlights six opportunity areas that may increase community participation in the alcohol licensing process. The case study findings will be presented to the local board and key stakeholders in Q1 FY19, with the intention that the findings will be used to inform future work in reducing alcohol harm in the community.
2030	CS: ACE: Community Empowerment	Build capacity: community-led response to alcohol licensing and advertising	Provides policy support and advice to members of the community engaged in alcohol licensing advocacy and objections.  The project is implemented under a contract negotiated in 2014 and managed by Local Board Services Department.	Q1;Q2;Q3;Q4	LDI: Opex	\$10,000	Completed	Green	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.	Assistance was provided to empower local groups to identify any license notifications, analyse applications, search databases for any suspensions, communicate information using established and/or new channels to members of the public, local board members and community stakeholders, and assist and support community leaders to make objections through provision of templates and advice. A total of ten objections were made this quarter.
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	Completed	Green	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.	In Q4 further huis were held with our community partners to progress the 'More successful and sustainable community led places' work. Our partners were invited to present the findings alongside staff to senior ACE management. Next steps are to define a roadmap to progress findings and finalise the report 'Community Voices in Community Places – A Fresh Approach'. Once complete this report will be shared with local board members. The workplan for 18/19 has been developed in line with the local board plan. A level of service review will be undertaken to ensure alignment between services delivered from Friendship House and the Local Board Plan. To be funded from current 2018/2019 ABS allocation.

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306	CS: ACE: Community Places	Funding Agreement: Clover Park Community House	<p>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.</p> <p>Operational funding amount to be adjusted annually in accordance with Auckland Council's agreed inflationary mechanism once confirmed.</p>	Q1;Q2;Q3;Q4	ABS: Opex	\$44,909	Completed	Green	<p>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.</p>	<p>In Q4 further hui were held with our community partners to progress the 'More successful and sustainable community led places' work. Our partners were invited to present the findings alongside staff to senior Arts, Community and Events management. Next steps are to define a roadmap to progress findings and finalise the report 'Community Voices in Community Places – A Fresh Approach'. Once complete this report will be shared with local board members.</p> <p>A Service Agreement is being finalised for the governance and management of the community house by the Trust to 31 December 2018.</p>
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	\$0	Completed	Green	<p>Staff attended a local board workshop on 13 March to discuss the 2018/2019 financial year.</p>	<p>Expression of Interest (EOI) process to be undertaken for the governance and management of Clover Park Community House. Staff met with the chair and manager to advise of EOI decision. Finalising service agreement for the Trust to operate house to 31 December 2018. Trust advised that they can also submit an EOI.</p>
418	CS: ACE: Community Places	Community Venues OP - participation increase	<p>Develop a network wide marketing strategy to increase participation within community venues in the Local Board area based on relevant and current research.</p>	Q1;Q3;Q4	ABS: Opex	\$0	Completed	Green	<p>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.</p>	<p>During Q4 staff have developed and implemented a new refreshed awareness campaign across the region. It went live during May with; an improved Google search function, digital display banners with in Facebook, OurAuckland May edition featured the campaign on the back page, digital screens went live also within Albert Street, Bledisloe House, Service Centres and Libraries. For the first time we are using an animated version of the artwork which is much more engaging and interactive. Through out 2017/2018, statistics illustrate the correlation between live campaigns and website driven awareness. Staff are currently developing further business plan opportunities and programmes of work for the 2018/2019 year.</p>
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"> <li>- managing the customer centric booking and access process</li> <li>- 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.</li> </ul>	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	<p>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.</p>	<p>During Q4 hirer surveys continued to be sent out to all casual hirers and selection of regular hirers. The results show a combined facility hirer satisfaction of 76 per cent and a combined facility recommendation of 84 per cent for Otara-Papatoetoe. Total hours booked has decreased compared to the same period last year due to the closure of Te Puke O Tara Community Centre for redevelopment.</p>

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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	\$0	Completed	Green	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.	Staff presented Te Puke O Tara (TPOT) work plan and programming framework to the local board meeting on 26 June. The work plan for 2018/2019 has been developed in line with the local board plan.  Q4 Highlights include: - Samoan Language week celebration held in the Leisure Centre on 31 May with approx 100 people attending. The day started with a traditional ava ceremony to welcome guests followed by an opening prayer and Samoan hymns. This year, students from Target Education, an alternative education programme in South Auckland, were invited to join us and participate in planned activities, such as, Samoan siva or dancing, poetry and how to prepare traditional Samoan food for morning tea and lunch. Mike Schwenke, 16 years old, enjoyed the hands-on approach to Faa-Samoa or the Samoan way of life, "I'm half Samoan but I can't speak or understand the language, I never learnt it growing up so I don't really fit in... But today was all good, I learnt how to say 'please' and 'thanks' for my food in Samoan." - TPOT room naming consultation results have been completed. A report will be presented to the local board for a decision. - Opening of refurbished TPOT is set for 21 June with Mayor Goff's attendance confirmed. Community will be participating and perform items.
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	\$0	Completed	Green	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	The evaluation process has been built into the programming framework. Dashboards have been developed at programme and local board level to assess results. Some software fixes are needed as surveys are not being triggered when expected. Development is ongoing to improve the process in FY18/19.
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	\$0	Completed	Green	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.	Development of a refreshed operational plan has been completed. The redevelopment of the Centre has also been completed and an official opening set for 21 July 2018.
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.



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248	CS: ACE: Events	Event Partnership Fund - Otago-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	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.	The Diversity Festival took place on 7 April at Hayman Park. Events staff recommend that this event is debriefed with the local board. Accountability documentation is due on 30 June.
250	CS: ACE: Events	Event Partnership Fund - Otago-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	Completed	Green	Workshop due to take place on 18 April. 20 people expected. Location - MIT Pacifica Complex.	Workshop took place on 18 April.
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	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.	An event debrief report with highlights, recommendations and an outline of budget actuals has been provided to the local board. One movie was successfully screened and delivered in Q3.
456	CS: ACE: Events	Citizenship Ceremonies - Otago-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	Completed	Green	The Civic Events team delivered four citizenship ceremonies over two occasions with 374 people from the local board area becoming new citizens.	The Civic events team delivered 2 citizenship ceremonies over two occasions with 127 people from the local board area becoming new citizens.
462	CS: ACE: Events	Anzac Services - Otago-Papatoetoe	Supporting and/or delivering Anzac services and parades within the local board area.	Q4	LDI: Opex	\$25,000	Completed	Green	Planning is well advanced for Anzac event(s) to be held in Q4.	Anzac Day was a huge success throughout the region with the increased attendance numbers at all services.
488	CS: ACE: Events	Local Civic Events - Otago-Papatoetoe	Delivering and/or supporting civic events within the local board area	Q4	LDI: Opex	\$8,000	Completed	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.
<b>Community Facilities: Build Maintain Renew</b>										
2265	CF: Investigation and Design	244R East Tamaki Rd, Otago - 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	Completed	Green	Current Status: Issued a contract for this workNext steps: Monitor project to completion	Project completed.

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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	In progress	Green	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.	Current status: Business case is being developed to incorporate recommendations from the consultant on the approach of the required renewal/replacement works to incorporate findings from the roof assessment report. Preliminary discussion has happened with the local board regarding the potential plans and cost. The focus is now to look at the options with the Facilities Maintenance contractors options and try to find a better approach before requesting additional funds and increasing the scope. The current plan is to re-roof part of the building but repair where possible. Next steps: Complete the engagement with the Facilities Maintenance con but repair where possible. Next steps: Complete the engagement with the Facilities Maintenance contractors, prepare for delivery in December.
2267	CF: Investigation and Design	Te Pupu Tahi Tanga Otara Wardens Building - refurbish building	Refurbish building interior	Q4	ABS: Capex	\$50,000	In progress	Amber	Current Status: Scoping and price estimates completed, asbestos assessment has be completed awaiting the report. Next steps: Stakeholder and local board approval.	A multi-year project, progress slower than anticipated. Current status: Pricing being appraised. 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	Deferred	Red	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.	Project to be carried forward into the new financial year for full delivery. Current status: Business case is being developed to incorporate recommendations from the consultant on the approach of the required renewal / replacement works to incorporate findings from the roof assessment report. Preliminary discussion has happened with the local board regarding the potential plans and cost. The focus is now to look at the options with the Facilities Maintenance contractors and try to find a better approach before requesting additional funds and increasing the scope. The current plan is to re-roof part of the building but repair where possible. Next steps: Complete the engagement with the Facilities Maintenance contractors, prepare for delivery in December.
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	In progress	Amber	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.	A multi-year project, progress slower than anticipated. Current status: Business case is being developed to incorporate recommendations from the consultant on the approach of the required renewal / replacement works to incorporate findings from the roof assessment report. Preliminary discussion has happened with the local board regarding the potential plans and cost. The focus is now to look at the options with the Facilities Maintenance contractors and try to find a better approach before requesting additional funds and increasing the scope. The current plan is to re-roof part of the building but repair where possible. This is important before following through with any internal works. Next steps: Complete the engagement with the Facilities Maintenance contractors, prepare for delivery in December.
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	In progress	Green	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.	Current status: Procurement for developed design underway. Next steps: Developed design and consent phase for both multi-sport and marae facilities.

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2273	CF: Investigation and Design	Otara-Papatoetoe - renew libraries furniture, fittings and equipment	This project will 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	Amber	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	A multi-year project, progress slower than anticipated. Current status: The items for Papatoetoe Library have been ordered. We are currently out to tender for an architect to specify the replacement furniture, fittings and equipment items for Manukau Library. Next steps: Prepare a preliminary design for Manukau Library. This project is scheduled to be delivered in Financial Year 2018/2019.
2274	CF: Investigation and Design	Tupu Youth Library - replace roof	Full reroof due to continuing leaks	Q4	ABS: Capex	\$100,000	In progress	Amber	Current Status: Design options underway. Next steps: Stakeholder consultation, pricing estimates.	A multi-year project, progress slower than anticipated. Current status: Final recommendation report is being prepared for the board to view. Currently investigating storm water drains to assess their suitability. Next steps: Stakeholder consultation and 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	Amber	Current Status: Detailed design for comprehensive renewals is in progress. Next steps: Physical works in accordance to center's schedule.	A multi-year project, progress slower than anticipated. Current status: These are part of multiple bundled projects for comprehensive renewals. Detail and design currently in progress. Next steps: Physical works in accordance to centre'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	Completed	Green	Current Status: Issued a contract for the physical works Next steps: Monitor project to completion	Project completed.
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: Detailed design for comprehensive renewals is in progress. Next steps: Physical works in accordance to center schedule	Current status: These are part of multiple bundled projects for comprehensive renewals. Detail and design currently in progress. Next steps: Physical works in accordance to centre's 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	Q4	ABS: Capex	\$14,040	On Hold	Red	Current Status: Project on hold as part of a regional wide initiative Next steps: business case	Project on hold until outcome of region wide initiative Current status: Awaiting the outcome of a region 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	In progress	Green	Current Status: Concept design completed, assessment of prioritisation of works to be undertaken. Next steps: Detailed design.	Current status: Detailed design being finalised. Next steps: Complete business case and continue to project delivery.
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).	Q4	ABS: Capex	\$35,000	In progress	Green	Current Status: review of asset data and scoping of sites underway Next steps: engage professional services	Current status: Review of asset data and scoping of sites has been completed. The renewal of three assets has been confirmed with the Community Facilities Asset Management Intelligence Support Team with two outstanding assets yet to be confirmed. Next steps: Prepare work programme, estimate costs and develop the business case.
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).	Q4	ABS: Capex	\$45,000	In progress	Amber	Current Status: Review of assets and site inspections underway Next steps: planning checks and engage consultant	A multi-year project, progress slower than anticipated. Current status: Review of assets and site inspections complete - 3 assets to be renewed. Next steps: Developing a business case and engaging consultants.
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).	Q4	ABS: Capex	\$6,000	In progress	Amber	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.	A multi-year project, progress slower than anticipated. Current status: Phase 1 - scope has been confirmed to include pathways in Sandbrook Reserve and Papatoetoe Recreation Grounds. Option also provided to Auckland Transport for Milton Park. Next steps: Request quotes from contractor for Phase 1 - Sandbrook Reserve and Papatoetoe Recreation Grounds works and commence Phase 2 scoping.

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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	On Hold	Red	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.	Project on hold for safety in design review .  Current status: Project is undergoing a safety in design review which may delay the delivery timeline. Next steps: Review design and decision.
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.	Project has been cancelled on the local board's request.  Current status: The local board have rescinded the resolution and closed the project. Next steps: The budget will be reallocated.
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: 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.	A multi-year project, progress slower than anticipated.  Current status: Concept design is currently being revised due to needed changes. Also looking at further equipment options that provide more play value for the community. Next steps: Once the concept plan is in order it will be presented at a local board workshop.
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	In progress	Amber	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	A multi-year project, progress slower than anticipated.  Current status: This is a multi year project. The funding for the physical work is available in financial year 2019/2020. The scoping and design will begin in financial year 2018/2019. Next steps: Begin investigation and design commencing July 2018.
3541	CF: Investigation and Design	Kingswood Reserve - install and maintain temporary toilets	Installation and maintenance of temporary toilets for a period of 28 months.	Not scheduled	LDI: Opex	\$9,086	Cancelled	Red		Project has been cancelled.  Current status: This project has been cancelled due to the sports club's request to the Local Board. The local board has agreed to this request. Next steps: Finalise costs and close sentient record.
3550	CF: Investigation and Design	Rongomai Walkway	Completion of the pathway through Rongomai Park connecting to Te Irirangi Drive, East Tamaki (3m wide concrete path approximately 200m long).	Q4	External funding	\$180,000	Deferred	Red		Project to be carried forward into the new financial year for full delivery.  Current status: Concept design complete. Next steps: Awaiting permission from power transmission company to construct paths under the transmission lines.
3551	CF: Investigation and Design	Otara Town Centre - renew Fair Mall fish sculpture canopy	This asset poses a health and safety risk in its current condition. The rating has escalated to a 4 to 5. Investigation is in progress to address the structure and options will be presented to the local board for their consideration.	Q4	ABS: Capex	\$40,000	In progress	Amber		A multi-year project, progress slower than anticipated. Current status: Consultants have produced a preliminary report outlining the required works. Costing has yet to be confirmed and stakeholders are yet to be notified. Next steps: Notify stakeholders, determine budget and further details required from the consultant.
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	Sites are being scoped to determine planting locations. Physical delivery is expected in May/June 2018.	Large grade trees planted at the following sites; Charntay Avenue – 9 fruit trees Middlemore Park – 7 fruit trees Kurt Lane – 2 trees.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 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	\$0	In progress	Green	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.	The fourth quarter saw a couple of extensive storm events in April 2018 which resulted in some major tree damaged across the sector, requiring reallocation and prioritisation of resource by the Rima full facilities contractor, City Care. This has had a significant impact on scheduled maintenance with planned work needing to be deferred. Highest on the prioritised programme was the removal of storm debris as well as fixing leaking roofs which were caused by the heavy rain and blocked gutters. The rain enabled us to identify a number of leaking buildings requiring some serious roof replacements, Otara Library, OMAC Centre and Tupu Library were amongst those identified and all have been captured in the asset renewal programme 2018/19. May and June brought more rain however City Care managed to stay on top of their overall mowing ensuring the mow heights were within the contract specification. Reserves that were impossible or too wet were furnished with an exemption request from mowing as part of the early warning reporting requirement. The exemption request precludes the contractor from mowing or accessing very wet areas which could be damaged if accessed by service vehicles. However, they are still required to mow reserve frontages, weed eating and carry out all the other service they are required to provide under their contract.
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	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.	The fourth quarter was dominated by the effects and subsequent clean up resulting from the April storm. The severity of the damage is arguably the most extensive that has been seen in recent years since cyclone Bola. Region wide we received 5000 requests for service during one week following the storm, which is the same volume we usually receive over a three month period, with high volumes continuing since then. Any one of these individual jobs could be a significant amount of work in its own right. This has had a significant impact on scheduled maintenance with planned work needing to be deferred. All urgent and safety critical sites have been addressed however there is still some instances of minor debris in streets. Some of the parks site clean up is complicated by poor ground conditions. The appearance of some streets is being effected by residents who have dragged private vegetation onto street berms. Council does not offer a service to remove private vegetation. This is being followed up by Waste Solutions as illegal dumping. Replacement tree planting has commenced and will continue through June/July with a final mop up being completed in August.
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	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.	The fourth quarter has been focused on completing the scheduled works programme. Final pest animal control pulsing, the second round of pest animal monitoring and follow up pest plant control have been the main activities. Planting opportunities have been assessed, plants secured, planting site preparation undertaken with planting likely being undertaken in early July. High Value Site Assessment Reports are being revised post final pest plant control rounds. These will include updated polygon boundaries and updated pest animal monitoring lines. Requests for services received remain steady with most requests for rat and possum control. Wasp control requests have decreased throughout the region over the quarter.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
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;Q4	ABS: Capex	\$500,000	Deferred	Red	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.	Project to be carried forward into the new financial year for full delivery.  Current status: Works nearing completion with finishing works being undertaken and commissioning of the new services underway. Next steps: Issue Practical completion and receive handover of the building. Commence fitout of the facility for Community Places and Venue Hire. Prepare for official opening on 21 July 2018 with the Mayor.
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	Amber	Current Status: Physical works awarded to contractor due to start works on site early April 2018. Next steps: Physical works to start on site	A multi-year project, progress slower than anticipated. Current status: It is anticipated that the physical works will be completed early July 2018. Next steps: Physical works to be completed.
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	Current Status: Project complete	Project completed.
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	In progress	Amber	Current Status: Investigation of the removal of the maze and reinstatement with drainage. Next Step: Detail design to be undertaken	A multi-year project, progress slower than anticipated.  Current status: Tender documentation released to market. Next steps: Award physical works.
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	Amber	Current Status: Initial design investigation is underway. Next step: Tender for design work	A multi-year project, progress slower than anticipated.  Current status: Consultant is currently working on design works. Next steps: Tendering documentation to be prepared.
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	Amber	Current Status: Detail design underway Next step: Tender for physical works	A multi-year project, progress slower than anticipated.  Current status: Tender documentation released to market. Next steps: Award physical works contract.
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	Deferred	Red	Current Status: Physical works to start on site in April 2018. Next steps: Physical works to be completed	Project to be carried forward into the new financial year for full delivery.  Current status: Physical works commenced in June 2018, works is on-going. Next steps: Physical works anticipated to be completed in August 2018.
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: start physical works Next steps: defects period	Current status: Redesign required due to services on site. Budget increase has been granted. Next steps: Complete new design and tender.
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	Deferred	Red	Current Status: Tender package released to market. Next steps: Physical works to start on site	Project was part of a wider contract which included multiple projects. Tendering documentation for physical works has been released.  Current status: During detailed design stage this project was delayed. Physical works has been awarded and works on site should commence towards the end of October 2018. Next 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	Deferred	Red	Current Status: Detail design and equipment being finalized. Next steps: Start preparation of site work tender documentation	Project to be carried forward into the new financial year for full delivery. Current status: During the detailed design stage this project was delayed. Currently in the process of releasing the tender documentation for physical works. Next steps: Award physical works.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
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	In progress	Amber	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.	A multi-year project, progress slower than anticipated.  Current status: Consultation about the upgrade of the local paths, started at a community clean up of the Otara Creek Reserve and will be extended to a letter drop to immediate neighbours to the reserve. Next steps: Develop design brief informed by the survey results.
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	Amber	Current status: Physical work to commence o Aorere Park, all other works complete. Next steps: defects period for Aorere Park only	A multi-year project, progress slower than anticipated.  Current status: All other work complete. Physical works underway at Aorere Park only. Next steps: Complete physical works at Aorere Park.
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	Current Status: Physical works completed.Next step: handover.	Project completed.
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	Current Status: all works complete.Next steps: none.	Project completed.
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	Current Status: Work complete August 2017	Project completed August 2017.
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	Deferred	Red	Current Status: Tender documentation released to marketNext steps: Design work to start	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: During the playground detailed design stage the project has been delayed. Detail design for the toilet block is underway. Next steps: The physical works is planned to start in the summer and completed by the end of summer depending on the weather conditions.
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.	Project was merged with another activity line Otara Creek Esplanade Path Network Please refer to SharePoint ID #2287 for commentary details.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: Physical works have been completed.Next Step : Handover.	Project completed.
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: An architect has been engaged to produce design and documentation. Next steps: Develop then finalise the design and obtain consents.	Current status: Proceeding with a reduced scope of work to resolve immediate building issues. Negotiating with architect to provide design for repair works. Next steps: Begin repairs to address water-tightness, toilet and kitchen facilities, and heating and cooling issues.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
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.	Q2	ABS: Capex	\$0	Completed	Green	Current Status: Contractor has completed work on site Next steps: Close project	Project completed.
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	Q4	ABS: Capex	\$0	In progress	Green	Current Status: Contractor has commenced work on siteNext steps: Monitor project to completion	Current status: Contractor has commenced work on site. Next steps: Monitor project to completion.
<b>Infrastructure and Environmental Services</b>										
11	I&ES: Healthy Waters	Manukau Harbour Forum	The continued support for the Manukau Harbour Forum	Q1;Q2;Q3;Q4	LDI: Opex	\$8,000	Completed	Green	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.	In quarter four, the contractor submitted the final report for the flagship sites review project and presented their findings and recommendations to the forum at the June 2018 workshop. The Sustainable Schools team delivered the young leaders work programme and presented an update to the forum at the June 2018 workshop. Due to inclement weather and difficulties contacting property owners, the objectives of small sites ambassador project were achieved but at a smaller scale than was originally funded. The small sites pamphlet has been drafted and is awaiting internal council sign off. The final report will be provided to the forum at the August 2018 workshop. Due to efficiencies there will be a small underspend of approximately \$600 per member board. A letter from the chair was sent to the Manukau Harbour Forum subscribers, alongside a newsletter. Wilde Media have collected video footage for the forum, including interviews with member boards and drone shots of the Manukau Harbour. The footage will be edited into three-minute videos promoting the harbour and will be used for future communications. Some of the savings from the small sites ambassador project has been redirected to fund this editing work.
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	Completed	Green	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 Otara Network action Committee.	The work programme for the 2017/2018 financial year has been completed. The end of year report will be circulated to the board in quarter one.
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	Completed	Green	Successful event held on 10 February 2018 at Flinders Place Reserve <ul style="list-style-type: none"> <li>• 150 homes were included in this Event area</li> <li>• Door knock 100% with a rate of 80% people found at home</li> <li>• Flyer drop x 2 100% delivered</li> <li>• Registration rate of 45% was achieved pre event and participation rate of 41% on the day</li> </ul> <p>Otara Creek Clean Up Saturday 19th May Illegal dumping / healthy waters activation at the Otara Markets Saturday 28th April 2018 (TBA).</p>	In May 2018, clean-up events were held at Otara Creek Reserve and Preson Road Reserve. There were over 40 volunteers in attendance.



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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
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 weed 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	Completed	Green	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.	The Million Metres Campaign funded the Adopt a Spot project. The board funding for this project was redirected towards a community planting event at Preston Road Reserve on 23 June 2018. In preparation for the community planting event, students from Rongomai School and East Tamaki School took part in the 'Great Drain Game' which teaches children about wastewater and stormwater. Also, Ferguson Intermediate worked with an artist to produce fish for the footbridge. Over 80 volunteers attended the community planting event and 750 plants were planted.
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	Completed	Green	The project is underway and will continue into quarter four.	Site visits were completed in quarter four. The final report detailing the number of businesses visited and the corrective actions suggested has been submitted to the board. It has been recommended that revisits be undertaken in the 2019/2020 financial year.
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	Completed	Green	Contract to maintain previous plantings from Adopt A Spot has been set up and first visits to spray have been done.	The maintenance of previous plantings has continued to be undertaken throughout quarter four, with final visits carried out in late June 2018.
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	Completed	Green	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.	In quarter four, the planned site visits were undertaken and completed. The final report detailing the number of businesses visited and the corrective actions suggested will be submitted to the board in before August 2018.
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	Completed	Green	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 Otago Waterways campaign, including Facebook page, registration of supporters, media stories. Creating key communication pieces for the Trust.	Savings from the Manukau Institute of Technology work was utilised to engage Wilde Media to develop a vision document for the ongoing promotion of the trust. This has been completed.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
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	Completed	Green	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.	In quarter four, the Tāmaki Estuary Environmental Forum approved its work programme, which included a combination of land-based projects and sea clean-ups working in partnership with Conservation Volunteers New Zealand and Seacleaners. Clean-ups were held at Panmure Basin in partnership with the sailing club. A contract has been established with Wildlands Consultants to assist with literature review of Tāmaki shorebirds and look at winter roost survey techniques with a local bird enthusiast. At its June 2018 meeting, the Tāmaki Estuary Environmental Forum elected community representative Julie Chambers and local board member Carmel Claridge as co-chairs of the forum.
<b>Libraries</b>										
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	Completed	Green	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.	The number of users across the four libraries continues to show a modest downward trend of 2% and we are seeking community involvement to address this.
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	\$0	Completed	Amber	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 .	There is concern around the declining visitor and issue numbers. Libraries are exploring opportunities to work with local communities and design relevant programmes.  Items borrowed continues to decline across all four libraries. Staff across the libraries are investigating opportunities to reverse these trends.
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	\$0	Completed	Green	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.	For Samoan Language Week staff read bilingual stories at the preschool storytime in Samoan and English based on this year's theme of kindness and love. Manukau is encouraging local preschools to embark on a reciprocal relationship whereby centres will receive a visit from library staff followed by a visit to the library.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
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	\$0	Completed	Green	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.	All four libraries had activities in the April School holiday programme "Up, up and away" with fun science experiments. At Papatoetoe for Samoan Language Week the after school kid's club learned how to perform a Siva Samoa, when it is used and why it is celebrated and finished the week sampling Samoan Sapa Sui/Chop suey. A family movie time is now scheduled on each Saturday. Staff are working with the children to co-design afterschool activities on each weekday for terms 3 and 4. Ideas from children have highlighted the importance of helping them with homework as well as having a space where they can chill, watch movies and play games with their friends. On Gamer Friday there has been a steady increase in participation with numbers ranging from 25-30. The staff member running the session involves the children in selecting the next week's programme and also incorporates traditional board games with electronic games to keep all engaged. (Tupu) The "Ping Pong Championship" was held during the school holidays where challengers came together to battle it out to see who would be the ultimate Ping Pong champion. Trophies were gifted by Trophy Plus in Papatoetoe. Manukau has initiated an after school programme as a pilot one afternoon per week. Children are being encouraged to "drive" the programming with board games and technology proving very popular choices thus far.
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	\$0	Completed	Green	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 Otara and Papatoetoe to encourage their children to participate in the Kia Māia te Whai Summer Reading Programme will be built on going forward.	Currently reviewing feedback from whanau interviews to develop the 2018-2019 Summer Reading Programme.
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	\$0	Completed	Green	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.	Tea and Topics speakers included local author Heather Haylock talking about how she wrote her picture book "Granny McFlitter the champion knitter and Shontal Williams from the Nationwide Health and Disability advocacy Service. At Manukau hosted speakers included Celtic fiddler Harriet Eyres and inspirational stories on living and exciting life post retirement. An Open Mic night was held during Music Month to showcase local talent with a variety of performances including poetry, gospel singing and a Bollywood dance by two children and their mother. (Tupu) 'Music in the Hood' was held during NZMM which had a range of performers from well-known, successful artists to high school music students. Approximately 100 were in attendance including LB chair, Lotu Fuli and LB member, Apulu Reece Autagavaia; In partnership with two local high school libraries, Tupu has formed two book clubs for in an effort to help promote literacy and library services to our youth. The clubs have been running since the start of Term 2 and have been quite popular. Manukau has reviewed their adult programme offerings to include learning a new hobby or craft.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 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	\$0	Completed	Green	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.	Staff from Ōtara and Tupu provided a presentation and talk at Papatoetoe on Te Whare Tapere about traditional Māori games and pastimes. (Tupu) Tupu played host to approximately 250-300 pre- and primary school students as they came to see a shadow puppet skit about the fairy people in the Waikato. Ōtara hosted the Te Reo Waenene o Tua 250 children and adults, Mana Wahine Collaboration with Fresh Gallery Ōtara 130 kids from Manurewa Intermediate and Yendarra, Matariki Story Time 87 Kids Kohanga and ECE from around Ōtara. For the start of Matariki Manukau worked co-operatively with Panuku and TSI on the project supporting the installation of stone carvings in the square outside the library.
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	\$0	Completed	Green	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.	The eBook kiosk is currently at Papatoetoe and staff have been showing customers how they can download eBooks and eAudio books. The eAudio books have been popular with children. Staff at Ōtara Library have facilitated CV and employment readiness and music literacy workshops.They have visited local Schools, and non Māori groups in Ōtara to introduce Māori literacy.. Manukau has begun a partnership with the local Family Planning agency to support parents with discussions and information around gender and sexuality with their children. Our first session was hosted for parents of children attending our preschool Wriggle and Rhyme session.
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	\$0	Completed	Green	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).	Papatoetoe staff visited Little champs Childcare for a Vaisakhi storytime. Adults from Attainable Trust were given the opportunity to learn Samoan by working through worksheets and learning basic greetings with staff. At Tupu Library Samoan author Henrietta Ah Chong launched her new book 'O le Va'a Folau' to an audience of 30 people. The event was MC'd by former Niu FM breakfast host, Mantis.
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	\$0	Completed	Green	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.	Ōtara will continue with AL274 Project throughout the July School holiday programme, and will include a creative workshop to activate the foyer area, a one beat making workshop training teens and staff to recreate beats and use of scratch software and finally starting to build biopic local stories for Ōtara Local collection use.
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	\$0	Completed	Green	With the imminent opening of the "makerspace" by TSI, Manukau is developing our relationship further so that our programmes can complement one another.	An agreement has been reached with TSI to support the Manukau Library by allowing us use of the shared space from their maker centre

## Work Programme 2017/2018 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 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	In progress	Green	Contract awarded. Project delivery underway.	The 4 business growth workshops have been delivered. Participants will receive a 90 day follow up from the business growth specialist in August / September 2018. A report on the project will come to the local board after those follow-up sessions have been completed.
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	The YES kick start days were delivered between the 19 and 23 February 2018.	This initiative was completed in Q3 by the Auckland Chamber of Commerce.
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	Completed	Green	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.	Staff presented the final research report to both Hunter Corner Business Association and Papatoetoe Historical Society, and shared insights with both organisations in May 2018.

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
<b>Parks, Sport and Recreation</b>										
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	Completed	Green	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.	14 activations delivered or scheduled for this quarter including 1 x Art in the park at Allenby, 3 x amazing race at Ngati Otara, Kingswood Reserve, 1 x give it a go sports day at Otamariki, 9 x park sport sessions at Kohuora & Milton. Art in the park at Allenby was popular with 118 in attendance. The new 'wheels' amazing racxe at Ngati Otara has over 30 which was positive. Give it a go day at Otamriki was great with over 50 in attendance. Park sport sessions struggled for consistent numbers overall. We are recommending the discontinuation of magical parks due to low participation and a disengaged supplier. At the May local board workshop, we agreed on a more balanced programme in 18/19 that supports and enables more local led delivery. We have started to engage with community groups already and will be adding new activities to the 18/19 schedule once finalised. We aim to have a draft in place by end of August. As part of the community response fund we also delivered in May & June, 2 x gym box activation at Alexander Park which went well despite challenging weather. We have had to defer delivery of the Papatoetoe gym box activation due to battles with weather.

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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	\$0	In progress	Green	<p>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 &amp; Leisure Centre and Otara Library. Papatoetoe Centennial Pools &amp; 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 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</p>	<p>"The Otara Pool and Leisure Centre has met the Local Board outcomes for FY 2017-18. • Membership numbers increased by 18% on LYTD (858 vs 722) • Activation numbers decreased by 9% on LYTD (294,589 vs 323,710) • Centre Net Promotor Score decreased by 26% on LYTD (39.6% v 45.2%) • Full capacity in Kauri Kids ECE with 47% increase in revenue. Although activation numbers are down this financial year, we have focused on supporting youth, which helped to achieve a 7% increase in pool visits. The Summer Series – a partnership with OMAC – created a 28% increase in youth attendance over summer. Community Swim delivered 33,640 lessons to 4,205 Otara children this year. Recreation visits were up this quarter, but overall, we've experienced a decrease in stadium usage with a couple of big tournaments being moved to Bruce Pullman Park and low numbers in our social competitions at the start of the year. 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 in the last quarter but we've had a low response rate through the year. Great community events such as Samoan Language Week, Pacific Law Association Expo, Otara Christmas Dinner drew many members of the community, as did our targeted youth events – Summer Series in the pools, Raise Up social sports in the stadium. Papatoetoe Centennial Pool and Leisure Centre has met the Local Board outcomes for FY 2017-18. • Membership numbers decreased by 14% on LYTD (273 vs 317) • Activation numbers decreased* by 14% on LYTD (294,543 vs 343,459) • Centre Net Promotor Score increased by 3% on LYTD (48.8% v 47.4%) * A part of the reported decrease in visitor number is caused by methodology changes/issues in the changeover to the new leisure operating system. These are a one-off and new processes have been introduced across the network. There are 2 months of visitor numbers missing. To build our activation numbers and with the support of Active Auckland, Papatoetoe Pool initiated the (HERA) Every Goddess programme with Papatoetoe High School, which empowers young females to engage in aquatic activities. Active have also embraced our Ladies Night which reduces the barriers of participation in sport and recreation for local women. To grow fitness membership, we have created a partnership with Allan Brewster leisure centre, focusing on building fitness numbers at both sites. It is focused on the cross-promotion of programmes and activities to increase the value of membership and offer more variety. Centre highlights for PCP in Q4 include the growth of Swim Safe and Water Safety programmes with Papatoetoe Central School, Puhinui School and Botany College Tri team. Looking ahead, we will be providing a Swim Safe programme to Papatoetoe Intermediate, with approximately 700 new students participants. Allan Brewster Leisure Centre has met the Local Board outcomes for FY 2017-18. • Membership numbers decreased by 13% on LYTD (764 vs 881) • Activation numbers decreased* by 30% on LYTD (133,786 vs 192,770) • Centre Net Promotor Score decreased by 31% on LYTD (50% v 72.2%) • 18% increase in ECE occupancy (46% v 64%) * A part of the reported decrease in visitor number is caused by methodology changes/issues in the changeover to the new leisure operating system. These are a one-off and new processes have been introduced across the network.</p>
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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
									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 childrenCustomer 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.	There are 2 months of visitor numbers missing.Net promoter score has decrease compared to last year. Our negative NPS feedback features poor maintenance of the facility, heating, overcrowded spaces and cleanliness; however, customer service gets positive comments. A long-overdue building renewal is beginning in July. We are also working with Community Facilities to resolve the ongoing issues. OSCAR before- and after-school care has maintained the highest level of participation in 15 years, with 78 children attending daily. We have also increased hall hire for family and sporting events by 50% in 2018/19. To rebuild our activation numbers, we have plan to target growth during our quiet periods/time during morning with sports school programmes.Kauri Kids ECE is a highlight. The promotion of free care for under 3s has increased our role by 18%, with the majority of new customers from the local Indian community.Fitness membership is down compared to last year. It has taken some time to grow the Les Mills attendance, but a new social media campaign and upgrades to equipment and facilities is showing positive benefits. In addition, to grow fitness membership at both sites, we have created a partnership with Papatoetoe Centennial Pools, focusing on building fitness numbers at both sites.
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 planGovernance and managementOperational business planApplications 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	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.	Concept designs approved by the local board in May 2018. Business case signed and procurement for detailed design is to commence Q1 of the new financial year. Local board communications team are preparing a media release in Q1 to inform the community about the progress of the project. The Strategic Broker is now on board to support Ngati Otara Marae. Other funding sources for the Marae are being explored.
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	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.	Kolmar facilities are showing higher usage numbers for April and May when compared to the same months last year. The 8.5% increase is mainly due to increased use of the netball and tennis courts, bowling club and strength training (Papatoetoe Olympic Weightlifting Club). Notably five members of the club have now returned from the Commonwealth Games and three members are currently at the World Junior Championships in Uzbekistan. The club's ongoing success is recognised by confirmation that the 2018 NZ Olympic Weightlifting Championships will be hosted at Kolmar in September
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	Completed	Green	Nothing to report - funding is for consequential opex.	Nothing to report - funding is for consequential opex.
3521	CS: PSR: Active Recreation	Otamariki Park: Boroughs Basketball training	Run a series of 4 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	Deferred	Red	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.	Deferred delivery of the Jungle Steering Group led basketball workshops and event. These will take place when the weather improves.  Maintenance requirements have been logged with the call centre, as reported by Spark in its monthly court checks.



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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
3522	CS: PSR: Active Recreation	Skate workshops for teenage girls	Deliver a series of 4 skate workshops for teenage girls in Otara and Papatoetoe to teach them skating skills, and encourage increased participation in skating.	Q4	LDI: Opex	\$2,400	Completed	Green	Funding was allocated from the community response fund on 20 March 2018. These workshops will be delivered in quarter 4.	We delivered 4 girls skate workshops, 2 at Otara Pool & Leisure, and 2 at Allan Brewster. Initially they were slow to build but we had up to 15 participants at the final 2 and the experience for all participants was really positive.
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	Completed	Green	• Planting preparation for Q4, Ngati Otara and Kohuora reserves • Budget on track to be fully allocated	•Successful planting with Papatoetoe North School at Kouhoro reserve 800 plants ( 40 students) •Successful planting with Sir Edmund Hilary School at Ngati Otara reserve 600 plants ( 20 students)
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 Otara-Papatoetoe Local Board.	Q1;Q2;Q3;Q4	LDI: Opex	\$25,000	Completed	Green	• 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.	•Preparation for planting works and pest plant control carried out. •Community ranger supported the Manukau BeatificationTrust to plant 1000 plants at Plunket ave site •Community Ranger with Biodiversity team working together on ingana spawning ground site. •Meetings with Mitre10 and Bunnings re ownership of behind their sites in the supacentre and how they can contribute to the project •Worked with Nestle to start clearing stream site for planting next winter
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 \$4,000Department of Corrections - maintenance \$3,000Community clean ups and plant pest control \$3,000	Q1;Q2;Q3;Q4	LDI: Opex	\$10,000	Completed	Green	• 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 Otara Stream with Lakes and Waterways trust • Ongoing restoration work at Selwyn Bush	•Planting with MIT at Puhinui reserve 300 plants planted•Hand releasing of last years plants carried out by MIT •Clean up at Otara Creek reserve with Otara Lakes and waterways•Meetings and organising for large scale planting at Puhinui Reserve in July 2018 1606 hours this year 6100 plants planted
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	Completed	Green	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.	A Strategic Assessment that identifies service outcomes for Manukau Sports Bowl has been undertaken in Q4. These will be presented at a board workshop in Q1 of FY19 and help identify the key service outcomes that the board want to see realised in a concept plan to be developed for Manukau Sports Bowl in FY19.
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	Cancelled	Red	n/a	The funding for this initiative was reallocated on 20 March 2018 to #1087 OP/2018/31 20 March 2018 -

## Work Programme 2017/2018 Q4 Report

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	Completed	Green	<p>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 Otago 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.</p>	<p>Middlemore Reserve</p> <ol style="list-style-type: none"> <li>1. Themed on-site courses for Middlemore Crescent residents, short time frames, delivery by July 2019. Probably 2 off, probably on kerb side new training model.</li> <li>2. ATG has purchased small commercial nursery house, 1000+ plant units, will increase winter production methods for produce but also provide tree nursery options---educational gold.</li> <li>3. Positive feedback and output from mana whenua on Council reclassification of site.</li> <li>4. Very wet quarter, all sister sites report the same.</li> <li>5. Site plot numbers and occupancy rates stable, usual variance.</li> <li>6. Mentors and hours spent on each site <ul style="list-style-type: none"> <li>• Lead mentor reports average hours worked.</li> </ul> </li> </ol> <p>East Tamaki</p> <ol style="list-style-type: none"> <li>1. ATG places 1 of the 4 new nursery houses at ET, increases all-year production but also provides tree nursery options---educational gold.</li> <li>2. Site fencing repaired to acceptable standard, car park lighting issues resolved.</li> <li>3. Poor day light issues still obvious, exotic trees shading plots, very hard going in shorter days.</li> <li>4. Positive feedback and output from mana whenua on Council reclassification of site.</li> <li>5. Very wet quarter, all sister sites report the same.</li> <li>6. Site completes first 8 week Home Grow and Eat onsite, very successful, under-utilised facilities for this type of educational work, Corrections keen to grow programmes through 18/19, so is ATG. Corrections starting to make significant input to site.</li> <li>7. Site plot numbers and occupancy rates stable, usual variance.</li> <li>8. Mentors and hours spent on each site <ul style="list-style-type: none"> <li>Lead mentor reports average hours worked.</li> </ul> </li> </ol> <p>Charntay</p> <ol style="list-style-type: none"> <li>1. Cute, small site, has not yet reached its potential as a garden, options before LB for assessment.</li> <li>2. Site re-jigged to increase plot numbers from 16 to 20, quite an achievement, plot numbers at capacity.</li> <li>3. Positive feedback and output from mana whenua on Council reclassification of site.</li> <li>4. Improved site drainage completed in-house to clear standing waters.</li> <li>5. Very wet quarter, all sister sites report the same.</li> <li>6. Site plot numbers and occupancy rates stable, usual variance.</li> <li>7. LB completes apple tree planting on outside perimeter of fencing---targeted LB initiative to 'soften' public views of fenceline, ATG could underplant and increase tree numbers.</li> <li>8. Mentors and hours spent on each site <ul style="list-style-type: none"> <li>Lead mentor reports average hours worked.</li> </ul> </li> </ol> <p>Stadium Reserve</p> <ol style="list-style-type: none"> <li>1. Site fencing repaired to a 'best-as-possible' status after storm damages. Entire site fencing now sub-standard.</li> <li>2. Major rain water inflows into clubhouse, now damaging ceiling and floor, fist-sized rust holes in roof.</li> <li>3. Food Hub project continues, ATG places 1 of the 4 new nursery houses at the Stadium, increases all-year production but also provides tree nursery options---educational gold.</li> </ol> <p>Compliance issues for Food Hub drag on, not related</p>
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## Work Programme 2017/2018 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q3 Commentary	Q4 Commentary
										<p>to ATG.</p> <p>4. Site completes first 8 week Home Grow and Eat onsite, very successful, under-utilised facilities for this type of educational work, Corrections keen to grow programmes through 18/19, so is ATG. Corrections starting to make significant input to site. Looking for community/iwi/Corrections possibilities for educational/lifestyle activities/training/education.</p> <p>5. Very wet quarter, all sister sites report the same.</p> <p>6. Site plot numbers and occupancy rates stable, usual variance.</p> <p>7. Mentors and hours spent on each site: Lead mentor reports average hours worked, new support mentor bedding in well.</p>
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	Completed	Green	Funding was allocated from the community response fund at the local board's meeting on 20 March. Research on exiting park names is underway.	Phase 1 research of existing names of reserves has been completed. July workshop scheduled to introduce the local board to the project and seek feedback on key principles.

## Work Programme 2017/2018 Q4 Report

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	Q3 Commentary	Q4 Commentary
<b>CF: Community Leases</b>											
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	Variation of lease approved 20 March 2018 under resolution number OP/2018/28  Completed	Completed
1834	CF: Community Leases	Chaldean Society Inc.	New lease for Milton Park, 23R Milton Road, Papatoetoe	Q4	31/01/2018	\$10.00	\$0.00	Deferred	Red	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.	The activity/project was expected to be completed this year but has been deferred to 2018/2019.  Deferred to the 2018/2019 work programme. The agenda report for the local board to approve a new ground lease has been prepared for the 19 July 2018 local board meeting.
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	\$0.00	Deferred	Red	Application for the renewal has been received. A site visit arranged and community outcomes plan drafted for discussion.	The activity/project was expected to be completed this year but has been deferred to 2018/2019.  Deferred to the 2018/2019 work programme. A site visit has been arranged for quarter one.
1836	CF: Community Leases	Ngati Otara Marae Society Inc.	New lease for Ngati Ōtara Park, 100R Ōtara Road, Ōtara	Q4	30/03/2051	\$0.10	\$0.00	Deferred	Red	Application pack has been sent, awaiting return.	The activity/project was expected to be completed this year but has been deferred to 2018/2019.  A further reminder has been sent to the group requesting their application for a new community ground lease.
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	\$0.00	Deferred	Red	A single application for the Scout Association leases has been received and the local Scout troop contacted. A site visit is arranged and the community outcomes plan has been drafted for discussion.	The activity/project was expected to be completed this year but has been deferred to 2018/2019.  Contact has been made with the local scout group and a site visit at the hall undertaken on 22 June 2018.
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	\$0.00	Deferred	Red	Application for the new lease will be sent to the group in quarter four.	The activity/project was is due to be completed in 2018/2019.  This lease is due to expire in April 2019. An application form will be sent to the group in 2018/2019.
1839	CF: Community Leases	The Otara Rugby League Football Club Inc.	New lease for Ngati Ōtara Park, 95R Ōtara Road, Ōtara	Q4	31/05/2018	\$0.10	\$100.00	Deferred	Red	Application pack sent, awaiting return.	The activity/project was expected to be completed this year but has been deferred to 2018/2019.  A further reminder has been sent to the group requesting their application for a new community building lease.
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	30/06/2028	\$1.00	\$500.00	Completed	Green	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 applicaitons and workshopped with the local board prior to reporting for granting of a lease.	The local board granted a new lease for the Boundary Road Skills Shed at the 19 June 2018 meeting.

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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	Q3 Commentary	Q4 Commentary
1841	CF: Community Leases	Vacant Sandbrook Reserve building	New lease at Sandbrook Reserve for Feed the Need once formal proposal received.	Not scheduled				Deferred	Red	Awaiting the proposal from Feed the Need.	Approval for agreement to lease granted by the local board in April 2017. Feed the Need have presented their proposal to the local board wishing to relocate a building onto another site on the reserve, this is currently in the hands of the Land Advisory team. The Feed the Need Trust are proposing to place a new building on the reserve. The approval for an agreement to lease will be led by the Land Advisory team.
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		Deferred	Red	New leases on Manukau Sports Bowl have been deferred pending decisions on the future use of the park.	New leases on Manukau Sports Bowl is pending decisions on the future use of the park and has been deferred.  New lease for Manukau Sports Bowl, 19R Boundary Road is pending ongoing funding being secured.
1843	CF: Community Leases	Cycling New Zealand - Auckland Inc.	New lease for Manukau Sports Bowl, 19R Boundary Road, Ōtara	Not scheduled		\$10.00		Deferred	Red	New leases on Manukau Sports Bowl have been deferred pending decisions on the future use of the park.	New leases on Manukau Sports Bowl is pending decisions on the future use of the park  New lease for Manukau Sports Bowl, 19R Boundary Road is pending ongoing funding being secured.
1844	CF: Community Leases	46 Fair Mall - Advertised for expressions of interest	New leases for Fair Mall. 46 Fair Mall, Ōtara: Ōtara Business Association, Ōtara Health Charitable Trust and The Brain Injury Association (Auckland) Inc.	Not scheduled				Deferred	Red	New leases at Fair Mall have been deferred pending completion of building works to be undertaken to repair the building's roof.	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.
1845	CF: Community Leases	Niue Motu Maka Enterprises Inc.	New lease for Hunters Corner, 63 East Tāmaki Road, Papatoetoe	Q4		\$868.30		Deferred	Red	Iwi consultation underway, prior to reporting to local board for grant of lease in quarter four.	The activity/project was expected to be completed this year but has been deferred to 2018/2019.  The Hunters Corner Business Association have not yet met with the Niue group to discuss possible sharing of the property. The business association is waiting for the outcome of board discussion on funding of business districts.
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	30/06/2020	\$1.00	\$500.00	Completed	Green	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.	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.  The local board approved a short-term lease at their meeting of 19 June 2018.
1848	CF: Community Leases	Papatoetoe Athletics Club Inc.	New lease for Omana Park, 23R Omana Road, Papatoetoe	Q4				Deferred	Red	Awaiting return of application. Followup with the group will be made in quarter four.	The activity/project was expected to be completed this year but has been deferred to 2018/2019. Contact has been made with the new club secretary who is working on the club's application.

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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	Q3 Commentary	Q4 Commentary
1849	CF: Community Leases	Puhinui Equestrian Trust	New Licence to Occupy for Puhinui Reserve, Prices Road, Manukau.	Q4	31/10/2016			Deferred	Red	Iwi consultation is underway, prior to reporting to the local board for a new licence to occupy. This report is anticipated in quarter four.	The activity/project was expected to be completed this year but has been deferred to 2018/2019.  A report requesting the grant of a new licence to occupy has been prepared for the July 2018 local board meeting.
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		Deferred	Red	Vesting of training lights at Kohuora Park nearly complete. Once finalised the new lease will be progressed.	The activity/project was expected to be completed this year but has been deferred to 2018/2019.  Now that the training lights at Kohuora Park have been transferred to Council, a site visit will be arranged for 2018/2019 quarter one.
1851	CF: Community Leases	Royal NZ Plunket Society Inc. (Kolmar Road)	New lease for 25 Kolmar Road, Papatoetoe.	Not scheduled		\$0.10		Completed	Green	New lease 10 year + 10 year right of renewal granted 20 March 2018. Completed	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				Deferred	Red	New leases for The Chambers have been deferred pending completion of repair works on the building.	This project has been deferred pending completion of repair works on the building.  New leases for The Chambers continue to be on hold awaiting seismic strengthening and repair works to the roof of 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				Deferred	Red	New leases are on hold pending future transfer of the building to Panuku Development Auckland.	The long-standing project to vacate this building to enable development of the site by Panuku Development Auckland remains on-hold. Therefore new leases for tenants have not been progressed.  New leases for The Depot are on hold pending future transfer of the property 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	Completed	Completed
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		Completed	Green	Awaiting Local Board approval of the revised process for the approval of lease renewals.	The renewal of the ground lease was approved at the 19 June 2018 local board meeting.
1856	CF: Community Leases	Counties Manukau Sports Foundation	New lease for Manukau Sports Bowl, 19R Boundary Road, Ōtara	Not scheduled				Cancelled	Red	New leases on Manukau Sports Bowl have been deferred pending decisions on the future use of the park.	The group is no longer wishing to lease a space at the velodrome. This group is no longer requesting space at Manukau Sports Bowl.
1857	CF: Community Leases	Vacant 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		Deferred	Red	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.	The activity was expected to be completed this year but has been deferred.  The toy library have vacated the property and a condition report has been undertaken prior to any decision on the future tenant for this property.