

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
Arts, Community and Events										
187	CS: ACE: Community Empowerment	Community grants (UH)	Funding to support local community groups through contestable grant funding. Local discretionary grants \$155,000	Q1;Q2;Q4	LDI: Opex	\$155,000	Completed	Green	There were no grant decisions in quarter three.	The local board has completed one local grant round and three quick response rounds, and has allocated a total grants budget of \$136,470 from the grants budgetline and from other LDI budget areas.
602	CS: ACE: Community Empowerment	Community-led placemaking- Albany CoCo Inc. Programme	Fund Albany CoCo Inc. to: <ul style="list-style-type: none"> • deliver a range of neighbourhood-based, community wide programmes, events and activities • partner with mana whenua to support greater understanding about areas of historic and cultural importance • engage local community to help shape plans and policies so they reflect community aspirations. 	Q1;Q2;Q3;Q4	LDI: Opex	\$60,000	Completed	Green	The Albany CoCo work programme has continued to be delivered, mostly in conjunction with the Newcomer Network programme. The Network co-ordinator has endeavoured to provide regular updates on the CoCo activities and in the absence of a House Manager since the end of last year, has also been dealing with day-to-day management of the facilities. Programme reporting is due at the end of April and will be referenced in Q4 reporting.	There were further changes in staffing at Albany CoCo Inc, resulting in a reduction in programme delivery. A part-time person was appointed to the CoCo role for approximately two days a week. Staff raised concerns with the local board around the lack of accountability and probity matters, with the recommendation that funding for 2018/2019 be retained until concerns have been addressed. Meetings are being held between the local board and Albany CoCo Inc Executive Committee.
603	CS: ACE: Community Empowerment	Community led place-making: Greenhithe Community Trust programme	Fund Greenhithe Community Trust to: <ul style="list-style-type: none"> • deliver a range of neighbourhood-based, community wide programmes, events and activities • partner with mana whenua to support greater understanding about areas of historic and cultural importance • engage local community to help shape plans and policies so they reflect community aspirations. 	Q1;Q2;Q3;Q4	LDI: Opex	\$40,000	Completed	Green	The Greenhithe Community Trust has continued to deliver a range of successful programmes and activities for the local community. The Trust has been the lead agency for the development of a community car-park, and this project is completed. The Trust has successfully partnered in a significant pest eradication programme and continues to champion local ecological restoration activities. The Chair of the trust reports regularly to the local board.	The Greenhithe Community Trust has continued to develop their focus and delivery in pest eradication and environmental restoration, along with the usual range of successful programmes and activities they deliver for the local community. The Trust is partnering with the CEU to host a Transgenerational Forum for their older residents.
604	CS: ACE: Community Empowerment	Community led place-making: Whenuapai	Facilitate and broker opportunities for the local community to: <ul style="list-style-type: none"> • organise, plan, and effectively contribute to the proposed development in their local area, as outlined in the Whenuapai Structure Plan (WSP) • support local residents with activities and initiatives identified by the community to develop momentum around local engagement, decision making and participation • engage with mana whenua to identify Māori history and culture in Whenuapai • increase knowledge amongst the community regarding the process of local government including how residents can engage in the process, such as through Local Board Plan consultation. 	Q1;Q2;Q3;Q4	LDI: Opex	\$8,000	Completed	Green	Staff engaged Gecko Trust to bring the Curious Tamariki programme to the community of Whenuapai. The programme provides a platform for further place making activities, with children and young people from local schools who work with biodiversity scientists to explore key ecological areas. This enables a platform for youth voice, while engaging collaboratively with wider community members, through local activities, workshops and short films that participants create.	Curious Whenuapai has gained momentum and developed working partnerships with Whenuapai Restoration Group, Open Fort and Hobsonville Point Secondary School (HPSS). Open Fort are assisting with the development and delivery of film-making workshops for young people involved in the project, which are being run at HPSS, with the local restoration group supporting the exploration and discovery phase. The final community screening will be hosted at the local village hall at Whenuapai.

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
605	CS: ACE: Community Empowerment	Community-led placemaking: Hobsonville Point Community Trust programme	Fund Hobsonville Point Community Trust to: <ul style="list-style-type: none"> • deliver a range of neighbourhood-based, community wide programmes, events and activities • partner with mana whenua to support greater understanding about areas of historic and cultural importance • engage local community to help shape plans and policies so they reflect community aspirations. 	Q1;Q2;Q3;Q4	LDI: Opex	\$40,000	Completed	Green	The Hobsonville Community Trust has continued to deliver a successful programme of events and activities for the local community. The trust has a strong youth focus and has continued to progress work from the Youth Recreational Strategy developed last year, in particular collaborating with Harbour Sport to deliver the EMPOWER sport and recreation programme.	The Hobsonville Community Trust has delivered on their annual work schedule, being active in and responsive to the local community, providing social and skill development opportunities. The Trust has taken sole responsibility for the EMPOWER sport and recreation programme, training older youth to deliver this to younger participants over holiday breaks.
606	CS: ACE: Community Empowerment	Community-led placemaking: management of Albany House	Fund Albany Coco Inc. to manage Albany House to:- use the facilities for programmes, events and activities- provide access for meetings, group activities, workshops, training and classes for community groups, organisations and the general public.	Q1;Q2;Q3;Q4	ABS: Opex	\$20,000	Completed	Green	Staff worked with the Albany CoCo Committee to support their decision to relinquish the House Manager's role. The position has been vacant since the end of 2017. The duties are being managed within Newcomers Network co-ordinator's contract.	Albany CoCo Inc relinquished the lease for Albany House at the end of Q3 and bookings for the facility are being managed through Community Places, as part of the 'book-able space' available at the Albany Community Hub. The House Manager's role has been vacant since the end of 2017 and is now redundant.
607	CS: ACE: Community Empowerment	Increase diverse participation: newcomers network	Fund the newcomers network to: <ul style="list-style-type: none"> • identify the social, professional and recreational needs of the local newcomer communities in Upper Harbour • develop a programme to meet these identified needs: <ul style="list-style-type: none"> - encourage participation of the diverse migrant communities - engage with local mana whenua to foster cross-cultural connection - actively encourage and promote opportunities for employment skills and social enterprise development, partnering with relevant training providers and sub-regional organisations. Support capacity building and organisational development for the Newcomers Network to: <ul style="list-style-type: none"> • take a lead role in the co-ordination and delivery of relevant programmes • support greater cross-regional engagement and collaboration with other migrant service providers, newcomer networks and social support agencies. 	Q1;Q2;Q3;Q4	LDI: Opex	\$15,000	Not completed	Red	The Newcomers Network has delivered a range of activities in the community. This includes Qi Gong weekly, Boomerang Bags twice weekly, ESOL classes twice weekly Summer Fun three times a week, Tool Box, Art classes, Coffee group, Ukes' band weekly, Dot painting class weekly, Murals, Artwork exhibition, etc. In Q4, staff will follow up to release the second tranche of grant funds (\$7500) to the network after receiving their accountability report.	The Newcomers Network co-ordinator's role has been vacant since the end of Q3. Staff have not received a Q4 report on the current status of the network, nor on programme delivery. The second portion of funding for 2018/2019 programme delivery is unspent (\$7,500) and is proposed to be carried-forward into FY19. Advice on next steps will be given to the local board in Q1 FY19. The Newcomers Network co-ordinator's role has been vacant since the end of Q3. Staff have not received a Q4 report on the current status of the network, nor on programme delivery.
608	CS: ACE: Community Empowerment	Increase diverse participation: Age Friendly Upper Harbour	Engage with older people in Upper Harbour to ensure their aspirations and needs are embedded and visible in decision-making. This includes the implementation of recommendations made during the recent co-design process.	Q1;Q2;Q3;Q4	LDI: Opex	\$5,000	Completed	Green	Staff are working with the Newcomers Network in the development of an intergenerational forum "Trans-generational fun times". The forum will held at Albany Hub at the beginning of Q4. The event aims to facilitate intergenerational connections through food, games, stories, and new technology tools. The Network co-ordinator has engaged with the local rest-home and Massey University to secure participation at the forum.	At the beginning of Q4 a Transgenerational Forum was delivered at the Albany Community Hub, in conjunction with the Newcomers Network co-ordinator. Staff have liaised with other key community organisations in Upper Harbour to support the delivery of a similar event in the communities of Greenhithe, Hobsonville Point and Paremoremo.

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
609	CS: ACE: Community Empowerment	Increase diverse participation: support youth voice and youth initiatives	Partner with community organisations and iwi to increase participation of young people in shaping places, plans and programmes in Upper Harbour to: <ul style="list-style-type: none"> • support the Upper Harbour Youth Caucus (UHYC) to provide youth engagement on council decision-making, and to deliver youth-led activities, in the local board area - \$5,000 • progress the development of a youth recreational strategy - \$5,000 • develop and implement youth-led initiatives and enterprise - \$10,000 • facilitate youth employment initiatives and opportunities by working with community partners e.g. Sustainable Paremoremo - \$5,000. 	Q1;Q2;Q3;Q4	LDI: Opex	\$25,000	Completed	Green	Staff met with Youthline management to discuss support for the Upper Harbour Youth Caucus and agree on delivery over the remainder of the 2017/2018 year. Youthline staff presented an update on the work of the caucus to the local board. Staff have engaged with GirlBoss to pilot the Future CEO summit in Upper Harbour. This will be delivered in Q4. Staff are working with an external consultant to develop a Financial Literacy programme for delivery in Q4. Staff have allocated funding for Hobsonville Community Trust to deliver the EMPOWER programme, in conjunction with Harbour Sport.	Staff completed a funding agreement with GirlBoss to deliver the Future CEO summit. This successful event took place in April at the Albany Community Hub, encouraging young women to consider careers specifically in STEM (Science, Tech, Engineering and Maths) related fields. The Hobsonville Community Trust has continued to develop the EMPOWER programme, training youth participants to deliver this to younger members. Staff met with Youthline workers to discuss programme delivery and support for the Upper Harbour Youth Caucus, and to meet the newly elected co-chairs for the group. Staff also engaged with Sustainable Paremoremo Group to coordinate the delivery of financial literacy and capability workshops for local youth.
698	CS: ACE: Community Empowerment	Apply the empowered communities approach – connecting communities (UH)	Broker strategic collaborative relationships and resources within the community. This includes three key activity areas: 1. Engaging communities – reaching out to less accessible and diverse groups - focussing on capacity building and inclusion. 2. Enabling council – ensuring that groups have access to operational and technical expertise and identify and address barriers to community empowerment. 3. Reporting back - to local board members on progress in activity areas 1 and 2. Includes responding to the aspirations of mana whenua, mataawaka, marae and Māori organisations.	Q1;Q2;Q3;Q4	LDI: Opex	\$0	Completed	Green	The strategic broker is working with key community organisations and individual residents to provide information/advice and assist with meeting council requirements for any proposed projects or events. This has included signage for St Marks Memorial Garden, Albany Domain history project and planting.	The strategic broker provided support to Albany Secondary School senior students for their impact project in Paremoremo. Staff have worked with the Albany Community Hub co-ordinator to progress the establishment of a community orchard, as an alternative to a community garden, and part of the history project on the grounds around the Hub. Assistance has also been provided to ActiveAsian, as the lead for a collaborative programme of delivery for Matatiki.
724	CS: ACE: Community Empowerment	Local Māori Responsiveness Action Plan (UH)	Work with mana whenua and mataawaka to create a local responsiveness action plan which includes the following: <ul style="list-style-type: none"> • key aspirations and priorities for Māori in the area • opportunities to work together • a plan for building strong relationships and sharing information with Māori. 	Q1;Q2;Q3;Q4	LDI: Opex	\$5,000	Completed	Green	The strategic broker presented material to the local board and advocated for the 'Maori Naming of Reserves project', however this opportunity will not be progressed. Action to identify a name for Albany Community Hub in te reo is being actioned by the Community Places team. Staff are exploring the inclusion of Rongo-rongo planting at the Hub, as part of the heritage project on the Albany Domain	Staff have engaged with other parts of council to progress proposed plantings at the Albany Domain, with an initial community orchard being established. Selection and siting of indigenous vegetation is still to be determined. Staff have advocated for support to enable a collaborative programme to be delivered for Matariki at the Massey Campus. Staff have engaged with Sustainable Paremoremo to scope the previous Kai Rakau project for future opportunities.
727	CS: ACE: Community Empowerment	Community-led placemaking: (NorthWest (NorSGA)) Spatial Priority Area	Engage and empower communities to ensure that they influence decision-making on spatial priority area (SPA) planning and implementation. Strengthen community-led placemaking and planning initiatives within the SPA area. Develop innovative ways to engage with communities that have not traditionally participated in council decision-making.	Q1;Q2;Q3;Q4	LDI: Opex	\$0	Completed	Green	The Plans and Place unit were planning a session with developers and this has been rescheduled to Q4 to align with their timeframes. Staff continued to work with the Plans and Places unit on opportunities to support engagement in the Spatial Priority Area, with the current focus being on Whenuapai.	No significant opportunities for engagement or community-led development in this quarter. Staff will continue to support Plans and Places with community engagement as housing development takes place in the area including Whenuapai.

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
370	CS: ACE: Community Places	Funding Agreement: Meadowood Community House	A three year term agreement to Meadowood House Incorporated to facilitate and deliver work plan outcomes, including activities and programmes at Meadowood Community House for the years 2017-2020, commencing 1 July 2017 and terminating on 30 June 2020. Operational funding amount to be adjusted annually in accordance with Auckland Council's agreed inflationary mechanism once confirmed.	Q1;Q2;Q3;Q4	ABS: Opex	\$52,657	Completed	Green	Meadowood Community house have drafted their workplan for 2018/19 to align with the local board outcomes and they will finalise it in Q4. Highlights are the upgrading of the building with air conditioning, upgrading the playground and painting of the house. This has re-energised the house and house users and they are seeing new groups come in to the house. Meadowood Community House also recieved a lovely little video made by a member of the public from their christmas event which was well recieved.	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. Highlights from this quarter include a fundraiser high tea hosted by the Miss World New Zealand finalist and a very successful neighbours day event.
423	CS: ACE: Community Places	Venue Hire Service Delivery - UH	Provide and manage venues for hire and the activities and opportunities they offer by:- managing the customer centric booking and access process- aligning activity to local board priorities through management of the fees and charges framework.	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	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 opened online on 27 February and by the end of the day there were over 16,000 bookings of which 74% was 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 71%.	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 78 per cent and a combined facility recommendation of 74 per cent for Upper Harbour.
425	CS: ACE: Community Places	Community Venues UH - participation increase	Develop a network wide marketing strategy to increase participation within community venues in the Local Board area based on relevant and current research.	Q1;Q3;Q4	ABS: Opex	\$0	Completed	Green	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 the month of February. New art work options have been developed with refreshed awareness campaign to be run in Q4	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. The 2017/2018 statistics show a 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.
498	CS: ACE: Community Places	Hobsonville Headquarters operational plan	Develop an operational plan for the Hobsonville Headquarters to guide service provision for when the facility re-opens.	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	Draft operational plan has been completed. Two staff have been appointed to operate under the interim council management model, commencing 3 April and 28 April respectively. Expressions of Interest selection criteria report is coming to the May Business Meeting, rescheduled from April. Q4 focus is on finalising operational plan and Expression of Interest process.	The operational plan was completed and the centre officially opened on 31 May 2018. The local board have agreed to defer transition to community management of the facility and an Expression of Interest process will now begin in 2018/2019 Q3.
519	CS: ACE: Community Places	Albany Hub Establishment and Management	Open the newly established facility. Develop programmes and activities, facilitating a sense of community for locals to meet and connect, and reflect the community in the fabric (look and feel) of the Hub.	Q1;Q2;Q3;Q4	ABS: Opex	\$51,000	Completed	Green	Albany Community Hub is increasing the number of bookings and engaging in the wider community as we prepare to combine the management of the Albany Community House and Hub in Q4 and start the expression of interest process.	During Q4 the decision was made to extend the council management period of the Albany Community Hub and the workplan for 2018/2019 has been developed. 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.
83	CS: ACE: Events	Citizenship Ceremonies - Upper Harbour	Delivery of an annual programme of citizenship ceremonies in conjunction with the Department of Internal Affairs.	Q1;Q2;Q3;Q4	ABS: Opex	\$14,216	Completed	Green	The Civic Events team delivered two citizenship ceremonies with 254 people from the local board area becoming new citizens.	The Civic Events team delivered two citizenship ceremonies over two occasions during Q4 with total of 701 candidates from the local board area becoming new citizens

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
84	CS: ACE: Events	Anzac Services - Upper Harbour	Supporting and/or delivering Anzac services and parades within the local board area.	Q4	LDI: Opex	\$10,000	Completed	Green	Planning is well advanced for Anzac event(s) to be held in Q4.	Anzac Day in remembrance of those who has fallen it was a success throughout the region with increased attendance numbers at all services.
85	CS: ACE: Events	Movies in Parks - Upper Harbour	Programming and delivery of threeregional Movies in Parks series events.	Q3	LDI: Opex	\$36,000	Completed	Green	Movies In Parks, "Fantastic Beasts and Where to Find Them" screened on 16 March at Collins Park, Greenhithe. There were approximately 1,700 attendees. The event was zero waste, smoke and alcohol free and included free pre-movie entertainment for kids.	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.
86	CS: ACE: Events	Event Partnership Fund - Upper Harbour	Funding to support community events through a non-contestable process. This provides an opportunity for the local board to work in partnership with local event organisers by providing core funding for up to three years to selected events. - Mud Rush (Sport North Harbour) \$3,000 - Greenhithe Christmas Parade (Harcourts Cooper & Co) \$3,500 - Pascoe NZ Tennis Open (Tennis Northern) \$6,000 - Albany Lakes Summer Series (Running Events) \$6,000 Total = \$18,500	Q2;Q3	LDI: Opex	\$18,500	Completed	Green	This fund has been fully allocated and all funds have been paid out to the organisations. Accountability documentation to be provided in Q4.	No further update from Q3. Three events have been acquitted, the remaining is expected to be recieved in Q1 of 18/19.
2035	CS: ACE: Events	Local Civic Events - Upper Harbour	Deliver and/or support civic events within the local board area. Opening of the Headquarters Building Opening of the Albany Coco (2016/2017 carry forward of \$13,702 included in budget)	Q1;Q4	LDI: Opex	\$23,702	Completed	Green	No activity occurred during the quarter as no local civic events are currently scheduled.	HQ Hobsonville blessing and Opening on 31 May with 50 people who had attended.
Community Facilities: Build Maintain Renew										
2563	CF: Investigation and Design	Albany Coronation Hall - renew toilets	Renew the hall toilets	Q1;Q2;Q3;Q4	ABS: Capex	\$5,000	In progress	Green	Current Status: procurement is underway for professional services to undertake, investigations, design, consent and physical works supervision. Next steps: begin investigations with successful professional services consultant.	Part of a multiyear project that was expected to continue into next year which has progressed as expected for 2017/2018. Current status: Site survey, initial scoping site visit with Albany Hall committee have been completed. Infrastructure and service investigations are underway. Preliminary concept options have been received. Next steps: Discuss concept options with stakeholders such as the Albany Hall committee, heritage advisor and the local board to identify the preferred option to progress to a detailed design.
2567	CF: Investigation and Design	Albany Village Library - refurbish interior	Interior refresh	Not scheduled	ABS: Capex	\$85,714	Cancelled	Red	Current Status: Project Cancelled. Minor maintenance logged.Next steps: None	Project was delivered by the Operational Management and Maintenance team as it was minor maintenance work. Current status: Record cancelled.

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
2571	CF: Investigation and Design	Community house development (Hobsonville Point)	Develop community centre	Not scheduled	ABS: Capex	\$1,900,204	Cancelled	Amber	Current Status: This project was merged with Hobsonville headquarters redevelopment, exterior landscaping and car park construction. Please refer to SharePoint ID 3012 for an update.	Project was merged with another activity line (Hobsonville Headquarters - redevelopment, exterior landscaping and car park construction). Please refer to SharePoint ID 3012 for commentary details. Current status: This project was merged with Hobsonville Headquarters redevelopment, exterior landscaping and car park construction. Please refer to SharePoint ID 3012 for an update/ commentary
2991	CF: Investigation and Design	Gills Reserve - install concrete walkway	This project is carried forward from the 2016/2017 work programme, previous ID 4247	Q1;Q2;Q3;Q4	LDI: Capex	\$7,000	Deferred	Red	Current Status: Ventia has been approached to quote for the concrete path, given the location and measurements. We are awaiting their fee estimate to verify if budget is underfunded. Next Steps: Await final quote for physical works and determine budget shortfall. Issues: Budget is very low - based on old unit rates. Additional budget may be required once quotes have come in.	Budget was very low, based on old market rates, an increase has now been approved. The project was expected to be completed this year but has been deferred. Current status: The local board has approved an increase in budget, as the original amount was based on old market rates. The in-house planner is reviewing the overlays of the site and has determined that there will be a need to apply for a resource consent. This consent application is underway. Drawings and specifications of work have been completed and may need to be adjusted should the consent application require modifications. Next steps: Once resource consent is granted, project will be delivered.
3379	CF: Investigation and Design	Sanders Reserve - install dog bin	Install dog bin	Q2;Q3;Q4	LDI: Capex	\$1,500	Completed	Green	Current Status: Installation of the dog bin has been completed.	Project completed April 2018.
3383	CF: Investigation and Design	Wainoni Park - Install dog bin and signage	Install dog bin and signage	Q2;Q3;Q4	LDI: Capex	\$3,500	Completed	Green	Current Status: Completed. Next Steps: none.	Project completed.
3433	CF: Investigation and Design	Kell Park – develop car park	Extension of the existing car park adjacent to the Plunket building, to provide additional car park facilities.	Q3;Q4	LDI: Capex	\$426,000	Deferred	Red	Current Status: A draft report has been prepared to revoke a previous resolution of the local board, in relation to easements on the reserve. A sketch plan of the general proposed car park layout is being drafted to assist with resource consent discussions and applications. Next steps: An update will be provided to the local board at a workshop in April 2018. A report will be presented in May 2018 to revoke the previous resolution and enable the development of the car park to continue.	Project to be carried forward into the new financial year for full delivery. Current status: Asset owner approval has been granted for the removal and pruning of trees in the proposed car park location. A soil investigation report has been commissioned to assess whether there is any contamination of the soil from previous horticultural use of the land. This will help inform the resource consent process. Next steps: Investigation and concept work will be completed in financial year 2017/2018 and tender documentation will be prepared in July 2018 for the design and build of the car park. Construction is planned for the summer earthworks season of 2018/2019.

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
1707	CF: Operations	Upper Harbour Maintenance Contracts	The maintenance contracts include all buildings, parks and open space assets, sports fields, tree management and maintenance, ecological restoration, pest management, riparian planting, coastal management and storm damage. The budget for these contracts is determined by the Governing Body.	Q1;Q2;Q3;Q4	ABS: Opex	\$0	In progress	Green	The third quarter started with another weather event in January which along with the damage to our beach and sea walls has created a warm lush environment to give our area an early grass growth flush. Unfortunately at times our contractors have struggled to keep up with the growth and this has caused several complaints from the community. We have had Ventia develop and implement a performance plan which details the resourcing and schedules they will use to get our parks and reserves back in specification. It is pleasing to see that as the quarter ends we are getting closer to the expected outcome of the contract. We still have unsatisfactory examples of service integration where the entire site is not completed at the same time i.e. mowing complete but not edging and loose litter and palm fronds etc. Again we are closely auditing the region to improve this area.	The fourth quarter has seen a marked improvement in mowing and edging technique which has led to a noticeably enhanced outcome. The shrub garden maintenance is also showing signs of improvement though there is some way to go in regards to pruning, weeding and aged litter removal before the quality outcome we are striving for has been achieved. Track maintenance is a concern, with a lack of programmed, preventative maintenance occurring early in the contractors tenure the track assets have declined. Much effort has been and continues to be directed at addressing these issues and the contractor has been receptive in increasing their resourcing to cater for the maintenance works required to keep the track networks in good order. Building maintenance overall has run smoothly over the quarter. The only exception being the Albany Stadium Pools where maintenance requests are occasionally not being resolved in a timely manner. It is a high priority for the council maintenance coordinators to resolve this issue with the contractor.
2842	CF: Operations	Upper Harbour - local park art work maintenance	Local parks art work maintenance	Q1;Q2;Q3;Q4	LDI: Opex	\$8,000	In progress	Green	The oiling of the wooden artworks in Kell Park and the 'Faraway tree' in Sanders Reserve started in April 2018.	The protective oiling of the wooden art pieces was completed in April/May 2018 and no further works are required until Jan/Feb 2019
2845	CF: Operations	Upper Harbour - additional parks planting maintenance	Additional maintenance of reserve planting per annum	Q1;Q2;Q3;Q4	LDI: Opex	\$20,000	In progress	Green	The additional funding is being spent in Kell Park and will begin in May 2018. The budget will be spent on infill planting, new planting, garden edging, minor maintenance of furniture and duck signage.	The local board funded improvement programme for Kell Park is underway. Extensive pruning of old shrubberies around the plunket building has been completed. Infill planting of Clivia miniata under the specimen trees across the drive from the local board offices is completed. The tidy up of the main entrance garden is well underway and we are aiming to have all works finished by 30 June 2018
3462	CF: Operations	Albany Pool - install disability amenities	Installation of disability toilet, shower and changing table. Minor changes to the shop changing room.	Q4	ABS: Capex	\$30,000	Deferred	Red	Current status: Project manager has been assigned. Next steps: Review requirements with the intention of executing as soon as possible.	Project to be carried forward into the new financial year for full delivery. Current status: The solution to convert the first aid room was not accepted by the consultants. Next steps: The aquatic team have decided to upgrade the existing toilet to a change room for the less abled.
3505	CF: Operations	Upper Harbour 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	\$321,845	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.

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
3506	CF: Operations	Upper Harbour Arboriculture Contracts	The Arboriculture maintenance contracts include tree management and maintenance.	Q1;Q2;Q3;Q4	ABS: Opex	\$506,083	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.
2562	CF: Project Delivery	Albany Community Hub - development	Development of a 275 sq m single storey community building with hall, demonstration kitchen, small and large offices, kitchenette, entrance meeting space, ancillaries and toilets, extended car parking for 21 cars to add to the existing domain parking, rain water harvesting tanks. This project is a continuation of the 2016/2017 programme (previous ID 1488).	Q1	ABS: Capex	\$596,622	Completed	Green	Current Status: Completed Next steps: None	Project completed July 2017.
2564	CF: Project Delivery	Albany Coronation Hall - restore chimney	Rebuild chimney	Q1;Q2	ABS: Capex	\$50,000	Completed	Green	Current Status: Project complete December 2017.	Project completed December 2017.
2565	CF: Project Delivery	Albany Domain - renew car park	Albany Domain car park renewal. This project is a continuation of the 2016/2017 programme (previous ID 3031).	Q1;Q2;Q3;Q4	ABS: Capex	\$250,000	Completed	Green	Current Status: Construction is progressing without any issues, and on schedule. Lighting is being installed and amenity plants planted. Next steps: Asphalt will be laid on the car park during the week beginning 19 March 2018.	Project completed.
2566	CF: Project Delivery	Albany Domain - renew courts	Albany Domain Reserve court renewal. This project is a continuation of the 2016/2017 programme (previous ID 3044).	Q1;Q2;Q3;Q4	ABS: Capex	\$180,000	Completed	Green	Current Status: Majority of the works are completed, and it is anticipated that the courts will be sealed week beginning 19 March. The court alignment has been moved slightly in order to avoid roots that were encountered unexpectedly. There were no time delays or increased costs as a result of this re-alignment. Next steps: Monitor contract progress.	Project completed June 2018.
2568	CF: Project Delivery	Bay City Park - renew surface on field 1 - stage two	Bay City Park irrigation and signage renewals. This project is a continuation of the 2016/2017 programme (previous ID 3028).	Q1;Q2;Q3;Q4	ABS: Capex	\$210,000	Completed	Green	Current Status: Grow in has been successful and all the repairs have been completed. Next steps: Hand over the field to the operations team in April.	Project completed May 2018.

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
2569	CF: Project Delivery	Upper Harbour - renew coastal assets FY18	<p>Christmas Beach - seawall renewal, Attwood Esplanade & Rame Reserve - remove coastal assets, Rame Reserve - renew seawall, Landing Reserve - renew boat ramp and Waimarie Beach - renew seawall.</p> <p>Renewal of Upper Harbour Coastal Assets as a bundled project (Christmas Beach Seawall Renewal, Landing Reserve Boatramp Renewal, Waimarie Beach Seawall Renewal, Attwood Reserve Seawall Removal and Rame Reserve Seawall Renewal).</p> <p>To be delivered as part of a Upper Harbour Coastal Renewals bundle. Bundled projects to be designed and consented together, and built individually or as the budget allows. Priority 1.</p>	Q1;Q2;Q3;Q4	ABS: Capex	\$120,000	Deferred	Red	<p>Current Status: Obtained council consent monitoring team approval on required documentation. Established and commenced physical works at Christmas Beach, Landing Reserve and Waimarie Beach simultaneously. Arranged prestart site meeting with the council consent monitoring team at Rame Reserve for approval of remaining project works at Rame Reserve and Attwood Reserve.</p> <p>Next steps: Continue with the physical works at Christmas Beach, Landing Reserve and Waimarie Beach simultaneously. Commence physical work at Rame Reserve and Attwood Reserve after obtaining approval from council consent monitoring team.</p>	<p>Weather and tidal condition have significantly impacted on the work progress and the completion date is likely to be extended to end July 2018.</p> <p>The project was expected to be completed this year but has been deferred.</p> <p>Current status: New seawall construction work completed at Christmas Beach. Concrete footing work completed in front of existing seawall and working on preparation work for resurfacing boatramp at Landing Reserve. Stone masonry seawall construction work ongoing at Waimarie Beach. Commenced physical work at Rame Reserve. Demolition of timber retaining wall completed at Attwood Reserve.</p> <p>Next steps: Commence boatramp resurfacing work at Landing Reserve. Complete stone masonry seawall construction work at Waimarie Beach. Continue with construction work at Rame Reserve.</p>
2570	CF: Project Delivery	Attwood and Rame Esplanade - remove coastal assets	Attwood Reserve and Rame Esplanade Reserve seawall renewal. This project is a continuation of the 2016/2017 programme (previous ID 3033).	Not scheduled	ABS: Capex	\$50,000	Cancelled	Amber	This project is cancelled and bundled with SharePoint ID 2569 (Upper Harbour - renew Coastal Assets) financial year 2018.	<p>Project was merged with another activity line (Upper Harbour - Renew Coastal Assets financial year 2017/2018). Please refer to SharePoint ID 2569 for commentary details.</p> <p>Current status: This project is cancelled and bundled with 15525 Upper Harbour - Renew Coastal Assets financial year 2018.</p>
2572	CF: Project Delivery	Connemara Reserve - renew courts	Connemara Reserve court renewal. This project is a continuation of the 2016/2017 programme (previous ID 3034).	Q1;Q2;Q3;Q4	ABS: Capex	\$180,000	Deferred	Red	<p>Current Status: The traffic management plan for this site is being approved by Auckland Transport. The traffic plan approval is anticipated by 23 March, and the contractor is geared to commence works on 26 March. Next steps: Monitor construction works progress.</p>	<p>The project was expected to be completed this year but has been deferred.</p> <p>Current status: All works have been completed and a final walkover undertaken with the contractor. A couple of minor defects were noted which the contractor is fixing.</p> <p>Next steps: Check that defects have been fixed, following which the project can be closed.</p>
2573	CF: Project Delivery	Landing Reserve - renew boat ramp and seawall	Renew boat ramp and seawall. This project is a continuation of the 2016/2017 programme (previous ID 3036).	Not scheduled	ABS: Capex	\$50,000	Cancelled	Amber	This project is cancelled and bundled with SharePoint ID 2569 (Upper Harbour - renew coastal Assets).	Project was merged with another activity line (Upper Harbour - Renew Coastal Assets financial year 2017/2018). Please refer to SharePoint ID 2569 for commentary detail. Current status: This record is cancelled and bundled with Upper Harbour - Renew Coastal Assets financial year 2018.
2574	CF: Project Delivery	Luckens Reserve - renew furniture	Luckens Reserve fence renewals. This project is a continuation of the 2016/2017 programme (previous ID 3037).	Q1	ABS: Capex	\$90,000	Completed	Green	<p>Current Status: All works has been completed, including removal of bollards from gardens, and replacement of damaged bollards between the carpark and playground. Next steps: No further works required.</p>	Project completed June 2017.
2575	CF: Project Delivery	Meadowood Reserve - renew car park	Meadowood Reserve Road renewals. This project is a continuation of the 2016/2017 programme (previous ID 3038).	Q1;Q2;Q3;Q4	ABS: Capex	\$250,000	Completed	Green	<p>Current Status: Works commenced March 2018. Temporary paths will be laid down during construction works to provide alternative building access for pedestrians and the community house and crèche users. Next steps: Monitor construction works progress.</p>	Project completed June 2018.
2576	CF: Project Delivery	Meadowood Community House - renew heating system	Replace heating system with a ducted split type system complete with wall mounted controller.	Q3	ABS: Capex	\$19,294	Completed	Green	Current status: Project complete February 2018.	Project completed February 2018.

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
2577	CF: Project Delivery	Rame Reserve - renew seawall	Renew seawall. This project is a continuation of the 2016/2017 programme (previous ID 3039).	Not scheduled	ABS: Capex	\$10,000	Cancelled	Amber	Current Status: Project was merged with another activity line (Upper Harbour - renew coastal assets financial year 2018) and therefore record is cancelled. Please refer to SharePoint ID 2569 for commentary details.	Project was merged with another activity line; Upper Harbour - Renew Coastal Assets financial year 2017/2018 Please refer to SharePoint ID #2569 for commentary details. Current status: This record is cancelled and will now be delivered with Upper Harbour - renew coastal assets financial year 18.
2578	CF: Project Delivery	Rosedale Park - renew sports fields 3 and 4	Renew sports fields #3 & #4. This project is a continuation of the 2016/2017 programme (previous ID 4254).	Q1;Q2;Q3;Q4	ABS: Capex	\$20,000	In progress	Green	Current Status: professional services have been awarded and user groups have been consulted. Next Steps: Engage with the local board and iwi once detailed design is received. Aim to have this by June 2018.	Part of a multiyear project that was expected to continue into next year which has progressed as expected for 2017/2018. Current status: drawings, specifications and schedules received for tendering. Next steps: tender physical works and award a contract
2581	CF: Project Delivery	Tornado Reserve - renew playspace	Renew play space at Tornado Reserve. The investigation and design phase is almost complete for physical works in 2017/18. This project is a continuation of the 2016/2017 programme (previous ID 3041).	Q1;Q2;Q3	ABS: Capex	\$100,000	Completed	Green	Current status: The construction of the new playground has been completed in March 2018. The playground will remain fenced off till the end of March 2018 to allow for the grass on the installed mound to grow in. Next steps: Monitor grass grow-in on mound and remove fence when suitable.	Project completed March 2018.
2582	CF: Project Delivery	Unsworth Reserve - renew playspace	Renew play space at Unsworth Reserve. The investigation and design phase is almost complete for physical works in 2017/18. This project is a continuation of the 2016/2017 programme (previous ID 3042).	Q1;Q2;Q3;Q4	ABS: Capex	\$100,000	Completed	Green	Current status: Construction has commenced and is due for completion mid May. Next steps: Complete construction works by the end of April 2018, subject to weather conditions.	Project completed April 2018.
2583	CF: Project Delivery	Upper Harbour - FY19 renew walkways and paths	Churchouse Esplanade Reserve; Rame Reserve; Fernhill Escarpment; Paremoremo Scenic Reserve	Q4	ABS: Capex	\$15,000	In progress	Green	Current Status: Walkway network assessment for Fernhill Escarpment is complete. Scopes and cost estimate for works at Paremoremo Scenic Reserve, Rame Reserve and Churchouse reserve are also complete. Undertaking resource consent process for Paremoremo Scenic Reserve. Next Steps: Complete business cases for Rame Reserve, Paremoremo Scenic Reserve and Churchouse reserve according to scope. Present Fernhill Escarpment walkway plan to be formally approved at a local board business meeting.	Part of a multiyear project that was expected to continue into next year which has progressed as expected for 2017/2018. Current status: The walkway development plan Fernhill Escarpment was approved by the local board at their May business meeting. The business case for Paremoremo Scenic Reserve, Rame Reserve and Churchouse Reserve is now complete. Next steps: Prepare for physical works delivery of Rame Reserve, Paremoremo Scenic Reserve and Churchouse Reserve according to scope. Fernhill Escarpment walkway to be delivered as a separate project in financial year 2018/2019.
2584	CF: Project Delivery	Waimarie Beach - renew seawall	Renew seawall. This project is a continuation of the 2016/2017 programme (previous ID 3043).	Not scheduled	ABS: Capex	\$15,000	Cancelled	Amber	Current status: This project record has been cancelled, project has been merged with Upper Harbour renew coastal assets. Please refer to SharePoint ID 2569 for an update/ commentary. Next steps: None.	Project was merged with another activity line (Upper Harbour - Renew Coastal Assets financial year 2017/2018). Please refer to SharePoint ID 2569 for commentary details. Current status: This record is cancelled and bundled with (Upper Harbour - Renew Coastal Assets financial year 2018).

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
2826	CF: Project Delivery	Hobsonville Point-Scott's Road - develop sports field and develop local park	The provision of local parks amenity within Scott Point Park. This project is a continuation of the 2016/2017 programme (previous ID 3423). Sports field replacement and development at Hobsonville Point. This project is a continuation of the 2016/2017 programme (previous ID 634). The installation of four new changing rooms and four toilets. This project is a continuation of the 2016/2017 programme (previous ID 634). Develop pathways to connect the new sports fields, pedestrian and cycling linkages. This project is a continuation of the 2016/2017 programme (previous ID 634). This item replaces items 2579 and 2580.	Q1;Q2;Q3;Q4	Growth	\$570,000	In progress	Green	Current status: The local board have passed a resolution adopting the Scott Point sustainable sports park master plan. Preparation of tender documents for the procurement of stage two has commenced. Next steps: Prepare business case and procure professional services for stage two of works.	Part of a multiyear project that was expected to continue into next year which has progressed as expected for 2017/2018. Current status: stage two tender evaluation and award has been completed with a new supplier award.Next steps: organise pre-commencement meeting with new supplier to work through the first steps of the planning phase.
2899	CF: Project Delivery	Albany Village Hall - refurbishment	Polyurethane hall floor, install air conditioning solution and repaint inside of building. This project is carried forward from the 2016/2017 work programme, previous ID 3731	Q1	ABS: Capex	\$40,000	Completed	Green	Current Status: Project complete July 2017.	Project completed July 2017.
2992	CF: Project Delivery	Gills Road Reserve - renew walkway	Renewal of 333lm of aggregate path; development of 105lm of aggregate path. This project is carried forward from the 2016/2017 work programme, previous ID 3029	Q1;Q2;Q3	ABS: Capex	\$110,523	Completed	Green	Current Status: The works on the walkway have now been completed with the additionally scoped pedestrian bridge being completed in February 2018. Next steps: A few minor defects remain and need to be attended to by May 2018.	Project completed February 2018.
2993	CF: Project Delivery	Glen Bay Close Reserve - upgrade playground	Increase number and range of play equipment at Glen Bay Close Reserve This project is carried forward from the 2016/2017 work programme, previous ID 1370	Q3;Q4	ABS: Capex	\$69,226	Completed	Green	Current Status: The construction works for the installation of the additional play equipment at Glen Bay Close is underway and scheduled to be completed by early April 2018.Next Steps: Finalise installation works and close the project.	Project completed April 2018.
3012	CF: Project Delivery	Hobsonville Headquarters - redevelopment, exterior landscaping and car park construction	Hobsonville Headquarters Redevelopment, construction of a car park and landscaping. Redevelopment of the Hobsonville HQ building to create a community hub that provides community focused activities, services and programmes, designed to promote the overall wellbeing and connectedness of Hobsonville Point and is associated with the outcomes of the Upper Harbour Local Board Plan.Development of a car park with 25 parking spaces.Landscaping in accordance with the plans to be developed through the Headquarters design process.Refurbishment construction, plus minor furniture and fittingsIncludes Headquarters building (including asbestos removal and F&F, Carpark and Landscaping This project is carried forward from the 2016/2017 work programme, previous ID 1487	Q1;Q2;Q3;Q4	ABS: Capex	\$1,446,603	In progress	Amber	Current Status: physical works are continuing and the contractor has begun the interior fit out. The carpeting and interior painting nearly complete; exterior painting, construction of the deck and ramp access are underway. The discovery of three walls not being supported by foundations has required additional work to provide a seismically safe state. High risk activities of removing lead paint and asbestos in building are complete, however still resulted in delays. Car park work has been delayed due to a non-Auckland Council related contractual dispute.Next steps: Complete delivery of car park outside of headquarters building and headquarters work to be complete by April 2018.	Car park ground remediation scope has been added to contract, however work required has resulted in delays to programme and costs. Car park will only be operational once local connecting roads are completed likely in late 2018. Part of a multiyear project that was expected to continue into next year which has not progressed as expected for 2017/2018.Current status: Completed this financial year: The Hobsonville Headquarters building works including but not limited to renovating interior, removal of interior lead based paint, structurally strengthening to mitigate earthquake risk and an exterior repaint. The building has also been furnished and information services provided to the building.Next steps: Car park works will take place in the next year, they have been delayed due to a resolved contractual dispute that Auckland Council was not party to and the discovery of poor ground conditions which required extensive remedial work. The car park will be operational when local connecting roads are completed connecting to it.Landscaping will be completed by the local developer after completion of the car park

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
3013	CF: Project Delivery	Hobsonville Park - develop linear toilet	Develop an all-accessible unisex single pan toilet at Linear Park. This project is carried forward from the 2016/2017 work programme, previous ID 3424	Q1;Q2;Q3;Q4	ABS: Capex	\$128,359	Completed	Green	Current Status: Amendments to resource consent and building consent have been approved. Contractor has prepared updated programme of works and have applied for approval of revised traffic management plan. We are aiming to complete physical works by end of May 2018. Next Steps: Re-commence physical works on site.	Project completed June 2018.
3017	CF: Project Delivery	Hosking Reserve - demolish lower chicken shed	Remove the lower chicken shed from Hosking Reserve, along with all inorganic waste. This project is carried forward from the 2016/2017 work programme, previous ID 4251	Q1;Q2;Q3;Q4	ABS: Capex	\$47,403	Deferred	Red	Current Status: Site re-instatement has commenced and is due to be completed by April. Next steps: Obtain site validation report and clearance certificate stating asbestos management has been carried out according to plan, once remediation is complete.	Project to be carried forward into the new financial year for full delivery. Current status: A small portion of the site remains to be remediated. This area has been very boggy even through the summer months, making it difficult for machinery to access the site, thus resulting in delays to completion. Alternative methods using manual labour to topsoil the site is being investigated. If this option is not feasible, and the weather continues to remain wet, it is very likely that the project will be delayed until the following summer. Next steps: Undertake final site walkover. Obtain site validation report and clearance certificate stating asbestos management has been carried out according to plan, once remediation is complete.
3038	CF: Project Delivery	Kell Park - renew The Landing footbridge	Replace handrail base plates including works over approval through Watercare. This project is carried forward from the 2016/2017 work programme, previous ID 4252	Q1;Q2;Q3	ABS: Capex	\$70,000	Completed	Green	Current Status: physical works completed and bridge is now open again. Next steps: asset information to be updated through the Auckland Council Asset Management team.	Project completed March 2018.
3204	CF: Project Delivery	Sunderland Lounge - exterior and interior renewal	Exterior & interior renewal - Stage I Refurbishment Project. Property only being purchased recently. No physical improvement works carried out as yet. Facility does not meet Council standards. This project is carried forward from the 2016/2017 work programme, previous ID 359	Q1;Q2;Q3;Q4	ABS: Capex	\$600,000	In progress	Amber	Current Status: Exterior - roof plans and cost estimate have been received. Building consent has been lodged. Interior - final design plans and specification are being updated. Next steps: Exterior - receive building consent approval, secure physical works contractor. Interior - receive final copies of documentation. Apply for consent and prepare the tender works package.	Part of a multiyear activity/project that was expected to continue into next year which has not progressed as expected for 2017/2018. Current status: Exterior: building consent was approved and the work is currently underway. The builder uncovered various issues that need to be fixed. The floor structure in the old cooling room and male and female toilets need to be replaced due to rotten timber/joists/bearers. Various rotten timber found under the flat roofs around the building that need to be replaced. It was also confirmed that the current underfloor ventilation is not sufficient, additional vent holes were installed and lower vents that were prone to let water in under the building will be permanently shut. Interior: Final design plans and specifications are completed, waiting to receive approval from Heritage New Zealand. Next steps: Exterior: Proceed with exterior work. Expected completion is end of July 2018. Interior: Once Heritage New Zealand has approved the design, lodge building consent for interior refurbishment works.
3232	CF: Project Delivery	Unsworth Heights - install 3 on 3 basketball court	This project is carried forward from the 2016/2017 work programme, previous ID 1371	Q3;Q4	LDI: Capex	\$40,000	Completed	Green	Current Status: The construction of the new basketball court is underway and progressing within schedule. Next steps: Complete the installation of the new basketball court by mid May 2018.	Project completed. Monitor weather conditions and schedule application of the final court surface system when weather conditions permit, likely in Spring 2018.
3274	CF: Project Delivery	Windsor Park Cricket Block Renewal	Renewal of Cricket block. Construct a combined artificial and grass wicket at the No.1 field at Windsor Park. This project is carried forward from the 2016/2017 work programme, previous ID 4256	Q1	ABS: Capex	\$4,927	Completed	Green	Current Status: Project complete	Project completed.

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
3315	CF: Project Delivery	Upper Harbour - renew fixtures and furniture	Fixture and Furniture Renewals at the following sites: Albany Cemetery, Albany Domain, Awatahi Reserve, Bass Reserve, Bay City Park, Centurion Reserve, Churchouse Esplanade Reserve, Clear Reserve, Crimson Park, Devonshire Reserve, Fairview Reserve, Gills Reserve, Greenhithe War Memorial Park, Herald Island Domain, Hobsonville War Memorial, Hooton Reserve, Kell Park, Lucas Esplanade Reserve, Malcolm Hahn Memorial Reserve, Marae Reserve, Marina Esplanade, Meadowood Reserve, Orchard Reserve - Greenhithe, Pahiki Reserve, Picasso Reserve, Rahui Reserve, Rame Esplanade Reserve, Rame Reserve, Redfern Nature Reserve, Remu Reserve, Saunders Reserve - Rosedale, Tawa Reserve, The Knoll, Wainoni Park North, Wharf Reserve - Albany, Windsor Park, Wiseley Reserve.	Q1;Q2;Q3;Q4	ABS: Capex	\$0	In progress	Green	Current status: Contract has been awarded and contractor will commence works mid-April 2018. Next steps: Monitor physical works.	Part of a multiyear project that was expected to continue into next year which has progressed as expected for 2017/2018. Current status: A work programme has been provided and works have commenced, starting at Hobson War Memorial Reserve. There is a delay in obtaining wooden furniture due to slow turnaround from the furniture supplier, which will mean that works will initially focus on renewing fixtures such as bollards. Next steps: Monitor progress of physical works.
3376	CF: Project Delivery	Bay City Park - install spectator seating	Install spectator seating	Q4	LDI: Capex	\$70,000	Completed	Green	Current Status: Tender documents have been released to the market, contractors are currently re-pricing. Next Step: Award contract to the successful contractor and start physical works.	Project completed June 2018
3377	CF: Project Delivery	Hobsonville War Memorial Park - install cricket nets	Install cricket nets	Q1;Q2;Q3;Q4	LDI: Capex	\$100,000	Deferred	Red	Current status: Confirmation of the detailed design and specifications is complete. Application for exemption from building consent has been lodged. Tenders for this project closes beginning April 2018. Next steps: Adjudicate the tenders and appoint the successful supplier. Schedule the work.	The project was expected to be completed this year but has been deferred. Current status: Confirmation of the detailed design and specifications is complete. Application for exemption from building consent has been lodged. Tenders for this project closed April 2018. Next steps: Adjudicate the tenders and appoint the successful supplier. Schedule the work.
3378	CF: Project Delivery	Herald Island Domain - install basketball hoop	Install basketball hoop	Q4	LDI: Capex	\$5,000	Deferred	Red	Current Status: Engage supplier to complete the detailed design and cost estimate for this. Aim to have design and option by April 2018. Next Steps: Confirm costs for supply and installation of the hoop. Plan physical works to be installed by June 2018.	The project was expected to be completed this year but has been deferred. Current status: A physical works contract is in place. The contractor has manufactured the hoops. Installation was scheduled for 18 June however, the inclement weather in late June has prohibited physical works to start. Next steps: Undertake physical works and complete installation. Once the weather allows progress to be made the installation is expected to take two weeks.
3380	CF: Project Delivery	Malcolm Hanh Reserve - install basketball hoop	Install basketball hoop	Q2;Q3;Q4	LDI: Capex	\$5,000	Deferred	Red	Current Status: Engage supplier to complete the detailed design and cost estimate for this. Aim to have design and option by April 2018. Next Steps: Confirm costs for supply and installation of the hoop. Plan physical works to be installed by June 2018.	The project was expected to be completed this year but has been deferred. Current status: A physical works contract is in place. The contractor has ordered and manufactured the hoops. Installation is scheduled for an July start date. Next steps: Undertake the physical works and complete installation. Works are due to be completed by late July 2018.

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
3381	CF: Project Delivery	Douglas Alexander Reserve - install picnic tables	Install picnic tables	Q2;Q3;Q4	LDI: Capex	\$15,000	Deferred	Red	Current Status: Proposed locations and type of tables are being reviewed. Next Steps: Confirm supply and install costs, then hand over to Project Delivery team to install.	The project was expected to be completed this year but has been deferred. Current status: Quote has been received. Next steps: Waiting on confirmation from the contractor on when the tables can be installed.
3382	CF: Project Delivery	The Landing Reserve - install security measures	Install security measures	Q2;Q3;Q4	LDI: Capex	\$15,000	Deferred	Red	Current status: Initial scoping of options has been completed. Unfortunately due to changes in staff progress has not occurred as per last months commentary. Next steps: Quotes to be obtained to implement different options. Once costs are known, options to be discussed with the local board at a future workshop.	Project to be carried forward into the new financial year for full delivery. Current status: we are in the process of finalising the design. Once the design is complete we will obtain a quote. The quote submission is expected June/early July 2018. Next steps: Install the gate and confirm the operation with our call centre.
3515	CF: Project Delivery	Centorian Park - renew walkway	Easier access to and through Centorian Reserve, improve safety of existing playspace. This project is funded by Watercare Services Limited.	Q4	External funding	\$0	Deferred	Red	Current status: Preliminary designs have been compiled to construct a pathway from Centorian Drive to the Centorian Reserve playground. Next steps: Engage the design consultant to take the preliminary designs through to tender issue drawings and finalise any resource consent requirements to enable progression to physical works tender.	Project has been pushed into financial year 2018/2019 due to late reinstatement for delivery. Current status: Review of preliminary design is complete. Some minor amendments have been identified as being required and engineering services are being engaged to adjust the drawings accordingly. This includes widening and strengthening the pathway design for maintenance vehicles as well as extending the pathway to meet the playground entrance. Next steps: Edit the Assessment of Environmental Effects (AEE) to enable the submission of the resource consent application for the pathway elements only. Original AEE included the Watercare upgrade works as well which are no longer part of the scope.
3568	CF: Project Delivery	Rosedale Park - install disc golf	Installation of disc golf for the community to enjoy.	Q4	LDI: Capex	\$18,000	Deferred	Red		Project to be carried forward into the new financial year for full delivery. Current status: The installation of the target baskets has been completed, the signage design has been completed and signs are being manufactured. Next steps: Subject to weather, the installation of the signage will be completed in July 2018 and thereby complete the installation of the disc golf course.
3569	CF: Project Delivery	Bill Moir Reserve - install signage	Installation of signage at Bill Moir Reserve.	Q4	LDI: Capex	\$8,500	Deferred	Red		Project to be carried forward into the new financial year for full delivery. Current status: Design of signs now complete and sent to the local board for feedback. Next steps: Engage contractor to make and install the signs. Installation will occur as soon as contractors available. Aiming to have installed by September 2018.
Infrastructure and Environmental Services										
529	I&ES: DPO	Reserves one, two and three PC14 Hobsonville Corridor Rawiri Stream Restoration and reserve	Stream restoration, riparian planting and reserve development. Plus associated acquisitions.	Q1;Q2;Q3;Q4	ABS: Capex	\$1,171,000	In progress	Green	Easements and final costs are due to be finalised by April 2018. The stream restoration component is in detailed design and the works are forecast to be finalised in the 2019 financial year.	Easements and final costs were finalised by June 2018. Some delay has been experienced in the processing of the easements. The stream restoration component is in detailed design and the works are now forecast to be finalised in the 2020 financial year to align with Healthy Waters stream offset funding availability noting there are cost efficiencies in completing works together.

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
610	I&ES: Environmental Services	Sustainable Schools Project - Our local streams	Engage schools in the Upper Harbour local board to 'adopt' one of their local streams to test and monitor the water quality.	Q1;Q2;Q3;Q4	LDI: Opex	\$20,000	Completed	Green	Mountains to Sea Trust and the Whitebait Connection were engaged to deliver the programme to schools. Programme delivery will commence immediately following an initial set-up meeting and will continue through quarter four.	The 'Our Local Streams' programme was delivered to six schools - Albany Senior High, Albany Junior High, Hobsonville Point Secondary, Kristen College, Ridge View Primary and Upper Harbour Primary. Each school was allocated a stream within walking distance of their school, to make long-term monitoring more sustainable. As part of the project, the schools participated in a freshwater education programme, run by The Whitebait Connection, which taught them about freshwater and freshwater life, how to monitor stream health and introduced them to the Wai Care water testing equipment they would be using. This equipment has been set up in hubs with multiple school sharing equipment. White Bait Connection accompanied them on their first field expedition to survey their stream. Students have learnt how to interpret their results and how to enter data into the Wai Care database. The next step for these schools is to continue monitoring their streams and work on potential action projects that they can implement to help their stream, or raise awareness of freshwater issues in New Zealand. Albany Senior High School students have already committed to mentoring primary students from other schools.
1051	I&ES: Environmental Services	Upper Harbour North-West Wildlink Assistance Programme	Assist community initiatives and landowner contribution to safe, healthy and connected habitat in priority areas across the North West Wildlink. Provide technical advice, practical support and facilitation to private landowners and community groups to undertake restoration activity to improve biodiversity and native habitat linkages across the local board area. Feedback from the Upper Harbour Ecology Network and local board will continue to be used to shape the approach to delivery of this assistance programme. The assistance programme will continue to build on community-led restoration activities to engage and encourage more people and groups to take action across the whole local board area.	Q1;Q2;Q3;Q4	LDI: Opex	\$50,000	Completed	Green	Members of the Upper Harbour Ecology Network are progressing projects on schedule. Notable progress includes: Herald Island have completed an environmental weed survey of the island that has provided detailed information. A weed elimination strategy and engagement programme is now being planned using this information, - The Chinese Conservation and Education Trust have planting events at local parks planned with the Chinese community for autumn, - Greenhithe Community Trust have carried out weed control in Wainoni Park, - Sustainable Paremoro have made progress in establishing neighbourhood precincts that have the capacity to engage all residents within their large project area. - Gecko NZ Trust have provided advice and support to each of these by engaging across their communities and growing their capacity. The network's activity is spawning additional projects not funded by the local board but enabled by the growing capacity of the groups themselves and their communities. Allocation of a final \$4000 has been delayed for reconsideration of its use. This will either be confirmed or reallocated to waiting projects at the next meeting of the Upper Harbour Ecology Network. The network meets monthly and local board members are welcome to attend.	All funds were allocated and the network initiative is fulfilling its purpose of building capacity within key groups who in turn lead engagement across Upper Harbour communities to build the North-West Wildlink. One group leader recently stated "our dream is coming true". This person has been working at projects in their area for twenty years but the last two years has seen progress far beyond the earlier twenty. Groups engaged strongly with the Long-term Plan encouraging their communities to submit. Projects have been reviewed and collaborative project proposals developed for the 2018-2019 financial year. The network has started a series of workshops titled 'Capturing the impact, communicating the potential'. The network will bring the results of this when they next present to the board in October 2018.
399	I&ES: Healthy Waters	Septic Tank Pump Out Programme - Upper Harbour	To manage the pumpout of septic tanks within the Upper Harbour Local Board area.	Q1;Q2;Q3;Q4	ABS: Opex	\$110,400	Completed	Green	There are approximately 4,300 private on-site wastewater treatment systems serviced on a triennial cycle by the pump out programme across the Auckland region. The septic tanks are spread across various local boards on properties paying the targeted rural sewage rate (TAR). In the Upper Harbour Local Board area for the period from from January 2018 to March 2018 there were no scheduled triennial pump outs of properties. However there were two unscheduled pump outs to mitigate risk of overflows, early pump outs or rescheduled pump outs.	There are approximately 4,300 private on-site wastewater treatment systems serviced on a triennial cycle by the pump out programme across the Auckland region. The septic tanks are spread across various local boards on properties paying the targeted rural sewage rate (TAR). In the Upper Harbour Local Board area for the period from April 2018 to beginning of June 2018 there were no scheduled triennial pump outs of properties. However there were four unscheduled pump outs to mitigate risk of overflows, early pump outs or rescheduled pump outs. The results for June will be provided to the local board in quarter one of the 2018/2019 financial year.

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
437	I&ES: Healthy Waters	Industrial Pollution Prevention Programme Waste Minimisation – Rosedale/Albany	This programme is primarily educational and aims to inform urban industry/business about the impacts their activities may be having on the environment. The programme includes a site inspection and discussion with the business owners about how they can reduce the amount of waste that is going to landfill. If changes are recommended, a report is sent to the business. The programme involves a GIS mapping exercise to ensure that commercial businesses understand the stormwater network connections in relation to local waterways.	Q1;Q2;Q3;Q4	LDI: Opex	\$20,000	Completed	Green	Works commenced in December 2017 and were completed in March 2018. A report summarising sites visits and any corrective actions suggested will be provided to the local board in late April early May 2018. Sixty site visits were completed and thirty reports sent to businesses with suggested changes to their operations.	This project was completed in quarter three and the results presented to the local board at a workshop in May 2018 .
Libraries										
1322	CS: Libraries & Information	Library hours of service - Upper Harbour	Provide library service at Albany Village Library for 56 hours over 7 days per week.	Q1;Q2;Q3;Q4	ABS: Opex	\$465,649	Completed	Green	Library visits have increased by 7% and Wifi and PC sessions have increased by 21% when compared to the same quarter last year. Four two hour sessions, each with two staff, at Massey University Orientation Week resulted in 50 new memberships.	For the year ending June 2018 library visits have increased five per cent overall and Wifi and PC sessions have increased by four per cent. Our new library manager, Lisa Dam, started a six month secondment to Albany Library in May 2018.
1323	CS: Libraries & Information	Information and lending services - Upper Harbour	Provide information and library collections lending services. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	Overall library issues have increased by 7% when compared to the same quarter last year. Our adult and children's Māori collection is growing steadily and is shelved separately for easy accessibility, which has increased its usage. Our ESOL resources have also increased, and these receive heavy use, particularly by our Chinese community and new migrants.	Collection issues for the year ending June 2018 show a seven per cent increase on the previous year. Our Chinese language collection continues to be in high demand after we received over 100 new titles of popular bestselling western authors.
1324	CS: Libraries & Information	Preschool programming - Upper Harbour	Provide programming for preschoolers that encourages active movement, early literacy and supports parents and caregivers to participate confidently in their children's early development and learning. Including regional coordinated and promoted programmes: Wriggle and Rhyme, Rhymetime, Storytime, and outreach to early childhood education providers. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	A special Lunar New Year storytime and craft session took place on 17 February. Wriggle and Rhyme continues to be popular, and has benefitted from having two presenters rather than just one. Outreach Rhymetimes and Storytimes were delivered by our staff at a pop-up library in the Northwest Shopping Centre, and also two sessions at Auckland Zoo. The children's librarian has also visited Appletree preschool (25 children), the new preschool in Rosedale Road and delivered a special storytime at Albany House.	For the year end we have had 3420 attendees at 128 preschool programmes and events. ANZAC commemorations were held via three storytime sessions attended by 113 adults and children. The children's librarian provided six outreach sessions to Albany and Tots-on-Triton preschools. 15 participants took part in Sign Language storytime delivered in both sign language and English by community organisation Merge NZ.
1325	CS: Libraries & Information	Children and Youth engagement - Upper Harbour	Provide children and youth activities and programming, including a programme of children's activities during school holidays, which encourage learning and literacy. Engage directly with local schools in the board area to support literacy and grow awareness of library resources. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	Saturday morning Code Club attracts around 15 participants aged between 8 and 14 and is run by two volunteers. A class of 26 Year 8 students from Albany Junior High School visited for two hours researching culture clashes around the world using databases as well as print resources.	A library membership promotion and teddy-bear storytime at Albany Primary School coincided with a four per cent monthly rise in issues of children's books. During the April school holidays 43 participants took part in activities on space, force, motion and engineering. The library welcomed author Marie McLisky who read her children's book 'Kancil the Mouse Deer' to a group of enthusiastic children.

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
1326	CS: Libraries & Information	Summer reading programme - Upper Harbour	Provide a language- and literacy-building programme that runs during the summer school holidays for 5-13 year olds. Developed and promoted regionally and delivered locally with activities and events designed to meet the needs and interests of local communities. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q2;Q3	ABS: Opex	\$0	Completed	Green	The Kia Maia te Whai/Dare to Explore Summer Reading Programme events were well attended, with the highlight being the finale party held at the Albany Stadium pool, with a magician, outdoor games and party food, as well as a swim. This was attended by 50 children and 22 parents.	Planning is underway for the Summer Reading programme, Kia Māia te Whai - Dare to Explore. Feedback from customers was received following the last programme and is now being analysed prior to planning for this year's programme.
1327	CS: Libraries & Information	Supporting customer and community connection - Upper Harbour	Provide programmes that facilitate customer connection with the library and community including active relationships with Albany House, Massey University, Albany Village Business Association, local resthomes. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	We continue our association with Auckland Prison by providing withdrawn magazines and books via the two prison librarians. One staff member attends the Network meetings at Albany House to promote our services. We now host a Justice of the Peace service every Saturday from 10 - 12, which is already proving a success, 25 people attended on Saturday 10th March, the second week of the service.	Music Month activities included students from Albany Junior High School performing original and cover songs, and local musician Ben Glanfield giving an acoustic performance inside the library. These were both well received by all library users. To promote the new Auckland Council rubbish collection service the library has started selling North Shore rubbish tags. A meeting with the new local community coordinator was held to discuss future opportunities and joint programme delivery.
1328	CS: Libraries & Information	Celebrating Te Ao Māori and strengthening responsiveness to Māori - Upper Harbour	Celebrating te ao Māori with events and programmes including regionally coordinated and promoted programmes: Te Tiriti o Waitangi, Matariki and Māori Language Week. Engaging with Iwi and Māori organisations. Increasing the use and visibility of te reo Māori. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	All staff now use Te Reo for email greetings and sign-off, and use Kia ora when answering the telephone. We are also practicing our karakia and waiata.	A celebration of Māori literature and authors via the Matariki 'Take 3' book promotion is currently running over the months of June-July. This has seen a five per cent increase in issues of Māori library items over the past month. Staff now are looking forward to celebrating Matariki with events happening in July.
1329	CS: Libraries & Information	Learning and Literacy programming and digital literacy support - Upper Harbour	Provide learning programmes and events throughout the year including: classes, Book a Librarian sessions, CV and employment workshops for skilled migrants. Provide support for customers using library digital resources including PCs, WiFi, eResources and customers' own devices. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	Work Connect continue to hold sessions for skilled migrants on a fortnightly basis in the library, and several of Ruby Baker's clients have found work through this service. Book a Librarian services are held to assist people with devices, downloading e-resources, language learning, and CV writing. Our weekly ESOL class for the Chinese community, is very popular, attracting between 30 - 40 participants per session.	The weekly ESOL class for the Chinese community continues to be very popular with guest speakers on topics ranging from obtaining medicine at pharmacies to New Zealand airport customs and regulations. Attendance is consistent at 25-40 participants per session.
1330	CS: Libraries & Information	Celebrating cultural diversity and local communities - Upper Harbour	Celebrate cultural diversity and local places and people and tell local stories with displays and events including regionally coordinated and promoted programmes: Family History Month, Auckland Heritage Festival, Lunar New Year, Diwali. (Funded within ABS Opex budget activity: "Library hours of service - Upper Harbour")	Q1;Q2;Q3;Q4	ABS: Opex	\$0	Completed	Green	We celebrated Lunar New Year, Year of the Dog, with a variety of performances including two Tai Chi groups, a choir, qipao (cheongsam) fashion show, a pipa (Chinese lute) recital, and children dancing. These were attended by 72 adults and 8 children, and that day our doorcount was 943 people. Our Monday afternoon craft and crochet class is attended by 6 adults and 3 children.	Spirituality week at Massey Campus was attended by two library staff and the Mobile Library North to promote community health and wellbeing through libraries and reading. Our Indian team member took part in a panel discussion on cultural practices and significance. Library staff are following with interest Lesley Wilson's journey to pay tribute to the Albany men who died overseas in WW1 and WW2.

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										
772	ATEED: Local Economic Growth	Support for international education providers	Upper Harbour Local Board have pledged support for the sector in its LED action plan (3.2) Support for international education providers in Upper Harbour, including primary, secondary and tertiary. International education contributes a slightly greater share of income and employment in the local board area than it does regionally. Massey University's campus attracts students from around the world. The area also has outstanding sporting facilities, including national sporting assets at the QBE Stadium and the AUT Millennium Institute. These two strengths combine where international students attend the sports related programmes offered by institutions. There is scope to build on this strength further by helping the areas schools to promote the wealth of sporting opportunities available in the area for those students interested in not only elite sport's performance but also recreational and competitive sports participation. This project will assist providers that are wanting to promote their areas to promote the area's sports facilities to targeted overseas markets by helping produce the materials and develop channels to get the message to market. A financial contribution from the sector is recommended.	Q1;Q2;Q3;Q4	LDI: Opex	\$10,000	Cancelled	Red	Further information from project partners have not been provided suggesting they have other priorities at the current time. This has prevented further development of the project scope.	Stakeholders not responding to requests for further development of the project creating risk project scope will not be developed in time to deliver this financial year. Project partners did not deliver outline of proposed project as required. Advised local board finance advisor that project would not proceed.
1037	ATEED: Local Economic Growth	Young Enterprise Scheme (UH)	<p>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.</p> <p>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.</p>	Q3	LDI: Opex	\$2,000	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.

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
Parks, Sport and Recreation										
908	CS: PSR: Active Recreation	Sovereign Stadium: Community Access Grant 2017/18	Provide a community access grant to the Millennium Institute of Sport and Health to support the operational cost of Sovereign Stadium (including athletics facilities and winter sport field provision). Funding determined by the Governing Body. Local Board responsible for setting and monitoring Key Performance Indicators.	Q1;Q2;Q3;Q4	ABS: Opex	\$60,000	In progress	Green	Annual report received. Group has met all KPI's. Second half of grant has been paid.	Reporting from Sovereign Stadium has shown good levels of community access to the facility are being provided to the community. Staff have taken a paper to the Environment and Community Committee which has resulted in the community access investment into Sovereign Stadium being extended through to 2021.
912	CS: PSR: Active Recreation	Tennis Charitable Trust: Facility Partnership Grant	Support Tennis Charitable Trust to investigate multi-sport opportunities and the sustainable development of Albany Tennis Park. A Facility Partnership grant of \$240,000 was provided to Tennis Charitable Trust from the 2013/14 Facility Partnership Scheme, no additional 2017/18 budget required.	Q1;Q2;Q3;Q4	LDI: Opex	\$0	In progress	Green	Workshop held with local board in quarter 3 to go over potential project team. MOU has been signed and project is ready to begin. Next steps are to finalise funding agreement with TCT and begin current state review and needs analysis.	Funding Agreement signed in June 2018. Consultants appointed by Tennis Charitable Trust. Overview of work to date is underway as first part of stage one agreed in project implementation plan.
914	CS: PSR: Active Recreation	UH: Provision of water sport facilities: Feasibility and options assessment:	Complete feasibility and options assessment examining provision of marine water sport facilities in the Upper Harbour area.	Q1;Q2;Q3;Q4	LDI: Opex	\$20,000	Deferred	Red	Scope being developed to engage consultant to examine: provision of water access assets, activation of assets, communication and promotion of facilities, ways to enable access to appropriate equipment to access the water. Study will build upon information from Paddling Feasibility Study and current asset data.	The activity/project was expected to be completed this year but has been deferred. Draft scope was workshopped with local board, and amended according to feedback. Procurement process was not initiated in Q4 due to limited capacity. Funds carried forward and procurement of professional services will begin in Q1 FY18/19
1135	CS: PSR: Active Recreation	UH: Leisure facilities operation programme FY17/18	1. Operate in a safe and sustainable manner the Albany Stadium Pool. 2. Deliver a variety of accessible programmes and services that get the local community active. 3. These services include: fitness; group fitness; learn to swim; early childhood education; aquatic and recreation services. Along with core programmes that reflect the needs of the local community.	Q1;Q2;Q3;Q4	ABS: Opex	\$0	In progress	Green	Albany Stadium Pool has had a busy summer with growth in gym memberships and a steady rise in swim school numbers during the quarter. Memberships rose by 138 (7%) this quarter to 2,134. Swim school grew from 800 at the start of term 1 to its current 1,057 learners. We have also had two local schools learning to swim with us this term: Oteha Valley and Hare Krishna school. 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. Our NPS has taken a hit this quarter, with negative comments about design features of the facility being prominent. January was our busiest month since opening with 47,000 visits, over 30,000 in the pools. February was also busy with 37,000 visits, and March 35,000. We have had some negative publicity regarding bio-hazards, but the staff are managing this proactively with a public hygiene education campaign.	"Albany Stadium Pool has met the Local Board outcomes for FY 2017-18. • Membership numbers have grown to over 2,000 (2,217) • Visitor numbers have nearly reached half a million (448,584) • Centre Net Promoter Score is above the network median (29.1% v 26.6%) 2017-18 has been a successful first full year of operation, despite the challenges of opening a new facility. We have had strong growth in memberships (both fitness and learn-to-swim). We currently have just over 1 000 students in swim school and 2,200 fitness members. Our visitor numbers are around 35,000 to 40,000 per month throughout the year, with peaks in summer and school holidays. We also provided swimming lessons for 2 local schools in term 1 of 2018 and are looking to increase this programme in the coming year. Our workplace culture has developed since opening and we got the highest score in Pools and Leisure this year for our E-NPS score (whether staff would recommend working for us to family and friends). We have developed a strong health and safety culture at Albany Stadium pool and were proud recently to have the opportunity to show Ian Maxwell what we have achieved. Our NPS scores have been mixed with some people scoring us low due to the design of the facility (unisex change rooms, short lap swimming pool, too crowded). However, the target-market families and children the pool was built for rate us highly."
1394	CS: PSR: Active Recreation	Tennis Northern Operational Grant	Provide operating grant to Tennis Northern for operation of Albany Tennis Park	Q1;Q2;Q3;Q4	LDI: Opex	\$30,000	Completed	Green	KPI reporting has been received from Tennis Northern. All KPI's have been met and some exceeded, particularly multi-sport bookings which are up from 13,480 in 2016/2017 to 29,000 in 2017/2018. Funding agreement has been executed and funding paid out.	Project completed.

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
897	CS: PSR: Park Services	Rosedale Landfill: Activate the open space: Feasibility and options assessment	Feasibility and options assessment for Rosedale Landfill activation for public open space and recreation purposes that will provide new recreation opportunities in the Upper Harbour area. The site does not currently provide for public access and is administered as a "closed landfill".	Q1;Q2;Q3;Q4	LDI: Opex	\$30,000	On Hold	Red	The Closed Landfill and Contaminated Land team will not support further review of the draft assessment until the investigations are completed and risk assessments undertaken, which is likely to be no earlier than 2020-2021.	A draft assessment of options to activate the Rosedale landfill site is on hold pending the results of ongoing investigations being carried out by the Closed landfill and Contaminated land team. The Closed Landfill and Contaminated Land team will not support further review of the draft assessment until the investigations are completed and risk assessments undertaken, which is likely to be no earlier than 2020-2021.
898	CS: PSR: Park Services	Hoskings Reserve: Develop open space: Feasibility and options assessment	Feasibility and options assessment to develop a public open space at Hoskings Reserve. Hoskings Reserve consists of areas of secondary regenerating forest and shrubland and areas of open land. Areas of the reserve have been identified as having high ecological value.	Q1;Q2;Q3;Q4	LDI: Opex	\$30,000	Completed	Green	A strategic assessment plan including feasibility and options is in development, site assessment and information gathering is complete, and a draft report is being prepared for presentation to the local board on 26/04/18.	The Assessment is complete: Parks Services identified areas where improved levels of service would respond to key outcomes in the 2017 Upper Harbour Local Board Plan. Strategic documents have been completed to guide service provision improvements. Feedback received from the Local Board has been incorporated into the assessment and has informed the business report to be presented at the next available Business Meeting.
899	CS: PSR: Park Services	UH: Review service provision in reserves: Feasibility and options assessment	Feasibility and options assessment to:review "play (including playground) provision" across the Upper Harbour Local Board area,Provide new or improved play spaces in Wharapapa Reserve,Provide new or improved play spaces in Huntington reserve,Progress development of amenity within Luckens Reserve,Improve the site of the redundant tennis courts at Hooton Reserve,Improve connectivity (Greenways) Limburners Reserve, Marina ViewReserve and Parkwood Reserve,Develop a new public toilet facility in Unsworth Heights,Develop new reserve land acquired by Auckland Council through the housing developments in Whenuapai.	Q1;Q2;Q3;Q4	LDI: Opex	\$50,000	Completed	Green	Draft assessments are mostly complete, local board workshops commenced (to present material) in quarter 3 and scheduled in quarter 4.	Strategic assessments are complete: Parks Services identified areas where improved levels of service would respond to key outcomes in the 2017 Upper Harbour Local Board Plan. Strategic documents have been completed to guide Parks specific service provision improvements. Feedback received from the Local Board has been incorporated into the assessments and has informed the business report to be presented at the next available Business Meeting.

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
989	CS: PSR: Park Services	UH local parks: Ecological volunteers and environmental programme FY17/18	Programme of activity supporting volunteer groups to carryout ecological restoration and environmental programmes in local parks including: •Community planting events \$20,000•Plant and animal pest eradication \$12,000•Rubbish removal \$3,000Track repair \$2,000•Support for volunteer programmes \$3,000	Q1;Q2;Q3;Q4	LDI: Opex	\$40,000	Completed	Green	Ongoing support provided to volunteers for ecological restoration projects on parks. Total volunteer hours this quarter was 700 hours. Volunteer and educational events to note this quarter include a clean up at Rosedale Park on the 04/02/18 with the World Mission Church, 50 volunteers participated. On the 06/03/18 the community ranger gave a talk to the Natural Steps early childhood centre about animal and plant pests followed by a walk through their local reserve, 25 children attended. Three guided ranger walks have taken place this quarter, one of which was at Fernhill Escarpment on the 27/03/18, 25 people attended. The community ranger is working with the Greenhithe community Trust on a new animal pest control project in the Hellyer's Creek escarpment area. In the coming months "good nature" traps will be rolled out across several local parks as well as private property in the area. This project will involve a large number of existing and new park volunteers. Planning for the 2018 planting season is underway. Volunteer plantings will be taking place at the following 10 reserves: Waimarie Beach Reserve, Rosedale Park, Sanders Reserve (Million Tree project), Herald Island Domain and Kowhai Beach, Barbados Reserve, Alexandra Stream, Unsworth Reserve, Wharepapa Reserve and Wainoni Park North. On the 28/02/18 a growsafe course was held for volunteers from the North Shore area at the Takapuna Cricket Club, 15 people participated.	Ongoing support provided to park volunteers in the Upper Harbour LB area. Total volunteer hours 1000 hours. Some key events to note include: 4 ranger guided walk and talks took place in local parks in the Tahia area including a walk at Paremoremo Scenic on the 14th June, 20 people attended. Community rangers attended a volunteer expo at Massey University on the 16th May. Three park volunteer risk assessment courses took place in May, several volunteers from the Upper Harbour area attended. This quarter saw the launch of the Hellyers Creek Good Nature trap project in association with Greenhithe Community Trust. Richard Chalmers from the Greenhithe Community Trust is currently rolling out the project. The Corrections Dept have committed to providing regular community service workers crews for ecological activities at Sanders Reserve two days per week for the foreseeable future. Planting season well underway. Volunteer plantings days have taken place at the following reserves this quarter: Waimarie Beach with park volunteers, Sanders Reserve with Kristen school students (100 attended), Alexandra Stream with park volunteers, Unsworth Reserve with Kristen school students (60 attended), Wainoni Park North with Greenhithe Primary school (100 attended). Upcoming plantings are taking place in the following reserves this winter: Waimarie Beach, Rosedale Park, Sanders Reserve, Herald Island, Collins Park and Barbados Reserve.

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
CF: Community Leases											
1443	CF: Community Leases	Albany Community Coordinator Inc.	New agreement for land and building 575 Albany Highway, Albany in conjunction with governance arrangements for new Albany Hub.	Q3	30/04/2018	\$1.00	\$0.00	Completed	Green	The group held a lease of the premises which was due to expire 30 April 2018. They sought to end their lease earlier and, rather than surrender, have entered into a new arrangement with council from 1 March 2018. The letter of agreement was signed on 9 February 2018.	Future governance arrangements and occupation agreements will be linked with decisions regarding the new Albany Hub. Completed in quarter three.
1444	CF: Community Leases	Greenhithe Tennis Club Inc.	New lease for site at Greenhithe War Memorial Park, 10 Roland Road, Greenhithe.	Q4	2/03/2038	\$1.00	\$0.00	Completed	Green	Application received. Site visit completed. Draft Community Outcomes Plan agreed by group. Preparing report recommending new lease for consideration by local board in quarter four.	New lease granted to Greenhithe Tennis Club Inc. by the Upper Harbour Local Board at the business meeting on 17 May 2018 (Resolution number UH/2018/39).
1445	CF: Community Leases	Waitakere City Racquets Sports Trust	New lease and sub lease for site at Picasso Reserve, Picasso Drive, Waitakere	Q4		\$633.00	\$0.00	Deferred	Red	Awaiting club's application. Meetings were arranged with club but they postponed. Club agreed to send in information for review to get process underway.	The activity was expected to be completed this year but has been deferred for reporting to the local board in 2018/2019. Application received from the club to continue occupation. Site visit completed 7 May 2018. Report will be prepared for the local board to consider recommending a lease to the group in 2018/2019 Financial Year. Proposal is carried over.
1447	CF: Community Leases	Albany Fruitgrowers Association Inc.	New lease for 321 Library Lane, Albany	Q4	31/07/2027	\$1.00		Deferred	Red	Discussions about the car park have held up proceedings. Local board clear that car park needs to come out of the lease footprint as this is a reserve and the car park should be available to all residents utilising the reserve. There is a tennis and basketball court and a historic memorial library on this reserve as well. Auckland Council retaining the car park also ensures that the hall committee do not have the responsibility to maintain it.	The activity was expected to be completed this year but has been deferred for further discussion with the local board in 2018/2019. This quarter more demanding issues have taken priority in the local board area. As a result this lease proposal is carried over to the 2018/2019 work programme. The current lease is rolling over on a month-by-month basis.
1448	CF: Community Leases	North Shore Playcentre Association - Collins Park	New lease for 15A Greenhithe Road, Greenhithe	Q4	31/10/2037	\$1.00	\$1.00	Completed	Green	No submissions received. Preparing report recommending new lease for consideration by the local board in quarter four.	Completed
1449	CF: Community Leases	East Coast Bays Association Football Club Inc.	New lease for 54 Andersons Road, Browns Bay	Q4	31/08/2036	\$1.00	\$1.00	Completed	Green	No submissions received. Preparing report recommending new lease for consideration by the local board in quarter four.	Completed
1450	CF: Community Leases	Royal New Zealand Plunket Society Inc	Renewal of lease for Kells Park, 257 Dairy Flat Highway, Albany	Q2	31/07/2019	\$1.00	\$0.00	Completed	Green	Completed	Completed
1456	CF: Community Leases	Harbour Hockey Charitable Trust	Public notification proposed new lease at Rosedale Park, Albany.	Not scheduled		\$1.00		Deferred	Red	Negotiations ongoing. The legal department are leading on this process.	Lengthy negotiations have extended the process so the leases have not been able to be finalised. Activity expected to be completed in 2018/2019 work programme. The legal team are finalising draft deeds with the club and held meetings with the Harbour Hockey Charitable Trust in May to discuss changes they would like made to the community lease template. This now involves a deed of partial surrender for the lower half of the two bottom fields on Rosedale Park, to take place from the settlement date, when Auckland Council sell the land to New Zealand Transport Agency.
1804	CF: Community Leases	RNZ Plunket Society - Albany	Multi premises lease	Not scheduled		\$1.00	\$0.00	Cancelled	Red	Cancelled in quarter one.	Cancelled as this lease is a duplicate entry. Cancelled in quarter one