

## Work Programme 2018/2019 Q2 Report

ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
<b>Arts, Community and Events</b>									
181	Citizenship Ceremonies - Upper Harbour	Delivery of an annual programme of citizenship ceremonies in partnership with the Department of Internal Affairs.	No further decisions anticipated.	CS: ACE: Events	\$25,168 ABS: Opex	In progress	Green	The Civic Events team delivered two citizenship ceremonies on two separate occasions during Q1, with 142 people from the local board area becoming new citizens.	The Civic Events team delivered two citizenship ceremonies on two separate occasions during Q2, with 134 people from the local board area becoming new citizens.
182	Anzac Services - Upper Harbour	Supporting and/or delivering Anzac services and parades within the local board area.	Further decision point:  1. Local Board representation at local Anzac Services and Parades.	CS: ACE: Events	\$10,000 LDI: Opex	In progress	Green	Scheduled for Q4. Planning will commence in Q2.	Planning commenced in Q2. Scheduled for Q4.
183	Event Partnership Fund - Upper Harbour	Funding to support community events through a non-contestable process.  his 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 (Harbour Sport) \$3,000 - Greenhithe Christmas Parade (Harcourts Cooper & Co) \$5,000 - Pascoe NZ Tennis Open (Tennis Northern) \$6,000 - Albany Lakes Summer Series (Running Events) \$6,000 - Shore to Shore (Harbour Sport) \$3,000  Total = \$23,000	Further decision points:  1. Confirm activities and delivery organisations included in this line. 2. Confirm funding allocations to each activity.	CS: ACE: Events	\$23,000 LDI: Opex	Completed	Green	Three grants with a value of \$14,000 have been paid out to recipients.  Confirmed dates for funded events; Mud Rush - 8 September 2018 to 9 September 2018 Greenhithe Christmas Parade - 2 December 2018 Albany Lakes Summer Series - 20 January 2019 to 24 March 2019.	All allocations have been paid out to recipients.  Confirmed dates for funded events; - Mud Rush - 8 September 2018 to 9 September 2018 - Greenhithe Christmas Parade -&nbsp; 2 December 2018 - Albany Lakes Summer Series - 20 January 2019 to 24 March 2019. - Pascoe NZ Tennis Open - 11 to 16 December 2018 - Shore to Shore - 31 March 2019.
184	Movies in Parks - Upper Harbour	Programme and deliver 2 Movies in Parks series events.	Further decision points:  1. Confirm venues 2. Confirm movie selection	CS: ACE: Events	\$30,000 LDI: Opex	In progress	Green	Programming and delivery planning for two Regional Movies in Parks series events are underway.  Venue 1: Luckens Reserve Date: 8 February 2019 Movie: Ant-Man and the Wasp  Venue 2 : Rosedale Park Date: 13 April 2019 Movie: Solo: Jumanji: Welcome to the Jungle  Pre-entertainment will be sourced locally during Q2, for engagement and activation by those from within the community.	Planning for Movies in Parks is on track with pre-entertainment booked and event permits issued for Luckens Reserve screening on 8 February 2019 and Rosedale Park screening 13 April 2019. Public screening licences for "Ant-Man and the Wasp" and "Jumanji: Welcome to the Jungle" have been approved.  Event specific marketing starts three weeks prior to each event. Movies in Parks is zero waste, smoke and alcohol free.  Series sponsors are NIB Health Cover, Te Wananga o Aotearoa, Globelet, MenuLog and media partner More FM.
195	Meadowood Community House, Funding year 2	Fund Meadowood House Incorporated to facilitate and deliver work plan outcomes, including activities and programmes at Meadowood Community House for the years 2017-2020, commenced 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.	No further decisions anticipated for 2018/2019.	CS: ACE: Community Places	\$53,477 ABS: Opex	In progress	Green	During Q1, payment was made to the group. Highlights for this quarter include the arrival of the Armenian Stone, the close relationship with the Northern Corridor Improvements team and collaboration with the Albany Community Hub with projects like the fairy doors.  Planning has started for the regional hui which is set for 5 December 2018.	On 5 December 2018 Meadowood Community House attended the Regional Hui held in Western Springs, to network with other organisations across Auckland and Council topic experts. Highlights from this quarter include hosting their first Repair Café where they had 42 people, 57 items for repair and a saving of approximately \$2,960. This was the same day as the unveiling of the Armenian Alphabet Stone, celebrating the 20 year relationship between the Armenian Society and Meadowood Community House.

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315	Community Grants	Funding to support local community groups through contestable grant rounds.		CS: ACE: Community Empowerment	\$113,425 LDI: Opex	Approved	Green	There have not been any rounds allocated in Quarter One. Local Grants Rounds One will be allocated in Q2.	\$56,651.50 has been allocated for Local Grant Round One and \$10,867 for Quick Response Round One, leaving a total of \$45,906.50 to be allocated for one local grant round, and two quick response rounds.
666	Transition Hobsonville Headquarters & Sunderland Lounge from twelve month interim council management to Community-led management.	Interim council management from July 2018 to June 2019, opening Hobsonville HQ once refurbishments to both buildings completed. Establish initial operating practice, procedures, programming and community engagement / initiatives, interest, utilisation and working relationships with local community. Define and confirm preferred expression of interest (EOI) selection criteria with local board. Undertake an EOI process commencing Q3 to select a community group to manage Hobsonville HQ under a Community-Led Model. Undertake transition of Hobsonville HQ, from council managed to a community-led operation, actively supporting the community group through transition phase, with an operational plan in place.	Identify through an expression of interest process, a community organisation, endorsed/approved by agreed local board selection criteria, to operate and manage Hobsonville Community Hub (Headquarters & Sunderland Lounge) as a community-led model. Local board has an oversight and monitoring role.	CS: ACE: Community Places	\$78,029 ABS: Opex	In progress	Green	Selection criteria has been workshopped with the local board this quarter. A report to confirm these will be presented to the local board at the October 2018 business meeting.	At the October 2018 business meeting, the local board approved the focus areas for Headquarters and Sunderland Lounge in anticipation of the expression of interest (EOI). The EOI to manage the centre and lounge has been advertised this quarter. In Q3, staff will initiate the EOI process.
687	Inclusion and Diversity - Age Friendly Upper Harbour - local response to the needs of older residents by implementing recommendations from the 2017 Age Friendly survey	<p>Enable the aspirations and needs of senior residents to be recognised in local decision-making, and to support implementation of recommendations made through the Age Friendly survey undertaken in partnership with Age Concern, in 2017.</p> <p>Support local residents with activities and initiatives identified through the survey by brokering appropriate relationships, identifying resourcing needs and where appropriate providing advocacy – for example, working in conjunction with PSR staff to implement some of the actions proposed in the survey.</p> <p>Work in conjunction with an identified local provider to host an intergenerational forum during the year, and establish an annual event for the International Day of Older Persons (1 October )</p> <p>This project will continue to increase knowledge amongst the older community regarding the process of local government including how residents can participate in decision making, such as through local board and governing body consultations.</p> <p>Facilitate access to and information on similar work in other parts of the Auckland region to help foster a culture of partnering, regional networking and strengthened connectivity within our older communities</p> <p>Encourage and increase awareness of mana whenua in local communities, seeking to enable connection across all cultures in the Upper Harbour area</p>	No further decisions anticipated.	CS: ACE: Community Empowerment	\$5,000 LDI: Opex	In progress	Green	Staff have identified local groups that could be involved in delivering on the project outcomes. Staff will seek opportunities for community collaboration on this project in Q2 and Q3. In Q2, planning will begin to bring together age friendly groups to further scope the current activities and local needs of groups.	In Q2 staff presented a report to the local board on the findings and recommendations from the Age Friendly survey undertaken in partnership with Age Concern 2017. In Q3, staff will share findings with key stakeholders and advocate for recommendations to be addressed through existing work programmes, such as adequate provision of transport, footpath maintenance and access to clean toilets. Staff will also consider holding an age-friendly expo event designed to raise awareness amongst the Upper Harbour community about age-friendly services and opportunities they can access.

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688	Placemaking: Albany CoCo Inc annual work schedule	Fund Albany CoCo Inc to: <ul style="list-style-type: none"> <li>provide a range of programmes and activities to meet the needs of Upper Harbour residents and communities, with a particular focus on Albany and immediate neighbouring communities area</li> <li>work with local neighbourhoods such as Pinehill, Norcross, Oteha Valley and Fairview, to identify and support local initiatives and opportunities for activation</li> <li>support and, as necessary, co-ordinates key community events, such as Summer Fun and an annual Christmas event</li> <li>provide support for smaller and emerging groups, acting as an umbrella organisation and fund-holder as required</li> <li>work in partnership with key sub-regional capacity development agencies, local stake holders and communities, Auckland Council and the Upper Harbour Local Board to develop a culture of partnering, regional networking and strengthened connectivity</li> </ul> Albany CoCo Inc receives annual funding to deliver the above and more specific activities and programmes as detailed in the annual work schedule, which is attached to the annual Funding Agreement.	Staff will develop options for consideration by the local board on the unspent funds (\$45,000).	CS: ACE: Community Empowerment	\$45,000 LDI: Opex	On Hold	Amber	Staff provided advice and guidance to the group regarding the winding up process. Some activity will continue through to November 2018 using existing financial resources. In Q2, staff will continue to provide the Albany Coco Executive Committee with support and assistance.	Albany Coco Inc has decided to wind up and cease operating from Albany House. The allocated budget will be directed towards community engagement to support the Expressions of Interest process for Albany Hub and to identify current community development needs. Staff from CEU and Community Places will develop a programme of activation to explore levels of interest and opportunities in the Albany community to refresh a community development approach that is relevant and responsive to the current community. The findings from this engagement will help inform the EOI process and future local board work programming. Staff will provide the board with an update project outline in Q3. Staff scoped opportunities and identified an organisation to provide an overview and mapping of community activities and organisations in the Albany area. Staff sought input from the local board on future direction of this activity. The Albany Coco continues to operate until the formal winding up of the organisation occurs. In Q3 staff will undertake a community-led process to design a placemaking approach to utilise the Albany Community Hub.

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689	Placemaking: Fund Greenhithe Community Trust to deliver placemaking activities to meet the needs of local residents and promote community participation and wellbeing	Fund Greenhithe Community Trust to : <ul style="list-style-type: none"> <li>provide a range of programmes and services to meet the needs of residents and the community in the Greenhithe area.</li> <li>support and, as necessary, co-ordinate key community events, such as the annual Lantern Festival and Neighbours Day</li> <li>co-ordinate a successful youth focussed programme of events and activities working with local youth leaders and in partnership with relevant youth development and employment and training organisations</li> <li>co-ordinate the Upper Harbour Community Garden network and support local action to improve the natural environment, in partnership with mana whenua, and other relevant local and sub-regional groups</li> <li>work in partnership with key sub-regional capacity development agencies, local stake holders and communities, Auckland Council and the Upper Harbour Local Board to develop a culture of partnering, regional networking and strengthened connectivity</li> </ul> Greenhithe Community Trust receives annual funding to deliver the above and more specific activities, services and programmes as detailed in the annual work schedule, which is attached to the annual Funding Agreement.	No further decisions anticipated	CS: ACE: Community Empowerment	\$45,000 LDI: Opex	Completed	Green	Staff met with the organisation's chairperson to discuss projects for the 2018/2019 financial year. Staff negotiated a schedule of work and finalised the funding agreement with Greenhithe Community Trust.	Staff have been working with the Greenhithe Community Trust to consider the delivery of a youth employment project in addition to their current work programme. The Greenhithe Community Trust have employed an operations manager to support a team of part time community facilitators and community volunteers as the trust activities increase. The trust have programmed activities including the weekly youth and plunket groups, fabulous Fridays for Seniors, fearless cooking classes and other community classes. In Q3, funding agreement will be completed to deliver the youth employment website.

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691	Placemaking: fund Hobsonville Community Trust to deliver placemaking activities to meet the needs of local residents and promote community participation and wellbeing	Fund Hobsonville Community Trust to :• provide a range of programmes and services to meet the needs of residents and the community in the Hobsonville Point area. • support and, as necessary, co-ordinates key community events, such as the Summer Evenings in the park and focus groups for community activation • co-ordinate a successful youth focussed programme of events and activities working in partnership with local schools and other relevant youth development, employment and training organisations • support and, as necessary, co-ordinate community initiatives that encourage sustainable neighbourhood practices in relation to waste minimisation, up-cycling and alternative transport modes • work in partnership with key sub-regional capacity development agencies, local stake holders and communities, Auckland Council and the Upper Harbour Local Board to develop a culture of partnering, regional networking and strengthened connectivityHobsonville Community Trust receives annual funding to deliver the above and more specific activities, services and programmes as detailed in the annual work schedule, which is attached to the annual Funding Agreement	No further decisions anticipated	CS: ACE: Community Empowerment	\$45,000 LDI: Opex	In progress	Green	Staff met with representative from the Hobsonville Community Trust to discuss activities and aspirations for the Hobsonville community for the 2018/2019 financial year. Staff negotiated a schedule of work and finalised a funding agreement with Hobsonville Community Trust.	Staff worked with the Hobsonville Community Trust to identify additional activities that would support the growing population and needs of Hobsonville. Staff and the trust identified ongoing support required for youth as a priority. A funding agreement for a youth activity is being progressed.

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692	Inclusion and Diversity: support a Newcomers Network to identify the social, professional and recreational newcomer needs and develop a comprehensive programme to meet these.	<p>A Newcomers Network will encourage participation of the diverse migrant communities' resident in the Local Board area, and specifically engage with local mana whenua to foster cross-cultural connection and support local aspirations. Support capacity building and organisational development for a Newcomers Network to enable it to take a lead role in the co-ordination and delivery of relevant programmes, events and support services in the Upper Harbour Local Board area</p> <p>Increased capacity will support greater cross-regional engagement and collaboration with other migrant service providers, newcomer networks and social support agencies, and enable enhanced delivery in the various local communities.</p> <p>A Newcomers Network will actively encourage and promote opportunities for employment skills and social enterprise development, partnering with relevant training providers and sub-regional organisations.</p>	No further decisions anticipated.	CS: ACE: Community Empowerment	\$20,000 LDI: Opex	In progress	Green	The Albany Coco Executive Committee are no longer in a position to continue operating and resolved that they would wind up the organisation, meaning they would not be delivering a Newcomer Network. Staff investigated opportunities to provide Newcomers Network activity with other groups in the area. Staff will seek to facilitate implementation of a Newcomers Network and engagement opportunities for the Upper Harbour community in Q2.	In Q2, staff met with potential providers to support newcomer activities in the Upper Harbour area. Staff has sought input from the local board on direction for this activity. In Q3, staff will undertake a community-led process to design a placemaking approach to utilise the Albany Community Hub in collaboration with Community Places and negotiate with Harbour Sport a funding agreement to deliver newcomer activities.

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693	Placemaking: Whenuapai - work with the community to develop a local response and community capacity as outlined in the Whenuapai Structure Plan	<p>Engage with the local community in Whenuapai to organise, plan, and effectively contribute to the proposed development in their local area, as outlined in the Whenuapai Structure Plan (WSP) Continue to work with local groups and residents to identify opportunities to engage the wider community Support local residents with activities and initiatives identified by the community to develop momentum around local engagement, decision making and participation Encourage mana whenua participation in community planning activities. Broker relationships between community groups, Council departments, capital developers and external service providers to address the Whenuapai community aspirations and objectives. Support capacity development for groups in the Whenuapai community, including access to resources, meeting rooms, networking, training and administration/management support. This project will continue to 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. Work in partnership with key sub-regional capacity development agencies, local stake holders and communities, Auckland Council and the Upper Harbour Local Board to develop a culture of partnering, regional networking and strengthened connectivity</p>	No further decisions anticipated	CS: ACE: Community Empowerment	\$5,000 LDI: Opex	In progress	Green	Gecko Trust worked with local students attending Hobsonville Point Secondary School to develop stories about Whenuapai heritage and future development. Short films and stories created through the project will be launched in Q2. Staff will seek community engagement and placemaking opportunities emerging from the students' projects with the Whenuapai community.	In Q2 staff negotiated with the Gecko Trust to deliver additional Curious Tamariki programmes in the wider local board area. Gecko Trust will submit a proposal to activate a funding agreement in Q3.

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694	Children and Young People: Youth Engagement and Capacity Building	Partner with key community partners, local iwi and kaupapa maori organisations. and the Upper Harbour Youth Caucus to support youth engagement, build youth capacity and develop a culture of youth enterprise and employment in the Upper Harbour Local Board area. Support the Upper Harbour Youth Caucus (UHYC) to become a point of engagement and activity for young people in the local board area. Encourage and support youth diversity within UHYC activities and initiatives, acknowledging culture, ability and gender identity. Enable greater engagement of youth with iwi and kaupapa maori initiatives in the local communities, supporting access through Council relationships and resources. Facilitate youth engagement in relevant activities and projects of the Local Board and Council units, including open space developments, neighbourhood plans, town centre and community facility improvements. Work with key community organisations to develop and implement youth-led projects and events in the Upper Harbour area. The UHYC will actively encourage and promote opportunities for employment skills and social enterprise development, partnering with relevant training providers and sub-regional organisations. Provide access to funding support for youth generated enterprise in the local community	No further decisions anticipated	CS: ACE: Community Empowerment	\$20,000 LDI: Opex	In progress	Green	Staff finalised Youthline's youth engagement events to be delivered in Q2 and Q3 using existing resources. Staff will seek opportunities for youth focused collaboration with local groups and young people across the local board area in Q2.	In Q2 staff supported the Albany youth caucus HEY (Hearing Everyday Youth) to deliver two events at Rangitoto and Albany Senior High schools. The events were designed to help students address stress and mental health concerns in the run up to end of year exams. HEY administered an online survey completed by 300 students which identified key concerns impacting their wellbeing (poor mental health; parental pressure; the environment and employment). HEY presented their work to the local board in December 2018. -Contracts are being negotiated with Greenhithe Community Trust and Hobsonville Point Community Trust for youth programmes in Q3. -Staff negotiated a \$5,000 contract with Kerry Barnett to produce an overview of youth providers and opportunities in the Upper Harbour area and make recommendations for future local board investment in youth-led community development. These recommendations will be presented to the local board in Q3 and used to inform proposals for the 2019/2020 work programme.
751	Venue Hire Service Delivery - UH	Provide, manage and promote venues for hire, and the activities and opportunities they offer by; - managing the customer centric booking and access process - continue to develop and deliver service improvement initiatives - aligning activity to local board priorities through management of the fees and charges framework. These include whether activities contribute to community outcomes offered by not-for-profit and community groups	Q4 - Local Board to approve fees and charges schedule for 2019/2020	CS: ACE: Community Places	\$0 ABS: Opex	In progress	Green	<p>During Q1, the hirer satisfaction survey shows that 92 per cent of hirers were satisfied with the venues they have visited.</p> <p>Participant numbers and bookings hours have increased due to the opening of Headquarters and Albany House.</p> <p>The top three activity types during quarter one are meetings, special interest and arts and cultural events.</p> <p>A focus for staff in quarter two will be promoting our network through Google and Facebook channels</p>	During Q2, hirer satisfaction remains high with 91 per cent of hirers indicating that they would recommend the venues they have visited. Participant numbers and booking hours have increased significantly due to the opening of Headquarters and Albany House. For health and safety reasons relating to waste water issues, Headquarters is temporarily closed from 3 December 2018 until further notice. In Q3, staff will be working with communities in preparation for the 2019/2020 booking calendar opening.



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1263	Apply the empowered communities approach – connecting communities (UH)	Broker strategic collaborative relationships and resources within the community. This includes five key activity areas: 1. Engaging communities: • reaching out to less accessible and diverse groups - focussing on capacity building and inclusion • supporting existing community groups and relationships. 2. Strengthen community-led placemaking and planning initiatives - empowering communities to: • provide input into placemaking initiatives • influence decision-making on place-based planning and implementation. This includes urban revitalisation activities, collaborating with relevant council departments and council-controlled organisations. 3. Enabling council: • supporting groups to gain access to operational and technical expertise and identify and address barriers to community empowerment. 4. Responding to the aspirations of mana whenua, marae and Māori organisations: • this does not replace or duplicate any stand-alone local board Maori responsiveness activities. 5. Reporting back - to local board members on progress in activity areas 1 - 4.		CS: ACE: Community Empowerment	\$0 LDI: Opex	Approved	Green	No activity in Q1 as recruitment for the Strategic Broker took place. Strategic broker activity will commence in Q2.	In Q2 a new strategic broker was appointed. This quarter concentrated on building and getting to know the community. -Meetings with Transpower to connect on their Community Care funds and how local organisations can access this fund. -Funding agreement in progress with Greenhithe Trust to deliver a youth activity for a web based youth employment link. -Meetings with Gecko Trust to offer a further Curious Tamariki programme in the local board area. -Facilitated meeting with West Harbour Tennis Club and North Harbour Sport to increase tennis club profile.
1459	Community-led placemaking : Take PART Community Art	Develop an integrated programme of neighbourhood creative and arts focused community-led placemaking initiatives.  Partner and co-design with community organisations already working in the local board area to deliver creative and arts activities.  Engage with Mana Whenua regarding any notable historical events, relevant flora and fauna, and cultural importance for mana whenua in the Upper Harbour area, to inform the planning and placement of proposed local installations.	No further decisions anticipated	CS: ACE: Community Empowerment	\$10,000 LDI: Opex	In progress	Green	Staff encouraged local artist Chris Berthelsen and the Meadowood Community House Manager to work together on a community arts initiative. Staff are following up on completion of 'Curious Tamariki' placemaking project and will identify potential outcomes to develop further through this project.	Staff identified a preferred contractor to lead this work line. Gecko Trust have been invited to submit a proposal to further develop their successful Curious Tamariki work and deliver a project supporting youth-led arts, engagement and placemaking in community locations across the Upper Harbour area. Staff anticipate that a contract will be finalised and the project will commence in Q3.

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1529	Hobsonville Headquarters & Sunderland Lounge Interim Council Management and Programme Delivery 2018/2019	Twelve month council management from July 2018 to June 2019, opening Hobsonville HQ and establishing operating practice, procedures and programmes.		CS: ACE: Community Places	\$51,000 ABS: Opex	In progress	Green	During Q1, Headquarters delivered a Community Open Day on Saturday 25 August 2018, which was attended by approximately 200 people. The content of the Open Day was delivered by local organisations, groups, businesses and schools. Headquarters was loaded into the Auckland Council Venue Hire booking system with the approved fees and charges by the local board. A database of 100 people has been collated manually by Headquarters staff, and are working closely with the Hobsonville Point Residents Society and their community liaison to gain a clearer channel of communication to the community. Headquarters is currently using their electronic monthly newsletter, local publications, community and Headquarters Facebook page, flyers, posters and Auckland Council website to communicate to the community about the activities, services and access available at Headquarters. The focus for Q2 will further progress in communicating and establishing relationships with local community organisations and groups. Headquarters will provide guidance, through activation and programme partnerships, for local community organisations and will deliver the findings to the Upper Harbour Local Board and Auckland Council.	During Q2, Headquarters has further developed relationships with key stakeholders, Hobsonville Land Company, Hobsonville Point Residents Society, Hobsonville Community Trust, Hobsonville Point Secondary School and Primary School as well as local business partners through regular meetings and engagement as well as local business and organisations. This has been further established through activating Headquarters and engaging in community meetings, initiating activities and working collaboratively with the community. Some highlights and successes have been the Hobsonville Point Photography Exhibition, Te Reo Maori classes, Teeny Boppers playgroup, Combat Centre kids leadership course, and a Diwali Celebration. In planning for 2019, Headquarters has been working alongside Hobsonville Point Secondary School to establish the Hobsonville Point Youth Theatre Company and the Hobsonville Point Community Library both based at Headquarters. Headquarters have also established a good relationship with the Albany Village Outreach team to provide a connection for the whole community. The Outreach team are interested in connecting with the wider Hobsonville Point community particularly as there is no immediate library facility available. Support and guidance has been given to both Hobsonville Community Trust and Hobsonville Point Residents Society around the Expressions of Interest application process. Both interested parties have visited community facilities in the North Shore area as part of their application research.
1530	Transition Albany Community Hub from council to community led management.	Define / confirm preferred expression of interest (EOI) selection criteria with local board. Undertake an EOI process commencing Q3 to select a community group to manage Albany Community Hub under a Community-Led Model. Undertake transition of Albany Community Hub, from council managed to a community-led operation, actively supporting the community group through this transition phase, and with an operational plan in place. Actively support preferred community-led operator prior, during and post transition as applicable to ensure smooth, successful transition.	Endorsement of selection criteria - Q2 Adoption of community provider - Q4	CS: ACE: Community Places	\$0 ABS: Opex	Deferred	Amber	In Q1, the selection criteria was workshoped with the local board and they are now referred to as the 'focus areas for the expression of interest' to better match the expression of interest process.	The project has been deferred because the local board have decided to defer the EOI process.  The local board has decided to delay the transition of the Albany Community Hub. Staff will work with the local board to establish a new plan in early 2019.

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1538	Albany Community Hub Interim Council Management and Programme Delivery 2018/2019	Extend council management from July 2018 to June 2019 at Albany Community Hub to continue operating practice and programming.		CS: ACE: Community Places	\$0 ABS: Opex	In progress	Green	During Q1, The Albany Community Hub has over 2000 local people attend centre activities, with 25 permanent hiring groups each week. A diverse number of activities has run from The Hub which include, dance, disability, church, family services, older persons, and art groups. The Hub has also been hired out for a high number of functions during the weekends. The biggest challenge for the Hub has been for the local community to find out where we are and making sure we get the word out to local schools, universities, business and community organisations. To address this, staff have created a Facebook page, a term newsletter and holding events that attract the community to visit the Hub. There have been several improvements to the inside and the outside of the buildings. The highlight is having a new herb garden and fruit trees. In Q2, the Hub will be holding two major events, International Day of Persons with Disabilities, and launch of the fairy doors. The Hub will be setting up a monthly community network forum as well.	During Q2, the Hub introduced a new herb garden, which so far has been a great success. A herb gardening group who use the building have taken the garden as a project and have filled the garden with different herbs and vegetables. These are also used in the cooking classes, which are held at the Hub. A Solution for Inclusion workshop was organized by the Hub for local community groups and organizations to learn better ways to work more effectively with people with disability. The introduction of the Fairy Doors to 15 reserves and parks was launched on 8 December 2018, with 45 doors to find. The participants can register on the Facebook page that has been created and runs until 30 March 2019. In Q2, over 9000 people have attend an activity at the Hub which means 750 people each week are using the Hub. In Q3, a community network meeting is to be set up, to bring together all community groups and organisations to share the work they are doing.
1781	Legacy ARST contestable funding – Upper Harbour allocation	Legacy Auckland Regional Services Trust Fund (ARST) for arts and culture purposes. Reallocation of residual funds granted by the former North Shore City Council to be returned by the Shore Exhibition Centre Trust in FY19, and added to LDI budgets across four local boards. The funds must be used for arts and culture purposes and as per the policy, any unallocated budget at the end of the 2018/19 financial year will go towards savings.	Detail on how the contestable funding will be administered will be brought back to the local board.	CS: ACE: Community Empowerment	\$55,650 LDI: Opex	Completed	Green	In Q1, staff met with the four north local board advisors to workshop a process for the reallocation of the funds for significant arts projects. A report will be presented at a business meeting in Q2, for a decision on how the local board wish to progress the funding allocation.	The local board allocated the balance of its Arts Regional Services Trust (ARST) funding of \$55,650 to the Manuhiri Kaitiaki Charitable Trust (MKCT) to develop one or several public art installations in the Albany area.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
<b>Community Facilities: Build Maintain Renew</b>									
809	Upper Harbour Full Facilities Contracts	The Full Facilities maintenance contracts include all buildings, parks and open space assets, sports fields, coastal management and storm damage.	No further decisions anticipated	CF: Operations	\$3,670,322 ABS: Opex	Approved	Green	The first quarter has coincided with unusually wet weather and maintenance of Upper Harbour parks and reserves has been impacted accordingly. Mowing operations were reduced due to saturated ground conditions. Edging of the entrances to the reserves continued, and informative signage was installed to explain why normal mowing operations could not be undertaken. Considerable effort and resourcing has gone into improving the track networks, with significant work carried out in Sanders Reserve, Wainoni Park North, Unsworth Reserve and Churchouse Esplanade Reserve. A significant erosion slip occurred in the Orchard Reserve watercourse during July 2018. This raised concerns with Community Facilities and Healthy Waters as to what remedial work will be required to return the reserve to a fully functioning public amenity. A geo-tech report has been compiled, and a programme of works will be formulated based on recommendations. The local board funded improvement plan mini projects operating in Kell Park and Albany Domain progressed smoothly, with the Kell Park programme of works being completed during August 2018 and Albany Domain on target to be completed by the end of October 2018. Building maintenance as a whole has run smoothly over the first quarter, with standard maintenance requests completed in a timely manner. Programmed, preventative maintenance on; community buildings is a high priority going forward.	The final quarter of the year ran smoothly from an operational perspective. The overcast, wet and somewhat cool spring conditions suppressed the grass growth significantly, due to the mowing and edging teams carrying out virtually 100% of their maintenance responsibilities. December 2018 was particularly wet with much higher than usual rainfall levels recorded and with the warm summer days, grass growth and weed growth increased a lot as the year ended. This could lead to some maintenance issues occurring in the early new year if the contractors are not particularly vigilant with mowing and gardening schedules. The Limeburners Bay Reserve has additional funding made available at the expense of the developer, due to the reserve being handed to Auckland Council in a sub-standard state. This funding has been bundled up into a stand alone project that will tackle pest plant issues, garden maintenance issues, paving issues, lawn issues and the development of two small riparian planting/s at the two stormwater outfalls located within the reserve. This work started in mid December 2018 and will be running through until at least June 2019. The maintenance of Upper Harbour buildings overall ran smoothly and the planned shutdown of the Albany Stadium Pool to carry out essential, preventative maintenance, as well as wear and tear repair work, ran well. The Headquarter building, Hobsonville, sadly was closed on the lead into Christmas due to the sewer feed being destroyed by a neighbouring development. The old sewer line is now completely unusable and the plan is to connect the building to a nearby new sewer feed. This work is anticipated to be completed by the end of February 2019.
813	Upper Harbour Arboriculture Contracts	The Arboriculture maintenance contracts include tree management and maintenance.	No further decisions anticipated	CF: Operations	\$352,889 ABS: Opex	Approved	Green	The first quarter was influenced by remedial work after the April storm. The continued storm clean up was balanced against addressing deferred requests prior to the storm, and higher priority new requests received. Outstanding work is now limited to sites where access has been restricted due to ground conditions. It is anticipated these sites will be accessible shortly into the second quarter, weather dependant. The scheduled works programme was delayed as a consequence of the storm and deferred works, but is now on track. Replacement planting of trees removed throughout the year has been completed during the quarter.	The second quarter continued to be influenced by wet weather, limiting access to many locations, with remaining material from the April storm only being able to be cleared during December 2018. As conditions improve we see a general movement from primarily street tree focused activities to a summer parks tree maintenance programme. As weather improves, a close watch will be kept on the need for watering of new trees planted during winter.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
814	Upper Harbour Ecological Restoration Contracts	The Ecological Restoration maintenance contracts include pest plant and animal pest management within ecologically significant parks and reserves.	No further decisions anticipated	CF: Operations	\$266,209 ABS: Opex	Approved	Green	During the first quarter, the annual update of the Site Assessment Reports, a large portion of the pest animal monitoring, and the majority of the first pulse of the rat control programme have been completed. Various unscheduled activities were completed which included a mixture of pest animal control and pest plant control. Request for service work orders received, continue to be seasonally normal, with an increasing trend in activity becoming apparent during the late stages of the quarter.	Works during the second quarter have predominantly been undertaken in High Value sites. The first pulse of the rat control programme has been completed and now moving to the second pulse. High Value pest plant control remains high on the agenda throughout the summer months. Request for service work orders received are trending slightly above average for the season. It is anticipated that requests for wasp control will likely pick up in quarter three.
1235	Upper Harbour - Local Park Art Maintenance	Maintenance of art work at the local parks	No further decisions anticipated	CF: Operations	\$8,000 LDI: Opex	Approved	Green	All work completed in April 2018 - annual re-oiling of all art pieces will be done in February 2019.	The annual, protective re-oiling of the Kell Park wooden art pieces is due to take place in February 2019.
1672	Albany Coronation Hall - renew toilets	Stage one - investigate options to renew the asset to ensure it remains fit for purpose - complete. Current status - stage two - implement works for the hall toilet renewal. This project is a continuation of the 2017/2018 programme (previous SP18 ID 2563). Estimated completion date yet to be established.	No further decisions anticipated	CF: Investigation and Design	\$70,000 ABS: Capex - Renewals	In progress	Green	Current status: Developed design has been approved, detail design is underway. Next steps: Lodge resource and building consent.	Current status: The physical works contract has been awarded. Currently waiting for building consent approval. Next steps: Building consent to be approved.
1673	Alexander Underpass - improvement contribution	Contribution to the investment into improving the underpass in Upper Harbour. The opportunity to do this work comes through the northern corridor improvement works.	Design to be approved by the local board	CF: Investigation and Design	\$1,250,000 ABS: Capex - Renewals; ABS: Capex - Growth	Approved	Grey	Current status: Waiting for Investigation and Design to confirm the project partners funding contribution from Auckland Transport and New Zealand Transport Agency, before design can be initiated. Next steps: Conduct site investigation, before any design work is undertaken.	Project placed on hold until further investigation by Investigation and Design (I&D) has been undertaken. Current status: Awaiting confirmation of scope. Next steps: The project has been put on hold.
1674	Exeter Reserve - replace steps to Devonshire Place and renew walkways	Replace the failed steps that connect Exeter Reserve to Devonshire Place to ensure they are fit for purpose. This project will be investigated, scoped and delivered within this financial year.	No further decisions anticipated	CF: Investigation and Design	\$7,000 ABS: Capex - Renewals	In progress	Green	Current status: The project has been added to the work programme for the financial year 2018/2019. Next steps: Review the project brief, understand options and scope works.	Current status: Initial site visit completed. Scoping of works is underway in conjunction with other renewals within Exeter Reserve. Next steps: Review schedule of works and concept design for new steps and footpath.
1675	Fernhill Escarpment - renew walkway and wayfinding signage	Renew failed walkways to future proof the asset in accordance to the current Greenways Plan, including updated wayfinding signage. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed.	Wayfinding signage design to be approved by the local board	CF: Investigation and Design	\$80,000 ABS: Capex - Renewals	In progress	Green	Current status: Site investigation and scope clarifications being undertaken. Next steps: Put together a scope of works to enable the procurement of a design consultant.	Current status: Site investigation has been completed. A Project Execution Plan has been established and approved. Some final design clarifications and directives will be sought from the Upper Harbour Local Board before engaging a design consultant to progress to developed design. Next steps: Work with the Upper Harbour Local Board to narrow the project scope further. Engage a consultant to take the high level concept plan to a developed design, with an accompanying feasibility and cost analysis.
1676	Herald Island Hall - renew heating and electrical system	Replace the hall heating and electrical system as required. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed.	No further decisions anticipated	CF: Investigation and Design	\$25,000 ABS: Capex - Renewals	In progress	Green	Current status: Initial site visit done to determine requirements (mid-September 2018). Further site visits required to refine the scope, scheduled for end-September 2018. Next steps: Obtain pricing and appoint the preferred supplier. The work is planned during January/February 2019.	Current status: Project is scheduled to commence in January 2019 and will be complete early in February 2019. Next steps: Ensure the work commences as scheduled.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
1677	Hobsonville Headquarters - redevelopment, exterior landscaping and car park construction	Hobsonville Headquarters redevelopment - construction of a car park and landscaping. Redevelopment of the Hobsonville HQ building to create a community hub that provides community focused activities, services and programmes, designed to promote the overall wellbeing and connectedness of Hobsonville Point and is associated with the outcomes of the Upper Harbour Local Board Plan. Development of a car park with 25 parking spaces. Landscaping in accordance with the plans to be developed through the Headquarters design process. Refurbishment, construction, plus minor furniture and fittings, to be included in the Headquarters building (including asbestos removal and furniture and fixtures, car park and landscaping). This project is a continuation of the 2017/2018 programme (previous SP18 ID 3012).	Design to be approved by the local board	CF: Project Delivery	\$600,399 ABS: Capex - Development; ABS: Capex - Renewals	In progress	Amber	Current status: Physical works to complete the car park are nearing completion. Only surface sealing is still outstanding. Landscaping elements are yet to be started and can not commence until surfacing works are completed. Minor items still requiring attention are being scoped, this includes signage and minor outstanding internal items within the headquarters building. Next steps: Complete the car park surfacing works and peripheral landscaping and services. Landscaping between the car park and headquarters building will be completed by the local developer after completion of the car park. Address the minor internal items.	Car park ground remediation scope has been added to the contract, however work required has resulted in delays to programme and additional costs. The car park will only be operational once the local connecting roads are completed, which is likely to be in late 2018. Current status: Surfacing and line marking of the car park is complete. Landscaping elements to the car park are commencing with an extended maintenance period for planting, given the dry planting conditions. Minor items that still require attention in the Headquarters building are being addressed. A heritage architect has been engaged to assess external signage options against relevant planning legislation. Specialist heritage images have also been provided by the Royal New Zealand Airforce Museum so that internal interpretive signage can be designed. Pricing has been received for landscaping works and negotiations with the contractor are in progress. In late 2018 there was an issue with the existing public wastewater line connection. This issue is unrelated to the Headquarters redevelopment. Next steps: Complete the car park landscaping works and have the car park vested to Auckland Council. Address the signage and minor internal items at the Headquarters building. Newly developed roads are expected to be vested to the Hobsonville Land Company shortly, and at this point the Headquarters building can be connected to new public services infrastructure (wastewater line).
1678	Rosedale Park - renew sports fields 3 and 4	Renew sports fields 3 and 4. Stage one - investigate, design, scope and plan the works required - complete. Current status - stage two - deliver physical works. Estimated completion date yet to be confirmed. This project is a continuation of the 2017/2018 programme (previous ID 2578).	No further decisions anticipated	CF: Investigation and Design	\$500,000 ABS: Capex - Renewals	In progress	Green	Current status: The contract has been awarded and a prestart meeting held. Site fencing has been installed and site works have commenced on the installation of the new water main. Next steps: Progress physical works.	Current status: Infrastructure works completed. Couch seed and stolons planted to commence the grass grow-in phase. Next steps: Continue grow-in phase to completion by end of March 2019.
1679	Scott Point - develop sustainable sports park	The provision of local parks amenity within Scott Point Park. Sports field replacement and development at Hobsonville Point. The installation of four new changing rooms and four toilets. Develop pathways to connect the new sports fields, pedestrian and cycling linkages. Stage one - investigate, design, scope and plan the works required. Current status - stage two - deliver physical works. Estimated completion date yet to be confirmed. This project is a continuation of the 2017/2018 programme (previous SP18 ID 2826).	Design to be approved by the local board	CF: Project Delivery	\$300,000 ABS: Capex - Growth	In progress	Green	Current status: The supplier has produced a detailed program of works that meet the project timelines, and an on-site visit with the supplier and council staff has occurred. Both council and the supplier have gained good knowledge from the site visit, and were able to identify aspects that need to be considered for this project, including the surrounding housing developments. Next steps: Continue to work with Auckland Transport on the roading aspect of the project.	Current status: Supplier has produced a detailed program of works that meet the project timelines. Both Council and the supplier have had a greenhack forum that provided a collective brainstorm which helped collate key deliverables for the project. The aim behind the greenhack was to draw collaborative ideas that can then be implemented throughout the design. The local board received an update on the project from council and the supplier. Next steps: Continue to work with Auckland Transport with regards to the funding agreement for Wallace Road. Supplier to provide draft options of what stage one asset types will consist of by the end of December 2018.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
1680	Upper Harbour - renew fixtures and furniture 2017/2018+	Renew fixtures and furniture at the following sites: Malcolm Hahn Memorial Reserve; Marina Esplanade; Herald Island Domain; Pahiki Reserve; Picasso Reserve; Hobsonville War Memorial; Rahui Reserve; Starlight Park; Unsworth Quarry Reserve and Greenhithe War Memorial Park. Stage one - investigate, design, scope and plan the works required - complete. Current status - stage two - deliver physical works. Estimated completion date yet to be confirmed. This project is a continuation of the 2016/2017 programme (previous ID 3030).	No further decisions anticipated	CF: Project Delivery	\$200,000 ABS: Capex - Renewals	In progress	Green	Current status: All works have been completed, except for the path realignment at Marino Esplanade Reserve. The path construction is in progress, as it was delayed due to wet weather. Next steps: Inspect works once the path construction is completed.	Current status: The remaining seats will be ready from the manufacturer in December. Depending on when the seats are received, the works are anticipated to be completed before the end of January 2019. Next steps: Inspect works once seats have been installed.
1682	Upper Harbour - renew park toilets 2018/2019+	Renew toilet blocks at the following parks: Christmas Beach; Kell Park and Pahiki Reserve. Current status - stage one - investigate, design, scope and plan the works required (including proposals to the board with recommendations for an increased level in service, where required). Stage two - deliver physical works. Estimated completion date yet to be confirmed.	No further decisions anticipated	CF: Investigation and Design	\$38,000 ABS: Capex - Renewals	In progress	Green	Current status: The project has been added to the work programme for the financial year 2018/2019. Reviewing project brief. Next steps: Arranging site visits and identifying scope of works.	Current status: Site visits are underway. Consultants to complete first review of assets to identify requirement of refurbishment and/or replacement are appointed. Next steps: Continuation of site visits to establish scope of works.
1683	Upper Harbour - renew walkways and paths 2017/2018+	Renew walkways and paths at the following parks: Churchouse Esplanade Reserve; Rame Reserve and Paremoremo Scenic Reserve. Stage one - investigate, design, scope and plan the works required (including proposals to the board with recommendations for an increased level in service, where required) - completed. Current status - stage two - deliver physical works. Estimated completion date yet to be confirmed. This project is a continuation of the 2017/2018 programme (previous SP18 ID 2583).	No further decisions anticipated	CF: Investigation and Design	\$150,000 ABS: Capex - Renewals	In progress	Green	Current status: Project scoping has been completed for all three walkways. Paremoremo Scenic Reserve - a land-use resource consent has been lodged and this is currently being processed. There may be delays in getting this granted due to issues around Kauri Die Back. Churchouse Esplanade - a designer is being engaged for the design of the new stairs to replace the stone steps, and for the renewed footbridge. Rame Esplanade - although scoping has been completed, further site investigation and design work is being undertaken, following the identification of Kauri in the area. This may impact on the timeframe for delivery. Next steps: Paremoremo Scenic Reserve - continue to pursue obtaining a resource consent. If granted - tender documentation will be compiled and released for physical works. Churchouse Esplanade - engineered design for the new stairs and the renewed footbridge is to be completed and resource and building consents lodged. Rame Esplanade - internal advice is to be sought regarding the proximity of Kauri to the proposed track works. This may lead to a more specialist design of the track.	Current status: Project scoping has been completed for all three walkways. Paremoremo Scenic Reserve - a resource consent has been approved and the tender documentation is being prepared. Tender to be release in early January 2019. Churchouse Esplanade - a contract is in place for construction. Currently awaiting a confirmed programme for delivery. Rame Esplanade - a resource consent has been approved and the tender documentation is being prepared. Tender to be release in early January 2019. Next steps: Paremoremo Scenic Reserve - release tender for physical works in a package with Rame Reserve, and award if appropriate. Churchouse Esplanade - release physical works tender package. It is endeavoured to deliver this track before Christmas. Rame Esplanade - release tender for physical works in a package with Paremoremo Scenic Reserve, and award if appropriate.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
1684	Wharepapa Reserve - reconfigure playspace	Due to the playspace being built prior to the housing development being completed, there are privacy issues to the neighbouring homes which need to be addressed. This project is for design and scoping only, design to be approved by the local board. Current status - stage one - investigate, design and scope the works required. Stage two - (if approved by the local board to proceed) deliver physical works. Estimated completion date yet to be confirmed.	Design to be approved by the local board	CF: Investigation and Design	\$15,000 ABS: Capex - Renewals	In progress	Green	Current status: The project has been added to the work programme for the financial year 2018/2019. Next steps: Review the project brief, arrange a site visit to understand options.	Current status: Early engagement with local Iwi and the development of engagement plan is underway. Next steps: Development of draft concept design to reconfigure the playspace within the envelope of the reserve, and consultation with neighbouring properties owners.
2016	Upper Harbour - renew walkways and paths 2018/2019+	Renew walkways and paths at the following sites: Awatahi Reserve; Bay City Park; Brookfield Stream Reserve; Centorian Reserve; Gills Reserve; Herald Island Domain - Access; Malcolm Hahn Memorial Reserve; Northwood Reserve; Sanders Reserve; Te Wharau Creek Esplanade Reserve and Wharf Reserve - Albany. Current status - stage one - investigate, design, scope and plan the works required (including proposals to the local board with recommendations for an increased level in service, where required). Stage two - deliver physical works. Estimated completion date yet to be confirmed.	No further decisions anticipated	CF: Investigation and Design	\$5,000 ABS: Capex - Renewals	In progress	Green	Current status: The project has been added to the work programme for the financial year 2018/2019. Review the project brief. Next steps: Arrange site visits to various locations to understand options and establish potential scope works.	Current status: Initial site visits are in progress. Identifying scope of works for individual sites and assets. Next steps: Continuation of scoping works required per site.
2116	Hooton Reserve - improvements	Investigate and design stage of the improvement works in collaboration with Auckland Transport at Hooton Reserve. This project is in relation to the major roading development which will have both Auckland Transport and Massey University involvement. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed.	Design to be approved by the local board	CF: Investigation and Design	\$40,000 LDI: Capex	On Hold	Grey	Current status: Scoping has not yet begun on this project. Continue to work with Community Services to confirm scope of project, in order to progress concepts. Next steps: Confirm scope and prepare concept plans.	The project is on hold until works which are currently taking place on site by third parties are complete.  Project on hold. Auckland Transport will be undertaking major projects around this reserve in the near future, which will have an impact on the site. The project has been put on hold so that future planning can be co-ordinated with Auckland Transport's work programme.
2117	Hosking Reserve - development	Investigate and design stage of the development of Hosking Reserve. As approved by the local board (UH/2018/94) the prioritised works to be undertaken are: (i) traffic access assessment, prior to committing significant funding to any other elements of the project; (ii) the development of a fencing plan; (iii) water provision options. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed.	Design to be approved by the local board	CF: Investigation and Design	\$40,000 LDI: Capex	In progress	Green	Current status: Strategic assessment and scope of works has been received from Community Services department. Next steps: Prepare brief to engage a consultant to prepare the next level of detail for the key priorities of the development plan.	Current status: A traffic planner has been engaged to assess potential access ways into and out of the reserve, with a particular focus on safety around entry points and logical parking spaces from entry points. Next steps: Planner to submit their report around February 2019.



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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
2118	Huntington Reserve - develop playspace	Investigate and design stage of the development of playspace at Huntington Reserve. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed.	Design to be approved by the local board	CF: Investigation and Design	\$30,000 LDI: Capex	In progress	Green	Current status: The project has been added to the work programme for the financial year 2018/2019. Next steps: Review the project brief, understand options and scope works. Engage specialists consult to begin concept design.	Current status: Initial site visit completed. Engagement of playground design specialist to develop concept design is underway. Next steps: Review of draft concept report, design elements and draft cost estimate.
2119	Luckens Reserve - improve park facilities	Investigate and design stage of the park facility improvement initiative at Luckens Reserve. All works to be agreed by the local board. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed. This initiative will be funded by the renewals budget and the local board discretionary budget.	Design to be approved by the local board	CF: Investigation and Design	\$20,000 LDI: Capex	In progress	Green	Current status: The project has been added to the work programme for the financial year 2018/2019. Next steps: Review the project brief, understand options and scope works.	Current status: Review Strategic assessment and complete site visit. Next steps: Appoint specialists to commence concept design phase.
2121	Limeburners Reserve - develop esplanade with walkway	Investigate and design stage of the development of the esplanade with a walkway at Limeburners Reserve. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed.	Design to be approved by the local board	CF: Investigation and Design	\$30,000 LDI: Capex	In progress	Green	Current status: The project has been added to the work programme for the financial year 2018/2019. Next steps: Review the project brief, understand options and scope works.	Current status: Initial site visits completed. Engaged specialists to begin concept phase and site investigation. Site walk over and drone discovery. Next steps: Identify preferred option and alignment for potential walkway. Develop draft concept plan.
2122	Upper Harbour - renew fixtures and furniture 2018/2019+	Renew fixtures and furniture 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; Hooton Reserve; Kell Park; Lucas Esplanade Reserve; Marae Reserve; Meadowood Reserve; Orchard Reserve – Greenhithe; 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 and Wiseley Reserve. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed.	No further decisions anticipated	CF: Investigation and Design	\$54,000 ABS: Capex - Renewals	In progress	Green	Current status: The project has been added to the work programme for the financial year 2018/2019. Review the project brief. Next steps: Arrange site visits to various locations to understand options and establish potential scope of works.	Current status: A consultant has been approached to undertake condition assessments to establish the project scope. Next steps: Finalise the consultant engagement and undertake the condition assessments. Once the scope has been established, obtain approval to proceed to delivery.
2124	Upper Harbour - implement actions from the Marine Sport Facility audit	Investigate and design stage of the actions to implement from the Marine Sport Facility audit. Current status - stage one - investigate, design, scope and plan the works required. Stage two - deliver physical works. Estimated completion date yet to be confirmed. Design to be approved by the local board.	Design to be approved by the local board	CF: Investigation and Design	\$20,000 LDI: Capex	Approved	Green	Current status: Community Services are still to complete the Marine Facility Audit. Once this is completed actions from the audit can be investigated. Next steps: On hold until Community Services complete the audit.	Current status: Community Services are still to complete the Marine Facility Audit. Once this is completed actions from the audit can be investigated. Next steps: On hold until Community Services complete the audit.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
2321	Upper Harbour additional parks planting maintenance	Additional maintenance of reserve planting per annum	No further decisions anticipated	CF: Operations	\$20,000 LDI: Opex	Approved	Green	A number of mini parks improvement projects have been done in Kell Park, Albany. The projects have been completed, and included cleaning out of old shrubbery, mulching and infill shrub planting, the relocation of a litter bin, removing redundant signage and cleaning of the timber bollards, removing dirt and lichen. A hard edge border was also constructed to prominently demarcate the playground play area/cushion fall and the surrounding lawn. A small scale trial planting of Clivia Miniata around the base of some specimen trees was also conducted, with the intention of improving the visual amenity of the park. If the trial is successful, the local board may wish to consider expanding the planted area.	A further \$20k has been allocated via the local board to continue this piece of work. Community Facilities will be working directly with the local board on these mini planting project priorities.
2717	Upper Harbour - implement actions from the Greenways Plan	Investigate and design stage of the actions to implement from the Greenways Plan. Propose the Mallard Place to Calypso Way works as priority. Design to be proposed to the local board for approval prior to physical works commencing. Current status - stage one - investigate, design and cost estimate works. Stage two - propose to the local board for approval, plan and deliver physical works. Estimated completion date yet to be confirmed.	Design to be approved by the local board	CF: Investigation and Design	\$40,000 LDI: Capex	Approved	Grey	Current status: The Greenways Plan is being reviewed by Community Services. More details of this project need to be determined before investigation can occur. The project description is for the Mallard Place to Calypso Way section of the plan. Next steps: Confirm scope with the local board and discuss the implementation of this section, in light of the Greenways Plan review.	Suggest that Greenways review is completed prior to further work being undertaken on this small section. Current status: A memo was discussed at the December 2018 workshop to put this project on hold, pending the outcome of the Greenways Plan refresh. This requires agreement. Next steps: Complete Greenways Plan refresh and reallocate this budget to priorities identified in the Greenways Plan.
2731	Upper Harbour - LDI scoping fund 2018/2019	Investigate and scope potential Locally Driven Initiative (LDI) discretionary projects as approved by the board throughout the financial year. Information is to be presented to the local board for their consideration and further decision making.	Details to be approved by the local board	CF: Investigation and Design	\$25,000 LDI: Opex	Approved	Green	Current status: No ideas/projects have been identified to scope at this stage. Next steps: If ideas are raised that need further investigation and scoping, this budget will be used to undertake the work.	Current status: The local board resolved to approve the inclusion of the Caribbean Drive sports field service provision assessment within the 2018/2019 work programme and approved the reallocation of budget from the locally driven initiatives scoping fund to the delivery of the Caribbean Drive sports field service provision assessment budget. Next steps: Community Services to complete assessment.
2732	Upper Harbour – renew signage 2018/2019+	In conjunction with the findings of the signage audit undertaken in 2017/2018, investigate and scope renewing all old council signage throughout the Upper Harbour Local Board area at the community facilities. Current status – stage one – identify and scope the signage to be replaced. Stage two – prioritise the sites with the local board, plan and deliver physical works. Estimated completion date yet to be confirmed.	Details to be approved and prioritised with the local board	CF: Investigation and Design	\$2,750 ABS: Capex - Renewals	In progress	Green	Current status: The project has been added to the work programme for the 2018/2019 financial year. Review the project brief. Next steps: Arrange site visits to various locations to understand options and establish the potential scope of works.	Current status: Project requirements are being reviewed. An initial signage audit is under review. Next steps: Complete review of the signage audit document and engage a consultant to produce a scope of works.
2866	(OLI) Upper Harbour - develop an indoor sports facility	Overview - development of an indoor sports facility in the Upper Harbour area. Stage one - investigate feasibility and develop a business case for the indoor sports facility requirements. Stage two - yet to confirm the full staged approach to the initiative. The local board have indicated that they will contribute \$500,000 from their LDI Capex budget towards the project.	Ongoing decision making anticipated throughout the delivery of this initiative.	CF: Project Delivery	\$100,000 ABS: Capex - Development; LDI: Capex	Approved	Green	Current status: Conducting the needs assessment as part of establishing the strategic case. Next steps: Will be workshopped with the Upper Harbour Local Board on 22 November 2018. Based on the outcome of the workshop, a business case will be developed.	Current status: Updated Upper Harbour Local Board on needs assessment progress which informs the strategic case. Next steps: Planning on further updates in the new year.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
2881	Centorian Reserve - develop walkway	Project is to formalise the grass access way by constructing a concrete pathway through the reserve creating a connection to Windsor Park. In addition the fill from Windsor Park works will be used to reduce fall height from existing playspace for pre-schoolers	No further decisions anticipated	CF: Project Delivery	\$0 ABS: Capex	In progress	Green	Q1 commentary not captured for Carry Forward projects.	Current status: Resource Consent has been granted for physical works following the establishment of a restoration planting plan. Indicative pricing has been received which is in line with expectations. A Watercare representative has been in contact to discuss the programme and funding. It appears that Watercare's works are now going to proceed and the delivery of the pathway may be delayed. Next steps: Obtain further information from Watercare around programme and funding, and award a contract to enable delivery as soon as possible.
2925	Upper Harbour – renew coastal assets 2017/2018	Christmas Beach – seawall renewal, Attwood Esplanade; Rame Reserve – remove coastal assets, Landing Reserve – renew boat ramp and Waimarie Beach – renew seawall. This project has an estimated completion date of October 2018. This project is carried over from the 2017/2018 programme (previous ID 2569).	No further decisions anticipated	CF: Project Delivery	\$48,156 ABS: Capex	Completed	Green	Q1 commentary not captured for Carry Forward projects.	Project completed August 2018.
2926	Connemara Reserve - renew courts	Connemara Reserve court renewal. This project has an estimated completion date of June 2019. This project is carried over from the 2017/2018 programme (previous ID 2572).	No further decisions anticipated	CF: Project Delivery	\$4,200 ABS: Capex	Completed	Green	Q1 commentary not captured for Carry Forward projects.	Project completed 30 November 2018.
2966	Sunderland Lounge - exterior and interior renewal	Exterior and interior renewal - stage 1. This is a refurbishment project on a recently purchased building. No physical improvement works carried out as yet. Facility does not meet Council standards. This project has an estimated completion date of March 2019. This project is carried over from the 2017/2018 programme (previous ID 3204).	No further decisions anticipated	CF: Project Delivery	\$1,409,883 ABS: Development	In progress	Green	Q1 commentary not captured for Carry Forward projects.	Current status: Physical works are underway. Next steps: Progress physical works to completion. Forecast completion date is middle of May 2019.
3001	Hosking Reserve - demolish lower chicken shed	Remove the lower chicken shed from Hosking Reserve, along with all inorganic waste. This project has an estimated completion date of March 2019. This project is carried over from the 2017/2018 programme (previous ID 3017).	No further decisions anticipated	CF: Project Delivery	\$11,074 Growth	In progress	Amber	Q1 commentary not captured for Carry Forward projects.	A section within the remediation area was too wet to complete the remedial works. This will mean delays until next summer to wait for the site to dry out.  Current status: Mulch will be applied over the site to provide the depth of cover required over the site. This will occur between January and February 2019. Next steps: Check depth of mulch once applied.
3002	Gills Reserve - install concrete walkway	Overview - install a concrete walkway. Stage one - investigate, design and consent the proposed works - complete. Current status - stage two - plan and deliver the physical works. This project has an estimated completion date of December 2018. This project is carried over from the 2016/2017 and 2017/2018 programmes (previous SP18 ID 2991).	No further decisions anticipated	CF: Project Delivery	\$16,135 LDI: Capex	In progress	Grey	Q1 commentary not captured for Carry Forward projects.	Budget is very low, based on old unit rates.  Current status: This project is dependent on an Auckland Transport project and cannot be done in isolation. It also appears that there are potentially some budget issues with the related Auckland Transport project as well that will impact on the Community Facilities project. Next steps: Follow up with Auckland Transport on their project's status.
3140	Hobsonville War Memorial Park - install cricket nets	Install cricket nets to ensure they are fit for purpose. This project has an estimated completion date of October 2018. This project is carried over from the 2017/2018 programme (previous ID 3377).	No further decisions anticipated	CF: Project Delivery	\$120,905 LDI: Capex	Completed	Green	Q1 commentary not captured for Carry Forward projects.	Project completed October 2018.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
3141	Herald Island Domain - install basketball hoop	Install basketball hoop at the domain for local enjoyment. This project has an estimated completion date of August 2018. This project is carried over from the 2017/2018 programme (previous ID 3378).	No further decisions anticipated	CF: Project Delivery	\$20 LDI: Capex	Completed	Green	Q1 commentary not captured for Carry Forward projects.	Project completed 8 August 2018.
3142	Malcolm Hahn Reserve - install basketball hoop	Install basketball hoop at the reserve for local enjoyment. This project has an estimated completion date of August 2018. This project is carried over from the 2017/2018 programme (previous ID 3380).	No further decisions anticipated	CF: Project Delivery	\$12,713 LDI: Capex	Completed	Green	Q1 commentary not captured for Carry Forward projects.	Project completed 8 August 2018.
3143	Douglas Alexander Reserve - install picnic tables	Install picnic tables at the reserve for local enjoyment. This project has an estimated completion date of July 2018. This project is carried over from the 2017/2018 programme (previous ID 3381).	No further decisions anticipated	CF: Project Delivery	\$14,250 LDI: Capex	Completed	Green	Q1 commentary not captured for Carry Forward projects.	Project completed July 2018.
3144	The Landing Reserve - install security measures	Install security measures. This project has an estimated completion date of September 2018. This project is carried over from the 2017/2018 programme (previous ID 3382).	No further decisions anticipated	CF: Project Delivery	\$9,625 LDI: Capex	In progress	Green	Q1 commentary not captured for Carry Forward projects.	Current status: Initial gate installation was not acceptable to the boating community and a second gate was requested to allow for a much bigger opening and easier access for boat users to launch their boats. The manufacturing of the 2nd gate is currently underway and is expected to be complete by mid to end-November 2018. It was decided to commence with the work end of January 2019. Next steps: Install the 2nd gate and inform the call centre of the new access arrangements at this reserve.
3152	Albany Pool - install disability amenities	Installation of disability toilet, shower and changing table. Minor changes to the shop changing room. This project has an estimated completion date of October 2018. This project is carried over from the 2017/2018 programme.	No further decisions anticipated	CF: Project Delivery	\$29,250 LDI: Capex	In progress	Green	Q1 commentary not captured for Carry Forward projects.	Current status: Final design and requirement being finalised. Next steps: Once the design is finalised, business case will be initiated for approval.
3160	Kell Park – develop car park	Extension of the existing car park adjacent to the Plunket building, to provide additional car park facilities. This project has an estimated completion date of June 2019. This project is carried over from the 2017/2018 programme (previous ID 3433).	No further decisions anticipated	CF: Project Delivery	\$420,387 LDI: Capex	In progress	Green	Q1 commentary not captured for Carry Forward projects.	Current status: A design and build tender has been completed and the contract awarded. Next steps: Update the Upper Harbour Local Board and receive project programme.
3196	Rosedale Park - install disc golf	Installation of disc golf for the community to enjoy. This project has an estimated completion date of July 2018. This project is carried over from the 2017/2018 programme (previous ID 3232).	No further decisions anticipated	CF: Project Delivery	\$1,900 LDI: Capex	Completed	Green	Q1 commentary not captured for Carry Forward projects.	Current Status: The local board approved an additional scope and funding for the Rosedale Park disc golf course to install boxed tee-pads in December 2018. Next steps: Installation of boxed tee-pads.
3197	Bill Moir Reserve - install signage	Installation of signage at Bill Moir Reserve. This project has an estimated completion date of September 2018. This project is carried over from the 2017/2018 programme (previous ID 3569).	No further decisions anticipated	CF: Project Delivery	\$8,500 LDI: Capex	Completed	Green	Q1 commentary not captured for Carry Forward projects.	Project completed October 2018.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
<b>Community Services: Service Strategy and Integration</b>									
1387	Upper Harbour Open Space Management Plan	Develop a multi-park management plan (year 1 of 2) that assists the Upper Harbour Local Board in managing use, development and protection of all parks, reserves and other open space they have allocated decision-making for. \$40k will be required in 2019/20 for year 2 of this project.	10/18: Decision to notify intent to prepare open space management plan 02/19: Decision on classifying, reclassifying or revoking Reserves Act status on any local parks 04/19: Decision to notify draft open space management plan	CS: Service Strategy and Integration	\$80,000 LDI: Opex	In progress	Green	Classification work stream will commence shortly. An update for the local board will be provided in quarter two.	Classification review in progress. Initial local board contact scheduled for quarter three. Q3 deliverables: classification review completed, including initial mana whenua feedback, February - introductory LB workshop for LPMP and land classification review findings, March - two dedicated classification workshops are scheduled.
1404	Investigate provision of library facilities in this area giving consideration to tenure and suitability.	Investigate options for provision of library services in Upper Harbour acknowledging the final lease expiry of Albany Library	Oversight of options identified Feedback on preferred option to inform business case	CS: Service Strategy and Integration	\$0 Regional	Approved	Green	The scope for this project is currently being developed and will be presented back to the local board in quarter two.	Current state assessment has commenced. Q3 deliverables: The project scope and current state assessments will be presented in local board workshops in quarter three.
<b>Infrastructure and Environmental Services</b>									
362	Sustainable Schools Project - Our Local Streams	Provide expertise and assistance for schools in the Upper Harbour Local Board area to connect with their local streams. To test and monitor water quality, connect with community restoration groups working in the same catchment and take action for improvement of the stream area. Link to the Marine Metre Squared Programme.	No further decisions anticipated.	I&ES: Environmental Services	\$30,000 LDI: Opex	In progress	Amber	The project scope has been defined and contractors for delivery have been identified and approached. Schools continuing from 2017/2018 have been confirmed and new schools have been identified. Engagement of the contractors and confirmation of participating schools will occur in quarter two.	This project has been delayed due to the procurement process taking longer than anticipated. The project will be delivered within the financial year in quarters three and four. The Whitebait Connection Trust have been confirmed to deliver this project in quarters three and four. Delivery will start in quarter three with all schools working with the facilitator on stream monitoring.
363	New Project - Small Building Sites Ambassador - Upper Harbour	Engagement of an ambassador to work with and support Council's compliance team to reduce the amount of sedimentation, run off and litter produced from small building sites which are entering the waterways. Targeted areas within the Upper Harbour Local Board area to be identified after consultation with the consents team and the local board. This could include Te Wharau Creek catchment in stage one.	No further decisions anticipated.	I&ES: Healthy Waters	\$20,000 LDI: Opex	In progress	Green	The initial project planning phase is complete and the contract is currently being finalised. The targeted initiatives team will assist with compliance in areas identified by the contractor after the education programme. This project is planned to commence in quarter two.	The contractor commenced project scoping in quarter two in consultation with the compliance and targeted initiatives team. Site visits are due to commence in February 2019. The targeted initiatives team will assist with compliance in quarters three and four, in areas identified after the contractor has completed the education awareness programme.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
386	Industry Pollution Prevention Programme - Upper Harbour	This programme is primarily educational and aims to inform urban industry and businesses about the impacts their activities may be having on local waterways. The programme includes a site inspection and discussion with the business owners about potential pollution issues as well as waste minimisation techniques and spill training. 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. The exact area for the project is to be identified after further research and feedback from the local board. Staff have suggested Rosedale may be an area to consider as this would benefit the Oteha and Alexandra Streams. The Rosedale area is a large catchment and may take several years to complete.	No further decisions anticipated.	I&ES: Healthy Waters	\$20,000 LDI: Opex	In progress	Amber	Procurement has been finalised and the project is due to commence in quarter two.	This project has experienced slight delays due to contractor availability. Delivery is still expected to be complete within the financial year.  The contract for this project was finalised in quarter one. The contractor has rescheduled this project to begin in quarter three.
387	Septic tank pumpout programme Upper Harbour Local Board	To manage the pumpout of septic tanks within the Upper Harbour Local Board area.	No further decisions required.	I&ES: Healthy Waters	\$112,610 ABS: Opex	In progress	Green	There are approximately 4,300 private onsite wastewater treatment systems serviced on a triennial cycle by the pumpout programme. The septic tanks are spread across three local boards on properties paying the targeted rural sewage rate. In the Upper Harbour Local Board area for the period from June 2018 to September 2018 there were 233 scheduled triennial pump outs of properties and one unscheduled pumpout. An agenda item was presented to the local board at its September 2018 business meeting outlining a proposed regional management system for septic tanks which would see this legacy pumpout programme cease. The local board were in support of the proposed programme.	There were no scheduled and no unscheduled pumpouts in the Upper Harbour area for quarter two. In November 2018 the local board endorsed a report recommending replacing this programme with compliance monitoring of septic systems.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
391	Upper Harbour North-West Wildlink Assistance Programme	Assist and grow capability to deliver community-led initiatives for 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 actions that improve biodiversity values 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 Lucas Creek Sedimentation report will also be used to select priority areas for riparian restoration. The assistance programme will continue to build on community-led restoration activities aiming to engage and encourage more people and groups to take action across the whole local board area.	No further decisions anticipated.	I&ES: Environmental Services	\$80,000 LDI: Opex	In progress	Green	The allocation of funds was collectively agreed through two meetings of the Upper Harbour Ecology Network in quarter one. Funding agreements have been completed for Forest and Bird Youth (\$2090), Chinese Conservation Education Trust (\$4680), Herald Island Environmental Group (\$6,045), Whenuapai Restoration (\$5,140), Sustainable Paremoro (\$21,728), Kaipatiki Project (\$14,518), and Greenhithe Community Trust (\$6,449). Reports have been received from last years projects and a summary of these will be shared with the board at a presentation by the Upper Harbour Ecology Network in quarter two.	The local board members were provided an update for this work at a workshop held 4 December 2018. The Upper Harbour Ecology Network is developing, delivering projects together and sharing skills. Ecological decision-making around the choice and design of projects has improved and community-focused engagement groups have shifted from coordinating within the group to coordinating across their local communities. These improvements will enable the delivery of localised biodiversity projects that add up to regionally valuable outcomes. The final funding agreement has been completed for Gecko Trust (\$19,400) to work with four of the communities to develop cross-community engagement and provide mapping tools to assist communities to build engagement and motivation. This will be undertaken in quarters three and four.
<b>Libraries</b>									
1180	Provision of Library Service - Upper Harbour	Deliver a library service - Help customers find what they need, when they need it, and help them navigate our services and digital offerings. Providing information, library collection lending services and eResources as well as support for customers using library digital resources, PCs and WiFi. Hours of service: 56 hours over 7 days per week.	No further decisions anticipated	CS: Libraries & Information	\$416,272 ABS: Opex	In progress	Green	Albany Village Library visits and issues are on par compared to the same period last year. Library memberships continue to rise. Demand has increased for digital experts onsite and library staff are delivering daily instruction on the use of smartphones and devices, accessing eBooks, and online literacy.	Library usage remains in keeping with regional trends, with an eight per cent increase in visits and issues for the same period compared to last year.
1181	Preschool programming - Upper Harbour	Provide programming for preschoolers that encourages early literacy, active movement, and supports parents and caregivers to participate confidently in their childrens' early development and learning. Programmes include: Wriggle and Rhyme, Rhymetime, Storytime.	No further decisions anticipated	CS: Libraries & Information	\$0 ABS: Opex	In progress	Green	Wriggle and Rhyme and Storytimes in English and Russian constantly attract between 15-30 attendees. The popular inclusion of Te Reo Māori songs and rhymes are integral to this programme delivery. Successful parenting classes in Mandarin were held by volunteer group Whanau Marama Parenting. Library staff have also been trialing impromptu (pop-up) storytelling sessions with small groups of children, encouraging social interaction and language development.	As part of 'Babywearing Month' a workshop was held in the library by local representatives from Babywearing North Shore. A keen group of eight new parents learnt the intricacies of baby slings and carriers; In a new partnership with the Hobsonville Community Hub Lana - our Children's & Youth librarian - delivered three Wriggle and Rhyme sessions 10-16 families each visit; Lana also speaks Russian and delivers Russian Storytime to four-five Russian family groups each week.
1182	Children and Youth engagement - Upper Harbour	Provide children and youth services and programming which encourage learning, literacy and social interaction. Engage with children, youth and whanau along with local schools to support literacy and grow awareness of library resources. Provide a flagship language and literacy-building summer reading programme for 5-13 year olds.	No further decisions anticipated	CS: Libraries & Information	\$0 ABS: Opex	In progress	Green	As part of the Oneroa Community of Learning project aimed at lifting reading literacy, our Children's Librarian and two colleagues from East Coast Bays Library visited Long Bay College to promote books and reading, online databases, and library services. Eight 50 minute sessions were delivered to every Year 9 class - approximately 300 students and their teachers. Sessions took place over four weeks and were well received by students and teachers. Further presentations are being planned for other year levels. As part of our July school holiday programme Albany volunteer firefighters visited the library with a fire vehicle and equipment to provide a hands-on talk about fire safety. Holiday activities were well attended with 18-30 children participating each day.	The library continues to be a popular destination for families during the school holidays. Various activities include: movie and popcorn afternoons, shoebox dioramas, old-fashioned games, and papercraft. Local children's author, Helen Easson, also gave a talk about her writing process and inspiration. Attendees asked many questions and kept her talking for 90 minutes. In November, two librarians spent two days at Albany Primary School talking to over 200 students about books, literacy, and reading. A successful visit that encourages greater library use.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
1183	Support customer and community connection and Celebrate cultural diversity and local places, people and heritage - Upper Harbour	Provide services and programmes that facilitate customer connection with the library and empowers communities through collaborative design and partnerships with Council and other agencies. Celebrate local communities, cultural diversity and heritage. Gather, protect and share the stories, old and new, that celebrate our people, communities and Tāmaki Makaurau.	No further decisions anticipated	CS: Libraries & Information	\$0 ABS: Opex	In progress	Green	During Matariki, local astronomer Bill Thomas gave an evening talk which concluded with telescope viewing in Kell Park. This event was attended by 89 adults and children. We have had preliminary discussions with Hobsonville Community Hub with the intention of using a co-design approach to developing programmes of interest.	In partnership with local historian Lesley Wilson librarians opened the doors to the Albany War Memorial Library during October Heritage Week. This was a moving experience as people of all ages came to look. Diwali celebrations took place with the following activities and attendance numbers: Chair yoga (12), Diwali crafts (17), and a music and dance performance by Samarth Sangreet School (37). In a new project, librarians visited Aria Gardens Home and Hospital in November and December to engage patients with books and reading. This has been well received by Hospital staff and patients and will continue on a monthly basis.
1184	Celebrating Te Ao Māori and strengthening responsiveness to Māori. Whakatipu i te reo 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. Whakatipu i te reo Māori - champion and embed te reo Māori in our libraries and communities.	No further decisions anticipated	CS: Libraries & Information	\$0 ABS: Opex	In progress	Green	Storytime sessions in Te Reo were run during Matariki and Māori language week. Te reo storytimes also delivered to Apollo Learning Tree childcare centre and playgroups at the Albany Community Hub. During the school holidays two staff members held a Raranga Putiputi workshop (weaving flax flowers) for 16 children and adults. Library staff are also attending te reo pronunciation classes and learning to write their Mihimihi.	All team members have attended Council-run workshops on Te Reo Māori pronunciation; introduction to tikanga, whakatao and pōwhiri; and/or giving mihimihi and karakia. The Māori literature collection has been moved to a more prominent area of the library promoting a cultural awareness of mātāuranga Māori traditions, practices, legends and te reo Māori.
1185	Learning and Literacy programming and digital literacy support - Upper Harbour	Provide learning programmes and events throughout the year. Support our customers to embrace new ways of doing things. Lift literacy in the communities that need it most. Help customers and whānau learn and grow, and provide opportunities for knowledge creation and innovation.	No further decisions anticipated	CS: Libraries & Information	\$0 ABS: Opex	In progress	Green	Our Ethnic Communities librarian speaks Mandarin and has developed two very successful weekly groups: Chinese-English language classes and Chinese Tea & Topics. Guest speakers at these sessions are frequently local businesses and interested stakeholders, such as local pharmacists, general practitioners, airport customs officers, and language specialists.	Toby Malcolm from Triplesweet Technology ran six Android and Apple workshops in the library. This was well received by customers and staff. Customers continue to need assistance on public PCs and their own devices and more recently with downloading eBooks and eAudiobooks.



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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
<b>Local Economic Development: ATEED</b>									
531	UH Pop-up Business School	<p>Upper Harbour Local Board aspires for the area to become a base for entrepreneurial growth with more self-employed people able to work locally.</p> <p>The Pop Up Business School provides a free 10 day business school to provides education, support for local people interested in starting their own business.</p> <p>Examples elsewhere have had positive results in terms of the numbers of businesses established.</p> <p>By supporting local residents by providing entrepreneurial training the generation of local businesses will be increased and local employment opportunities provided.</p> <p>This initiative could be co-funded with a neighbouring local board</p>	Confirmation of any financial contribution from ATEED and any neighbouring local boards. It is likely that one neighbouring local board will be fully funding its own Pop-Up Business School. This would have implications for how the Upper Harbour Local Board could support the initiative without a partnering local board. i.e. the contribution would need to be larger. This could be offset by using unspent 2017/18 funds for the deposit to secure the business school.	ATEED: Local Economic Growth	\$7,500 LDI: Opex	Approved	Green	A Pop-up Business School ran in Henderson in August 2018. Given the proximity of that event to Upper Harbour it is recommended the Upper Harbour Pop-up Business School is run later in the financial year. This will also allow time for other sponsoring organisations to be identified that will share to cost of delivering the event with the local board.	Hibiscus and Bays Local Board and MSD also providing funding. Expect to hold the event in March 2019.
657	Young Enterprise Scheme (UH)	The Auckland Chamber of Commerce, on behalf of the Young Enterprise Trust, delivers the Young Enterprise Scheme (YES) in Auckland. ATEED as the economic development agency is a strategic partner supporting the delivery of YES. YES is a practical, year-long programme for year 12 and 13 students. Through the programme, students develop creative ideas into actual businesses, complete with real products and services and experience real profit and loss. The funding from the local board will support the delivery of the Young Enterprise Scheme Kick Start Days in February 2019. The Kick Start 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 2019 year, what YES is all about, and what is in store for them.	No further decisions anticipated.	ATEED: Local Economic Growth	\$2,000 LDI: Opex	Completed	Green	The Young Enterprise Scheme is being delivered by the Auckland Chamber of Commerce. A request for the funding has not yet been received in order to facilitate the payment on behalf of the local board. This is expected to happen during the second quarter.	The Auckland Chamber of Commerce has invoiced for the allocated funds from local boards and payment has been made.
<b>Parks, Sport and Recreation</b>									
414	UH: Third Party Facility Sport and Recreation Service Assessment	Complete service assessment that identifies public access opportunities, for sport and recreation purposes, to facilities owned/operated by third parties (for example: schools and sports clubs)	Workshop with the board when draft assessment completed.	CS: PSR: Active Recreation	\$15,000 LDI: Opex	In progress	Green	A draft scope has been written for the service assessment. Professional services to be engaged by Quarter 2.	The procurement process for professional services to carry out the third party service assessment has been initiated. On completion, a draft of the assessment will be workshopped with the local board.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
429	UH: Greenways Plan Service Assessment	Complete refresh of the Upper Harbour Greenways (Local Path) Plan.	Approval of refreshed greenways plan.	CS: PSR: Park Services	\$40,000 LDI: Opex	In progress	Green	Professional services engaged and and project plan being prepared. Workshop with the local board scheduled for October.	A workshop with the board took place in quarter 2. The existing greenways maps have been updated to include all the recently completed, planned and proposed greenway projects. Engagement will focus on capturing the aspirations and opportunities from the community and stakeholders. Stakeholder engagement is expected to start early in 2019.
488	UH: Specific implementation plan for Auckland's Urban Forest (Ngahere) Strategy	Develop a local board specific programme which will identify, increase and protect Auckland's Urban Forest (Ngahere). Information sessions were held with local boards on the Urban Forest Strategy in August 2017. This is a three year project: Year one 'knowing' phase: complete spatial mapping of the existing tree canopy cover on public and private land in the local board area. Determine the extent, type and age of urban Ngahere. Develop options and identify any funding required for programmes in years two and three: Year two 'growing' phase: Find space for planting new trees using partnerships, including community groups, schools and the Million Trees Program. Year three 'protecting' phase: direct and indirect methods for the community to nominate and protect trees.	Quarter 4 workshop to discuss the draft local Ngahere assessment report.	CS: PSR: Park Services	\$15,000 LDI: Opex	In progress	Green	Local board workshop took place in August to discuss the programme and seek feedback. Background analysis of the Light Detection and Ranging (LIDAR) mapping is underway to determine early indicators on the extent and condition of the local board area tree cover.	A workshop took place with the board in quarter 2. Feedback confirmed key deliverables for the ngahere knowing phase. This will inform the planning options for the ngahere growing phase for 2019/2020 delivery. Continued analysis of the data released from the regional LiDAR mapping and initial drafting of the local ngahere assessment report is in progress.
559	UH: Tennis Charitable Trust Facility Partnership Grant	Support Tennis Charitable Trust to investigate multi-sport opportunities and the sustainable development of Albany Tennis Park together. A Facility Partnership grant of \$240,000 was provided to Tennis Charitable Trust from the 2013/14 Facility Partnership Scheme, no additional budget required.	Workshop in quarter 3.	CS: PSR: Active Recreation	\$0 ABS: Opex	In progress	Green	Workshop with the local board took place on 27 September 2018. The different type of operating models are being investigated.	Multiple facility case studies are being collated to enable informed local board feedback on the preferred sport delivery model for the Albany Tennis Park. A workshop with the board is scheduled in February 2019.
560	Albany Stadium Pool: Operations	Operate in a safe and sustainable manner the Albany Stadium Pool. Deliver a variety of accessible programmes and services that get the local community active. 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.	No further decisions anticipated	CS: PSR: Active Recreation	\$0 ABS: Opex	In progress	Green	Active visits have increased by 19% (22,105 more people) compared to the first quarter last year. In the last three months a total of 134,994 people visited, with 81,319 people using the pools (20,055 under 16yrs) and 47,204 using the gym. Three team members from the centre won leadership awards at Active Recreation's Annual Be Inspired Award Ceremony, and the entire aquatics team won a special recognition award for the work they have put into Health and Safety. There is a 2-week rolling facility maintenance shutdown in October, planned so it has the least possible impact on the community.	The centre experienced a 52% increase in active visits when measured against the same period from the previous year (September - November). Customer satisfaction decreased slightly during Q2 (when compared with Q1). Memberships increased by 16% when compared with the same period from the previous year. Whilst the centre experienced a rolling maintenance closure during the quarter, customer visits grew significantly with more than 110,000 people using the centre (over 65,000 in the pool and 45,000 in the gym). The swim school has 1,125 members and gym has over 2,000 members. The customer retention plan encourages members to stay active, through initiatives including regular member breakfasts, aqua fitness morning teas, green prescription lunches and member challenges.

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ID	Activity Name	Activity Description	Further Decision Points	Lead Dept / Unit or CCO	Budget	Activity Status	RAG	Q1 Commentary	Q2 Commentary
561	UH: Equitable Access to Sport and Recreation	Provision of funding to schools, communities and sporting organisations to support equitable access to sport and recreation. Funding allocation informed by Third Party Sport and Recreation Service Assessment. (Equitable access: providing opportunities to participate in sport and recreation across the range of sporting codes and related activities).	Workshop in quarter 3	CS: PSR: Active Recreation	\$30,000 LDI: Opex	Approved	Green	To be progressed on completion of Third Party Facility Sport and Recreation Service Assessment	The third party facility sport and recreation service assessment (work programme reference: 414) will be commenced in Q3. Provision of funding to schools, communities and sporting organisations will be informed by the assessment.
562	UH: Ecological Volunteers and Environmental Programme FY19	Programme of activity supporting volunteer groups to carry out ecological restoration and environmental programmes in local parks including: •Community planting events; •Plant and animal pest eradication; •Litter and green waste removal; •Contractor Support; •Tools and Equipment; •Beach/stream Clean Ups. •Brochures	No further decisions anticipated.	CS: PSR: Park Services	\$40,000 LDI: Opex	In progress	Green	It has been a busy quarter for ecological volunteers in the Upper Harbour area with a total of 1,200 volunteer hours recorded. Community and school planting days have taken place at several reserves with a total of 4,675 trees planted by volunteers.	Volunteer activities in Upper Harbour local parks this quarter focused on rubbish clean-ups, weed control, planning with the groups for winter planting and ongoing animal pest control. One guided walk was undertaken.
1249	Sanders Reserve: Service Assessment	Review the service provision of walking, cycling and equestrian activities on Sanders Reserve to identify how to deliver an enhanced user experience.	Workshop in quarter 3 to present draft service assessment.	CS: PSR: Park Services	\$15,000 LDI: Opex	In progress	Green	Initial investigation and scoping underway.	Professional services have been engaged,. Onsite meetings held with representatives of community groups actively involved with the reserve. The next steps are to analyse how the current tracks are being used and engage with the community on how they would like to use the track network in the future. Visual representations of options will be prepared for discussion with the local board and reserve users.
2772	UH: Tennis Northern operational grant	To provide maintenance support to Tennis Northern, for the Albany Tennis Park	No further decisions anticipated.	CS: PSR: Active Recreation	\$50,000 LDI: Opex	In progress	Green	Draft funding agreement has been developed. Awaiting report from Tennis Northern.	Funding agreement draft prepared and expected to be delivered in quarter 3. Update to be provided to local board in quarter 3.
3281	Caribbean Drive Sports Field service provision assessment	Complete Caribbean Drive Sports Field service provision assessment. The assessment will include a feasibility and options assessment of sports provision at the Caribbean Drive Sports Field and incorporate an assessment of toilet facility provision at this location and Unsworth Reserve. The assessment will examine how the Caribbean Drive Sports Field might be optimised to meet the winter sport code shortfall and include consideration of lighting and field upgrades.	Approve service provision assessment.	CS: PSR: Park Services	\$10,000 LDI: Opex	Approved	Green	0	This is a new work programme activity. Approved by the Upper Harbour Local Board 13 December 2018 (resolution number: UH/2018/157)

## Work Programme 2018/2019 Q2 Report

ID	Activity Name	Activity Description	Lead Dept/Unit or CCO	CL: Lease Commencement Date	CL: Right of Renewal	CL: Final Lease Expiry Date	CL: Annual Rent Amount (excluding GST)	Activity Status	RAG	Q1 Commentary	Q2 Commentary
<b>CF: Community Leases</b>											
1356	Albany Domain, 575 Albany Highway, 0632: lease to Albany Community Preschool Incorporated.	New ground lease to existing group.	CF: Community Leases	1/08/1998	1 x 10 years	31/07/2018	\$1.00	Completed	Green	Approved by resolution UH/2018/93 at the business meeting of 16 August 2018.	Completed quarter one.
2606	Picasso Reserve, Picasso Drive, Waitakere: New lease to Waitakere City Racquets Sports Trust	New ground lease to existing group. Deferred from the 2017/2018 work programme.	CF: Community Leases	0/01/1900	0/01/1900	31/10/2017	\$1.00	In progress	Green	Staff are meeting with the club and the Sports and Recreation Lead team to discuss the new lease application and utilisation of courts.	The proposed new lease was workshopped with the local board on 22 November 2018. The board supported a new lease to the group, but wished to explore arrangements for public use of the courts. Further discussion is required with the group and Parks, Sports and Recreation.
2607	321 Library Lane, Albany, Albany Hall Committee (formerly Fruitgrowers Association) Incorporated:	New ground lease to existing group. Deferred from the 2017/2018 work programme.	CF: Community Leases	0/01/1900	0/01/1900	1/08/2017	\$1.00	In progress	Green	A meeting was held with the group in August 2018 to discuss their application. The group has updated their lease application information since their last submission, to include evidence of how extensively the facility is utilised.	The new lease was workshopped with the local board on 22 November 2018. The board supported a new lease to the group but requested options for including/excluding the car park in the leased area. These options have been provided to the local board for a response. The local board also requested costs for car park maintenance and renewal. This information will be discussed with the group and local board. Lease continues to hold over on the same terms and conditions.
2608	New lease at Rosedale Park, Albany to Harbour Hockey Charitable Trust	New ground lease to existing group for the North Harbour Hockey Stadium as a result of the Northern Corridor Improvements (NCI) project. Deferred from the 2017/2018 work programme.	CF: Community Leases	0/01/1900	Two (2) renewals	0/01/1900	\$1.00	Completed	Green	Deed of lease being finalised. Resolution UH/2017/222 approved a new lease for the North Harbour Hockey Stadium, at Rosedale Park, following the local board business meeting held on 14 December 2017.	Completed quarter one.
2814	Chichester Cottage, Buckley Road, Hobsonville	New ground lease to Hobsonville Point Residents Society	CF: Community Leases	0/01/1900	1 x 10 years	0/01/1900	\$1.00	Completed	Green	The proposed lease and leased area footprint was discussed at a local board workshop in July 2018. The local board's feedback has since been relayed to the group. Staff are awaiting the group's response.	Subsequent to Q1 commentary society advised of boards position not to include additional lease area. This was accepted. Lease deed and direction letter has been prepared. Awaiting sending to society until the building is ready for occupation. Requires power to be connected so that certificate of practical completion can be issued. Completed.

## Work Programme 2018/2019 Q2 Report

ID	Activity Name	Activity Description	Lead Dept/Unit or CCO	CL: Lease Commencement Date	CL: Right of Renewal	CL: Final Lease Expiry Date	CL: Annual Rent Amount (excluding GST)	Activity Status	RAG	Q1 Commentary	Q2 Commentary
2815	Sand turf, Rosedale Park North	New lease to Harbour Hockey Charitable Trust for the sand turf, Rosedale Park	CF: Community Leases	29/09/1989	2 x 10 years	28/09/2021	\$0.00	Completed	Green	Existing lease expires in 2021. Group requested a new long-term lease to seek funding to upgrade to a water-based turf.  This lease project was added in quarter one. A new community lease to the Harbour Hockey Charitable Trust and a sub-lease with North Harbour Hockey Association Incorporated for the sand turf at Rosedale Park, Albany was approved on 20 September 2018 by local board resolution (UH/2018/110).	Completed quarter one.
2816	Licence for off-site grazing at Brigham Creek Road	Proposed licences for grazing of land at 161 -167 Brigham Creek Road, Whenuapai.	CF: Community Leases	1/12/2018	30/11/2023	30/11/2028	\$1.00	In progress	Green	There have been changes to grazing areas used by pony clubs in the Upper Harbour Local Board area because of the NZTA Northern Corridor Improvements Project. As a result, a proposal is being considered to grant a licence to a new equestrian entity (Wainoni Park Equestrian Trust) for land at Brigham Creek Road for off-site grazing. This lease project was considered at the business meeting of the board on 20 September 2018, with a resolution approving the proposal for public notification. Iwi engagement and public notification are planned for quarter two.	Iwi engagement and public notification were completed this quarter on 6 November 2018. No adverse submissions were received. This was reported to the local board. Implementation of the resolution is now proceeding. The group is working through a process to register as an incorporated charitable entity, which is required to qualify for a community lease. The deadline for the Trust to complete this is 31 March 2019, to gain access to the land.
2837	Rosedale Park, North Harbour Softball Association Incorporated, Jack Hinton Drive	New licence to occupy to existing group for kiosk to align with ground lease 2012-2022	CF: Community Leases	0/01/1900	0/01/1900	0/01/1900	\$0.00	In progress	Grey	The group have applied for land owner approval at Rosedale Park (classified recreation reserve) to install a portable building to trade food, drinks, merchandise and tickets which is outside the leased area. A licence to occupy arrangement is recommended as required to support this. These matters will be discussed at a future workshop of the local board.	The Association is revisiting its plans until further notice.  The Association is revisiting its plans until further notice.
3214	Deed of additional premises	Approval of deed of additional premises to Rosedale Park Sports Charitable Trust, Rosedale Park, 320 Rosedale Road, Albany	CF: Community Leases	15/11/2018	1 x 10 years	14/11/2038	\$1.00	Completed	Green	0	Completed. Resolved by local board on 1/11/18 Resolution number UHCF/2018/50. Project was added in quarter two after omission from previous year's work programme. Terms and conditions of the lease dated 14 November 2003 and subsequent renewals, remain in effect and will apply to the deed of lease for additional premises.
3278	New ground lease to Kaipatiki Project Incorporated at Bomb Point Drive, Hobsonville Point	New ground lease for a building for use by the Kaipatiki Trust as a community focussed meeting and office space, education facility, nursery and ecological space.	CF: Community Leases	0/01/1900	0/01/1900	0/01/1900	\$0.00	In progress	Green	Local Board have provided support in principle for a ground lease for this group who have occupied this site for a number of years. The matter was workshopped with the local board in 2017 and 2018. Awaiting a decision by AMIS about the concrete pad at the Engine Testing Bay.	This lease project will be progressed in quarter three.