

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
<b>Arts, Community and Events</b>											
2604	CS: ACE: Arts & Culture	Local Arts Programme- LDI	<p>Support arts and culture initiatives to be delivered across the local board area such as the Try a Craft event. Manage a call for proposals and finalise a contract with a suitable contractor to run an artist EOI process and event management for Try a Craft.</p> <p>Note the Puketapapa local board currently has \$8k allocated to Local Arts Programme. Based on the debrief of the 2016 event, to meet the deliverables and expectations, an extra \$3k is proposed (currently unfunded).</p>	Q2; Q3; Q4	LDI: Opex	\$ 11,000	Completed	Green	<p>Open Fort delivered the Try a Craft day at the Fickling Centre on Saturday 6 May which had approximately 250 participants. A total of seven activities, one craft display with a small activity and an interactive game were presented.</p> <p>Activities included: printing gift cards; rangoli sand art; traditional Korean crafts; rock painting with traditional Maori and Tongan designs; Maori weaving; Chinese dragon puppets; Dream catchers; and scrapbooking. The local playcentre also set up a cake stall which was well attended.</p>	No	In Q3, the contractor has been working on the final planning and preparation for the event, which is on track for delivery in Q4.
2699	CS: ACE: Arts & Culture	Auckland Council - JWAT Joint Liaison Board Relationship Monitoring	Provide communications and recorded documentation and performance updates on the activities of the Auckland Council - James Wallace Arts Trust Joint Liaison Board.	Q1; Q2; Q3; Q4	External funding	\$ -	Completed	Green	The board were informed that a refresh of the JWAT Joint Liaison Board Relationship Agreement is needed and the board have allocated funding to complete this in Q1 of FY17/18.	No	Due to the elections, the last JWAT Joint Liaison Board meeting was held in August 2016, therefore there were no updates to provide.
2569	CS: ACE: Arts & Culture	TSB Bank Wallace Art Centre (Pah Homestead)- ABS James Wallace Arts Trust Operational Support Grant	Administer a funding agreement with the James Wallace Arts Trust at Pah Homestead for operational funding of and funding for programmes at the arts centre, including an exhibition programme plus associated events and administration of a relationship agreement.	Q1; Q2; Q3; Q4	ABS: Opex	\$ 375,194	Completed	Green	<p>JWAT</p> <p>In Q4, The James Wallace Arts Trust delivered 32 free public programmes to 1,382 participants. The Pah Homestead had 27,976 visitors in the fourth quarter.</p> <p>Highlights included a performance by David Dallas in April and the opening of four new exhibitions in May.</p>	No	In Q3, The James Wallace Arts Trust delivered 11 new exhibitions and 14 free public programmes to 2,144 participants. The Pah Homestead had 32,184 visitors in the third quarter.
2369	CS: ACE: Community Empowerment	Children and Young People: Children's Engagement Panel, Children's Action Plan, Child Protection Initiatives	<p>Establish children's panels to provide children an opportunity to input and influence local decision making in the community.</p> <p>Provide child protection training to schools, community groups, sports clubs and volunteers.</p> <p>Fund a community partner to deliver one "we can keep safe" workshop.</p> <p>\$13,000 Delivery of children's panels to 8 schools \$7,000 Children's Action Plan \$2,000 We can keep safe ECE workshop \$2,000 Child Protection Policy workshop</p> <p>Budget: - Childrens Development \$24,000</p>	Q1; Q2; Q3; Q4	LDI: Opex	\$ 24,000	In progress	Green	<p>Roskill Together delivered the children's panel programme at eight local schools. The panels focused on the children's ideas for collaboration.</p> <p>The local board received the completed Children's Development Action Plan. This will help inform the 2018 local board plan.</p> <p>A "We can keep safe" preschool workshop was delivered by Auckland Sexual Abuse Help to a local preschool in Mt Roskill.</p>	No	<p>Roskill Together delivered the children's panel programme at six local schools. The panels focused on the children's ideas for a healthy community. Two further schools will have their children's panel sessions in Q4.</p> <p>Twenty six children from three after school programmes have inputted into the board's Children's Development Action Plan.</p>

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2382	CS: ACE: Community Empowerment	Children and Young People: Youth Development	<p>Support youth development initiatives including implementing the Youth Action Plan, coordinating of the Youth Caucus and the Project Peter initiative.</p> <p>\$20,000 Youth Action Plan Initiatives (incl Youth Summit &amp; Youth Awards)            \$10,000 Mentoring Programme            \$10,000 Project Peter – Enterprise Support            \$10,000 Driver Licensing with migrant youth            \$2,500 Youth Caucus</p> <p>Budget:            - Youth Development \$53,000</p>	Q1; Q2; Q3; Q4	LDI: Opex	\$ 53,000	In progress	Green	<p>YMCA engaged with young people to establish the Puketapapa Youth Board and to refresh the Puketapapa Youth Action Plan. Engagement sessions were run through the Raise Up Puketapapa youth programme, with key youth providers Global Lighthouse, Refugee Youth Action Network, Migrant Action Trust and the Community Policing team.</p> <p>Global Lighthouse hosted a CHAMPS Youth Network Day for local youth workers and young people.</p> <p>Migrant Action Trust had five learner license holders successfully transition to restricted licence status.</p> <p>During Q4 Critical Pixels Youth Capacity Building programme had 80 students engaging weekly in their innovative workshop classes.</p>	No	<p>Migrant Driver Licensing:</p> <ul style="list-style-type: none"> <li>• Migrant Action Trust established Community Driving Project working group with Rule Education and Umma Trust initiating a restricted driver licensing course for ethnic and former refugee women</li> <li>• Community Driving website and booking system commenced</li> </ul> <p>Mentoring Programme:</p> <ul style="list-style-type: none"> <li>• Twenty Pasifika families in the Mt Roskill Schools Campus were identified for academic tracking from primary through to high school</li> <li>• Eight Pasifika students from this programme have been selected as school prefects at Mt Roskill Grammar School, including Head Girl and Deputy Head Boy.</li> <li>• Member Anne-Marie Coury attended a community learning session hosted by Global Lighthouse at the Roskill Campus Pasifika Learning Centre, to speak about the local board, the role of elected members and local board funding that is available to communities</li> <li>• Sixteen parents graduated from the 18 week financial literacy course, three parents have started their own businesses.</li> </ul> <p>Youth Action Plan:</p> <ul style="list-style-type: none"> <li>• Raise Up Puketapapa (RUP) hosted a curriculum vitae writing workshop with 11 young people.</li> <li>• RUP youth co-ordinate and facilitate their AKPLAY basketball programme</li> </ul>
2375	CS: ACE: Community Empowerment	Community Development Capacity Building	<p>Support and encourage network groups to provide vital connections, partnering opportunities and communications in the community (enable participation).</p> <p>- Capacity building: Community networks support \$13,868.00 Co-ordination and delivery of the monthly RCN network meetings.</p> <p>Total budget: \$14,000</p>	Q1; Q2; Q3; Q4	LDI: Opex	\$ 14,000	In progress	Green	<p>Roskill Together hosted the Roskill Community Network meetings in April, May and June. The themes covered were the Akarana Housing Development (with Hobsonville Land Council and Housing NZ, cooking on a budget and the 2018 Puketapapa Local Board Plan.</p> <p>The network survey results identified that meetings for the 2017/2018 year should continue on the second Thursday of each month (with the exception of January).</p>	No	<p>Roskill Together hosted the Roskill Community Network meetings in February and March. The themes covered were the Ministry of Social Development Investment Strategy, the launch of Oranga Tamariki – the Ministry of Vulnerable Children, a community health promotion presentation from the ProCare Public Health Organisation, as well as promotion and registrations for the community budget participatory event 'Roskill Decides'.</p> <p>A survey of the network was undertaken with network attendees during Q3 to identify the preferred meeting content and structure for the 2017/2018 year. This will be confirmed and agreed by network participants in Q4.</p>
2965	CS: ACE: Community Empowerment	Community Development Elderly Awareness	<p>Support and encourage network groups to provide vital connections, partnering opportunities and communications in the community (enable participation).</p> <p>Support and provide advice to elderly awareness programmes.</p> <p>Budget:            - Elderly Awareness \$2,000</p>	Q1; Q2; Q3; Q4	LDI: Opex	\$ 2,000	In progress	Green	<p>In addition to a Puketapapa Somali Election Celebration, held at the Fickling Convention Centre, the Somali Seniors programme hosted two Somali community gatherings. Elected members from the local board attended the gatherings.</p>	No	<p>Part of the Somali seniors' programme, a group of 12 Somali elders held two community network meetings, to socialise and connect with young people in their community. Further network meetings are scheduled for Q4.</p>

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2966	CS: ACE: Community Empowerment	Community Development Placemaking (Neighbours Day)	Support communities to participate in Neighbours Day events.  Budget: - Neighbours Day \$2,000	Q2; Q3; Q4	LDI: Opex	\$ 2,000	In progress	Green	Completed in Q3.	No	A funding agreement completed that enabled Neighbourhood Support Inc. to facilitate local Neighbours Day events, \$300 was provided to the host organisation for administration costs to deliver this. The strategic broker and specialist advisor worked with Neighbourhood Support Inc. to produce and distribute media advertisements through various channels to encourage people to celebrate Neighbours Day. The strategic broker and Neighbourhood Support Inc. assessed 12 applications. A total of \$1,700 of grants for Neighbours Day events were approved and distributed on behalf of the local board to local community groups.
2309	CS: ACE: Community Empowerment	Community grants (PKTPP)	Support local community groups through contestable grant funding.  <ul style="list-style-type: none"> <li>• Strategic Relationship grants \$70,000</li> <li>• Local Grants \$60,000</li> <li>• Quick Response \$12,000</li> </ul> Budget: - Local community grants \$142,000	Q1; Q2; Q3; Q4	LDI: Opex	\$ 142,000	Completed	Green	Puketāpapa has completed Quick Response Round Three, allocating a total of \$54,369, with an overspend of \$3,151. The overspend amount has been offset from other available LDI budget lines.	No	Puketāpapa has not completed any further community grant round allocations since Q2.  Puketapapa Quick Response Round Three opens on 20 February and closes on 17 March, with formal decision scheduled to take place in April.  Puketapapa Local Grant Round Two opens on 20 March and closes on 14 April, with formal decision scheduled to take place in June.
2407	CS: ACE: Community Empowerment	Implementation of the empowered communities approach (PKTPP)	The strategic broker and practice hub staff provide strategic and local brokering advice to connect the community to council activities e.g. connecting community to Spatial Priority Areas planning.  Enhanced partnering and collaboration between council and community organisations Embodies Empowered Communities Approach principles by increasing the level of control and influence communities have over the things they care about and which matter to them.	Q1; Q2; Q3; Q4	LDI: Opex	\$ -	In progress	Green	In Q4, the strategic broker continued working closely and supporting community groups including Global Lighthouse, Roskill Together, Roskill Community Network meeting, ARMS, Gecko Trust and YMCA.  The strategic broker supported the local board to partner with Te Kura Kaupapa Maori o nga Maungarongo who hosted a Maori Engagement session for the 2018 local board plan.	No	The strategic broker is based at the Wesley Community Centre one day a week working alongside the Community Places staff to align council activities and delivery to the local community. This included identifying initiatives that can be delivered in partnership to increase community coverage.  The strategic broker developed a working relationship with Te Kura Kaupapa Māori o Ngā Maungarongo to discuss how local boards can be more effective in working and engaging with Māori communities.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2378	CS: ACE: Community Empowerment	Placemaking: Community Safety	<p>Increase awareness of the Sale and Supply of Alcohol Act 2012 and the Auckland Local Alcohol Policy</p> <p>Support established safety volunteer groups</p> <p>Support neighbourhood support groups</p> <p>Support emerging safety and neighbourhood support groups</p> <p>Respond to emerging safety issues</p> <p>Increase in Neighbours Day events</p> <p>\$2,000 Community awareness workshop on the sale and supply of alcohol</p> <p>\$2,000 Support established safety volunteer groups</p> <p>\$1,000.00 Support the establishment of new safety and neighbourhood support groups</p> <p>\$5,000.00 Respond to emerging safety issues led by community and security patrols of hotspots</p> <p>Budget: - Community Safety programmes \$10,000</p>	Q1; Q2; Q3; Q4	LDI: Opex	\$ 10,000	In progress	Green	Due to the delay in the development of the Alcohol Healthwatch 'Community Action Tool' the local community alcohol awareness workshop was not held in Q4. Staff will share across Puketapapa community networks the Community Action Tool when available. Neighbourhood Support and Community Patrols have continued to work in the community. CEU partnered with Auckland Neighbourhood Support to promote the Neighbours Day 2017 campaign. Ten applications for Neighbours Day street events were funded in the board area.	No	Neighbourhood Support held meetings with NZ Police to plan the launch of the Junior Neighbourhood Support programme. The initiative aims to attract young people to be part of the solution to increase the perception of safety in the area. CEU staff have worked alongside the safety volunteer groups and provided on-going support to them. CEU staff are working with Alcohol HealthWatch, Global Lighthouse and Rec Youth Development to determine the content and resources required for alcohol awareness workshops. The workshop will be held in Q4.
2641	CS: ACE: Community Empowerment	Spatial Priority Area - Inner West Triangle (PKTPP)	<p>Participate in inter-departmental planning for the spatial priority area. Influence coordinated engagement with mana whenua and "hard to reach" diverse communities</p> <p>As required:</p> <ul style="list-style-type: none"> <li>- Identify opportunities for community led or co designed projects</li> <li>- Identify local community outcomes aligned with social wellbeing, social procurement/social enterprise/employment and training</li> <li>- Identify connection pathways with community and council stakeholders.</li> </ul>	Q1; Q2; Q3; Q4	LDI: Opex	\$ -	In progress	Green	The focus in Q4 for the Inner West Triangle Spatial Priority Area has been in the Whau Local Board area.	No	Discussions continue to focus on the four options for consideration: - replace existing Avondale Community Centre - two separate facilities - recreation centre and aquatic services in New Lynn and community/arts/leisure/library integrated facility in Avondale - one mega facility in Avondale- recreation /aquatic /community/arts/leisure/library services - in addition and separately long term aquatic services in Mt Albert.
2967	CS: ACE: Community Empowerment	Sustainable and Affordable Housing	<p>Provision of design advice and investigation into social housing (Liston Village)</p> <p>Budget: - Sustainable and Affordable Housing \$8,000</p>	Q2; Q3; Q4	LDI: Opex	\$ 8,000	On Hold	Red	<p>No activity in this quarter. Funding was reallocated to the Puketapapa Community Space Stocktake.</p> <p>No activity in this quarter. Funding was reallocated to the Puketapapa Community Space Stocktake.</p>	No	Staff met with the local board to seek direction. The Heritage and Arboriculture Departments have advised that there is no Heritage or Arboriculture value for Liston Village. The strategic broker will work with the board in Q4 to determine the next steps.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2380	CS: ACE: Community Empowerment	Te Auaunga Awa - Stormwater Project	Maximise the social outcomes associated with Stormwater's 'Te Auaunga Awa: Walmsley and Underwood Reserves Project' which will include: - Youth Apprenticeships, - Community Engagement and - establishing a native nursery social enterprise.	Q1; Q2; Q3; Q4	LDI: Opex	\$ -	In progress	Green	Formal launch of the native nursery combined with the mayor's Million trees initiative at Wesley Intermediate; This included unveiling of a community art project with the intermediate which saw every student contributing artwork for inclusion on the windbreak on the nursery's fencing.&nbsp; Case studies, as part of the evaluation, on the native nursery and the youth employment initiative are completed.&nbsp; Informal relationships also continue to strengthen and develop between the nursery, Fulton Hogan, Youth Connections and Global Lighthouse. There relationships are contributing to the creation of pathways for local people to access training and employment with the necessary support.	No	Native nursery is established at Wesley Intermediate. Further opportunities for the project are currently being explored, specifically in relation to utilising arts and youth mentoring activities. Engagement with schools is also being undertaken by a team comprising of Community Empowerment Unit and Education for Sustainability staff. Community engagement is on-going through the Community Advisory Group.
2968	CS: ACE: Community Empowerment	Whare Restoration Support	Funding to support the restoration of the building (may include fundraising, legal and infrastructure advice, and secretarial support).  Budget: - Whare Restoration support \$5,000	Q2; Q3; Q4	LDI: Opex	\$ 5,000	On Hold	Red	The board decided in Q4 to reallocate this LDI.  Funding for this activity was reallocated in the April 2017 by the board to the Puketapapa Community Space Stocktake.	No	Staff have continued to seek direction from the local board, this is ongoing.
2387	CS: ACE: Community Empowerment	Youth Connections (PKTPP)	Build capacity and connections between local employers, youth and service providers to deliver social entrepreneurship, pre-apprenticeship opportunities and youth employment outcomes.  Budget: - Youth Connections across Auckland \$25,000	Q1; Q2; Q3; Q4	LDI: Opex	\$ 25,000	In progress	Green	JobFest had more than 1400 youth and 75 regional employers in attendance. So far over 50 jobs have been filled as a result of the event. Over 40 youth from Puketāpapa attended. JobFest survey results and outcomes compiled by the Ed Collective will be available in July  YouthFull was used to help youth prepare for JobFest in May and as a result there are already over 50 youth from Puketāpapa using the platform. Since April, 47 young people have used YouthFull to become 'work ready' and connect with job opportunities.  Te Whangai Trust have begun their employment support pilot, working with one young person with complex needs in the first month and gathering insights on future programme development. They are continuing to explore referrals and working collaboratively with local partners to support young people.  Inzone Careers Coach is being delivered across two secondary schools with an estimated reach of around 500 youth taking advantage of the 26 interactive kiosks' information on a variety of careers and vocational pathway information.	No	Five of the Te Auaunga Awa construction trainees remain in employment with the contractor; three in permanent trainee roles and two in casual roles. One of the trainees' has secured an apprenticeship, and another has been referred to Te Whangai Trust (TWT). The contractor is working closely with TWT to support the trainee and keep employment opportunities open for him. A careers coach will be visiting schools and community in Q4. A pilot that will provide intensive support to enable young people with high and complex needs to participate on Te Whangai Trust's programmes will also begin in Q4. The YouthFull website was upgraded adding content including courses, testimonials, roles and business profiles. Currently 27 work readiness courses co-designed with business are available on the platform. Business engagement for YouthFull is underway in the local board area. JobFest is being promoted in the local board area through digital media, print, radio and press releases.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2332	CS: ACE: Community Empowerment	REGIONAL: Graffiti Vandalism Prevention (PKTPP)	Deliver on the Auckland Council graffiti vandalism prevention plan by providing high quality prevention, education, enforcement and education services.	Q1; Q2; Q3; Q4	External funding	\$ -	Completed	Green	There were 1918 graffiti incidents in the Puketāpapa Local Board area between 1 July 2016 to 30 June 2017. This is a 32 per cent decrease compared to the number of incidents recorded in 2015/2016. The number of RFS (Requests for Service) graffiti increased by two per cent, with all 132 being removed within the 24 hour target time (KPI). Puketāpapa achieved 95 out of 100 in the March ambient survey, which measures how much of the city is graffiti free. This represents a one point increase on the previous September 2016 survey and gives the local board an average final score of 94.5 for 2016/2017. This score is on par with the overall Council average of 94 per cent.	No	There were 1568 graffiti incidents in the Puketāpapa Local Board area between 1 July 2016 to 31 March 2017. This is a 28 per cent decrease compared to the same period last year. The number of RFS (Requests for Service) graffiti increased by 6 per cent, with all 102 being removed within the 24 hour target time (KPI). The graffiti prevention team continue to monitor trends in the local board area.
2869	CS: ACE: Community Empowerment	Youth Connections (PKTPP) - External funded	Build capacity and connections between local employers, youth and service providers to deliver social entrepreneurship, pre-apprenticeship opportunities and youth employment outcomes.  Budget: - External funding - Tindall Foundation \$20,000	Q1; Q2; Q3; Q4	External funding	\$ 20,000	In progress	Green	Please refer to Youth Connections line number 2387.	No	Please refer to Youth Connections line number 2387.
2666	CS: ACE: Community Places	Hire fee subsidy - PKTPP	Administer further subsidy of hire fees for specific groups funded by LDI.	Q1; Q2; Q3; Q4	LDI: Opex	\$ -	Completed	Green	During Q4 peak and off peak utilisation time periods have increased compared to the same period last year.	No	During Q3 peak and off peak utilisation time periods have remained the same compared to the same period last year.
2920	CS: ACE: Community Places	Wesley Market Review - stage two	Support the implementation of the findings from the Wesley Market Review funded by the LB in FY16.	Q1; Q2; Q3; Q4	LDI: Opex	\$ 10,000	In progress	Green	One stallholder is now working with Taste Integrity with online shopping, sales and demands now increasing. Staff have continued to explore options with NZ Post along with developing its 2017/2018 work plan.	No	The trial run delivering market boxes has been delayed until Q4 due to contractual delays between 'grabone' and NZ Post.  The 2017/2018 work plan development is underway for further market investment including more waste minimisation and the retail partnership with NZ Post.
2033	CS: ACE: Community Places	Venue hire service delivery - PKTPP	Provide and manage (directly and indirectly) venues for hire and the activities and opportunities they offer by: - Implementing the customer-centric booking and access process including online booking - Aligning activity to Local Board priorities through management of the fees and charges framework	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	In progress	Green	In Q4 staff have begun to look into 'real time' survey options that will give hirers the ability to comment about their experience of our service. This 'real time' feedback will allow staff to investigate improvement opportunities for all who hire and experience programmes and activities at our community venues. Staff have also been promoting community venues through increased online channels which has been a contributor to an increase in online traffic.	No	During Q3 staff have improved amendment and cancelation self-service capabilities of the online booking system. Staff held community sessions in Q3 to make sure the transition from facilitated to self-made bookings was seamless for customers. Over 50 groups attended these sessions. The 2017/2018 season was opened on 1 March and by the end of the day, there were over 12,000 online bookings from regular customers.  The network wide awareness campaign came to a conclusion on the 31 March. Findings and evaluation of campaign to be made available in Q4.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2075	CS: ACE: Community Places	Wesley Community Centre and Roskill Youth Zone work plan	Deliver high quality community places work programmes from the Wesley Community Centre and Roskill Youth Zone with a focus on digital platform discoveries, young people and market day outcomes.	Q1; Q2; Q3; Q4	ABS: Opex	\$ 219,000	In progress	Green	The programme evaluation framework project is nearing completion with tools such as a programme registration form, tutor and participant surveys ready to use. The information collected will be inputted into a database for analysis and reporting. Continuous programme evaluation will commence on all council managed community centre programmes in FY18.	No	<p>A draft logic model and evaluation framework to measure programme effectiveness has been work shopped with council teams. Evaluation of selected programmes will commence in quarter four.</p> <p>During Q3 development of the 2017/2018 centre work programme for both Roskill Youth Zone and Wesley Community centre commenced focusing on activities that respond to local board outcomes.</p> <p>Utilisation of The Hive space within Roskill Youth Zone has increased this quarter attracting more groups, organisations and individuals as a 'hang-out' and community networking and meeting space. The Community Café operates from this space on market days and a barista training course three days a week for new migrant and refugee woman.</p>
2057	CS: ACE: Events	Events Capacity Building - Puketāpapa	Delivery of community focused programme of activities to support capacity and capability of community groups and organisations in the events space.	Q3; Q4	LDI: Opex	\$ 7,000	Completed	Green	In addition to the 4 March workshop a second workshop was held on 5 May 2017. Both workshops were well attended and positive feedback has been received from attendees. A summary report will be provide to the local board with further detail.	No	<p>The delivery of the 2016/2017 first empowering events workshop have begun regionally. The event facilitator is working alongside the strategic broker and elected members to identify key attendees and secure a venue.</p> <p>The first workshop for Puketapapa was held with great feedback recieved on the 4 March 2017 and the second scheduled for 6 May 2017.</p>
2042	CS: ACE: Events	Local Civic Events - Puketāpapa	<p>Delivering and/or supporting civic events within the local board area.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Mt Roskill ANZAC Day and Fields of Remembrance \$5,000</li> <li>- Stage 1 Fearon Park Completion \$500</li> <li>- Sandringham Road Extension Completion \$500</li> <li>- Roskill Safer Routes Cycleway Completion \$500 (if required)</li> <li>- Waikōwhai Coastal Boardwalk Completion \$500</li> <li>- World Masters Games Puketāpapa Hosting \$5,000</li> </ul>	Q1; Q2; Q3; Q4	LDI: Opex	\$ 12,000	Completed	Green	No local civic events were delivered during Q4.	No	<p>The dawn blessing of the Waikowhai Boardwalk was held on Friday 27 January 2017 and attended by around 35 people. Later in the morning the public opening was held with around 50 people including children with bikes and scooters for the first official ride.</p>

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2041	CS: ACE: Events	Local Events (non-contestable) - Puketāpapa	Support event delivery in the local board area - Puketāpapa Christmas Festival (Events Delivered) \$25,000 - Movies in Parks (Events Delivered) \$12,000 - Taste of Puketāpapa (Contracted) \$10,000 (with additional \$5,000 from economic development budget) - Youth with Disabilities Disco (funded) \$4,000 (conditional on outcome of 2016 event) - Puketāpapa Manu Aute Kites and Culture Day (Contracted) \$20,000 (\$2,000 of this tagged to develop educational opportunities and material specific to Matariki) - Out & About Parks Programme (Parks Delivered) \$6,000	Q1; Q2; Q3; Q4	LDI: Opex	\$ 82,000	Completed	Green	Taste of Puketāpapa: Was held from 26 April to 7 May. A total of 44 eateries across the local board area offered signature dishes for \$12 and under, treating diners to numerous cuisines.  Youth with Disabilities Disco: The event did not occur as the contractor was unavailable to deliver. The board were notified and the funds were reallocated.	No	Movies in Parks: A free screening of Inside Out was delivered at Monte Cecilia Park on Sat 4 Feb, the event attracted 2000 people who enjoyed a variety of pre-entertainment prior to the movie starting.  Out and About: Mid-Jan to early April. Held at beaches and reserves around Puketāpapa, includes sports and beach games, arts and crafts, and an Amazing Race event. Also included is a 12-week series of exercise both children and adults  Taste of Puketāpapa: Will be held from 26 April to 7 May. 44 eateries across the area will offer signature dishes for \$12 and under, treating diners to numerous cuisines. Some event marketing has commenced with the majority of activities taking place three weeks prior.  Christmas Festival: The event was held on 3 December. Roskill Together managed market stalls and help with display entries. The event included an array of entertainment and was well received on the day. The event debrief take place on Wednesday 5 April and will include discussions on marketing and zero waste costs.  Manu Aute Kite and Culture Day: The local board has confirmed the event will be delivered by Fresh Concept to deliver the event in Q4 and a contract will be signed
2064	CS: ACE: Events	Citizenship Ceremonies - Puketāpapa	Delivery of an annual programme of citizenship ceremonies in conjunction with the Department of Internal Affairs.	Q1; Q2; Q3; Q4	ABS: Opex	\$ 29,756	Completed	Green	The Civic Events team delivered citizenship ceremonies twice during Q4	No	The Civic Events team delivered citizenship ceremonies on two occasions during Q3.
<b>Libraries</b>											
852	CS: Lib & Info	Library hours of service - Puketāpapa	Provide library service at Mt Roskill Library for 57 hours over 7 days per week.	Q1; Q2; Q3; Q4	ABS: Opex	\$ 739,715	Completed	Green	Library visits have decreased by 7% compared with the same quarter last year. This is comparable to the regional trend.		Library visits this quarter have decreased by nine per cent compared to the same quarter last year. Contributing to this decrease was a power outage in January which affected the electronic gates counting visitors for a few days.
853	CS: Lib & Info	Extended hours - Puketāpapa	1 additional opening hour at Mt Roskill Library.	Q1; Q2; Q3; Q4	LDI: Opex	\$ 10,000	Completed	Green	The earlier opening time on a Sunday continues to be of benefit to customers who find it difficult to access the library at other times. In particular, customers appreciate the access to computers and digital assistance by the library staff.		Customers appreciate the ability to access the library earlier in the day on a Sunday with the additional hour of opening being one of the busier hours in the week. The library is often used during that hour by those accessing the computers and studying in the library.
863	CS: Lib & Info	Celebrating cultural diversity - Puketāpapa	Celebrate cultural diversity with displays and events including regionally coordinated and promoted programmes: Christmas, Diwali, Lunar New Year, I, Māori Language Week, Matariki, Waitangi, Pasifika, Pacific Language weeks, PRIDE. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	To celebrate Vaiaso o le Gagana Sāmoa - Samoan Language Week, one of our team of Samoan ancestry, was joined by members of her family, to present a Samoan Storytime. 63 people enjoyed a mix of story and dance, being led in a variety of dances. A great fun element was the children trying to pull the taro out of the ground as in the story 'Sione's Taro (talo)'. The morning was completed with a sharing of taro chips from Samoa.		We celebrated Lunar New Year with a special event attended by 100 people. As part of the celebration, we also ran a Korean Hanbok origami afternoon and Jegi workshop, enjoyed by 19 customers. A highlight for many customers was a performance by the Auckland Diabolo Group with 44 customers enjoying this event. A diabolo is a juggling prop similar to a Chinese yoyo and many customers had never seen this activity before.



## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
862	CS: Lib & Info	Celebrating local places and people - Puketāpapa	Celebrate local places and people and tell local stories with displays and events including regionally coordinated and promoted programmes: Family History Month, Heritage Festival, Taste Puketāpapa Local Board events. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	We were very fortunate to have the Auckland War Museum's Outreach Programme delivered in the library as part of Matariki. Three sessions were enjoyed by 111 adults and children from St Therese School, Dominion Road Primary and a group of pre-schoolers. They heard about the concepts of Matariki, were taught action songs and listened to stories. They were very excited to hear about the recent discovery of two more stars in the Matariki cluster.		There have been a number of queries from customers lately in relation to family history research. One of the librarians was able to assist a customer who had Boer War medals from a relative and was wanting to find out further information. Resources were found and communication with Wellington City Libraries resulted in further material being available. Assistance was also given to a customer researching the history of the Royal Oak Mall, specifically around the designer.
861	CS: Lib & Info	Digital literacy support - Puketāpapa	Provide support for customers using library digital resources including PCs, WiFi, eResources and customers' own devices. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	The Senior Librarian participated in the RYANZ (Refugee Youth Association of New Zealand) Computers in Homes workshop, introducing 17 adults to such library resources as databases and the use of the catalogue. There were total 37,154 PC & WiFi sessions in this quarter.		The Makerspace sessions have started the year with a bang with the theme of the first session being 'Explosions'. This was an opportunity to conduct experiments using household detergents. The second event of the year focussed on Robotics. Each session was attended by 17 very enthusiastic youngsters.
854	CS: Lib & Info	Information and lending services - Puketāpapa	Provide information and library collections lending services. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	The number of items borrowed decreased by 7% compared to the same quarter last year. Customers are showing a lot of interest in eBooks and eMagazines, regularly asking for assistance in accessing and downloading these to their devices.		As with previous quarters, the number of items borrowed decreased by five per cent. The interest in downloading of e resources continues to increase with a lot of customers asking for staff support in this regard.
860	CS: Lib & Info	Learning and Literacy programming - Puketāpapa	Provide learning programmes and events throughout the year including: Book a Librarian sessions, computer classes, CV classes, Comic Book Month, Writers & Readers Festival, Adult Learners' Week, NZ Sign Language Week. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	This quarter has seen a variety of requests by customers for Book a Librarian sessions, including smartphone and tablet sessions, uploading of photos and developing familiarity with social media and transferring e books to e readers. There has also been interest in how to plan bus journeys using the online tools now available.		Our Book a Librarian sessions continue to be very popular with most requests now focussing on customers' use of their own devices. We have seen a change to many customers wanting assistance with their smartphones, in particular to use social media, photo apps such as Dropbox and the downloading of e-books and e-audio books. Our sessions in Mandarin continue to be very popular with our Chinese customers. The sessions at our local Auckland Regional Migrants' Centre have focussed on library resources such as community languages and the digital library.
855	CS: Lib & Info	Preschool programming - Puketāpapa	Provide programming for preschoolers that encourages active movement, early literacy and supports parents and caregivers to participate confidently in their childrens' early development and learning. Including regional coordinated and promoted programmes: Wriggle and Rhyme, Rhymetime, Storytime and Multilingual storytime. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	The children's librarian and an assistant visited the Stepping Stones Early Childhood Centre and Mt Roskill Baptist Kindergarden to deliver special storytimes, one focussing on healthy eating. 56 adults and children enjoyed these sessions. The K4Kidz group is now regularly delivering a Mandarin Storytime in the library to a group of 17 adults and children.		The children's librarian visited 3 Kings' Kindercare, presenting a Te Reo Storytime to 48 children and 6 teachers. The Aroha and K4Kidz group held their Early Childhood Education service at the library, delivering a Mandarin Storytime to their group of 10 children.
858	CS: Lib & Info	School engagement and Afterschool programming - Puketāpapa	Engage directly with local schools in the board area. Provide creative learning opportunities for children in afterschool hours including, Homework help, Tweens game club. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	The Reading Together programme plays a strong role in supporting parents and guardians to read to their children. We have worked with Mt Roskill Intermediate School and Hay Park this quarter to continue to develop this programme. The Children's Librarian also took part in the Monte Cecilia School Book Week programme, involving 116 children and adults in Claymation and entertaining the children with stories and activities with a pirate theme.		This quarter all the classes from St Therese School, a total of 115 children, visited the library. This is a practice at the beginning of the year to introduce the children to their local library with different activities planned during their visit.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
856	CS: Lib & Info	School holiday programming - Puketāpapa	Provide children's activities and programming in the holidays during the school year. Delivered locally under a regional theme, with activities developed to meet the needs and interests of local communities. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	A programme of special events was run in the library during the April school holidays. Highlights included: Lego and Makerspace activities. Planning is underway for the July school holidays with the theme of 'What Lies Beneath'.		We are at present planning events and activities for the upcoming school holidays with the theme of 'Construction Wizard'.
857	CS: Lib & Info	Summer reading programme - Puketāpapa	Provide a language- and literacy-building programme that runs during the summer school holidays for 5-13 year olds. Developed and promoted regionally and delivered locally with activities and events designed to meet the needs and interests of local communities. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	Regional level planning is now underway for the Dare to Explore programme for 2017/2018 with the Children's Librarian at Mt Roskill being part of the project team. This successful programme will be similar to last year, but with some small changes made in response to customer feedback.		The Dare to Explore programme attracted 341 registrations including 66 children from the Bhartiya Samaj Charitable Trust. The party held at the end of the programme to celebrate the children's success was attended by 60 children. They participated in outdoor sports, water-themed play and Makerspace. Other events held as part of the programme included 'Wet Wearable Art! What would Tangaroa wear?' This was an opportunity for the children to design a cool sea costume and 25 children and 13 adults enjoyed doing this.
859	CS: Lib & Info	Supporting customer and community connection - Puketāpapa	Provide programmes that facilitate customer connection with the library and community including themed clubs and special events, NZ Music Month and Book clubs. (Funded within ABS Opex budget activity: "Library hours of service - Puketāpapa")	Q1; Q2; Q3; Q4	ABS: Opex	\$ -	Completed	Green	New Zealand Music Month was celebrated in the library with six events enjoyed by 297 customers. Joseph Ngui entertained customers with his Gu Zheng, traditional Chinese instrument, performance. The variety continued with a fiddle and bouzouki event. Other performances were by the Mapura Studio, Star Jam and Three Kings Primary School choir. A fun interactive activity was the making of musical instruments.		The Young Artists' Club has started the year with a variety of themed activities, such as abstract painting and collage-based work.
<b>Local Parks</b>											
4526	CF: Investigation and Design	Mount Roskill War Memorial Park - signage	Signage for park	Q3; Q4	LDI: Capex	\$ 8,000	In progress	Green	Current status: Confirming scope for works. Next steps: Develop designs for approval	No	Current Status: Next Steps:
603	CF: Operations	Manukau Harbour foreshore pine tree removal	Ongoing pine tree removal around Cape Horn	Q1	LDI: Opex	\$ 42,000	Completed	Green	All of the work outlined in the previous quarter has been completed.  Next steps: All remaining pines in the upper section will be removed. The single lower western tree will be reduced even lower (this tree requires slow removal due to lack of space for canopy).  There will also be continued removal of pine trees in the lower central area.	No	The next area of tree felling will entail the dismantling of pine trees close to the old section of the track, now gated, east of the section of new box steps on the Wattle Bay track.  This is likely start at the end of April or early May.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
604	CF: Operations	Manukau Harbour Foreshore Weed/Pest Mngt	Ongoing ecological restoration contract for additional high value ecological sites at Hendry Reserve, Lynfield Cove, Wairaki Stream 2 & Wattle Bay wetland.	Q1; Q2; Q3; Q4	LDI: Opex	\$ 50,000	Completed	Green	<p>The fourth quarter of ecological restoration projects funded directly by the local board was dedicated to preparation for planting and planting.</p> <p>All sites scheduled for planting have been thoroughly scoped to ensure they are free of pest plants and ready for the planting. Selection of plants was confirmed for each site taking on board the sites conditions including the amount of sunlight, shade and water as well as the soil condition.</p> <p>All projects were successfully delivered as planned, resulting in improved ecology in all the selected sites.</p>	No	<p>Key Ecological Restoration tasks undertaken in the third quarter of 2017 were preparation for planting and aftercare of juvenile plants.</p> <p>The planting preparation visits focused on removal of weed species that are likely to compete with plantings. This way the plants scheduled for planting this winter will have the best possible circumstances to establish and grow well.</p> <p>Aftercare visits were completed for areas planted over the last three years. This involved releasing of native plants from vines, groundcovers, grasses and annuals, with spot spraying of herbicides where necessary.</p>
2842	CF: Project Delivery	Arthur Faulkner Tennis Courts	Resurface 2 tennis courts at Arthur Faulkner Reserve	Q2	LDI: Capex	\$ 40,000	On Hold	Red	<p>Issues/Risks: Project on hold pending the completion of concept design by Community Services and agreement by the Local Board as to next steps.</p> <p>Current status: Project currently on hold pending the completion of concept design by Community Services. Next Steps: Project on hold pending the completion of concept design by Community Services and agreement by the Local Board as to next steps.</p>	No	<p>Current Status: Drainage issue identified, quotes indicate a further funding required. Working with Stormwater to resolve. Project is placed on hold pending the completion of concept design by Community Services.</p> <p>Next Steps: Project placed on hold pending the completion of concept design by Community Services and agreement by the Local Board as to next steps.</p>
3786	CF: Project Delivery	Freeland Reserve Paths and Landscaping	Design and consent for construction of an all-weather concrete path through the park. Construction in FY17/18. This is the whole project budget for design consent and build.	Q1; Q2; Q3; Q4; Not scheduled	LDI: Capex	\$ 253,000	On Hold	Red	<p>Current status: On hold pending decision by the Local Board, working in partnership with Panuku, Healthy Waters and Housing NZ in regards to proposed changes to the reserve to accommodate increased development in the surrounding area in the immediate future.</p> <p>Current status: On hold pending decision by the local board, working in partnership with Panuku, Healthy Waters and Housing New Zealand in regards to proposed changes to the reserve to accommodate increased development in the surrounding area in the immediate future. Next steps : Await decision from the local board should the pathway network progress or the budget be reallocated to other locally driven initiatives in FY 2017/2018.</p>	No	<p>Current status: Onsite meetings with engineer, Housing New Zealand, Healthy Waters and Auckland Council staff have been held. Investigation and planning assessments are now complete. Concept design and engineer costings are also complete. Next steps : Presentation of path design/ costings at late March Local Board workshop, current allocated budget is insufficient to achieve the desired pathway and stream bridge due to requirements by healthy waters to the required flood level. Alternative asset solutions are being investigated to reduce the cost to take the path across the open water way on site.</p>
3485	CF: Project Delivery	Monte Cecilia Play ground stage 1	Design and consent for new play development in accordance with the Monte Cecilia masterplan	Q1; Q2; Q3; Q4	LDI: Capex	\$ 20,000	In progress	Green	<p>Current Status: Concept design has been completed and presented to the Puketapapa Local Board at a workshop held on 22 June 2017. Next Steps: Complete cost estimates.</p>	No	<p>Current Status: Public consultation complete. Preliminary design underway, with collaboration from the Mana Whenua.</p> <p>Next Steps: Complete draft preliminary design for local board feedback in May 2017.</p>
2936	CF: Project Delivery	Owairaka footbridge	Puketapapa budget contribution to a new bridge connection from Underwood Reserve to Owairaka.	Q1; Q2; Q3; Q4	LDI: Capex	\$ 137,500	Completed	Green	<p>Current status: Budget transferred to the Healthy Waters project in June 2016. Next steps: Contribution complete. No further steps.</p>	No	<p>Current status: Contribution payment only. The Healthy Waters department are responsible for reporting the details to the local board.</p> <p>Next steps: None</p>

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
3754	CF: Project Delivery	Puketapapa - Keith Hay Park Noton Road carpark	Design and consent for the Noton rd carpark at Keith Hay Park. Also refer to additional funding \$240K LDI capex and renewals funding. NOTE: this item combines & replaces items 2836 & 2839.	Q1; Q2; Q3; Q4	LDI: Capex	\$ 255,000	In progress	Green	<p>Risks / Issues: Potential budget shortage as the renewals component is insufficient for a like for like replacement. The tender process will confirm the total budget required.</p> <p>Current Status: Preliminary design work has been presented to the local board. The designs were accepted.</p> <p>Resource consent has been lodged in June 2017. Next Steps: Approval of the resource consent application in late July/early August. Contract engineer to complete the tender package ready for the project delivery team. Planned to undertake physical works in summer 2017 in agreement with the cricket club and local school/childcare facility.</p>	No	<p>Current Status: Site investigation complete, Pedestrian safety assessment complete and final preliminary design complete. Preliminary design work has been presented to local board. Designs have been accepted, detailed design is now underway. Resource consent has been delayed in lodgement to meet stormwater requirements.</p> <p>Next Steps: Expected to now lodge early in April. Tendering proposed May. Planned to undertake physical works commencing from June 2017, pending confirmation of programme with all the stakeholders on site.</p>
2843	CF: Project Delivery	Puketapapa Small Capex Improvement Projects	Small park improvement projects such as new signage, paths and park furniture	Q1; Q2; Q3; Q4	LDI: Capex	\$ 10,000	In progress	Green	<p>Current status: List of items being redefined with local board in June. Next steps: Seek approval to advance certain asset options and begin physical works.</p>		<p>Current status: Seat Scouts pointer sign installed. Planning for Monte Cecilia Park, Hibiscus Reserve and the Arundel St sign is underway.</p> <p>Next steps: Advance rest of small works</p>
2840	CF: Project Delivery	Te Auaunga Awa Placemaking	Programme to be decided after iwi engagement. Potentially: wayfinding and iterp signage, trail markers, story telling and significant sites along the whole of Oakley Creek in the Puketapapa LB area.	Q1; Q2; Q3; Q4	LDI: Capex	\$ 30,000	In progress	Green	<p>Current status: Final Tohu design completed (based on consultation and feedback from various stakeholders and local boards), for local board presentation and adoption.</p> <p>Approximately \$6000 has been spent to date on the Artists (development of the Tohu) and consultation.</p> <p>Anticipate a further:</p> <ul style="list-style-type: none"> <li>•\$15,000 - on development of a plan to identify key locations for Tohu implementation, outputs and priority projects</li> <li>•\$70,000 – on engaging artists or contractors to implement priority tohu projects.</li> </ul> <p>Next steps: Relevant local boards (Puketapapa, Albert Eden and Whau) to adopt the final Tohu design. Once adopted the Tohu will be socialised with various stakeholders and a plan will be formulated to find opportunities to implement the Tohu.</p>	No	<p>Current status: Successful artist engaged. Concept design underway.</p> <p>Next steps: Review draft concept design in consultation with Mana Whenua and the Local Board.</p>

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
3419	CF: Project Delivery	Waikowhai Coastal Boardwalk - Stage 2 GWD	Manukau Harbour (Waikowhai) Coastal Walkway connections. Stage 1 - Taumanu to Bamfield. Stage 2 - Bamfield to Taylors Bay.	Q1; Q2; Q3; Q4	Growth	\$ 1,880,000	In progress	Green	Current status: Professional services underway. Design in accordance with consultation and findings from specialist reports. Design and specialist reports are currently being finalised and are to be lodged for Resource Consent June 2017. An Iwi artist has been confirmed. A delay in lodging for resource consent has been caused by further investigations and design options into the raised section of the boardwalk, to allow for watercraft to pass under, in response to neighbours concern. The design options should be finalised in May 2017 and will be able to confirm whether or not we can raise the height further. Stage two budget is as follows: FY2017: \$80,000 FY2018+FY2019: \$1,800,000. The budget for FY2018 may be spread over to 2019 as it will be a long construction period.  Next Steps: Finalise the design and lodge for resource consent.	No	Current status: Professional services are underway. The design is in accordance with consultation and findings from specialist reports. Design and specialist reports are currently being finalised and are to be lodged for resource consent in June 2017. An Iwi artist has been confirmed.  A delay in lodging for resource consent has been caused by further investigations and design options into the raised section of the boardwalk, to allow for watercraft to pass under, in response to a neighbours concern. The design options should be finalised in May 2017 and we will be able to confirm whether or not we can raise the height further. Next Steps: Finalise the design and lodge for resource consent.
4525	CF: Project Delivery	Mt Roskill War Memorial car park renewal	New asphalt will also provide for a safe connection, with new line marking to the hall, fields and play area.	Q3; Q4	ABS: Capex	\$ 300,000	In progress	Green	Current status:- Physical works underway. Next steps: Physical works planned to complete August 2017.	No	Current Status: The physical works contract awarded. Next Steps: Works planned to start on site early June 2017.
2015	CS: PSR: Local Parks	Ecological Restoration programmes	Support for the volunteer animal pest control programme in the Manukau Coastal Reserves network in liaison with I&ES to ensure maximum environmental outcomes	Not scheduled	LDI: Opex	\$ 10,000	Completed	Green	The second pulse of rodenticide was successfully carried out in March. Results were comparable to the first pulse that took place in spring and confirmed the importance of ongoing rat control in the Manukau Coastal Reserves Network.		Second pulse for control of rats is underway.
596	CS: PSR: Local Parks	Environmental volunteer initiatives	Support volunteering and local friends of groups	Q1; Q2; Q3; Q4	LDI: Opex	\$ 10,000	Completed	Green	More weed bags and fliers delivered to residents in June. Remaining budget to fund weed control in previously identified areas on the Manukau.	No	Weedbags delivered to those residents who have responded to letters sent. Follow up control along Himalaya boundary undertaken for climbing asparagus, tradescantia and jasmine. A second letter about weed control is to be sent to residents with properties that share a boundary with the reserve in early April. The ongoing aim is to work together to improve knowledge and involve neighbours in environmental improvements in the area.
597	CS: PSR: Local Parks	Greenways Plan review	Review original Puketāpapa Greenways Plan.&nbsp; Align with broader regional greenways strategy with a user focus; Reprioritise Greenways Plan; Promote Greenways Plan;	Q1; Q2; Q3; Q4	LDI: Opex	\$ 8,000	In progress	Green	A final draft of the Greenways Review has been completed, and is to be presented to the local board's Infrastructure Cluster in early July for final discussion and edits. Staff will seek adoption by the local board in August.	No	Investigation stage nearing completion. Workshop on the draft plan scheduled with local board in March 2017. OGreenways review is on track for completion in Quarter four.
595	CS: PSR: Local Parks	Local Park Improvements	Small local park improvement projects for Puketapapa.Opex projects to be prioritised.	Not scheduled	LDI: Opex	\$ 3,000	In progress	Green	A redesign of the plan has been developed following advice from Healthy Waters on the costs and feasibility of the drainage options. Public consultation on the revised plan will be scheduled for July/August 2017.	No	Soakage testing complete, new drainage required to retain and renew existing tennis courts. Options for courts being considered and plan to be amended and finalised in quarter four.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
605	CS: PSR: Local Parks	Native forest maintenance and restoration	Support native forest restoration	Not scheduled	LDI: Opex	\$ 8,000	Not Delivered	Red	<p>A programme for supporting maintenance and restoration has not been developed as the ecological contract has adequately covered requirements for FY16/17.</p> <p>A programme for supporting maintenance and restoration has not been developed as the ecological contract has adequately covered requirements for FY16/17.</p>	No	Staff are working on finalising the program for delivery over the last quarter of the year. This program will include restoration planting as we move into the planting season (April-August).
608	CS: PSR: Local Parks	Volunteers on local parks	Support volunteer activity on Parks and Reserves	Q1	LDI: Opex	\$ 18,000	Completed	Green	<p>Volunteer events this quarter include:</p> <ul style="list-style-type: none"> <li>• Weed control / plant maintenance at Lynfield and Frederick St Reserves;</li> <li>• Tree planting at Hendry Reserve;</li> <li>• Ongoing animal pest control (rodents and possums) at 11 reserves in the Manukau Coastal Reserves Network.</li> </ul>		176 volunteer hours have been recorded this quarter comprising of: <ul style="list-style-type: none"> <li>• Ongoing weed control / plant maintenance at Lynfield and Frederick St Reserves;</li> <li>• Working bees at Hillsborough Cemetery;</li> <li>• Ongoing animal pest control at 11 reserves in the Manukau Coastal Reserves Network.</li> </ul>
<b>Sports Parks</b>											
3416	CF: Project Delivery	Margaret Griffen Park SID	Park 1 - sand carpet whole oval, Park 2 - lights on East half of field	Q2; Q3; Q4	Growth	\$ 705,000	Completed	Green	Current status: Works completed.		Current status: Complete Next steps: none
3418	CF: Project Delivery	Three Kings Reserve SID	Three Kings Reserve 1 - lights and sand carpet	Q1; Q2; Q3; Q4	Growth	\$ 40,000	Deferred	Red	<p>The sports field growth fund is a regional fund so other projects around Auckland can and are prioritised high than other projects.</p> <p>Current status: Physical works have been deferred to FY2019 due to funding adjustment. The sports field growth fund is a regional fund so other projects around Auckland can and are prioritised high than other projects. Three Kings 1 lights and sand carpet was deferred for this reason. Next steps: Concept and detailed design to be investigated in 2017/2018</p>	No	Current status: Internal procurement processes underway. Noise assessment underway Next steps: Tender Professional Services
<b>Leisure</b>											
2732	CS: PSR: Leisure	YMCA operators of Lynfield Youth & Leisure Centre Cameron Pool & Leisure Centre	Management Agreement ACPN_14831 - Supplier will provide a comprehensive range of programmes to meet the Council/LB objectives that reflect the local community demographics/needs	Q1; Q2; Q3; Q4	ABS: Opex	\$ 90,037	Completed	Green	<p>"Lynfield Recreation Centre programming targets have met the local board objectives for the 2016/2017 financial year Fitness visits are at a very similar to last year - steady at 85,500, and fitness membership has grown 27% this year. Stadium visits for recreation and community programmes have grown by 11%</p> <p>Cameron Pool &amp; Leisure Centre programming targets have met the local board objectives for the 2016/2017 financial year Aquatics performed very well this year, with total visits up by 33% over last year. Attendance improved in every aquatic function: visits (43% increase), Learn to Swim (up 11%) and under 16s (32% growth).</p> <p>Fitness membership has grown by 23% to over 1,000 members and fitness visits total 78,252 for the year."</p>	No	<p>Lynfield Rec Highlights</p> <ul style="list-style-type: none"> <li>* Holi Festival, 3 kings – Had 2 staff attend the Holi festival – engaged with over 1000 people in our community</li> <li>* Celebrated our 'Never2old' member Dorothy's 90th birthday – her first comment was, "this was a great birthday, but I can't wait for when I turn 100".</li> </ul> <p>Cameron Pool Highlights</p> <ul style="list-style-type: none"> <li>* 16/17 YTD 162,285 total facility visits – 20% increase on 15/16 YTD</li> <li>* 16/17 YTD 1089 Fitness Members – 31% increase on 15/16 YTD</li> <li>* KPIs for both centres are on track</li> </ul>
<b>Sport and Recreation</b>											
601	CS: PSR: Sport & Rec	Informal social recreation projects	Programmes and initiatives that encourage participation in sport and recreation	Q1; Q2; Q3; Q4	LDI: Opex	\$ 3,846	Completed	Green	Delivery completed and accountability report submitted. Workshop with Green Cluster scheduled for 28 July 2017.		12 x weekly programs were in delivery between 17 January 2017 and 04 April 2017

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
607	CS: PSR: Sport & Rec	Sports organisations and volunteers project	Workshop / training opportunities to up skill sports organisations with the Puketāpapa Local Board area	Q1	LDI: Opex	\$ 3,000	Completed	Green	Term 1 fusion day delivered. Term 2 fusion day is scheduled on Friday 30 June 2017 and will involve local basketball and nutrition organisations. 6 month report due on 30 July 2017.	No	New project plan agreed with Sport Auckland in support of fusion days at Wesley School.
<b>Development Projects</b>											
4209	CF: Project Delivery	Pah Homestead air conditioning	Pah Homestead air conditioning	Q4	ABS: Capex	\$ 163,000	Completed	Green	Current Status: Completed, operational and handed over in Feb 2015. 12-month maintenance period by installation contractor expired Feb 2016. Next Steps: None		Current status: Complete
4211	CF: Project Delivery	Puketapapa Community Centres - Wheel Freindly Initiatives	Puketapapa Community Centres - Wheel Freindly Initiatives	Q1; Q2	ABS: Capex	\$ 40,000	Completed	Green	Current status: Physical works complete. Next steps: N/A Wheel Friendly components were installed at: - Mt Roskill war Memorial Hall - Wesley Community Centre - Fickling Centre	No	Current status: Complete
4214	CF: Project Delivery	Three Kings Band Room - Construct Ext Deck & Storage area	Three Kings Band Room - Construct Ext Deck & Storage area	Q4	ABS: Capex	\$ 64,400	Completed	Green	Current Status: Project complete. Next Steps: Project closure		Current status: Complete
4524	CF: Investigation and Design	Mount Roskill Town Centre improvements	Mount Roskill town centre improvements	Q3; Q4	LDI: Capex	\$ 20,000	In progress	Green	Current status: Currently working with the local board, Auckland Transport and Plans and Places to identify opportunities to upgrade the Mt Roskill Town Centre. Auckland Transport are in the design phase of upgrading through the town centre as part of their Dominion Road upgrade works. Once this design and consultation phase is complete, the local board will then be able to identify upgrade opportunities that further enhance the Auckland Transport works. Next steps: Plans and Places to lead the design discussion with the local board and Auckland Transport as enhancement design decisions are made. It is proposed that Auckland Transport deliver all the works together for inefficiencies.	No	Current status: Next steps:
4201	CF: Project Delivery	Baseball War Memorial Park	Baseball War Memorial Park	Q1	LDI: Capex	\$ -	Completed	Green	Current Status: The installation of a baseball back fence and dugouts for Mt Roskill War Memorial Reserve has been completed. Next Steps: Finalising administrative closure	No	Current status: Complete
4212	CF: Project Delivery	Puketapapa heritage trail	Puketapapa heritage trail	Q2; Q3; Q4	LDI: Capex	\$ -	Completed	Green	Current status: The heritage trail has been implemented , the project is now complete. A guided walk around the trail was held during Heritage Week in September. Next steps: Project closure.		Current status: Complete
4213	CF: Project Delivery	Rose Garden and Suffrage Park signage	Rose Garden and Suffrage Park signage	Q4	LDI: Capex	\$ -	In progress	Green	Current Status: Wahine Toa Park name approved. Next Steps: Begin designs for new signage. This project is funded by the Small Park Improvements budget	No	Current Status: A workshop will be held with the local board to review the proposed scope of works - signage text and photos, site locations. Next Steps: Once the scope is agreed with the local board, including the heritage team, scoping can be completed with costs and timeframe for delivery.
4206	CF: Project Delivery	Monte Cecilia School	Monte Cecilia School	Q4	ABS: Capex	\$ 40,000	Completed	Green	Purpose of the project: Demolition of the building as part of park extension (land acquisitions). The project is in the defects liability phase. Current status: All stages complete. Next steps: None	No	Project completed

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
4216	CF: Project Delivery	Waikowhai Coastal Boardwalk Stage 1	Waikowhai Coastal Boardwalk Stage 1	Q1; Q2	ABS: Capex	\$ 982,791	Completed	Green	Current status: Project opened to public end of January 2017. The main construction contract has been completed with minor completion works completed in March and April 2017. Code of Compliance Certificate has been received. Next Steps: The main construction contract has reached practical completion, however the weed control works are continuing. Periodic weed control and native revegetation planting around Bamfield Reserve will be ongoing.	No	Current status: Project opened to public end of January 2017, with minor completion works to be completed February 2017. Next Steps: Complete contract works.
<b>Community Facilities: Renewals</b>											
3768	CF: Project Delivery	Harold Long & Fearon Reserve, KHP Noton Rd Carpark, May Rd Lighting	Implementation of the concept plan to improve the connection of the two parks. Develop greenways/linkages, improve play provision. Multiple funding sources- To be undertaken in conjunction with additional LDI (\$225000) capex funding and AT funding. Renewals (FY17= \$141000 and FY18= \$103000)  Replaced 602, 2841 and 2955	Q1; Q2; Q3; Q4	ABS: Capex; LDI: Capex	\$ 680,224	In progress	Green	Current status: Stage 1 - physical works currently underway, commenced January 2017 in conjunction with the Parau Street Stormwater upgrade project. The greenway path around Fearon Park has been completed and the tennis club carpark is currently underway. Stage 1 Physical works due for completion October 2017. Stage 2 - The items (playground, remaining section of greenway path, planting, driveway entry from Akarana Ave and carparking in front of kindergarten) that will be delivered as 'Stage 2' physical works have been agreed with the local board, based on available budgets and local board/community priorities. Professional Services (to enable Stage 2 works) have been completed. Next steps: Stage 1 - Complete physical works contract. Stage 2 - Procure physical works.		Current status: Stage one - physical works are currently underway. They commenced in January 2017 in conjunction with the Parau Street Stormwater upgrade project. The greenway path around Fearon Park has been completed and the tennis club carpark is currently underway. The stage one physical works due for completion October 2017. Stage two - The items (playground, remaining section of greenway path, planting, driveway entry from Akarana Ave and carparking in front of the kindergarten) that will be delivered as 'Stage two' physical works have been agreed with the local board, based on available budgets and local board/community priorities. Professional Services (to enable stage two works) have been completed.  Next steps: Stage 1 - Complete physical works contract. Stage 2 - Complete professional services and procure physical works.
3775	CF: Project Delivery	Keith Hay Park upgrade & renewal	Field 10 hybrid turf grass, Field 11 hybrid turf grass, 2 toilets, 2 changing rooms, referee room, storage, club partnership, Irrigation installation. NOTE: This item combines & replaces items 2954 & 3415	Q1; Q2; Q3	ABS: Capex; Growth	\$ 205,000	Deferred	Red	Staff are still in discussions with Three Kings United about the changing room design. The irrigation design build works have been moved to 2017/2018 to reduce disruption to the club.  Current Status: Staff are still in discussions with Three Kings United about the changing room design. Irrigation design and build have been moved to 2017/2018 to reduce disruption to the club. There will be no disruption to summer users as they do not use the fields. Next Steps: Stakeholder engagement	No	Current Status: Staff are still in discussions with Three Kings United about the changing room design. Irrigation design and build have been moved to FY18 to reduce disruption to the club. There will be no disruption to summer users as they do not use the fields Next Steps: Stakeholder engagement
2953	CF: Project Delivery	Arthur Faulkner Reserve Carpark and Path Renewal	Arthur Faulkner Reserve Carpark and Path Renewal	Not scheduled	ABS: Capex	\$ 10,000	On Hold	Red	Issues/ Risks: Project is on hold while whole of park use is being re-thought.  Current Status: The project is on hold waiting for the whole of reserve concept design to be completed. Next Steps: wait for concept design to be completed.	No	Current Status: Waiting on Parks, Sports and Recreation investigations before any further action can be taken.



## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2956	CF: Project Delivery	Belfast Reserve Structure & Furniture Renewals	Belfast Reserve Boardwalk, Fence, Bridge, Steps 5 Seats, and 2 Tables Renewals	Not scheduled	ABS: Capex	\$ 20,000	Deferred	Red	<p>Issues/Risks: Track renewal scope exceeds budget allocated. This is primarily due to significant estimated labour costs as a result of limited access, as well as the long and narrow track. Materials will be required to be brought in manually.</p> <p>Current status: Scoping and measure up completed for track renewal like for like. Erosion of footbridge piles and minor boardwalk subsidence was identified during track renewal scoping. Structural assessment required to determine extent of remediation to the affected structures. Next steps: Structural assessment to be undertaken July 2017. There is the potential for a full bridge design and consenting to be required but this will not be known until after the structural assessment is completed.</p>	No	Current status: Tender documentation 80% complete. Procurement plan to be issued for approval in March. Next steps: Issue request for quotation for physical works in March.
4365	CF: Project Delivery	Cameron Pool - Auto Dosing System	Health & Safety Critical Works	Q3	ABS: Capex	\$ 8,763	Completed	Green	Current status: Project complete.	No	Current status: Complete
4202	CF: Project Delivery	Cameron Pool - Nans Pool Refurbishment	Cameron Pool - Nans Pool Refurbishment	Q1; Q2	ABS: Capex	\$ -	Completed	Green	Current status: Physical works complete. Landscaping maintenance period complete. Next steps: Nil		Current status: Complete
4203	CF: Project Delivery	Cameron Pool - refurbishment	Cameron Pool - refurbishment	Q1; Q2; Q3; Q4	ABS: Capex	\$ 36,000	Completed	Green	Current status: Project complete. Next steps: Not applicable - project complete.		Current status: Complete
4204	CF: Project Delivery	CDAC - Puketapapa fire system upgrade	CDAC - Puketapapa fire system upgrade	Q1; Q2	ABS: Capex	\$ 30,000	In progress	Green	<p>Current Status: Delivery phase with installation expected to be completed by the end of July 2017. Next Steps: Handover and closure.</p> <p>Installation completed at the following sites:</p> <ul style="list-style-type: none"> <li>- Wesley Community Centre</li> <li>- Eickling Community Centre</li> <li>- Three Kings Pavilion</li> <li>- Mt Roskill Memorial Hall</li> <li>- Roskill Youth Centre.</li> </ul>	No	Current Status: Physical installations completed for Stage one, covering various community halls/buildings; Stage two progressing. Next Steps: Stage two completion expected end June 2017 or earlier. The delay in progress is due to the fact that the extent of the work is far more extensive than originally expected by the contractor. There has also been some difficulty in accessing sites, with contractor having to work around schedules of the community halls and centres.
2946	CF: Project Delivery	Hillsborough Cemetery Road, Path and Structure Renewal	Hillsborough Cemetery 1, Fence, Retaining Wall and Road Renewal	Q1; Q2; Q3; Q4	ABS: Capex	\$ 10,000	In progress	Green	Current Status: The roadway, footpath and bollards have been scoped for renewal. Next Steps: Procure the contractor and implement works. The project is scheduled for completion in September 2017		<p>Current Status: Project scope confirmed. Consent requirements being confirmed</p> <p>Cost estimates being collated for various asset</p> <p>Next Steps Update or extend existing consent if possible. Procure physical works contractor.</p>
2948	CF: Project Delivery	Keith Hay Park 4, 5, 6, 7, 8, 9 - sand carpet renewal	Keith Hay Park 4, 5, 6, 7, 8, 9 - sand carpet renewal	Q1; Q2; Q3; Q4	ABS: Capex	\$ 845,000	In progress	Green	Current Status: The grass grow in period of the sand carpet is underway on half of the fields. This means that the grass needs to mature before the fields are opened. The second half of the fields were handed over to the operational management and maintenance unit on 9 May 2017. Next Steps: Physical works to continue.	No	Current Status: Physical works underway Next Steps: Second stage to be completed by end of March 2017
2957	CF: Project Delivery	Keith Hay Park Cricket Net and Fence Renewal	Keith Hay Park Cricket Net and Fence Renewal	Q1; Q2; Q3	ABS: Capex	\$ 50,000	In progress	Green	Current Status: Physical works will commence September/ October when weather permits. Next Steps: commence physical works		Current Status: Physical works will commence April due to weather Next Steps: Physical works
2945	CF: Project Delivery	LP WCR - Puketapapa - Coastal Walkways	Existing Renewals Project. Aldersgate Reserve, Hillsborough Reserve 1, Kingswood Reserve, Lynfield Reserve, Waikowhai Park, Wattle Bay Walkways Paths, Boardwalks and Steps	Q1; Q2; Q3; Q4	ABS: Capex	\$ 60,000	In progress	Green	Current Status: Hillsborough reserve, Wattle Reserve and Waikowhai Reserve Physical works underway. Next Steps: Practical completion		Current Status: Hillsborough reserve, Wattle Reserve and Waikowhai Reserve Physical works underway. Next Steps: Practical completion

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
4330	CF: Project Delivery	Lynfield Cove Reserve track Renewals	H & S Reactive Renewals, Lynfield Cove Reserve track Renewals	Q4	ABS: Capex	\$ 10,000	In progress	Green	Current Status: Scoping and measure up completed for track renewal like for like. Cost estimate and specifications completed. Next Steps: Tender physical works.		Current Status: Professional services engaged Next Steps: Compiling works with Belfast Reserve renewals to ensure cost savings
4367	CF: Project Delivery	Lynfield Recreation Centre - Stadium Wall	Health & Safety Critical Works	Q4	ABS: Capex	\$ 11,550	In progress	Green	Current Status: Contract let to undertake work. A suitable time to complete the work is being arranged with the centre manager. Next Steps: Carry out the works.	No	Current Status: Contract negotiations are underway to replace and repaint two 3.5m high panels in the gymnasium.
2960	CF: Project Delivery	Lynfield Skatepark Lighting Renewals	Lynfield Reserve Lighting and Phone Pole Renewals	Q1; Q2; Q3	ABS: Capex	\$ 16,000	Completed	Green	Project complete		Current status: Complete
2958	CF: Project Delivery	Manukau Domain Steps Renewal	Manukau Domain Steps Renewal	Q1; Q2; Q3; Q4	ABS: Capex	\$ 20,000	In progress	Green	Current Status: The resource consent application is underway. Next Steps: Put together a work package so the renewal can go out to tender for physical works.		Current Status: Application for resource consent in progress. Next Steps: Appoint a contractor for the physical works.
4205	CF: Project Delivery	Monte Cecilia House Removal/Demolition	Monte Cecilia House Removal/Demolition	Q1; Q2	ABS: Capex	\$ 630,000	In progress	Green	Current Status: Final works due for completion in June. Next Steps: 12 months maintenance period (ending April 2018)		Current Status: Mechanical demolition of all properties complete. Remediation and contouring complete at all properties. Next Steps: Complete final bollard installation
2949	CF: Project Delivery	Mt Roskill War Mem. 1, 2, 3, 4, 5 - sand carpet and light renewal	Mt Roskill War Mem. 1, 2, 3, 4, 5 - sand carpet and light renewal	Q1; Q2; Q3; Q4	ABS: Capex	\$ 120,000	In progress	Green	Current status: There has been some minor work done on the drainage in the last couple of years that has improved the surface condition. We are planning to assess the rest of the sand carpet components to see if any of them need to be renewed. Staff are also looking at designing some new lighting on fields 1, 2 and 3. The difficulty we have is that Australian Rules use the fields across the late winter, spring and early summer seasons. This creates an issue as to where to locate the light poles so they are not on the Australian Rules outfield. We are still working on a solution to this issue. Next steps: Further investigation required in the condition of the sand carpet. Engage lighting specialist to design a suitable layout		Current status: Internal procurement processes underway Next steps: Prepare tender documents for professional services

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
4207	CF: Project Delivery	Pah Homestead - HVAC installation	Pah Homestead - HVAC installation	Not scheduled	ABS: Capex	\$ 249,000	On Hold	Red	<p>Investigations have shown that there is a tension between providing high quality air conditioning, the operation of the facility and heritage considerations. In particular, to achieve tightly controlled air conditioning for the main exhibition spaces on the ground floor, the doors to the exhibition spaces need to be kept closed except for short periods to allow for visitor entry and exit. This has implications for the visitor experience, operational matters and heritage aspects. These issues are being considered.</p> <p>Current steps: Staff have concluded that the natural limitations and use of the Pah Homestead heritage building make it unachievable to maintain a highly stable air temperature and humidity.</p> <p>Next steps: Discussions with the leasee about what can realistically be achieved at this site. Sealing the building from draughts would be the most efficient way to improve the functioning of the air conditioning system. Staff are investigating which windows can be sealed shut. The installation of a felt seal around doors is also being costed.</p>	No	Current Status: Investigations have shown that there is a tension between providing high quality air conditioning and the operation of the facility. In particular, to achieve tightly controlled air conditioning for the main exhibition spaces on the ground floor, the doors to the exhibition spaces need to be kept closed except for short periods to allow for visitor entry and exit. This has implications for the visitor experience, operational matters and heritage aspects. These issues are being considered.
4208	CF: Project Delivery	Pah Homestead - Upgrade LED Lighting System	Pah Homestead - Upgrade LED Lighting System	Q1; Q2; Q3; Q4	ABS: Capex	\$ 58,000	On Hold	Red	<p>There is insufficient budget to complete the work. The current estimate is \$113,00 plus approx. 10% contingency is \$125,000 compared to the remaining budget of \$55,000 i.e. a \$70,000 shortfall. The level of natural light affecting the art work also needs to be considered and possibly mitigated. This project is being considered in conjunction with more invasive works to install a high quality air-conditioning system.</p> <p>Current status: Obtaining detailed assessment of the issues from the system installer/manufacture.</p> <p>Next steps: Confirm whether the costs of this project should be transferred to the lease or covered by council.</p>	No	Current Status: There is insufficient budget to complete the work. The level of natural light affecting the art work also needs to be considered and possibly mitigated. Next Steps: This project is being considered in conjunction with more invasive works to install a high quality air-conditioning system.
2951	CF: Project Delivery	Puketapapa - Arthur Richards Playground Renewal	Existing Renewals Project. Arthur S Richards Memorial Park Whole Playground Renewal	Q1; Q2; Q3; Q4	ABS: Capex	\$ 50,000	Completed	Green	Project complete		Current status: Complete
4210	CF: Project Delivery	Puketapapa - Upgrade Fire system and electrical switchboards	Puketapapa - Upgrade Fire system and electrical switchboards	Q1; Q2; Q3	ABS: Capex	\$ 74,038	In progress	Green	<p>Current Status: Delivery phase with installation expected to be completed by the end of June 2017. This is not a duplicant of sharepoint ID 4204 The work covers both fire system and electrical switchboard upgrade due risks to fire safety.</p> <p>Next Steps: Handover and closure</p>	No	Current Status: Installation progressing. Next Steps: Installation completion expected to be end June 2017 or earlier. The delay in progress is due to the fact that the extent of the work is far more extensive than originally expected by the contractor. There has also been some difficulty in accessing sites, with contractor having to work around schedules of the community halls and centres.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2944	CF: Project Delivery	Puketapapa Furniture FY17-18 Renewals	Keith Hay Park, Lynfield Reserve, Margaret Griffen Park, May Road War Memorial Park, Three Kings Reserve, Waikowhai Park, Wairaki Stream Reserve 1 Furniture Renewals, 3 Tables, 15 Seats and 10 Rubbish Bins	Q1; Q2; Q3; Q4	ABS: Capex	\$ 15,000	In progress	Green	Current status: Commence physical works. Next steps: Physical works to continue		Current status: Scope of works being defined. Some assets delivering in advance of World Masters Games Next steps: Request quotes for works.
328	CF: Project Delivery	Puketāpapa FY17 Community Centre & Hall renewals	Roskill Youth Zone - Upgrade bi fold doors	Q3	ABS: Capex	\$ 60,060	In progress	Green	Current Status: The contract to carry out the work has been awarded and the supplier of the aluminium folding doors is expecting delivery mid July. Next Steps: Complete works and handover inspection with operational staff.		Current Status: Contract allocated to supplier. Next Steps: New aluminium frames to be ordered from supplier and physical work to start.
3563	CF: Project Delivery	Puketapapa FY17 Pools & Leisure renewal additions	Work involves the renewal of the sauna to establish correct insulation, isolation and ventilation. Work includes renewal of heater and heating case. Project work includes the floor strengthening work for the upstairs fitness room. Floor to be strengthened to allow high impact classes to return.	Q1; Q2; Q3; Q4	ABS: Capex	\$ -	In progress	Green	The project is currently being re scoped to include the required floor strengthening. Numerous delays have occurred in the handover of this project however the project manager is working with the operational management and maintenance manager on this as a priority.  Current status: Quotations have been called to select a design consultant for the project. Next steps: Establish the contract with design consultant upon receipt of quotation and start the design works immediately.	No	Current status: Sauna seating was replaced on 11 August 2016. Next steps: Investigation of full Sauna cabin replacement and ventilation/ waterproofing requirements. The effect of the sauna and steam room on the kitchen and store room above needs to be considered, as does the alignment with the group fitness floor. The project is currently being rescoped to include the required floor strengthening.
329	CF: Project Delivery	Puketāpapa FY17 Pools & Leisure renewals	Lynfield Rec Centre - Change room upgrade, create entry into scoreboard area from squash mezzanine, improve external security.	Q2; Q3; Q4	ABS: Capex	\$ 51,372	Completed	Green	Current Status: Project completed		Current Status: Site visit completed to confirm project delivery outcome. Next Steps: Award the physical works to contractor.
2942	CF: Project Delivery	Puketapapa Goalpost FY17 Renewals	Keith Hay Park and May Road War Memorial Park Goalpost Renewals	Q1; Q2; Q3; Q4	ABS: Capex	\$ 34,612	Completed	Green	Current Status: Project is completed. Next Steps: No further physical works.		Current Status: Physical works - installation of goal posts Next Steps: Handover to operations.
3757	CF: Project Delivery	Puketapapa Paving and Court Renewals FY17-18	Arthur S Richards Memorial Park, John Rosser Reserve, Margaret Griffen Park, May Road War Memorial Park, Quona Reserve, Sylvania Crescent Esplanade, Rese Three Kings Reserve, Wairaki Stream Reserve, West Reserve, Wilson Corner Reserve,	Q3; Q4	ABS: Capex	\$ 120,000	In progress	Green	Current status: Finalising tender documents. Next steps: Physical works will go out for tender in July 2017	No	Current Status: Project scoping completed. Next Steps: The February deadline stated in Q1 and Q2 was an indicative timeframe set at the start of the year. Given changes in project priorities and other variables the physical works are now to be tendered out in April 2017.
2952	CF: Project Delivery	Puketapapa Playspace FY17-18 Renewals	Renewal of existing assets. Lynfield Reserve: Renew playground edging. Margaret Griffen Park: Beam equipment deteriorating. Remove beam. Pallister Reserve: Demolition of old playground. Installation of new playground. Robinson Reserve: Playground edging deteriorating. Renew playground edging.	Q1; Q2; Q3; Q4	ABS: Capex	\$ -	Not Delivered	Red	Issues/ Risks: The project needs to be scoped and specified comprehensively, then progressed to the business case phase  Current Status: Clarification of the scope of works. Next Steps: Plan project execution.	No	Current Status: The project needs to be scoped and specified.  Next steps: Progress to the business case phase.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2943	CF: Project Delivery	Puketapapa Signage FY17 Renewals	Arkles Reserve, Arthur S Richards Memorial Park, Belfast Reserve, Freeland Reserve, Hillsborough Cemetery 1, Hillsborough Park, Lynfield Reserve, Manukau Domain, Margaret Griffen Park, May Road War Memorial Park, Newsome Park, Seymour Park, Taylors Bay Road Reserve, Underwood Park, Wairaki Stream Reserve 1, Wilson Corner Reserve Signage Renewals, 17 Signs, 4 Plaques	Q2; Q3; Q4	ABS: Capex	\$ 20,000	In progress	Green	Current status: Physical works have been awarded. Next steps: Physical works to commence		Current status: Professional service engaged Next steps: Request quotes for works.
2959	CF: Project Delivery	Puketapapa Structure FY17-19 Renewals	Arthur S Richards Memorial Park, Hillsborough Park, Himalaya Reserve, Kingswood Reserve, Lynfield Reserve, Margaret Griffen Park, May Road War Memorial Park, Monte Cecilia Park, Pallister Reserve, Taylors Bay Road Reserve, Three Kings Reserve, Waikowhai Park, Wairaki Stream Reserve 1, Fence and Handrail Renewals	Q2; Q3; Q4	ABS: Capex	\$ 40,000	In progress	Green	Current Status: The work on the renewal of the bollard and fencing at Arthur S Memorial Reserve, May Road Reserve, Margeret Griffen Reserve, Wairaki Stream Reserve, Kingswood Reserve, Himalaya Reserve, Taylors Bay Road Reserve, Hillsborough Park and Lynfield Reserve are nearing completion. The renewal of the tennis wall at Three Kings Reserve is ready to go to tender for physical works. Next Steps: Complete the works and close the project by the end of November 2017.		Current Status: Going out to tender for a contractor to do the physical works Next Steps: Appoint a contractor
2950	CF: Project Delivery	Seymour Park Drainage Renewals- Fields 1, 2 & 3	Seymour Park Drainage Renewals- Fields 1, 2 & 3	Q2; Q3	ABS: Capex	\$ 20,000	Completed	Green	Project complete		Current Status: Complete
4215	CF: Project Delivery	Turner Reserve playground upgrade	Turner Reserve playground upgrade	Q3	ABS: Capex	\$ -	Completed	Green	Current Status: Construction and hand over complete. Next Steps: Finalise administrative closure		Current status: Complete
4217	CF: Project Delivery	Wesley Centre - Reception area upgrade	Wesley Centre - Reception area upgrade	Q3	ABS: Capex	\$ 7,677	Completed	Green	Current Status: Project complete.		Current status: Complete
<b>Community Facilities: Operational Management and Maintenance</b>											
3836	CF: Operations	Puketāpapa Arboriculture Contracts	Covers tree maintenance	Q1; Q2; Q3; Q4	ABS: Opex	\$ 358,749	In progress	Green	Asplundh continue to perform well with a quarterly average of 99% for quality. The fourth quarter focus has been towards street tree maintenance and trimming for the clearance of electrical conductors with weather conditions limiting access to open space areas.  There has also been an emphasis on ensuring customer responses are completed prior to the commencement of the new contracts on 1 July 2017. It is anticipated a small volume might need to be passed to the new contractor for the area where the scale of works has not allowed completion before contract end.  The winter replacement planting programme is well under way. A focus has been on our street tree stock increasing the native diversity and overall tree cover with appropriate tree species.	No	Asplundh continue to perform well with a quarterly average of 99.7% for quality In late January, there was a significant weather event that saw a spike in requests for service. This influx in requests resulted in disruption to scheduled street and park tree maintenance. Although most of the follow-up work has been completed, the impact of the storm did create a backlog in jobs. The deluge earlier in March provided additional challenges.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
3835	CF: Operations	Puketāpapa Ecological Restoration Contracts	Covers areas of special ecological significance; and pest species control	Q1; Q2; Q3; Q4	ABS: Opex	\$ 80,088	In progress	Green	<p>Te Ngahere continue to perform well with a quarterly average of 94% for quality.</p> <p>The fourth quarter has seen a continued focus on animal pest control of high value sites with moderate rat bait take across the region. A reduction in bait take towards the end of the baiting programme can be symptomatic of either success in the control programmes or a seasonal decrease in activity as animal pests are not as mobile or breeding.</p> <p>Plant pest control has focused on high value reserves with an emphasis on controlling seed source pest plants. All sites scheduled for planting have been scoped to ensure they are free of pest plants and ready for the planting. Selection of suitable plant species was undertaken factoring in conditions such as soil type, shade and moisture levels.</p> <p>Following on the trend from the third quarter, wasps continue to be reported in low numbers.</p> <p>Animal pest control has seen an increase in the amount of possums trapped. This is common at this time of year as animals become transient exploring new territory. This rise is associated with lack of food source available to possums forcing them to explore other options.</p>	No	<p>Te Ngahere has a quarterly average of 92% for quality leaving some room for improvement.</p> <p>The number of pest plant requests (RFS) have increased compared with last quarter which is expected for the season as reserves experience higher public use with good weather and also the holiday season. Requests for rat and possum control have been consistent with the previous quarter.</p> <p>Third quarter is typically the peak period for wasp control. Although still the busiest period, the presence of wasps have been markedly less than previous years.</p>
3834	CF: Operations	Puketāpapa Full Facilities Maintenance Contracts	Covers grounds and open spaces maintenance; and parks amenities maintenance; includes cleaning of public toilets on parks	Q1; Q2; Q3; Q4	ABS: Opex	\$ 2,575,378	In progress	Green	<p>City Parks Services have had an average performance of 96.5% this quarter</p> <p>This is a positive result given the challenges of recent wet weather conditions mixed with warmer days which has seen grass growth continue to occur at an above average rate for this time of year. These climate conditions, combined with the drop to three weekly mowing frequencies in winter has resulted in a few customer complaints. However, sports cancellations were kept to a minimum and the sports clubs overall have been very satisfied with our service delivery. All recent storm damage, particularly surrounding slips and erosion have been assessed by the coastal and geotechnical services team and Community Facilities has dedicated a senior project manager to ensure a consistent procurement approach to settling these regionally.</p> <p>Our operations team has been working hard with outgoing suppliers to ensure a smooth handover to incoming suppliers for the new contracts commencing 1 July.</p>	No	<p>City Parks Services have an average performance of 93.5% for this quarter. This is a positive result for the busy summer period. Sports field preparation and allocations for the winter codes are underway. The impact of storm damage from early March flooding is still being worked through with suppliers and council's insurance provider. Across the region staff have turned off all non-essential irrigation, water features and drinking fountains in an effort to support of Watercare's water saving initiative.</p>

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
<b>Infrastructure and Environmental Services</b>											
3605	I&ES: DPO	Village Centre Upgrade (Mount Roskill/ Dominion Road) - Operational	To upgrade the village centre at Mount Roskill and Dominion Road.	Not scheduled	LDI: Opex	\$ 48,779	In progress	Green	The Community Liaison Group coordinated by Auckland Transport is making progress on design details for streetscape upgrades to Dominion Road, including the centres at Mt Roskill, Balmoral and Eden Valley. Puketāpapa Local Board and representatives from Auckland Transport and council are working to identify the complementary design responses for the Mt Roskill village only. Dominion Road physical works are intended to be staged, and likely scheduled for October – December 2017, and January - March 2018.	No	Consultation for this project has begun. Council is working in collaboration with Auckland Transport. A Community Liaison Group has been set up and will meet over the next few months on a monthly basis to discuss the Dominion Road Busway project and it is at these forums that council will develop budget allocation recommendations for the Mount Roskill village enhancements. Representatives from both the Puketāpapa and Albert Eden local boards attend the Community Liaison Group along with representatives of the business association and other Auckland Transport specialists.
2190	I&ES: DPO	Village Centre Upgrade (Mount Roskill/ Dominion Road) - Capital	To upgrade the village centre at Mount Roskill and Dominion Road.	Not scheduled	ABS: Capex	\$ -	In progress	Green	The Community Liaison Group coordinated by Auckland Transport is making progress on design details for streetscape upgrades to Dominion Road, including the centres at Mt Roskill, Balmoral and Eden Valley. Puketāpapa Local Board and representatives from Auckland Transport and council are working to identify the complementary design responses for the Mt Roskill village only. Dominion Road physical works are intended to be staged, and likely scheduled for October – December 2017, and January - March 2018.	No	Consultation for this project has begun. Council is working in collaboration with Auckland Transport. A Community Liaison Group has been set up and will meet over the next few months on a monthly basis to discuss the Dominion Road Busway project and it is at these forums that council will develop budget allocation recommendations for the Mount Roskill village enhancements. Representatives from both the Puketāpapa and Albert Eden local board attend the Community Liaison Group along with representatives of the business association and other Auckland Transport specialists.
2012	I&ES: Environmental services	Healthy rentals in Puketāpapa	To work with landlords and their tenants to improve rental housing quality by offering property assessments, tenant education, and subsidies to catalyse landlord investment in property improvements.	Q1; Q2; Q3; Q4	LDI: Opex	\$ 28,000	Deferred	Red	<p>This project is considered red because it has not been fully delivered during the financial year. In 2016/2017 the unusually warm weather and late onset of winter resulted in a low interest and timely uptake of the subsidy by landlords. A carry-over budget of \$7,600 has been approved to defer budget to the 2017/2018 financial year. Staff will pro-actively promote the subsidy in advance of the winter months to ensure optimised uptake for this project going forward.</p> <p>With the onset of winter, the healthy rentals project has picked up pace. It is anticipated that 34 of the targeted 44 home assessments including advise for tenants will be completed. Quotes have been approved for approximately \$7000 worth of local board subsidies towards the cost of improvements to rental properties to help make them warmer and drier. Local board subsidies assist landlords with the cost of insulation, clean heating, kitchen or bathroom extraction and groundsheets. A carryover of approximately \$7600 has been approved to enable healthy rentals assessments and installations to continue throughout the winter period. The total spend was \$20,964.60. The board will be provided with a more detailed report on completion of the project.</p>	No	<p>The healthy rentals project has been actively promoted by the community delivery partner through a variety of channels including property managers and social service organisations. A media release was written along with a paid advertisement in the Central and Western Leader. As of 14 March 2017, 12 properties had been referred for an assessment which represents 27 per cent of the assessments planned to be delivered. The target was for 33 per cent of assessments (15) to be completed by the end of March 2017.</p> <p>In quarter four project promotion will continue and as winter approaches we anticipate increasing demand for property assessments and a proportion of these to translate into subsidies for insulation, clean heating and other interventions.</p>

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2014	I&ES: Environmental services	Puketāpapa Low Carbon Plan	To develop the Puketāpapa Local Board Low Carbon Plan, which will provide strategic direction for the board and produce a basis for future decisions on low carbon living projects. The plan will also provide a strategic approach to empowering the local community to reduce carbon emission.	Q1; Q2; Q3; Q4	LDI: Opex	\$ 10,000	Completed	Green	A 'Climathon' took place in mid-May and was attended by 18 participants, the results of which have been presented to the local board. <ul style="list-style-type: none"> <li>Key deliverables provided to local board by the end of June 2017 include: <ul style="list-style-type: none"> <li>A stocktake of existing local and regional low carbon initiatives and actions</li> <li>A context-setting power point presentation including some ideas from other NZ and international cities designed to stimulate thinking during the climathon.</li> <li>A spreadsheet containing climathon ideas and power actions.</li> <li>A powerpoint presentation of climathon results including power actions and recommended next actions.</li> </ul> </li> </ul>	No	A contractor has been engaged and work is underway. A knowledge harvesting workshop was held with local board members in January 2017. A stocktake is well underway along with a stakeholder list which is currently with local board members to review. The mini-climathon event date has been set for 17 May 2017 and planning for the event is underway.
1947	I&ES: Healthy waters	Puketāpapa Manukau Harbour Forum support	To contribute funding to support implementation of the Manukau Harbour work programme.	Q1; Q2; Q3; Q4	LDI: Opex	\$ 8,000	Completed	Green	Approximately 150 people attended the Manukau Harbour Symposium held on Friday, 19 May. Mainfeeds in Wiri hosted the third flagship sites event in early May. The final event was held at Visy Recycling in Onehunga at the end of June 2017. Staff have commenced development of a new three year work programme for discussion with the forum.	No	Contracts are being awarded for the communications and delivery of the Manukau Harbour symposium which has been scheduled for 19 May 2017 at the Māngere Arts Centre. The second flagship site event was delivered at Flint Group in Penrose on 22 February 2017 where 18 people attended. The next flagship site event is being organised and expected to be held at the Mainfeeds in Wiri at the end of April 2017.
2013	I&ES: Healthy waters	Te Auaunga Stream Restoration Projects - Operational	To fund the delivery of projects that implement the Te Auaunga (Oakley Creek) Vision and Strategy developed by the Puketāpapa Local Board in partnership with mana whenua and published in July 2016. At a hui with mana whenua and the local board portfolio holder, it was agreed that the board's priority for delivery of this budget in 2016/2017 include: <ul style="list-style-type: none"> <li>a placemaking project which involves the installation of kohatu (standing stones) and bilingual signage alongside the awa;</li> <li>a restoration project focused on an upper tributary of Te Auaunga which runs through Keith Hay Park.</li> </ul> This operational budget will be used to fund the community engagement and development of materials associated with these two projects.	Q1; Q2; Q3; Q4	LDI: Opex	\$ 30,000	Completed	Green	A community planting event at Keith Hay park has been organised for 8 July 2017 by Friends of Oakley Creek. A concept plan for planting and restoration of Keith Hay Park tributary was conducted and submitted in June. A further piece of work to look at options and initial concept design for daylighting a culverted section of stream in Keith Hay park is underway, and will be delivered to the board in the new financial year.	No	Scoping, planting and concept design for the beautification of Keith Hay Park and Freeland Park Open day is underway.



## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY16/17	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
2016	I&ES: Waste solutions	Resource Recovery – Mount Roskill Borough Council Redevelopment Project	To support a local community group or social enterprise in the redevelopment of the former Mount Roskill Borough Council. The role of the community groups or social enterprise in this project is to not demolish the building but to receive specified material from the deconstruction and redirect it to destinations other than landfill. This may include selling or forwarding it on to other organisations, charities, social enterprises or businesses. The local board's funding will support the groups that are selected to participate in the project with the following: <ul style="list-style-type: none"> <li>• Work safe or similar training;</li> <li>• Work safe equipment.</li> </ul>	Not scheduled	LDI: Opex	\$ 5,000	Completed	Green	This project was completed in August 2016. Approximately three tonnes of material was diverted from landfill as a part of the salvage efforts at the former Mount Roskill Borough Council. Ten community organisations received materials from the salvage, and 1300 individual items were recovered. Two trainees gained employment thanks to support of the Puketāpapa Local Board. These outcomes were reported to the local board at a workshop on 23 February 2017. Waste Solutions staff will advise the local board if any further salvage opportunities arise.	No	This project was completed during quarter one (August 2016).
<b>Local Economic Development: ATEED</b>											
2274	CCO: ATEED	Business Voice and networking support	In response to the 2016 Puketapapa Business Survey, placing making and safety are the top two priority of improvements for the business areas in Puketapapa.  The project is to build a business group (association, network) based on the research findings. These will include initiatives with following outcomes.  <ol style="list-style-type: none"> <li>1. improve security in the area and perception of being a safe shopping area.</li> <li>2. provide advices to LB on beautification projects</li> <li>3. provide networking opportunities for local businesses</li> </ol>	Q2; Q3; Q4	LDI: Opex	\$ 20,000	Completed	Green	The project delivery is behind schedule. The second newsletter and seminar were previously scheduled in March 2017.  The service provider submitted a revised delivery timeline. The second newsletter and seminar are scheduled in April. The third newsletter and seminar are scheduled in June. ATEED currently monitors the delivery progress in Q4.  A low turnout will impact on the ability to deliver the outcomes sought for businesses. A reason for this has been identified as being due to a lack of understanding about who is funding the initiative in the material being sent out.  The service provided has finished the draft final report and final newsletter by 30th June 2017. The only remaining item is the retail seminar which will be held on 14th July. The workshop is scheduled on 27th July for the service provider to present the final report and branding report.	No	In order to encourage more business participation in the seminars, the next newsletter/seminar invites would be hand delivered to businesses and that a social media presence would be developed and also used as a further channel for distribution of the newsletter.  ATEED will take a management lead for all future Business Voice matters and Luo Lei will be the point of contact for the contractors. Gary Holmes has been advised that all future correspondence on this project is to be directed through Luo Lei who will determine, in consultation with the cluster members if necessary, any future directions or steps.  The board reallocated \$5k from the business voice budget to the local economic events budget for Taste of Puketapapa on 16 February 2017.
1922	CCO: ATEED	Young enterprise Scheme (PKTPP)	ATEED, on behalf of the Young Enterprise Trust, delivers the Young Enterprise Scheme (YES) in Auckland. YES is a practical, year-long programme for year 12 and 13 students. Through the programme, students develop creative ideas into actual businesses, complete with real products and services and experience real profit and loss. The funding from the local board will support the delivery of 10 sub-regional events across Auckland (5x Dragon's Den and 5x Regional Awards).	Q3	LDI: Opex	\$ 1,000	Completed	Green	Following delivery of the E-days in February the funds allocated by the local board were transferred to ATEED in May 2017.	No	The E-days have been held and the funding has been used.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	CL: Lease Expiry Date	CL: Annual Opex Fee (excluding GST)	CL: Annual Rent Amount (excluding GST)	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
<b>Community Facilities: Renewals</b>												
1808	CF: Community Leases	Auckland Kindergarten Association Inc - Akarana	Renewal lease 19 Akarana Avenue, Mt Roskill	Q4	01/04/2016	\$ -	\$ 250.00	Completed	Green	Completed	No	Completed
1804	CF: Community Leases	Auckland Playcentres Association Inc - Hillsborough	New lease 21 Currie Avenue, Hillsborough	Q3	31/10/2013	\$ -	\$ 250.00	Completed	Green	Community lease granted (PKTPP/2017/50) on 20 April 2017 for a term of 10 years with one 10 year right of renewal. Lease documents have been drafted and are currently sitting with group to sign.	No	Report to be presented to Puketapapa Local Board on 20 April 2017 requesting a new community lease for a term of 10 years.
1805	CF: Community Leases	Auckland VHF Group Inc	New lease 33 Foch Avenue	Q3	31/01/2016	\$ -	\$ 500.00	Completed	Green	Community lease granted on 20 April 2017 (PKTPP/2017/51) for a term of 10 years with one 10 year right of renewal. Draft lease document is currently sitting with the group to sign.	No	Report drafted. To be presented to the April 2017 local board business meeting
1809	CF: Community Leases	Citizens Advice Bureau - Mt Roskill	New lease 546 Mt Albert Rd, Mt Roskill	Q4	30/06/2014	\$ -	\$ 500.00	On Hold	Red	Lease on hold  A draft multi premise lease has been completed. It will now be sent to the Citizens Advice Bureau for signing.	No	Lease to be drafted when all boards resolve to grant a multi premise lease to Citizens Advice Bureau..
1806	CF: Community Leases	Mt Roskill Tennis Club Inc	New lease 33 Foch Avenue, Mt Roskill	Q4	31/01/2016	\$ -	\$ 500.00	On Hold	Red	Delays due to the need to see the Arthur Faulkner Reserve concept plan  Meeting held with the club on 10 May 2017 to discuss the current leasing situation. The lease has fully expired and the club has indicated that they wish to continue rolling over on a month by month basis on the same terms and conditions as the current lease. In order to make an informed decision on the building and the lease, the club needs to see the finalised 'concept plan' for Arthur Faulkner Reserve. The options for the club to consider are for Auckland Council to grant a new community lease to the club for the footprint of the building and a non-exclusive licence to occupy for the use of the tennis courts OR the possible surrender of the current lease. The AGM will be held in July/August 2017 and the club will be discussing the options.	No	Application has been sent and staff are waiting for a response.
2806	CF: Community Leases	Pah Homestead 72A Hillsborough Rd	New head lease in accord with the earlier agreement to lease.	Q2	31/07/2030	\$ 1,000.00	\$ 1.00	Deferred	Red	Concerns raised by lessee regarding the terms and conditions of the draft Community Lease.  Staff have responded to the issues and concerns previously raised by the lessee. As a result the community lease has been reviewed and revised and there has been a variation to the funding agreement. Staff will meet with the Trust in July for further discussions.	No	Reviewing background information to the draft community lease. Meeting with the relevant staff in council on 3 April 2017 to address issues and concerns raised by the lessee.

## Work Programmes 2016/17 Q4 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	CL: Lease Expiry Date	CL: Annual Opex Fee (excluding GST)	CL: Annual Rent Amount (excluding GST)	Activity Status	RAG	Q4 Commentary	Q4 Highlight	Q3 Commentary
1811	CF: Community Leases	Royal NZ Plunket Society - Greenwoods Corner sub branch	Renewal lease 50 Buckley Rd, Mt Roskill	Q2	01/01/2014	\$ -	\$ 250.00	On Hold	Red	<p>On hold until Plunket has completed its process on the transfer and assignment of its interests in all the leases to its new entity.</p> <p>Plunket has advised that it is changing the governance structure of its operation. Part of this change is the proposed move to a multi-premise lease. The lease at 50 Buckley Road cannot be progressed at this stage as it is part of the wider multi-premise discussions. If the multi-premise lease proposal does not proceed, this lease will be administered as an individual lease.</p>	No	Start renewal processing and reporting this quarter
1810	CF: Community Leases	The Waiata Epsom Tennis Club Inc	Renewal lease 22-24 Fernleigh Avenue, Mt Roskill	Q2	01/03/2015	\$ -	\$ 250.00	Completed	Green	<p>Renewal of lease granted (PKTPP/2017/49) on 20 April 2017 for a term of five years commencing 1 March 2015. The lease documents are currently with the group for signing.</p>	No	Report drafted. To be submitted to the April/May 2017 business meeting
1807	CF: Community Leases	Three Kings United Soccer Club Inc	New lease 660 Richardson Rd, Mt Roskill	Q4	31/12/2014	\$ -	\$ 50.00	Deferred	Red	<p>Delays due to the consent process</p> <p>The club received resource consent for their new clubrooms from Auckland Council in April 2016. The club is currently working through the building consent documentation and have yet to submit. Delay on this has been around differing opinions on foundation techniques due to the flood plain status of Keith Hay Park. Construction timeline is still set down for spring/summer 2017/18.</p> <p>Workshop to be held with the board to discuss leasing options.</p>	No	Application has been sent and staff are waiting for a response.