

Agenda

**Notice is hereby given of
an Open Workshop**

Tuesday 13 February 2024

9:30am

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

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Open workshops are an informal forum for staff to bring information items or presentations to Council which, if undertaken at a Council meeting, could take a significant amount of time, and therefore restrict other business from being transacted.

No decisions or resolutions will be made.

Brief agendas will be prepared and will be available on Council's website:

<https://www.waimatedc.govt.nz/council/meetings/agendas-and-minutes> and brief notes will be taken.

There are no legal requirements relating to a quorum.

Standing Orders do not apply.

Members of the public are welcome to attend but do not have speaking rights.

REPORTS

1 GENERAL BUSINESS

1.1 ANNUAL GRANT PRESENTATION: SPORT SOUTH CANTERBURY - 9:30AM

Author: Carolyn Johns, Community and Strategy Group Manager

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments:

1. Sport South Canterbury Report [↓](#) 
2. Cycling South Canterbury Velodrome Feasibility Study (under separate cover) 
3. Aoraki Golf Facilities Plan (under separate cover) 

PURPOSE

1. For Council to receive an Annual Grant presentation from Sport South Canterbury Regional Manager Shaun Campbell.

BACKGROUND

2. The Sport Canterbury 12-month report is attached for the information of Council.
3. Sport South Canterbury have also completed a Timaru Cycling Velodrome Feasibility Study and Aorangi Golf Strategic Facilities Plan, which are provided under separate cover for the information of Council.

OUTCOME

4. For Council to receive the annual grant presentation by Sport South Canterbury.



Waimate District Council – September Report

Sport Canterbury is committed to building a play, active recreation and sport system that reflects its commitment to Te Tiriti o Waitangi and the Treaty principles of Partnership, Protection and Participation.

Sport Canterbury Executive Summary

Sport Canterbury, South Canterbury has a major impact on sport, active recreation, and play throughout the South Canterbury community.

Sport Canterbury's focus remains to build the capability of our communities resources and volunteers. We achieve our vision of "More People, More Active More Often" through a targeted community approach, based on the needs and opportunities identified through building connections between people and organisations within our region.

- We play a large advocacy/influencing role for our local communities.
- We support the capacity and capability building of the deliverers of sport, active recreation, play and physical activity within our district.
- We foster locally led community programmes aimed at increasing participation in physical activity.
- We focus on providing quality experiences for our young people with an emphasis on girls, the disabled and those in high deprivation settings.
- We provide quality experiences to those with lower-than-average levels of participation within the Pasifika and Māori populations.
- We deliver our Health & Wellness programmes that support and motivate participants to be active and improve their lifestyle.

Sport Canterbury Kaupapa is to ensure everything we do is about getting and keeping people engaged in sport, active recreation, play and physical activity that will enhance the wellbeing of our communities.

Sport Canterbury Strategic Priorities:

Recognising the unique role that sport, active recreation and play has on community and individual wellbeing, we work to develop and achieve community objectives in sport, health, and education, through leadership and advocacy, activating partnerships, investing in capability, and supporting priority populations

- **Leadership & Advocacy**
Leading, empowering and supporting the sector to facilitate change to improve sport and physical activity levels.
- **Activating Partnerships**
Enabling collaboration and community led approaches to improve sport and physical activity levels
- **Investing in Capability**
Enabling the sector by developing the knowledge, skills and capacity of its people and organisation to improve sport and physical activity levels
- **Supporting Priority Populations**
Delivering initiatives to priority populations with a focus on equity to improve sport and physical activity levels.

This below report highlights the outcomes and specifics of work completed in the Waimate district in the last year.

Strategic Alignment

Waimate District Council Priority	Support Statements
Advocate on key strategic issues relating to sport and physical recreation.	Sport Canterbury advocates for play opportunities for Tamariki and Rangatahi in a range of settings. We have begun work on a Play, Active Recreation and Sport strategy. This is the first of its kind for our community and whilst a large focus is on the Timaru area there will be key findings and insights that we can utilise across communities. Sport Canterbury has advocated for investment from Sport New Zealand to undertake the work. We have commenced a range of community consultation to date including surveys, workshops and face to face meetings. We anticipate being in a position to advocate for key findings of the strategy to be reflected in Long Term planning consideration.
Celebrate sport and physical recreation achievements.	Sport Canterbury facilitated the Trust Aoraki South Canterbury Sports Awards for 2023. It was pleasing to be able to make this event open to the entire community post the disruptions of the last three years. A good crowd of 210 attended the event after we received a pleasing 63 nominations across ten categories. It was a thrill to have World Cup winning Black Fern Kendra Cocksedge as our guest speaker.

	<p>In late 2022 we facilitated the Aoraki Secondary School Awards. Sadly, we were still unable to host a formal event. Schools were supported to celebrate their award recipients and other nominees appropriately in their school settings. A formal function will return in November 2023.</p>
<p>Utilise and conduct research to inform strategy and programme development.</p>	<p>The following projects have been completed recently to assist with programme development and decision making.</p> <ul style="list-style-type: none"> - Aorangi Golf Facilities Plan 2022-2042. This plan has been completed and we are happy to share the strategy with council. - Timaru Velodrome replacement feasibility study. Cycling South Canterbury have been provided with a needs analysis for the options with track replacement when considering the current impact of the Caledonian grounds. - We continue to be an active member of the Aorangi Park user group and have participated in numerous site visits to multiple venues.
<p>Develop positive communication with key stakeholders who support getting more people active in sport and physical recreation.</p>	<p>Sport Canterbury maintains a wide range of working relationships at both an operational and strategic level. These include</p> <ul style="list-style-type: none"> - Council staff, Parks and Recreation team and councilors. - Te Whatu Ora, contract managers, programme leads and community service providers. - Wellbeing and Vitality in Education team (WAVE) - School Sport Staff, Sport Coordinators, Principals and others - Regional Sport Organisations and Club staff and volunteers - Venture Timaru and other businesses in conjunction with event opportunities - The South Island Masters Game Board - Community Class Providers of Physical activity Programmes - South Island Regional Sport Director Network <p>Sport Canterbury has recently launched our Regional Women and Girls Strategy and we will be establishing a local South Canterbury group to help us implement initiatives across the region.</p>
<p>Increase the number and quality of trained teachers and coaches in the delivery of fundamental movement skills.</p>	<p>Through the Healthy Active Learning (HAL) Initiative Sport Canterbury is taking a ‘targeted schools approach’ providing intensive, individualised support to eleven lower decile schools in the South Canterbury area. Focusing on supporting teachers to be confident and capable in delivering the Health and Physical Education and Hauora curriculum as well as supporting schools to strengthen their connections with their wider community, including whānau and local health and physical activity providers. In January the second phase of the initiative began and we employed a community connector to help foster those links. Two schools in the Waimate community remain targeted. In the last year both Makikihi and St Andrews schools has have had significant support with their long term planning and implementation, individual staff professional development, the evolvement of their athletics day to a carnival event. St Andrews also had a visit from the Top Team programme.</p>

	<p>While eleven schools are targeted and receiving intensive assistance including planning support, development sessions and observations specific to their individual needs, we in addition offer opportunities for all schools to be involved in community based generic development.</p> <p>In this reporting period we have also delivered a Physical Activity Leaders (PALS) session for 98 students from 13 different schools. In addition three schools received individual PALS training. These students will lead lunchtime programmes and other physical activity initiatives in their school setting.</p>
<p>Coordinate and Deliver relevant training for volunteers and coaches involved in school and community sport.</p>	<p>Sport Canterbury has led or supported the following community workshops and development opportunities</p> <ul style="list-style-type: none"> - Student Coach development workshop for students supporting secondary school teams - Community development sessions for strength and balance class facilitators - Student and staff first aid courses at engaging schools - A sector professional development series for sport coordinators including termly meetings and wellbeing support. In partnership we coordinated the first top of the south hui in partnership with School Sport Canterbury
<p>Enhance the capability key organisations within sport and physical recreation.</p>	<p>We are investing in the capability of community organisations. This can look like individual strategic and governance support, assistance to run an event or the coordination or facilitation of community forums. A number of individual codes have received support.</p> <ul style="list-style-type: none"> - Tennis South Canterbury operational structure review. - South Canterbury Cricket supported to transition to My HR support. - Football South facilitation of Girls Lotto Sportswear Event. - Hockey South Canterbury facilitation of Secondary School event - Facilitation of weekly opportunities in Badminton and Football. - We also have begun to form a sports house and are delighted to share our space with staff from Football South Canterbury and Aorangi Golf, recently South Canterbury Hockey have moved in just next door.
<p>Support organisations to provide a participant focused recreation opportunity that focuses on development and participation but a pathway to high performance is available.</p>	<p>Balance is Better is a philosophy that informs and provides a framework for the sport system to put the needs of the participant first. There are a number of structures that Balance is Better encourages and myths that it challenges. The three myths challenged include</p> <ul style="list-style-type: none"> • Early specialisation is good • Childhood success leads to adult success • Successful athletes focus on winning <p>There are currently a number of challenges in the youth sport space with significant participation drop off occurring nationally around the age of 14. In addition there is a high degree of pressure on schools to be able to provide the required opportunities for students.</p>

	<p>We are undertaking a review of the local and regional sporting calendars to try and minimise the burden on schools while still ensuring the community provides appropriate opportunities for young people to participate in what they need to.</p>
<p>Increase the number of young people participating in high quality physical activity experiences through schools, clubs, RSOs, programmes and events.</p>	<p>We continue to provide event opportunities to the Aoraki Secondary School students. In the first three terms of 2023 we have provided 1732 participations across our Aoraki championship events.</p> <p>In addition we have taken responsibility for the weekly facilitation of the regional badminton and girls football league.</p> <p>Sport Canterbury has supported South Canterbury organisations in hosting the following South Island Championship events for Secondary Schools</p> <ul style="list-style-type: none"> - Lotto Sportswear Girls Football Tournament (16 teams, 4 days) - Hockey Tournaments (24 teams, 5 days) - South Island Basketball Cup (30 teams, 4 days) <p>The Tu Manawa Active Aotearoa fund is now administered by Sport Canterbury for our region. This fund has a targeted approach to improving the physical activity levels of priority populations including, girls, people with disabilities and people in high deprivation communities while programs can be in sport, active recreation or play based. Applicants can be from community groups including councils, schools, clubs and other incorporated societies.</p> <p>Projects currently funded in South Canterbury include the YMCA, South Canterbury Basketball, South Canterbury Hockey in addition to smaller opportunities with individual schools in the district.</p>
<p>Increase the number of adults participating in physical activity programmes.</p>	<p>Sport Canterbury holds contracts with Te Whatu Ora (Health New Zealand) for the delivery of physical activity and health services across South Canterbury. Our work in this space encompasses the demographics of the entire community.</p> <p>The green prescription service supports clients to re-engage in physical activity and our falls prevention programme aims to reduce the number of falls people over 65 have in their home. Sport Canterbury provides accreditation and training to community programs ensuring they achieve key criteria to improve strength and balance and reduce the risk of falling in individuals over the age of 50. We aim to ensure these community classes and programmes remain accessible to all those across the South Canterbury community.</p> <p>In the year that concluded on the 30th June 2023 455 clients have engaged in the Green Prescription programme. 359 clients engaged in the Falls Prevention programme, with a mix of community based and in home support facilitated.</p>

	21 classes providing 477 spaces per week are available for older adults in strength and balance community classes.
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Conclusion

Sport Canterbury continues to provide sport and physical activity leadership, advocacy, capability development, partnership brokerage and participation opportunities to the people and organisations of the Waimate district.

Meeting the needs of the community will continue to be a challenge and well planned and coordinated efforts will be essential to ensure the district continues to maximise use of resources and develop spaces and places for sport and physical activity which are sustainable and fully utilised.

This report provided highlights Sport Canterbury’s work in the Waimate district as we continue our aim to create stronger community partnerships.

Sport Canterbury looks forward to continuing to work in partnership with Council, schools, clubs and other groups to provide quality leadership that informs the future development of the sport and physical activity landscape.

Nga mihi



Shaun Campbell
South Canterbury Regional Manager



1.2 PERFORMANCE MEASURE REPORTING OCTOBER 2023 TO DECEMBER 2023

Author: Carol Cross, Administration Support Officer

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: 1. Q2 Performance Measure report 2023/24 [↓](#) 

PURPOSE

1. For Council to receive the second quarter of the performance measure reporting for the 2023/24 year being October 2023 to December 2023.

BACKGROUND

2. This is the third year reporting of performance measures from the Long Term Plan 2021-31 with the full year results to be included in the Annual Report 2023/24.
3. Managers will be present for this item to answer any queries.

OUTCOME

4. That Council reviews and is satisfied with the performance measure reporting.

Waimate District Council Performance Measure Reporting							
Q2 2023-24							
Water Supply							
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report
Provide safe drinking water	<p>Manage and monitor all water supplies under requirement of Drinking Water Standards</p> <p>Monitor ongoing regulatory change for water supply activities</p> <p>Implement Water Safety Plans for drinking water schemes</p>	<p>Extent of compliance with Drinking Water Standards (Part 4) - Bacterial Compliance (M)</p> <p>Please note the Drinking Water Standards For New Zealand 2005 (Revised 2018) and Part 4, have been superseded by the Drinking Water Quality Assurance Rules 2022 (DWQAR 2022) on 14 November 2022. However, the Non-Financial Performance Measures Rules 2013 are still a requirement, but have not been altered to acknowledge current legislation, standards and rule changes.</p> <p>The new DWQAR 2022 compliance period is one calendar year (1 Jan to 31 Dec).</p> <p>In order to demonstrate the journey of bacterial compliance status and the safety of drinking water, the DWAQAR 2022 rules:</p> <ul style="list-style-type: none"> - T1, D1 - T2, D2 - T3, D3 <p>Will be used. Please note that under the new rules bacterial compliance is not just based on presence/absence of E.Coli, but also the treatment process and procedures in place to remove all bacterial contaminates.</p>	Bacterial compliance - All schemes *	1 July to 31 December 2022 Waimate: Timaru Road = No	N/A	N/A	
				Waimate: Manchester's Bore = Yes	N/A	N/A	
				Otaio/Makikihi: Tavistock = Yes	N/A	N/A	
				Hook/Waituna = No	N/A	N/A	
				Lower Waihao = No	N/A	N/A	
				Waikakahi = Yes	N/A	N/A	
				Waihaorunga: Main = Yes	N/A	N/A	
				Waihaorunga: Tavendales = No	N/A	N/A	
				Cannington/Motukaika = Yes	N/A	N/A	
				1 January to 30 June 2023 Cannington/Motukaika = No Hook/Waituna = No Lower Waihao = No Otaio/Makikihi = No Waihaorunga = No Waikakahi = No Waimate = No	No No No No No No No	No No No No No No	
Not achieved	Not achieved						

Waimate District Council Performance Measure Reporting							
Q2 2023-24							
Water Supply							
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report
		Extent of compliance with Drinking Water Standards (Part 5) - Protozoal Compliance (M)	Protozoal compliance - All schemes *	1 July to 31 December 2022 Waimate: Timaru Road = No Waimate: Manchester's Bore = No Otaio/Makikihi: Tavistock = No Hook/Waituna = No Lower Waihao = No Waikakahi = No Waihaorunga: Main = No Waihaorunga: Tavendales = No Cannington/Motukaika = No	N/A	N/A	
		Please note the Drinking Water Standards For New Zealand 2005 (Revised 2018) and Part 5, have been superseded by the Drinking Water Quality Assurance Rules 2022 (DWQAR 2022) on 14 November 2022. However, the Non-Financial Performance Measures Rules 2013 are still a requirement, but have not been altered to acknowledge current legislation, standards and rule changes.					
		The new DWQAR 2022 compliance period is one calendar year (1 Jan to 31 Dec).					
		In order to demonstrate the journey of potozoal compliance status and the safety of drinking water, the DWAQAR 2022 rules: - T1 - T2 - 4.9.1 S3 Log Credit, T3 Will be used. This is a simailar approach to the old DWSNZ, where the bore security, treatment process and procedures in place were used to demonstrate removal of potozoal contaminates.		1 January to 30 June 2023 Cannington/Motukaika = No Hook/Waituna = No Lower Waihao = No Otaio/Makikihi = No Waihaorunga = No Waikakahi = No Waimate = No Not achieved	No No No No No No No Not achieved	No No No No No No No	

Waimate District Council Performance Measure Reporting							
Q2 2023-24							
Water Supply							
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report
Provide a continuous, appropriate and safe water system throughout the District with excellent customer service	Manage, monitor and test all water supplies Respond to service failures and faults Provide a customer service request system 24 hours a day 7 days a week	Median attendance and resolution times for urgent and non-urgent callouts for water supply faults or unplanned interruptions to the urban network(M) Cumulative reporting Attendance: from the time Council receives notification to the time that service personnel reach site. Resolution: from the time Council receives notification to the time that service personnel confirm resolution of the fault or interruption.	Attendance to urgent callout - ≤ 1 hour	Median attendance to urgent call out = 0:39 (h:m) Note: Only included no water WR as DIA requirement Achieved	17:34 (hh:mm) Note: Only included no water WR as DIA requirement	1:22 (hh:mm) Note: Only included no water WR as DIA requirement	
			Resolution for urgent callout - ≤ 24 hours	Median resolution of urgent call out = 1:44 (h:m) Note: Only included "no water WR" as DIA requirement Achieved	25:14 (hh:mm) Note: Only included "no water WR" as DIA requirement	2:36 (hh:mm) Note: Only included no water WR as DIA requirement	
			Attendance to non-urgent callout - ≤24 hours	Median attendance to non urgent call out = 6:18 (h:m) Achieved	71:21 (hh:mm)	19:23 (hh:mm)	
			Resolution for non-urgent callout - 72 hours	Median resolution of non urgent call out = 17:59 (h:m) Achieved	77:55 (hh:mm)	22:17 (hh:mm)	
		Total number of complaints received about: 1. Drinking water clarity 2. Drinking water taste 3. Drinking water odour 4. Drinking water pressure or flow 5. Continuity of supply 6. Council's response to these issues (M) Cumulative reporting	Urban water supply: <10 complaints per 1,000 connections	Urban connections = 2,019	2,012	2,020	
				Number of complaints per 1,000 connections = 8	0.5	3	
				Total complaints = 15	1	6	
				1. Drinking water clarity = 0	0	2	
				2. Drinking water taste = 3	0	0	
				3. Drinking water odour = 1	1	1	
4. Drinking water pressure or flow =5	0	0					
5. Continuity of supply = 6	0	3					
6. Councils response to issues = 0	0	0					
		Achieved					

Waimate District Council Performance Measure Reporting							
Q2 2023-24							
Water Supply							
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report
		Total number of complaints received about: 1. Drinking water clarity 2. Drinking water taste 4. Drinking water pressure or flow 5. Continuity of supply 6. Council's response to these issues (M) Cumulative reporting	Rural water supply: ≤ 40 complaints per 1,000 connections	Rural connections = 1,288 Number of complaints per 1,000 connections = 67 Total complaints = 86 1. Drinking water clarity = 2 2. Drinking water taste = 1 3. Drinking water odour = 1 4. Drinking water pressure or flow = 38 5. Continuity of supply = 44 6. Councils response to these issues =0 Not achieved Note: There are 27 complaints recorded about Lower Waihao's Nitrate problems which do not come under the aforementioned water quality issues.	1,313 39 20 1 0 0 4 15 0	1,319 27 36 1 0 0 13 20 2	
		Percentage of residents receiving the service satisfied with water supply services	> 86%	Percentage of residents satisfied with water supply services = 66% Not achieved	next survey 2025	next survey 2025	

Waimate District Council Performance Measure Reporting
Q2 2023-24
Water Supply

Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report	Annual Performance Report
Provide reliable, efficient and well planned water infrastructure and services that meets the needs of the community	Monitor demand on all water supplies	The average consumption of drinking water per day per resident within the Waimate district (M) Cumulative reporting	Average consumption ≤ 500 litres per person per day	Average normal consumption litres per day = 383.2	418.9	448.6		
				Achieved				
	Manage growth of network	Percentage of real water loss from Council's network reticulation systems (M) Cumulative reporting	Real water loss - ≤ 35%	Real Water loss = 25.93%	28.75%	22.83%		
				Estimated assumed water loss litre per second on minimum night flow methodology =4.11 (litres per second)	4.72 (litres per second)	4.05 (litres per second)		
				Estimated assumed water loss per connection per day, based on minimum night flow methodology = 175.99 (litres per day per connection)	202.71 (litres per day per connection)	173.21 (litres per day per connection)		
				Achieved				
	Monitor condition and performance of water supply reticulation and assets and analyse data to predict asset failure/identify priority improvements required	Reactive maintenance (system failure) or programed work in the Waimate urban area that exceed 8 hours of not suppling drinking water to the community or a consumer.	< 1 per year	Unprogrammed Maintenance interruptions Urban = 0	0	0		
				Achieved				
Complete capital expenditure programme associated with developing the network	Reactive maintenance (system failure) or programed work in the Rural Water Supplies that exceed 3 days of not suppling drinking water to the community or a consumer.	< 1 per year	Unprogrammed Maintenance Interruptions Rural = 0	0	0			
			Achieved					
Minimise the disruptions to water supplies								
Provide a restricted supply of water to customers on rural water schemes								
Implement leak detection and reduction programme								

* The 22-23 compliance year's Bacteriological and protozoal compliance was determined against the DWSNZ (2018). From July 2023 compliance is demonstrated against DWQAR (2022). Due to the change in monitoring requirements, bacteriological and protozoal compliance was not achieved in the quarter of July-September 2023 and will not be achieved in the quarter of October-December 2023

Waimate District Council Performance Measure Reporting								
Q 2 2023-24								
Waste Management								
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3 Months	Annual Performance Report
Convenient and accessible waste management services	Provide a range of refuse collection and disposal services for urban and rural areas for households and businesses	Residents receiving the service are satisfied with waste management services	≥75%	Resident satisfaction with waste management services = 77%	next survey 2025	next survey 2025		
	Manage and maintain all aspects of the waste operation including a competitive tender process and management of waste contract			Achieved				
	Provision of customer service request system 24 hours a day, 7 days a week	Council provides access to kerbside refuse and recycling collection	≥70% of the district's properties	Percentage of Districts properties council provides access to kerbside refuse collection = 77.40%	75.94%	78.00%		
	Provide a resource recovery park according to set hours			Achieved				
Council manages the waste management services wisely	Manages waste facilities under the conditions of the Resource Consent	Compliance with Resource Consent conditions	Full compliance	Overall Consents = 9	9	9		
	Apply for renewal of waste consents as required			Complies = 8	8	8		
	Monitor ongoing regulatory change for waste activities			Non-Compliance No Action Required = 1	1	1		
	Waste is diverted from the landfill to the resource recovery park			Non-Compliance Action Required = 0	0	0		
				Not achieved				
	Reduce the percentage of residual waste to landfill	<49%	Residual Waste = 33.39%	32.18%	30.00%			
Public information and programmes promote waste minimisation and appropriate sorting of waste	Provide opportunities for the public, community organisations and businesses to learn about waste minimisation, including talks, tours, business support and event support	Number of fly tipping incidents in the district	≤15	Fly tipping Incidents = 42	6	4		
	Provide and disseminate written educational material to promote services available, waste minimisation and appropriate sorting of waste	Percentage of organics and recyclables in refuse collection bin	≤22%	Organic Waste in Rubbish Bin = 40.1% Recyclables in Rubbish Bin = 25.75%	40.1% 25.75%	40.1% 25.75%		
	Conduct audits of kerbside collection for appropriate recycling			Note: This result is from the SWAP Audit report. Percentage result should acknowledge a significant reduction in weight for context.	This information is from SWAP audit 2022. New SWAP is in 2025.	This information is from SWAP audit 2022. New SWAP is in 2025. Significant reduction in weight for context.		
	Promote waste minimisation programmes							
	Zero Waste programme							

Waimate District Council Performance Measure Reporting								
Q2 2023 - 24								
Stormwater								
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3	Annual Performance Report 12
Maintain reliable stormwater network services	Maintain stormwater systems and respond to service failures	Number of flooding events that occur in our systems (M)	0	Flooding events = 0	0	0		
	Develop and implement system for recording flooding events	Number of habitable floors affected in flooding events in the district (M) per 1000 properties connected	0	Connections = 1,790	1,790	1,802		
	Monitor demand and manage growth of network			Number of flooding events = 0	0	0		
	Collection and disposal of stormwater via stormwater systems			Number of habitable floors flooded = 0	0	0		
	Monitor condition and performance of stormwater reticulation and assets			Number per 1,000 connections = 0	0	0		
		Number of blockages in the Councils urban stormwater transmission (i.e. piped, open drain).	≤3	No complaints re pipework blockage = 1	0	0		
				Achieved				
Deliver stormwater services according to required environmental standards	Manage and monitor stormwater systems under conditions of resource consents	Compliance with Resource Consents for discharge from stormwater system (M)	No abatement notices, infringement notices, enforcement orders and convictions	Number of abatement notices = 0	0	0		
	Monitor ongoing regulatory changes to stormwater activities			Number of infringement notices = 0	0	0		
	Develop a Demand Management Plan for the Stormwater activity			Number of enforcement orders = 0	0	0		
	Update and review Risk Management Strategy			Numbers of successful convictions = 0	0	0		
	Investigate options for stormwater treatment							
Develop stormwater quality monitoring systems								
Apply for and receive stormwater resource consents within necessary time period								
				Achieved				

Waimate District Council Performance Measure Reporting								
Q2 2023 - 24								
Stormwater								
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3	Annual Performance Report 12
Maintain excellent customer service for stormwater systems	Provide a customer service request system 24 hours a day, 7 days a week	Median response time to attend a flooding event. (M)	≤120 minutes	Response Time = 0.00 (h:m) Achieved	0.00 (h:m)	0.00 (h:m)		
	Maintain stormwater system and respond to service failures or faults in a timely manner	Number of complaints received about the performance of the stormwater system (M) Cumulative reporting	≤1.5 per 1,000 properties	Connections = 1,790 Number of complaints per 1000 properties = 3 Total complaints = 6 ** Note we used sewer connections as a number of stormwater connections as there is no official recorded number of stormwater connections. Not achieved	1,790 0 0 ** Note we used sewer connections as a number of stormwater connections as there is no official recorded number of stormwater connections.	1,802 0 0 ** Note we used sewer connections as a number of stormwater connections as there is no official recorded number of stormwater connections.		

* Flooding event means an event where stormwater enters a habitable floor. Measured from the time of notification to the time that service personnel reach the site

Waimate District Council Performance Measure Reporting								
Q2 2023 - 24								
Sewerage								
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3 Months	Annual Performance Report 12 Months July 2023 - June 2024
Maintain reliable sewerage network services	Maintain wastewater schemes and respond to service failures	Number of dry weather overflows from the sewerage system (M)	≤2 per 1,000 connections	Sewerage connections = 1,790	1,790	1802		
	Monitor demand and manage growth of network			Number of dry weather sewerage overflows = 0	0	0		
	Monitor condition and performance of wastewater reticulation and assets			Number of dry weather sewerage overflows per 1000 connections = 0	0	0		
	Ongoing pipe investigation programme	Number of blockages in Councils urban sewer transmission reticulation.	≤10	Blockages in Councils urban sewer transmission reticulation. ≤10 = 0	0	2		
Public education (ie wipes disposal)				Achieved				
Deliver sewer services according to required environmental standards	Manage and monitor sewerage treatment and disposal system under conditions of resource consent	Compliance with Resource Consents for discharge from sewerage system (M)	No abatement notices, infringement notices, enforcement orders and convictions	Number of abatement notices =0	0	0		
	Monitor quality of effluent			Number of infringement notices = 0	0	0		
	Monitor ongoing regulatory change for wastewater activities			Number of enforcement orders = 0	0	0		
	Treatment and disposal of domestic and industrial wastewater via the wastewater schemes			Number of successful convictions = 0	0	0		
	Update and review Risk Management Strategy			Council target (all enforcement actions) = 0	0	0		
						Achieved		

Waimate District Council Performance Measure Reporting								
Q2 2023 - 24								
Sewerage								
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3 Months	Annual Performance Report 12 Months July 2023 - June 2024
Maintain excellent customer service for sewerage system	Provide a customer service request system 24 hours a day, 7 days a week	Median attendance and resolution times to sewerage overflows resulting from blockages or other faults * (M)	Median attendance time ≤60 minutes	Time to get to site = 0.00 (h:m) Achieved	0.00 (h:m)	23.00 (h:m)		
			Median resolution time ≤12 hours	Time to resolve the problem = 0.00(h:m) Achieved	0.00(h:m)	24:01 (h:m)		
	Investigate and rectify sewer services and wastewater odour complaints Maintain wastewater schemes and respond to service failures or faults Manage the collection, treatment and disposal of domestic and industrial wastewater	Total complaints received about: 1. Sewer odour 2. Sewerage system faults 3. Sewerage system blockages 4. The WDC response to sewerage system issues (M)	≤3 complaints per 1000 connections	Sewerage connections = 1,790	1,790	1802		
				Number of dry weather sewerage overflows = 0	0	0		
				Number of dry weather sewerage overflows per 1000 connections = 0	0	0		
				Number of complaints per 1000 connections = 3	0	1		
				Total complaints = 5	0	2		
				1. Sewer odour = 1	0	0		
				2. Sewerage system faults = 2	0	0		
				3. Sewerage system blockages = 2	0	2		
4. The WDC response to sewerage issues = 0	0	0						
	Achieved							
	People receiving the service are satisfied with sewerage services	≥97%	User satisfaction with sewerage services =91% Not achieved	next survey 2025	next survey 2025			

Waimate District Council Performance Measure Reporting									
Q2 2023 - 24									
Roading and Footpaths									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022- June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3 Months - March	Quarterly Performance Report 3 Months - June	Annual Performance Report 12 Months
Provide quality roads and footpaths	Planned and Reactive maintenance	Resident satisfaction with sealed roads	≥66%	Residents satisfaction with sealed roads = 40%	next survey 2025	next survey 2025			
	Replacement (renewal) of assets			Not Achieved					
	Manage Inspection and condition rating of network assets	Resident satisfaction with unsealed roads	≥55%	Residents satisfaction with unsealed roads = 35%	next survey 2025	next survey 2025			
	Manage Road Assessment and Maintenance Management (RAMM) data.			Not Achieved					
	Work collaboratively with neighbouring Councils.								
	Undertake Activity Management planning to demonstrate that the roading assets are operated and maintained in a sustainable and cost effective manner.	Average quality of ride on a sealed local roads (M)	Smooth travel exposure: 93%	Smooth travel exposure = 94%	next report June 2025	Next report June 2025			
				Achieved					
Respond to customer complaints and requests in a timely manner	Provide customer service request system 24 hours a day, 7 days a week	Percentage of customer service requests relating to roads and footpaths responded to within 10 working days (M)	≥95%	Complaints and service requests were received = 211	58	47			
	Investigate and rectify roading and footpaths complaints			Responded to within 10 working days = 210	56	47			
				Percentage within statutory time frame = 99%	96%	100%			
				Achieved					

Waimate District Council Performance Measure Reporting											
Q2 2023 - 24											
Roading and Footpaths											
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022- June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3 Months - March	Quarterly Performance Report 3 Months - June	Annual Performance Report 12 Months		
Provide a safe transport environment	Conduct safety audits on aspects of the district's roading network Deliver quality community road safety campaigns with Timaru and Mackenzie Districts to improve road behaviour and awareness Monitor road accident statistics and locations Ensure traffic management plans are in place for all road works sites which effect roads and footpaths	The change from the previous year in the number of fatalities and serious injury crashes on local road network (M)	Number of fatalities and serious injury crashes is less than the previous year on an annual basis	Serious Injury Crashes= 4	0	0					
				Fatal Crashes = 1	0	0					
				Total Fatalities and serious injury Crashes = 5	0	0					
				2022/23 fatalities and serious injury crashes = 4							
				Change = 0							
				Not Achieved							
Provide well maintained footpaths	Inspection and condition rating of footpath assets Manage footpath renewals and maintenance projects Determine future footpath projects based on defined prioritisation approach and future demand	Compliance with footpath prioritisation model	No more than 7km non-complaint	Km of non compliant = 4.4	next report June 2024	Next report June 2025					
				Achieved							
				Resident satisfaction with footpaths	≥58%	Residents satisfaction with footpaths = 44%	next survey 2025	next survey 2025			
				Not Achieved							
		Percentage of footpaths that fall within a condition rating of "fair", 1-3* (M) as detailed in the Roading Asset Management plan	≥85%	Percentage of footpaths that fall within a condition rating of 1-3 = 89%	next survey 2024	next survey 2025					
				Achieved							
Provide adequate asset renewal	Monitor and inspect the state of the roading network, including traffic counts, pavement roughness and condition Renewals implemented at the right time with the right treatment	Percentage of the sealed local road network that is resurfaced (M)	>5.25%	KM sealed network =3,628,903m ²	3,628,903m ²	3,628,903m ²					
				KM sealed network resurfaced = 163,429m ²	0 m ²	0 m ²					
				Percentage of sealed network resurfaced = 4.5%	0%	0%					
				Due to increased costs the proposed program will be reduced to 4.6% of the network	Due to increased costs the proposed program will be reduced to 4.8% of the network	Due to increased costs the proposed program will be reduced to 4.8% of the network. Work will be completed in 3rd quarter					
				Not Achieved							
		Annual quantity of metal spread on unsealed roads	13,000m ³	m ³ spread = 15,128m ³	988m ³	1390m ³					
				Achieved							

Waimate District Council Performance Measure Reporting Q2 2023 - 24 Organisation and Governance									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance	Quarterly Performance	Annual Performance
Provide good quality governance for the community in an open and transparent manner	Lead, govern and make decisions about the overall direction of the Council on behalf of the community	Ordinary Council meetings are recorded and made available to public	100% recorded and available to public	11 Ordinary Council meetings were held during this period with none of these meetings recorded and made available to the public. Council meetings that are held in person will not be recorded until Audio/Visual meeting systems are installed. This project was budgeted in the 2022/23 year and will occur in conjunction with the Local Government Centre (Council Chambers) refurbishment. This project has been reforecast to be completed in 2023/24.	3 Ordinary Council meetings were held during this period with none of these meetings recorded and made available to the public. Council meetings that are held in person will not be recorded until Audio/Visual meeting systems are installed. This project was budgeted in the 2022/23 year and will occur in conjunction with the Local Government Centre (Council Chambers) refurbishment. This project has been reforecast to be completed in 2023/24.	3 Ordinary Council meetings were held during this period with none of these meetings recorded and made available to the public. Council meetings that are held in person will not be recorded until Audio/Visual meeting systems are installed. This project was budgeted in the 2022/23 year and will occur in conjunction with the Local Government Centre (Council Chambers) refurbishment. This project has been reforecast to be completed in 2023/24.			
	Carry out regular Council and Standing Committee meeting programmes which are open to the public			Develop and implement planned policy review programme	Maintain relationships with iwi	Fulfil the purpose of Local Government and all statutory obligations, as set by the Local Government Act 2002 and other relevant legislation	Prepare and adopt statutory planning and reporting documents as required (Annual Plan, Annual Report and Long Term Plan)	Conduct elections, by-elections and Representation Reviews as required	
				Not Achieved	Not Achieved				

Waimate District Council Performance Measure Reporting Q2 2023 - 24 Organisation and Governance									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance	Quarterly Performance	Annual Performance
		Compliance with Local Government Act planning, accountability and regulatory requirements	Statutory Local Government Act planning, accountability and regulatory requirements are achieved	The 2021/22 Annual Report received an unmodified audit report from Audit NZ dated 30 May 2023. Achieved	No audit opinions were received during this period. Achieved	The 2022/23 Annual report received an unmodified audit report from Audit NZ dated 31 October 2023.			
		Response time to Local Government Official Information and Meeting Act (LGOIMA) requests	100% responded to within statutory timeframe	Received = 101 Withdrawn = 5 Response pending = 5 Superseded by an amended request = 2 Transferred to another entity = 2 Responded to within agreed extended time frame = 1 Responded to within statutory time frame (pending from previous quarter/year) = 2 Responded to within statutory time frame = 86 Percentage within statutory time frame = 100% Achieved	21 0 3 1 2 0 5 18 100%	Received = 20 Withdrawn/Lapsed = 5 Response pending = 2 Superseded by an amended request = 0 Transferred to another entity = 0 Responded to within agreed extended time frame = 0 Responded to within statutory time frame (pending from previous quarter/year) = 3 Responded to within statutory time frame = 13 Percentage within statutory time frame = 100%			
		Residents are satisfied with performance of elected members	≥84%	Resident satisfaction with the performance of elected members = 55% Not Achieved	next survey 2025	next survey 2025			

Waimate District Council Performance Measure Reporting Q2 2023 - 24 Organisation and Governance									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance	Quarterly Performance	Annual Performance
Communicate with the community	Provide opportunities for community engagement, including public forums, informal consultation and Special Consultative Procedures (SCPs) Communicate Council work to the community via WDC website, print and social media	Resident satisfaction with sufficiency of the information supplied by Council	≥69%	Resident satisfaction with sufficiency of information supplied by Council = 50% Not Achieved	next survey 2025	next survey 2025			
Advocate for the community	Prepare submissions on issues that will, or may impact the Waimate District community Advocate on district issues on behalf of the community Maintain, collaborate and develop relationships and partnerships with other agencies to provide solutions to district issues Communicate issues of importance that may require advocacy to the community	Formal Waimate District Council submissions are made to agencies	≥4 submissions per year	There were seven (7) submissions made for the year on the Water Services Entities Bill, National Direction for Plantation and Exotic Carbon Afforestation, Pricing Agricultural Emissions, Interim State Highway speed management plan, Draft Report from the Review into the Future for Local Government, the Water Services Entities Bill and Bilingual Traffic signs. Note This does not include joint submissions Achieved	No submissions to external agencies were written in this period.	No submissions to external agencies were written in this period.			

Waimate District Council Performance Measure Reporting Q2 2023 - 24 District Planning and Regulatory Services									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance	Quarterly Performance	Annual Performance
Perform statutory functions as required	Administer legislative requirements under District Planning and Regulatory Services related legislation	Retain accreditation as Building Consent Authority	Associated audit processes ensure accreditation retained	Retained accreditation as Building Consent Authority	Accreditation retained	Accreditation retained			
	Meet requirements to remain accredited as a Building Consent Authority			Achieved					
	Review District Plan, bylaws and related policies	District Plan and bylaws reviewed within statutory timeframe	100% reviewed and adopted within statutory timeframe	District Plan and bylaws remain current	District Plan and bylaws remain current	District Plan and bylaws remain current			
	Monitor ongoing legislative and regulatory changes			Achieved					
Deliver timely, efficient processing of consents and related requirements	Process and grant building and resource consents	Building consent processing within statutory timeframes and average processing time	100% of building consents granted within 20 working days	Building consents = 251 Building consents processed within statutory time frame = 243	54	30			
	Process and issue Land Information Memorandums (LIMs) and Project Information Memorandums (PIMs)			Amendment to building consents = 35 Percentage within statutory time frame 96.81%	54 10 100%	30 3 100%			
	Process and issue other Building Act requirements (eg notices to fix)			Not achieved					
	Process Resource Management Act requirements (eg alterations to designations)	Resource consent processing to take place within statutory timeframes and average processing time	100% of resource consents processed within 20 working days (non- notified) or 70 working days (notified)	Non Notified Resource consents = 52	21	10			
				Non Notified resource consents processed within statutory timeframes = 41	12	10			
				Planning Department reduced to 1 full time staff member for Q4 Percentage within statutory timeframes = 78.85%	57.14%	100%			
			Not achieved						

Waimate District Council Performance Measure Reporting									
Q2 2023 - 24									
District Planning and Regulatory Services									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance	Quarterly Performance	Annual Performance
				Notified Resource consents = 0	0	0			
				Resource consents processed within statutory time frame = 0	0	0			
				Percentage within statutory timeframe = 100%	100%	100%			
				Achieved					
Investigate and respond to public complaints	Respond to regulatory service complaints in a timely fashion Provision of customer service request system 24 hours a day, 7 days a week	Response to food hygiene related complaints	All complaints actioned within 48 hours	Complaints received = 1 Complaints responded to within 48 hours = 1 Percentage within statutory time frame = 100%	0 0 100%	0 0 100%			
		Response to late night party noise	All complaints actioned within 2 hours	Late night party (between 2100 and 0700) Complaints received = 25 Complaints withdrawn = 0 Complaints responded within 2 hours = 25 Percentage within statutory time frame= 100%	7 0 7 100%	21 21			
		Response to environmental complaints	All complaints actioned within 10 working days	Complaints received = 190 Complaints responded to within 10 working days = 185 Percentage within statutory time frame = 97.4%	27 27 100%	32 32			
				Not achieved					
Resource Consents are monitored to ensure compliance	Monitor and enforce conditions of notified and non-notified Resource Consents Monitor effects of development on the environment Provide policy advice on planning and development in the District to ensure adherence to the Waimate District Plan and Resource Management Act 1991		100% of implemented subdivision consents and notified land use consents monitored annually	Implemented subdivision consents = 18 Implemented subdivision consents monitored = 18 Percentage monitored = 100%	7 7 100%	6 6 100%			
				Notified (limited) land use consents = 0 Notified (limited) land use consents monitored = 0 Percentage monitored = 100%	0 0 100%	0 0 100%			
				Achieved					

Waimate District Council Performance Measure Reporting									
Q2 2023 - 24									
District Planning and Regulatory Services									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance	Quarterly Performance	Annual Performance
			50% of implemented non-notified land use consents monitored annually	Implemented non notified land use consents = 13 Implemented non-notified land use consents monitored = 13 Percentage monitored = 100% Achieved	4 4 100%	3 3 100%			
Protect the public from dog and animal related nuisances and dangers	Investigate and respond to dog and animal related complaints	Response to wandering stock and animal related complaints	All complaints actioned within 2 hours	Calls relating to wandering stock and animal related complaints = 264 Complaints actioned within 2 hours = 263 Percentage within statutory time frame = 99.62%	69 69 100%	9 9 100%			
	Enforce Council bylaws and policy pertaining to dogs								
	Statutory review of bylaws and policy pertaining to dogs								
	Impound dangerous and wandering dogs and animals	Response to dog attacks on people and stock	Initial contact with all complainants within 2 hours of attack notified	Reported attacks on animals = 6 Initial contact within 2 hours = 6 Percentage within statutory time frame = 100%	4 4 100%	1 1 100%			
	Maintain a safe pound								
	Maintain a register of dogs in the District			Reported attacks on people = 2 Initial contact within 2 hours = 2 Percentage within statutory time frame = 100%	2 2 100%	0 0 100%			
	Provide public education on responsible ownership of dogs			Achieved					
		Percentage of known dogs in the District registered by 1 December	≥95% of all known dogs registered	Number of known dogs =2,896 Number of dogs registered =2,896 Percentage of dogs registered = 100% Achieved	2,838 2,787 98.2%	2,836 2,834 99.9%			
Provide quality customer services that meet the expectations of the community	Provide high quality building and resource planning customer services to the community	User satisfaction with building services (results via internal user survey)	>44%	No surveys returned Not achieved	No surveys returned	No surveys distributed or returned			
		User satisfaction with resource consent services (results via internal user survey)	>44%	User satisfaction with resource consent services = 100% Achieved	12 Surveys distributed, none returned	No surveys distributed or returned			

Waimate District Council Performance Measure Reporting									
Q2 2023 -24									
Community Services									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Annual Performance Report
Provide quality community services that meet the expectations of the community	Provide high quality library services to community and visitors	User satisfaction with library services	≥91%	Resident satisfaction with Library services = 76% Not achieved	next survey 2025	next survey 2025			
Improve individual, community and business awareness of the risks from hazards and assist them to build resilience to emergency events	Educate and inform the public and businesses about the risks to their communities from hazards via presentations, media campaigns and printed material in order to improve community resilience	Percentage of residents who feel Council has provided them with enough information to be able to cope when there is an emergency	≥66%	Percentage of residents who feel Council has them with enough information to be able to cope in an emergency = 52% Not achieved	next survey 2025	next survey 2025			
	Review Civil Defence Plan								
	Identify hazards that require research for risk reduction and assist in the delivery of results from research as part of ongoing community education	Number of emergency management community engagement activities	6 per year	Emergency Management community engagement activities = 27	= 1	= 2			
	Provide training for volunteers and staff so they can respond to emergency events in a manner that supports our communities								
	Monitor hazard information and events as they progress			Achieved					
Civil Defence Emergency Management personnel appropriately trained and prepared to assist community in the event of an emergency	Civil Defence Emergency management personnel and partner agencies participate in in-house/regional/national exercises	Annual Group exercise	1 annually	0 Recovery exercise scheduled for August 2023. Joint Group exercise to occur Oct-Nov 2023. Other Districts required.	No exercise was held in this period	= 1			
	Civil Defence Emergency management personnel attend training courses			Not achieved					
		Civil Defence Emergency Management personnel within the EOC offered training	2 training opportunities per year	Training opportunities offered = 5	= 5	= 2			
				Achieved					

Waimate District Council Performance Measure Reporting									
Q2 2023 -24									
Community Services									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report	Quarterly Performance Report	Annual Performance Report
Manage and allocate community funding scheme grants	Administration, promotion and management of Council's community funding schemes, Creative Communities Scheme and Sport NZ Rural Travel Fund Grant accountability forms collected to ensure appropriate use of funds Promote the availability of all Council funding opportunities	All grants administered by Council are fully subscribed.	All grants fully subscribed	WDC Sports	No round this quarter				
				Applications = 6		5			
				Amount allocated = \$11,575.70		\$6,468.00			
				Balance carried forward = \$2,952.96		\$6,484.96			
				Not achieved					
				Creative NZ Communities	No round this quarter				
				Applications received = 7		4			
				Amount allocated = \$14,245.07		\$5,960.55			
				Balance carried forward = \$13,670.48		\$26,860.73			
				Not Achieved					
				Sport NZ Rural Travel	No round this quarter				
				Applications received = 2		1			
				Amount allocated = \$4,870.00		\$1,036.42			
				Balance carried forward = \$12,730.00		\$24,043.58			
				Not Achieved					
				WDC Community	No round this quarter				
				Applications received = 5		3			
				Amount allocated = \$12,125.54		\$5,039.52			
				Balance carried forward = \$0.00		\$5,000.00			
				Achieved					
				WDC Heritage		no round this quarter			
				Applications received = 0	2				
				Amount allocated \$0.00	\$2,000.00				
				Balance in reserve account \$6,982.00	\$4,982.00				
Not achieved									
Recreational Track		no round this quarter							
Applications received =1	2								
Amount allocated \$10,000.00	\$20,000.00								
Balance carried forward = \$10,000.00									
Not achieved									

Waimate District Council Performance Measure Reporting									
Q2 2023 -24									
Community Services									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Annual Performance Report
Support economic development in the District	Maintain a business friendly Council approach to customer relations	Annual progress of economic development strategy economic indicators	Year on year increase	Gross domestic product (GDP) per capita = \$61298.00 (2023) Number of building consents issued = 251 (2023) Dollar figure spent by visitors in the District = \$10m (2022) Employment rate = 64% (2022) Average median household income = \$79,373. (2023) Housing affordability = 55% (2023) Average weekly rent = \$357 (2023)	To be reported in Q4	To be reported in Q4			
	Ensure economic development is a high priority in decision-making			Not achieved					
	Implement the Economic Development Strategy action items								
	Support local events								
		Positive perception of living in Waimate District	≥93%	Residents have a positive perception of living in the district = 88%	next survey 2025	next survey 2025			
				Not achieved					
Information and Library services, programmes and material are accessible to district residents, schools and visitors	Ensure information and library services are open to the community and visitors with consistent and appropriate opening hours	Provide educational programmes at the library	≥4 programmes provided annually	Programmes Provided = 12	Programmes provided = 3	Programmes provided = 3			
	Ensure information centre is stocked with a variety of quality local information			Waiata Wednesday, Lego Club, Reading with Wolfie, Christmas, Education Visits, The Library Game School Holidays, Story Time, Library Lovers Day, Spanish storytime, Te reo/Sign language, Digital Device Help, Garden Bird Survey and Education	LEGO club, the Dot school holiday pack, NZ sign language school holiday programme.	How to get the best out of your library, Digital help sessions, Story time. Note: Lego Club continued.			
	Provide access to physical collections at the library facilities and online			Achieved					
	Provide a wide range of high quality library material								
	Produce and promote an annual programme of library exhibitions on a range of subject material			Unique Visitors = *174,339	7,700	8,200			
		Visitors to Explore Waimate website	Number of visitors increases annually	Visits = 183,289	9,200	9,800			
				Achieved					

*The increase in the second quarter figures were from United States visitors and may have been a result of marketing for the Edition Zero Gravel Race.

Waimate District Council Performance Measure Reporting									
Q2 2023 - 24									
Community Facilities									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report	Quarterly Performance Report	Annual Performance Report
Provide high quality community facilities that meet the expectations of the community	Ensure community facilities are accessible to the community and visitors	Resident satisfaction with public toilets	≥55%	Public toilets = 66% Achieved	next survey 2025	Next survey 2025			
		User satisfaction with camping facilities	≥75%	Camping facilities = 82% Achieved	next survey 2025	Next survey 2025			
	Provide clean, safe and well maintained public toilets, camp sites and cemeteries	Resident satisfaction with cemetery facilities and services	≥76%	Cemetery = 83% Achieved	next survey 2025	Next survey 2025			
		Resident satisfaction with parks and public spaces	≥89%	Parks and Public spaces = 83% Not Achieved	next survey 2025	Next survey 2025			
	Annual maintenance and health and safety programmes for public toilets, camp sites, cemeteries, swimming pool and Event Centre	User satisfaction with swimming pool facilities	≥83%	Swimming pool = 73% Not Achieved	next survey 2025	Next survey 2025			
		User satisfaction with Event Centre facilities	75%	Event Centre = 76% Achieved	next survey 2025	Next survey 2025			
	Facilities are open to the community and visitors with consistent and appropriate opening hours	Camping facilities are well maintained and tidy	Less than 5 complaints per year	Complaints received = 1 Achieved	0	0			
		Cemeteries are well maintained	Less than 5 complaints per year	Complaints received = 1 Achieved	0	1			
Provide safe community facilities for the community and visitors	Maintain facilities, parks, playgrounds and buildings to established standards	Community facilities meet legislative safety requirements (Local Government Centre, Library, Regent Theatre, Event Centre)	Building Warrant of Fitness (WOF), Fire Regulations and Licence requirements are current	Building Warrant of Fitness (WOF), Fire Regulations and Licence requirements are current = Yes Achieved	Yes	Yes			
	Periodic replacement or refurbishment of plant to maintain existing level of service	All Council playgrounds are inspected and documented for maintenance every two months	2 monthly inspections	2 monthly (internal) inspections carried out at all playgrounds = Yes Achieved	Yes	Yes			
	Ensure Health and Safety plans are in place for all community facilities	Maintain Pool Safe accreditation	Accreditation maintained	Accreditation received 2023 Achieved	Accreditation maintained 2023	Accreditation maintained 2023			
	Annual cleaning, maintenance and health and safety audits for public toilets, camp sites, cemeteries, swimming pool and Event Centre								

Waimate District Council Performance Measure Reporting									
Q2 2023 - 24									
Community Facilities									
Level of Service	How we do it	Performance Measure (M) = Mandatory level of service and measure	Compliance Target Years	Annual Performance Report 12 Months July 2022 - June 2023	Quarterly Performance Report 3 Months - September 2023	Quarterly Performance Report 3 Months - December 2023	Quarterly Performance Report	Quarterly Performance Report	Annual Performance Report
Community Housing units are tenanted and well managed	Maintain a waiting list, interview and place prospective tenants according to Council's eligibility criteria	Occupancy rate of Community Housing units	90% or greater occupancy	Percentage of occupancy = 99.87% Achieved	100% occupancy in this quarter	100% occupancy in this quarter			
	Manage issues associated with the community housing portfolio Maintain units as notified through the Council's service request system Provide low cost Community Housing	Rent charge for Community Housing units is equal to, or less than market rental	Equal to, or less than market rental	Equal to, or less than market rental = Yes Achieved	To be reported on last quarter	To be reported on last quarter			
Provide accessible and accurate cemetery records	Maintain and update electronic cemetery database	Cemetery records updated to reflect new internments	100% of cemetery records are updated within a month	Percentage of cemetery records are updated within a month = 100% Achieved	100%	100%			

1.3 ECAN PRESENTATION: REGIONAL POLICY STATEMENT - 11:00AM

Author: Emma Bush, Planner
Authoriser: Dylan Murray, Regulatory and Compliance Group Manager
Attachments: Nil

PURPOSE

1. For Council to receive an update on the current status of the Regional Policy Statement (RPS) Review with a presentation by Environment Canterbury (ECan) Principal Planning Advisor Zella Smith and Principal Planner Deidre Francis.

BACKGROUND

2. ECan is reviewing the current RPS as it has been 10 years since the current RPS became operative.
3. The RPS is important because all Regional Plans and District Plans under the Resource Management Act 1991 must give effect to the provisions of the RPS.
4. In 2023, ECan asked for feedback on outcomes for the Waimate District's built and natural environment – things that contribute to Waitaha/Canterbury communities' wellbeing.
5. Communities gave clear feedback on what matters most and their priorities for these issues. This is helping ECan in the development of a draft RPS for further consultation.
6. They are now analysing and sharing the feedback they received through the 'Let's pick a path' campaign, and drafting of the new RPS has begun.

OUTCOME

7. Council to receive the update.

1.4 REVIEW OF OPENING OF ORDINARY COUNCIL MEETINGS

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

1. For Council to review the current process of a rotation of elected members opening the Ordinary Council meetings.

BACKGROUND

2. At the 18 April 2023 Council Meeting, Council reviewed the opening (and closing) of Council meetings, after a long period of using a rotation of ministers through the Waimate Ministers' Association.
3. Council considered options including:
 - a. A simple statement by the Chair to declare the meeting as open and welcome those present
 - b. An inspirational reading or affirmation or quote (from a selection of preferred prose, personal choice or a standard)
 - c. Singing a waiata (song) from a selection of preferred songs, personal choice or a standard waiata, in Te Reo, English or both
 - d. Prayer/Karakia (secular or Christian) in Te Reo, English or both:
 - i. Selecting from a small number of preferred karakias, which can be changed depending on who is reciting
 - ii. Open or personal choice
 - iii. Establishing a standing Council karakia, supplied by the Te Rūnanga o Waihao (like Mackenzie District Council) to be used at every meeting
 - e. A mixture of all (i.e., prayer/karakia/inspirational reading/quote or waiata), to be selected by the person undertaking the meeting opening/closing duties
 - f. Status quo, i.e., continuing with the WMA and the current format
4. Council also considered who undertakes the opening/closing ceremony. Options included:
 - a. The Mayor/Chair
 - b. A rotational roster of all elected members
 - c. Visitor (e.g., WMA or other)
5. Subsequently, at that meeting Council made the below resolution:

16.10 REVIEW OF OPENING AND CLOSING OF COUNCIL MEETINGS

Council discussed the current format using the Waimate Ministers Association for the opening of the Council Meetings and agreed there should be more inclusiveness around the groups/organisations or persons involved, together with basic rules around the time allowed and appropriateness of the opening.

Cr John Begg, as a member of the Waimate Ministers Association, did not participate in the discussion.

RESOLUTION 2023/1

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That having considered the options, Council agreed that each elected member, by rotation, invites a representative to open the formal Council Meeting, then this will be reviewed.

CARRIED**Note:**

Council requested that there be some communications extended around community groups or persons who would like to be involved in the Council Meeting opening process to make contact with an elected member.

Council asked the Committee Secretary to write to the Waimate Ministers Association and thank them for their assistance in opening Council Meetings over a long period of time.

Councillors to be provided with the guidelines for opening and closing Council Meetings from Council's standing orders.

6. While communications to community groups or persons has not yet occurred, it is being planned.
7. A thank you letter was provided to the Waimate Ministers Association.
8. The following guidelines has been provided to the Elected Member 'on duty':

Dear Elected Member:

Would you please arrange the opening of our October Council Meeting on (date here). You may like to do it yourself or invite someone. Please find below our preliminary guidelines:

- *The purpose of the meeting 'Opening' is to recognise the civic importance of a Council meeting through some form of reflection, thereby setting the tone of the meeting and its subsequent discussion and decisions.*
- *The 'Opening' may be words (or actions) of prayer/karakia, an inspirational reading/quote, waiata, or similar.*
- *The 'Opening' should not be detrimental to the purposes of a Local Government meeting.*
- *The 'Opening' is suggested to be around two minutes, but no longer than five.*
- *The 'Opening' must be culturally or spiritually sensitive and be suitable for a public audience.*

Council's standing orders state the following:

Opening and Closing: Local authorities, local boards and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi

whakatau. Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

I am happy to put a wee explanation in the agenda of who will be opening the meeting if you wish. Please let me know if you need any further help.


PS I do have a copy of the 'Council prayer' used in the past should you require it to be read.

9. Since the 18 April 2023 discussion, all Councillors have had the opportunity to invite a representative to open the formal Council meeting (one Councillor declined the opportunity).

OUTCOME

10. That having considered the meeting openings since the 18 April 2023, Council review the current process for the Opening of Council Meetings and advise if any changes are to be implemented.

1.5 REVIEW OF PUBLIC FORUM

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Public Forum Information for Speakers [↓](#) 

PURPOSE

1. At the Ordinary Council Meeting on 12 December 2023, Council asked for the opportunity to discuss the current Public Forum process, including legislation, and Council's follow up of discussions.

BACKGROUND

2. The Public Forum is an opportunity for members of the public to speak at a Council Meeting.
3. Public Forums are held at the beginning of all Ordinary Council Meetings.
4. Standing Orders are referred to in the Local Government Act 2002 Schedule 7, Clause 27.
5. The Public Forum criteria is described in section 15 of Council's Standing Orders:

15. Public Forums

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

15.1 Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the Chief Executive (or their delegate) at least one clear day before the meeting; however, this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- (a) A speaker is repeating views presented by an earlier speaker at the same public forum;
- (b) The speaker is criticising elected members and/or staff;
- (c) The speaker is being repetitious, disrespectful or offensive;
- (d) The speaker has previously spoken on the same issue;
- (e) The matter is subject to legal proceedings; and
- (f) The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

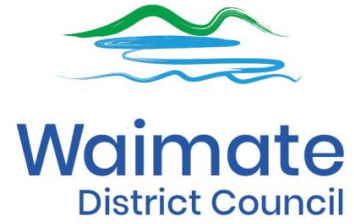
15.4 No resolutions

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

6. Please find attached our Public Forum 'Rules' available to speakers, or those who are considering presenting.
7. Following the Council Meeting, Public Forum speakers are sent a thank you letter from the Committee Secretary, often outlining any comments given at the meeting and/or follow up communication from the Mayor and/or Chief Executive.
8. Some other Councils provide capacity at the end of the public section of the meeting to discuss "Public Forum Items requiring Consideration", whereby discussion can occur and actions be noted. Council may consider if this is a more structured approach to ensuring matters raised during public forums are appropriately documented and subsequently actioned where appropriate.
9. We are aware that Councils have experienced issues with people speaking at public forums at the same time as they are going through a legal process with Council, e.g. application for consent or legal dispute. Councils are refusing permission to people who wish to speak at Public Forums on these topics, with some Councils formally acknowledging this by way of an amendment to their Standing Orders.
10. The Public Forum is currently advertised in print (the Waimate Trader) on social media and on Council's website, with Council staff continuing to consider options for communicating and advising the public that this opportunity is regularly available.
11. Elected Members are encouraged to recommend this opportunity to the community as relevant opportunities present.

OUTCOME

12. For Council to discuss the Public Forum process and give guidance to staff for any changes/amendments.



PUBLIC FORUM INFORMATION FOR SPEAKERS

- A Public Forum is held at 9.30am at the beginning of the monthly Ordinary Council Meetings.
- A maximum time of 30 minutes is allocated for the entire Public Forum.
- If there are no Public Forum speakers present at the commencement of the meeting at 9.30am, the Mayor or Chair will commence the meeting.
- The Mayor or Chair will ask for any Public Forum speakers at the start of the Council meeting and invite any speakers to come forward and sit (or stand) at the Public Forum table (opposite the Mayor) to address Council
- There is a maximum of 5 minutes speaking time for each speaker (where there is one topic or multiple topics).
- If two or more speakers present as a group on the same topic, they have a total of 5 minutes combined speaking time.
- Please use your time wisely, be to the point and be specific.
- No decisions are made during the Public Forum, and Councillors will not answer questions directly from the speaker.
- When the speaker has finished, the Mayor or Chair will ask if any Councillors have questions for the speaker.
- Following the Public Forum, the Committee Secretary will correspond with the speaker, if required.
- It would be appreciated if speakers contact the Committee Secretary on 03: 6890038, or Karalyn@waimatedc.govt.nz prior to the meeting to register.

Public Forum speaker to complete and leave with Committee Secretary:

Name:

Address:

.....

Topic:

Committee Secretary to Complete: Require Action: Yes / No

Correspondence sent (date & signature)

1.6 REVIEW OF ELECTED MEMBER ATTENDANCES REPORTED

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

1. For Council to review the criteria of the Elected Member attendances reported in the Mayor's, Deputy Mayor's and Councillors' Reports, as provided for each Ordinary Council Meeting.

BACKGROUND

2. In the Ordinary Council Meeting agendas, Elected Members are provided with the opportunity to provide a list of their attendances at events, meetings or functions, in their capacity as an Elected Member, that are not 'all-of-Council' ordinary business.
3. This gives Elected Members the opportunity to record, as well as report on any relevant or important information to the wider Council of events, meetings or functions that they have attended wearing their 'Elected Member' hat. Events attended would usually be as a result of an invitation to the Elected Member in this capacity, distinct from general attendance.
4. The reporting of attendances also includes local committees that the Elected Member are the formal Council representative on, to which they were appointed at the start of the Council term.
5. The criteria represented by the leading text on the Mayor's/Deputy Mayor's/Councillors Report reads:
To present for the information of Council a register of external meetings and functions attended by the Mayor/Deputy Mayor/Councillors outside of Waimate District Council meetings and general business from (date) to (date).
6. At the 21 November 2023 Councillors Report, there was discussion on the items being reported, and that there may be some confusion, and subsequently Council agreed to revisit the criteria. The resolution is provided as follows:

11.1 COUNCILLORS' REPORT

RESOLUTION 2023/1

Moved: Cr Peter Collins
 Seconded: Cr Tom O'Connor

That the Councillors' Report is accepted.

CARRIED

Note:

Cr Rick Stevens	
Date	Meetings and Functions
24 October 2023	Visit to Fonterra Dairy Factory – Studholme
24 October 2023	Project Waimate Meeting – Waimate
25 October 2023	Interviews for Chief Executive – Waihao Marae
31 October 2023	Alpine Energy Board Member Joint Council Representative Visit to Council – Council

Council agreed to revisit the criteria of the Councillors Report at a future workshop.

OUTCOME

- That Council review and confirm any changes to the criteria of the Elected Members attendances reported.