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**MINUTES OF THE EXTRAORDINARY MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 22 JUNE 2021 AT 4.30PM**

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**PRESENT**

The District Mayor N C Volzke (the Chairman), the Deputy Mayor A L Jamieson, Councillors G W Boyde, J M S Erwood, R W Coplestone, A K Harris, V R Jones, M McKay, W J Sandford and G M Webby.

**IN ATTENDANCE**

The Chief Executive – Mr S Hanne, the Director – Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs T Radich, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Corporate Accountant – Mrs C Craig, the Revenue Manager – Mrs J Erwood, Mr C Webby (Audit NZ *via audio visual link, part meeting*) and two members of the media (Taranaki Daily News).

1. **WELCOME**

The District Mayor welcomed the Chief Executive, Councillors, staff, members of the public, and the media.

The District Mayor reiterated the health and safety message and emergency procedures.

2. **APOLOGIES**

An apology was received from Councillor P S Dalziel.

**RECOMMENDATION**

THAT the apology be received.

HARRIS/WEBBY  
Carried  
CL/21/54

3. **ANNOUNCEMENTS**

The District Mayor noted the summary of changes to the Long Term Plan Document and supporting documents had been circulated to Elected Members.

4. **DECLARATIONS OF MEMBERS INTEREST**

The District Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no declarations of interest.

5. **ATTENDANCE SCHEDULE**

The Attendance Schedule for Ordinary and Extraordinary Council meetings was attached.

6. **DECISION REPORT – ADOPTION OF 2021-2031 LONG TERM PLAN**

D21/19200

**RECOMMENDATIONS**

1. THAT the report be received.

SANDFORD/ERWOOD

Carried

CL/21/55

2. THAT the supporting documentation that was consulted on be adopted as final, subject to any amendments required by Audit NZ and acknowledging the documents will undergo a full design process following adoption:

**Documents contained within the Long Term Plan 2021-31**

- Community Outcomes
- Financial Strategy
- Revenue and Financing Policy
- Significance and Engagement Policy
- Development and Financial Contributions Policy
- Financial Statements
- Accounting Policies
- Forecast Assumptions
- Funding Impact Statements
- Infrastructure Strategy

**Additional supporting documentation**

- Fees and Charges
- Parks, Reserves and Cemeteries Asset Management Plan
- Solid Waste Asset Management Plan
- Stormwater Asset Management Plan
- Wastewater Asset Management Plan
- Water Supply Asset Management Plan
- Property Asset Management Plan
- Roding Asset Management Plan

BOYDE/JAMIESON

Carried

CL/21/56

3. THAT the 2021-2031 Long Term Plan is adopted, subject to any amendments required by Audit NZ and acknowledging the documents will undergo a full design process following adoption.

JAMIESON/BOYDE

Carried

CL/21/57

**Recommended Reason**

Council is required to adopt a Long Term Plan pursuant to Section 93 of the Local Government Act 2002 (LGA).

The Director – Corporate Services noted the following points:

- The changes to the documents were noted and included corrections to typing errors, ensuring Community Development related to the group and Community Services to the activity, updating the Accounting Policies to reflect new guidance released on 17 June 2021 (wording changes only), clarification on the definition of serviceable properties for targeted rates for water supply and waste water (updated in the rates resolution for the next item) and an update to the Disclosure Statement adding the previous years figures as a comparison in each of the graphs.

Mr Chris Webby of Audit NZ noted the following points:

- Council staff were thanked for their work on this massive job, particularly with what has been going on in the Local Government space along side this.
- He noted his was the best job he had been on with Council.
- He noted if Council adopted the Long Term Plan then he was in the position to issue an unmodified audit opinion which he noted did not provide assurance that forecasting plans will be achieved and the uncertainty over the 3 waters reform.

Questions/Points of clarification:

- It was noted that Council had treated the 3 waters as business as usual because of the uncertainty and confirmed that all other Councils that were impacted by the 3 waters reform had taken the same approach.

Points noted in discussion:

- It was clarified that in relation to the rates limit of 6% it would need to be declared that this was exceeded in the pre-election report which is published before each election. This can include wording to explain why it was exceeded.

*Mr Webby departed the meeting at 4.47pm.*

7. **DECISION REPORT – SETTING OF RATES, DUE DATES AND PENALTIES REGIME FOR 2021/22**

D21/18100

**RECOMMENDATIONS**

1. THAT the report be received.

VOLZKE/ERWOOD

Carried

CL/21/58

2. THAT the Stratford District Council sets the following rates, due dates, and penalties regime under the Local Government (Rating) Act 2002, in accordance with the relevant provisions of the Long Term Plan 2021-31 and Funding Impact Statement, on rating units in the Stratford District for the financial year commencing 1 July 2021, and ending 30 June 2022.

*Important: All charges are GST inclusive, and funds raised are GST exclusive.*

**GENERAL RATE**

Council set a general rate under section 13 of the Local Government (Rating) Act 2002 (“LGRA”) calculated on the capital value of each rateable rating unit within the district.

The general rate is set with no differential.

The rate (in cents per dollar of capital value) for 2021/22 is 0.13200 cents, raising \$3,991,276.

General rates will be used to fund all activities that are not covered by the uniform annual general charge, targeted rates or other funding mechanisms outlined in the Revenue and Financing Policy.

### **UNIFORM ANNUAL GENERAL CHARGE**

Council set a UAGC under section 15 of the LGRA in respect of every separately used or inhabited part of a rateable rating unit within the district.

The UAGC for 2021/22 is \$767.00 per SUIP, raising \$3,253,935.

### **DEFINITION OF SUIP**

A SUIP is a separately used or inhabited part of a rating unit and includes any part of a rating unit that is used or inhabited by any person. This definition applies to the application of UAGCs, the Solid Waste targeted rate, Wastewater targeted rate, and the Community Centre targeted rate.

This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental or other form of occupation on an occasional or long term. For the purpose of this definition, vacant land and vacant premises are separately used by the owner as a property available for separate sale, or provided by the owner for rental (or other form of occupation).

For a commercial rating unit (other than motels/hotels), this includes a building or part of a building that is, or is capable of being, separately tenanted, leased or subleased, and is not integral to the commercial operation. Motels/hotels are treated as one SUIP even if each accommodation unit may be capable of separate habitation.

For a residential rating unit, this includes a building or part of a building which is used, or is capable of being used, as an independent unit. An independent unit is any unit containing either separate cooking and living facilities, or a separate entrance; and that has its own toilet or bathroom facilities.

Separate parts of buildings, after the first, that are uninhabitable and declared unsanitary under the Health Act 1956 or the Building Act 2004 are not SUIPs.

### **TARGETED RATE – ROADING**

Council set a targeted rate under section 16 of the LGRA in respect of roading and street services based on the capital value of each rating unit within the District.

The roading rate (in cents per dollar of capital value) under section 16 for 2021/22 is 0.10593 cents, raising \$3,203,000.

The roading rate will be used to fund roading and street services activities within the District.

### **TARGETED RATE – SOLID WASTE**

Council set a targeted rate under section 16 of the LGRA for refuse collection on the basis of an amount per each separately used or inhabited part of a rating unit from which Council is prepared to collect a container of refuse, as part of its normal refuse disposal service, in the Stratford and Midhirst domestic collection area.

The solid waste rate under section 16 for 2021/22 is \$334.00, raising \$755,644.

The solid waste rate will be used to fund the urban domestic refuse collection activity.

### **TARGETED RATE – WASTE WATER (SEWERAGE)**

Council set a targeted rate under section 16 of the LGRA for sewerage as a fixed amount per separately used or inhabited part of a rating unit which is connected to a public sewerage drain, and a targeted

rate under Schedule 3, Clause 8 of the LGRA as a fixed amount per rating unit for serviceable properties. Serviceable properties are properties that have Council waste water reticulation services adjacent, contiguous or nearby to the serviceable properties and the property boundary is within 30 metres of a public wastewater drain, but are not connected.

The Waste Water rate for properties connected is \$389.00, and for serviceable properties is \$194.50, being 50% of the targeted rate.

For all non-commercial properties the differential factor is 1 (base) and the amount is \$389.00 per SUIP.

Commercial properties are differentiated by use as follows:

Commercial base category (all commercial rating units not included in any other commercial category) and the differential factor is also 1 (base) and the amount is \$389 per SUIP.

- Commercial 2 (commercial rating units used for an activity requiring 2 toilets) differential factor 150% of base and the amount is \$583.50 per SUIP.
- Commercial 3 (commercial rating units used for an activity requiring 3 toilets) differential factor 200% of base and the amount is \$778.00 per SUIP.
- Commercial 4 (commercial rating units used for an activity requiring 4 toilets) differential factor 225% of base and the amount is \$875.25 per SUIP.
- Commercial 5 (commercial rating units used for an activity requiring 5 toilets) differential factor 250% of base and the amount is \$972.50 per SUIP.
- Commercial 6 (commercial rating units used for an activity requiring 6 toilets) differential factor 275% of base and the amount is \$1,069.75 per SUIP.
- Commercial 7 (commercial rating units used for an activity requiring 7 toilets) differential factor 300% of base and the amount is \$1,167.00 per SUIP.
- Commercial Large (commercial rating units used for an activity requiring 8 or more toilets) differential factor 325% of base and the amount is \$1,264.25 per SUIP.

The Waste Water system rate for 2021/22 is to raise \$935,998 and will be used to fund the waste water activity.

#### **TARGETED RATES - WATER SUPPLY**

Council set a targeted rate under section 16 of the LGRA for water supply on the basis of an amount per rating unit connected to the Stratford, Midhirst, or Toko Water Supply, and a targeted rate under Schedule 3, Clause 8 of the LGRA as a fixed amount per rating unit for serviceable properties. Serviceable properties are properties that have Council water reticulation services adjacent, contiguous or nearby to the serviceable properties and the property boundary is within 100 metres of a water main, but are not connected.

The Water Supply rate for properties connected is \$552.00, and for serviceable properties is \$276.00, being 50% of the targeted rate, is raising \$1,430,083.

In addition, Council set a targeted rate for extraordinary water supply under section 19 of the LGRA on the basis of an amount per unit of water supplied in the Stratford Water Supply Area, the Midhirst Water Supply area, and the Toko Water Supply Area to any rating unit which has been fitted with a water meter.

The Stratford water supply rate under section 19 for 2021/22 is \$1.94 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$364,110.

The Midhirst water supply rate under section 19 for 2021/22 is \$1.94 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$9,246.

The Toko water supply rate under section 19 for 2021/22 is \$1.94 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$2,306.

The water supply rates will be used to fund the water supply activities in the Stratford, Midhirst and Toko areas.

### TARGETED RATES - COMMUNITY CENTRES

Council sets targeted rates under section 16 of the LGRA for community centres on the basis of an amount per separately used or inhabited part of a rating unit in the listed community areas. This rate uses a fixed charge based on the location of the rating unit.

The community centre rates for 2021/22 are:

- A fixed charge of \$23.00 within the Wharehuia/Te Popo Community Centre area per SUIP collecting \$2,700.
- A fixed charge of \$13.80 within the Pembroke Road Community Centre area per SUIP collecting \$1,524.
- A fixed charge of \$34.50 within the Toko Community Centre area per SUIP collecting \$4,410.
- A fixed charge of \$17.25 within the Pukengahu Community Centre area per SUIP collecting \$810.
- A fixed charge of \$17.25 within the Midhirst Community Centre area per SUIP collecting \$4,560.
- A fixed charge of \$11.50 within the Makahu Community Centre area per SUIP collecting \$500.
- A fixed charge of \$30.00 within the Cardiff Community Centre area per SUIP collecting \$2,269.

The community centres rate will be used to fund the operating costs of the community centres and will raise \$16,774.

### PAYMENT DUE DATES AND PENALTIES

All rates, except those for metered water supply, will be payable in four equal instalments due on:

1 <sup>st</sup> Instalment:	25 August 2021
2 <sup>nd</sup> Instalment:	24 November 2021
3 <sup>rd</sup> Instalment:	23 February 2022
4 <sup>th</sup> Instalment:	25 May 2022

Pursuant to Sections 57 and 58 of the LGRA the following penalties on unpaid rates (excluding metered water rates) will be added:

- A charge of 10% on so much of any instalment that has been assessed after 1 July 2021 and which remains unpaid after the due date for that instalment. The penalty will be added on the following dates:
  - 1<sup>st</sup> Instalment 1 September 2021
  - 2<sup>nd</sup> Instalment 1 December 2021
  - 3<sup>rd</sup> Instalment 2 March 2022
  - 4<sup>th</sup> Instalment 1 June 2022
- A charge of 10% on so much of any rates assessed before 1 July 2021 which remain unpaid on 1 July 2021. The penalty will be added on 12 July 2021.
- A continuing additional penalty of 10% on so much of any rates assessed before 1 July 2021, to which a penalty has been added under the immediately preceding bullet point, and which remain unpaid six months after the previous penalty was added. The penalty will be added on 10 January 2022.
- Penalties imposed are exempt from GST.

#### Payment Due Dates for Metered Water Supply

A charge of 10% on any amount outstanding which remains unpaid on the following dates will be added on the dates below:

<u>Period</u>	<u>Due Date</u>	<u>Penalty Date</u>
1 July to 30 September 2021	10 December 2021	17 December 2021

1 October to 31 December 2021	11 March 2022	18 March 2022
1 January to 31 March 2022	10 June 2022	17 June 2022
1 April to 30 June 2022	9 September 2022	16 September 2022

### **EARLY PAYMENT**

Sections 55 and 56 of the Local Government (Rating) Act 2002 empowers Council to allow for the early payment of rates.

- Council proposes to accept early payment of all rates assessed for the 2021/22 year, but no discount will be applied for early payment. (Section 55).
- Council proposes to accept early payment of all rates assessed for the 2022/23 and subsequent years, but no discount will be applied for early payment. These payments will be applied to general rates or individual targeted rates if requested by the ratepayer, otherwise they will be applied against future general rates. (Section 56).

### **PAYMENT LOCATIONS – ALL RATES AND CHARGES**

Direct Debits are our preferred method of payment. Direct Debit Authority Forms are available at our Council office, or alternatively online.

Payments can be made online by going to <https://www.stratford.govt.nz> and clicking on “Pay Online”.

Mail and electronic payments shall be deemed to be received at the Council Office on day of receipt.

The Council accepts payments by cash, eftpos or credit card between the hours of 8.30 am to 4.30 pm, Monday to Friday, at the Council offices, Miranda Street, Stratford

JAMIESON/HARRIS  
Carried  
CL/21/59

### **Recommended Reason**

The Long Term Plan 2021-31 contains the activities and associated costs of Council and the funding mechanisms, including rates, to meet those costs. The Rates to be set above are consistent with the Funding Impact Statement in the Long Term Plan 2021-31, as required by law. Council is required by law to adopt a Long Term Plan by 30 June of the year in which the Plan commences, and set rates for the year.

The Director – Corporate Services noted the following points:

- This report has to be completed after the adoption of the Long Term or Annual Plan.
- The resolution needs to match the Funding Impact Statement in terms of the rates that are charged and the definitions. The resolution has been amended to include the clarification for the definition of serviceable properties for water and waste water.

## **8. QUESTIONS**

There were no questions.

*The meeting closed at 4.51pm*

N C Volzke  
**CHAIRMAN**

Confirmed this 13<sup>th</sup> day of July 2021.

N C Volzke  
**DISTRICT MAYOR**