
**MINUTES OF THE FARM & AERODROME COMMITTEE MEETING
OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL
CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 15
SEPTEMBER 2020 AT 11:00AM**

PRESENT

Councillors G W Boyde (the Chairman), P S Dalziel (via audio visual link), V Jones and Committee Members the Director Corporate Services – Mrs T Radich and the Property Officer – Mrs T Hinton.

IN ATTENDANCE

The District Mayor, N C Volzke, the Deputy Mayor A L Jamieson, Councillor W J Sandford, the Chief Executive – S Hanne, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Finance Officer – Mrs S Flight, two members of the media (Stratford Press and Taranaki Daily News) and one member of the public.

1. WELCOME

The Chairman welcomed the Chief Executive, the District Mayor, Councillors, staff, and the media to the meeting of the Farm and Aerodrome Committee.

He reminded those present to ensure they were familiar with the health and safety notice at the start of the agenda.

2. APOLOGIES

An apology was received from the Director Community Services – Ms K Whareaitu.

RECOMMENDATION

THAT the apology be noted.

BOYDE/JONES
Carried
F&A/20/10

3. ANNOUNCEMENTS

The Chief Executive noted the due to the Finance Officer being on parental leave the Director – Corporate Services, Mrs T Radich, would replace that position on the committee which is in accordance with the Delegations Policy that allows the responsibility to move up to the Directors position.

The acting Finance Officer, Mrs Sara Flight, was introduced to the meeting.

4. **DECLARATION OF MEMBERS INTEREST**

There were no declarations of interest relating to the agenda items.

5. **ATTENDANCE SCHEDULE**

The attendance schedule for Farm & Aerodrome Committee meetings was attached.

6. **CONFIRMATION OF MINUTES**

6.1 **Farm and Aerodrome Committee Meeting – 16 June 2020**
D20/11519 (Pages 7-14)

RECOMMENDATION

THAT the minutes of the Farm and Aerodrome Committee Meeting, held on Tuesday 16 June 2020, be confirmed as a true and accurate record.

DALZIEL/JONES
Carried
F&A/20/11

Points noted in discussion:

- It was clarified that the \$50,000 of rate mitigation was applicable to the previous financial year. The mitigation for the 2020/21 year was set via the 2020/21 Annual Plan and would be \$50,000. This can be revisited when setting the budgets during the Long Term Plan process.

7. **MATTERS OUTSTANDING**

D20/11504 (Page 15)

RECOMMENDATION

THAT the matters outstanding be received.

BOYDE/JONES
Carried
F&A/20/12

8. PROGRAMME OF WORKS

D20/10858 (Page 16)

RECOMMENDATION

THAT the programme of works be received.

DALZIEL/JONES
Carried
F&A/20/13

The Director – Corporate Services noted the Aerodrome business report and risk register were both included in this agenda as per the September timeframe of the programme of works.

It was noted that a strategic planning workshop was scheduled for Councillors in October.

9. INFORMATION REPORT – AERODROME ACTIVITY REPORT

2020

D20/22925 (Pages 17-28)

RECOMMENDATION

THAT the Aerodrome Activity Report 2020 be received.

BOYDE/DALZIEL
Carried
F&A/20/14

Recommended Reason

This is the first Aerodrome Activity Report to be presented to the Farm and Aerodrome Committee and will be an annual report going forward.

The Director – Corporate Services noted the following points:

- This is an annual report that gives the committee an update on the activity in the past year as well as recommendations for the future.
- In preparation for the 2021 Long Term Plan, Officers have been looking at the way each activity is funded. Currently the aerodrome is a 80/20 split for general rates/user fees and ways are being explored to amend this to a 70/30 split. The workshop in October will look at ways of implementing the transition to being less reliant on the general rates.

Questions/Points of Clarification:

- It was noted that the two current fertiliser companies that used the aerodrome were not paying per tonne as they owned their hangar and therefore paid the ground lease. This would be amended in the fees and charges to clarify that a ground lease replaces the fee per tonnage. It was noted that most fertiliser was housed at air strips or on farm, therefore the ‘per tonne’ mechanism for charging other commercial users should be looked into further.
- It was noted that landing charges were hard to collect. Investigations into other aerodromes operating procedures showed a donation box was the most common process but general feedback had been more damage was made to those collection

facilities than collected revenue. The current air traffic monitoring does not allow Officers to identify who is coming in and therefore cannot be linked to invoicing.

- It was clarified that the ground lease was based on the size of the hangar and not the usage. It was felt that a differential pricing proposal would be beneficial to investigate a fairer way to charge those using the aerodrome for commercial purposes and those using it for recreational activity. Add to matters outstanding.
- It was requested that a detailed breakdown of operational expenditure be presented at the next committee meeting to identify the stable increase of expenditure over the past few years. Add to matters outstanding.
- It was requested that Officers contact the aerodrome organisers to clarify if this was still being pursued for Stratford. Add to matters outstanding.

10. **DECISION REPORT – AERODROME HAZARD RISK REGISTER**

D20/23709 (Pages 29-38)

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/DALZIEL
Carried
F&A/20/15

2. THAT the Aerodrome Hazard Risk Register be approved and adopted.

JONES/DALZIEL
Carried
F&A/20/16

Recommended Reason

Identification of the risks in the Hazard Risk Register is necessary to monitor and manage the aerodrome overall risks for continued and safe service delivery at these facilities.

The Property Officer noted the following points:

- The risk register attached identifies the key risks that must be managed and minimised while ensuring minimal disruption to the Aerodrome.
- The Aeroclub safety team put the risk register together for Council and will update Council if any amendments or additions to the register are required and changes will be made to Council's register as well.

11. QUARTERLY REPORT – FARM RISK REGISTER

D20/23850 (Pages 39-45)

RECOMMENDATION

THAT this report be received.

BOYDE/JONES
Carried
F&A/20/17

RECOMMENDED REASON

To provide an update to the Farm and Aerodrome Committee of any changes to the Farm Risk Register and advice the Committee of any incidents in relation to the Top Six Risk on the Risk Register from the previous quarter.

The Property Officer noted the following points:

- The aerodrome register will be added to this quarterly update now it has been adopted.
- Any changes will be reviewed and the committee will be informed of any incidents relating to the Top 6 risks.
- No new risks were added to the register during the last quarter.
- A new risk to cover pandemic will be added to the register. There is currently a pandemic risk solely centred on cows and bio diversity aspects, the new pandemic will cover the human elements and cover roles of the Ministry of Health, Council and Civil Defence.

Questions/Points of Clarification:

- It was clarified that any significant event (outside of the top 6 risks) will be reported back to the Committee.
- It was requested that a risk be added to cover government regulations – such as the fresh water regulations that are now coming into force.

12. QUARTERLY REPORT – FARM AND AERODROME BUSINESS REPORT

D20/23716 (Pages 46-52)

RECOMMENDATION

THAT the report be received.

DALZIEL/JONES
Carried
F&A/20/18

Recommended Reason

This report provides the second quarterly update to the Farm and Aerodrome Committee. It highlights the milk production from the current season at the farm and also reports on the key activities at the Aerodrome.

The Property Officer noted the following points:

- This financial report covers from June to August.
- It was noted the financial year for the farm does not align with Council's financial year but it was more appropriate that the Committee be presented with a full milking season.
- Quotes for fertiliser have been obtained in accordance with Council's procurement policy. This will be spread at the required times of the season.
- COVID-19 has had an impact on the aerodrome usage with numbers dropping from 4,660 (previous year) to 3,958 this year. The Aeroclub is looking to run several events including flight training and an open day.
- There were only three of 35 aerodrome customer satisfaction surveys returned. Comments included the uneven ground, surface of runway, an extension of runway for gliders and to fill in a drain to allow for another hangar to be constructed.
- The forecast for milk solids has been updated in Council's budget to \$6.40.

Questions/Points of Clarification:

- The Chairman noted that the Fonterra announcement for the 2019/20 season and the upcoming dividend were to be announced this Friday.
- It was requested that an aerodrome programme of works be included in this report.
- It was noted that the milk solids were up 3% to 14,000 year to date, compared to this time last year and there were currently 47 cows left to calve.
- It was clarified that the forecasted amount was \$6.50 and was the full year budget from the annual plan. The amended \$6.40 was the current budget.
- The requests from those completing the survey would be discussed as part of the Long Term Plan project discussions. By including discussion on alternative sources of revenue it is possible these could be funded through increased revenue.
- The District Mayor requested that the other users be contacted and asked to complete the survey as he did not feel three returned surveys adequately reflected the satisfaction of the user groups.
- It was requested that the figures for aircraft landing on page 49 be confirmed, specifically July 2019 with 459 landings compared to 13 this year.
- It was noted that overheads were set across all activities for the organisation although actual spends may differ to what is budgeted. This is set once a year.
- It was noted that any profit over and above the \$50,000 for rate mitigation and less capital expenditure, would be used to amortisation of debt. There is not a fixed amount that is used for repayments.
- It was requested that a section be added to the KPIs to cover animal health. The Property Officer noted she would add a section but this would be limited as the stock were not owned by Council. She noted the sharemilkers do have their own animal health register and make a plan annually with their vets.

13. QUARTERLY REPORT – HEALTH AND SAFETY

D20/23711

(Pages 53-55)

RECOMMENDATION

THAT the report be received.

BOYDE/DALZIEL

Carried
F&A/20/18

The Property Officer noted the following points:

- This report covers the June to August period and provides a summary of the health and safety performance for the farm and aerodrome.
- There were no recorded incidents on the farm or aerodrome.
- The health and safety performance of the farm is prepared by the sharemilkers who have regular health and safety meetings with their staff. COVID-19 restrictions were put in place and staff stayed home if unwell and wiped down surfaces when using equipment and the sign in book is operational. Social distancing has been deemed unnecessary due to staff being included in one 'bubble', however social distancing is observed when offsite. Encouragement has been given to staff regarding working alone and they have been instructed to ask for assistance if feeling uneasy completing a task on their own.
- Staff on the farm have completed a calving course and an ATV course. PPE gear is being provided to staff and they have been instructed that helmets are required on the motorbikes even when wearing full wet weather gear.

Questions/Points of Clarification:

- It was confirmed there is a QR code for COVID-19 tracing at the aerodrome.
- It was noted the sharemilkers do take health and safety very seriously and work closely with the Council's health and safety advisor who has been complimentary of their actions.
- It was noted that liability from an accident involving a motorbike would largely depend on the cause and that Council could be liable should it be as a result of its infrastructure such as a bridge on the property.
- Councillor Dalziel noted that many large farms, corporate farms and land corp farms had changed to using side by sides rather than an ATV. It was not agreed that this should be enforced but education and training for ATV use should continue to be encouraged.

14. **QUESTIONS**

There were no questions.

The meeting closed at 11.57am.

G W Boyde
CHAIRMAN

Confirmed this 15th day of December 2020.

N Volzke
DISTRICT MAYOR