



9 September 2019

FARM AND AERODROME COMMITTEE MEETING

Notice is hereby given that the meeting of the **Farm and Aerodrome Committee** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 15 September 2020** at **11.00am**.

Timetable for 15 September 2020 as follows:

11.00am	Farm & Aerodrome Committee Meeting
12.30pm	Lunch for Councillors
1.00pm	Workshop For Councillors - Waste Water - Storm Water
3.00pm	Afternoon Tea for Councillors
3.15pm	Workshop for Councillors - Water Supply - Logo Refresh

Yours faithfully

Sven Hanne
CHIEF EXECUTIVE

2020 - Farm & Aerodrome Committee - 15 September (15/09/2020)

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FARM & AERODROME COMMITTEE
TUESDAY 15 SEPTEMBER 2020 AT 11:00AM

A G E N D A

1. **WELCOME**
2. **APOLOGIES**
3. **ANNOUNCEMENTS**
4. **DECLARATIONS OF MEMBERS INTEREST**
Elected members to declare any real or perceived conflicts of interest relating to items on this agenda.
5. **ATTENDANCE SCHEDULE**
Attendance schedule for Farm & Aerodrome Committee meetings.
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.

Moved/Seconded

7. **MATTERS OUTSTANDING**
D20/11504 (Page 15)

RECOMMENDATION

THAT the matters outstanding be received.

Moved/Seconded

8. **PROGRAMME OF WORKS**
D20/10858 (Page 16)

RECOMMENDATION

THAT the programme of works be received.

Moved/Seconded

9. **INFORMATION REPORT – AERODROME ACTIVITY REPORT 2020**

D20/22925 (Pages 17-28)

RECOMMENDATION

THAT the Aerodrome Activity Report 2020 be received.

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.

_____/_____
Moved/Seconded

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

D20/23709 (Pages 29-38)

RECOMMENDATIONS

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

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.

_____/_____
Moved/Seconded

11. **QUARTERLY REPORT – FARM RISK REGISTER**

D20/23850 (Pages 39-45)

RECOMMENDATION

THAT this report be received.

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.

_____/_____
Moved/Seconded

12. **QUARTERLY REPORT – FARM AND AERODROME BUSINESS REPORT**

D20/23716 (Pages 46-52)

RECOMMENDATION

THAT the report be received.

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.

_____/_____
Moved/Seconded

13. **QUARTERLY REPORT – HEALTH AND SAFETY**

D20/23711 (Pages 53-55)

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

14. **QUESTIONS**



Health and Safety Message

In the event of an emergency, please follow the instructions of Council Staff.

Please exit through main entrance.

Once you reach the footpath outside please turn left and walk towards the Bell tower congregating on lawn outside the Council Building.

Staff will guide you to an alternative route if necessary.

If there is an earthquake – drop, cover and hold where possible. Stay indoors till the shaking stops and you are sure it is safe to exit or remain where you are until further instruction is given.

5. Attendance schedule for 2019 – 2020 Farm & Aerodrome Committee meetings

<u>Date</u>	16/06/20	15/09/20	15/12/20
Meeting	FA	FA	FA
Neil Volzke	✓		
Grant Boyde	✓		
Rick Coplestone			
Peter Dalziel	✓		
Jono Erwood			
Amanda Harris			
Alan Jamieson	✓		
Vaughan Jones	✓		
Min McKay			
John Sandford	✓		
Gloria Webby			

<u>Key</u>	
FA	Farm & Aerodrome Committee Meeting
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
	Non Committee Member
(AV)	Meeting held by Audio Visual Link

**MINUTES OF THE FARM & AERODROME COMMITTEE MEETING
OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL
CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 16
JUNE 2020 AT 11:00AM**

6.1

PRESENT

Councillors G W Boyde (the Chairman), P S Dalziel, V Jones and Committee Members the Finance Officer – Ms K Lawrence 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 Community Services – Ms K Whareaitu, the Director Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Mrs E Bishop, the Parks and Reserves Officer – Mrs M McBain, the Special Projects Manager – Mr N Cooper, the Communications Manager – Ms G Gibson, Mr P Radich (Fonterra) and one member of the media (Stratford Press).

1. WELCOME

The Chairman welcomed the Chief Executive, the District Mayor, Councillors, staff, guests and the media to the first 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

Apologies were received from Councillor R W Coplestone and the Director – Assets – Mrs V Araba.

RECOMMENDATION

THAT the apologies be received.

DALZIEL/JONES
Carried
F&A/20/1

3. ANNOUNCEMENTS

The Chief Executive noted that following the adoption of the Terms of Reference, the Finance Officer – Ms K Lawrence and the Property Officer – Mrs T Hinton, would join the table as members of the committee.

4. **DECLARATION OF MEMBERS INTEREST**

There were no declarations of interest.

5. **ATTENDANCE SCHEDULE**

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

6. **DECISION REPORT – FARM & AERODROME COMMITTEE -
TERMS OF REFERENCE**

D20/10812 (Pages 7-14)

RECOMMENDATIONS

1. THAT the Farm and Aerodrome Committee Terms of Reference, as adopted by Council, be received.

BOYDE/JONES
Carried
F&A/20/2

2. THAT the Finance Officer and Property Officer, or substitutes as appointed by the Chief Executive, be appointed as the two staff members to the Farm and Aerodrome Committee (with no voting rights).

BOYDE/DALZIEL
Carried
F&A/20/3

Recommended Reason

To ensure that the Committee members formally acknowledge, at the inaugural meeting of this Committee, the terms by which the Committee operates.

The Director – Corporate Services noted the following points:

- The Terms of Reference were adopted by Council in April.
- These outline the scope and responsibilities of the committee and will give the ability to review its performance along with the programme of works.
- In April, Council requested a change to the third objective regarding the dividend to allow some flexibility - so the \$50,000 that was previously stated has been removed. It was noted that this would need to align with the Long Term and Annual Plans.
- It was noted that the second resolution appointed two staff members to the committee as per the committee membership section. All Directors will also be involved in the meetings as usual. The two positions suggested are roles that are actively involved in the farm already.

Questions/Points of Clarification:

- It was noted that it had been requested at Council that the first objective be changed to read “*To operate the Council owned farm and aerodrome*”. This would be recommended to Council to amend.
- Councillor Dalziel commented that the change to objective 3 was worded well for flexibility, however he questioned if this committee was to be responsible for setting what the dividend would pay. It was clarified that this committee would make a

suggestion to Council for consideration. The committee would be involved in the planning for the Long Term or Annual Plan process in December where the level of dividend would be set for the ensuing financial year.

- The District Mayor noted in the previous objective 3 it was a compulsory requirement for \$50,000 of rate mitigation which was to ensure the current rate payers see some rates mitigation from the dividend, however this removes this and leave it as a decision to be made by the Council of the day.
- It was clarified the dress code requirements were consistent for all Council and council committee meetings.

The Finance officer and the Property Officer joined the table at 11.15am.

Points noted in discussion:

- It was clarified that the three appointed Councillors had voting rights for this committee. All elected members have full speaking rights at the meeting but cannot vote.
- Ms Lawrence and Mrs Hinton were welcomed to their roles within the committee and introduced themselves to the meeting.
- Mr Cooper and Mrs McBain were thanked for their contribution to the operation of the Council farm.

7. **PROGRAMME OF WORKS**

D20/10858 (Page 15)

RECOMMENDATION

THAT the programme of works be received.

DALZIEL/BOYDE
Carried
F&A/20/4

The Director – Corporate Services noted that this was the first draft for a programme of works in terms of what staff can deliver to the committee and for what the committee may want to see. It will be open to change and up for discussion at each committee meeting.

8. **INFORMATION REPORT – FARM BUSINESS REPORT 2020**
(ANNUAL)

D20/10755 (Pages 16-86)

RECOMMENDATION

THAT the Farm Business Report 2020 be received.

DALZIEL/JONES
Carried
F&A/20/5

Recommended Reason

The Farm Business Report 2020 gives an overview of the 2019/20 results, outlines the budget for 2020/21, and considers items of relevance to the Council owned farm investment for the Committee to consider.

The Chairman welcomed Paul Radich from Fonterra to present to the committee. Points noted during his presentation:

- Fonterra is a cooperative formed nearly 150 years ago in 1871 with the idea that if the farmers owned the factory there was control to get the full price for milk and a certainty to have the highly perishable product processed. It operates under the same ideas today.
- Council is a member and owner of the cooperative. To supply milk to Fonterra it is required that you be an owner as well.
- Fonterra is proud that Council owns a farm and feels it is a good fit for the farming community.
- There are a lot of Stratford residents who are employed in the Eltham Fonterra stores. Local schools benefit from the milk in schools project and both Midhirst and Toko have received funding through the grassroots funding scheme from Fonterra.
- Council has 158,000 shares with the big portion of the payout coming from the milk solids, it is hoped to see 10-15 cents dividend for the shares this year.
- The year ahead is unknown with the current Covid-19 situation. China buys one in every four tanker loads of milk so there is a big reliance on that market. Currently Rabobank have their prediction for the future payout at \$5.60 with Futures trading at \$6.20. A season has never been entered into with so much uncertainty before. There is also the potential for the American and European milk to enter in our markets with local demand decreasing.
- There is the option to fix up to 50% of milk production price and this is offered to the owners every month. The price is dependent on how Futures is trading. This option provides a bit of certainty.

Questions/Points of Clarification:

- Councillor Boyde noted the variance between the prices of the milk solids makes a huge difference overall.
- Mr Radich noted that when a country becomes more affluent then they consume more milk and China has been a good example of this.
- It was clarified that Fonterra was unable to encourage its owners to fix milk price but that there are several resources and analysts available to help make that decision.
- It was noted that the budget for the coming year had the milk price as \$6.50.

The Director – Corporate Services noted the following points:

- This report will now be presented to this committee annually instead of going to the Policy and Services Committee. It is an information report that documents the past financial year and what predictions would be for the next financial year.
- 2019/20 was a record year for the farm with the highest milk production and highest income recorded. The increased income was largely due to the high payout. 37,000 milk solids were locked in at \$6.80 which has meant the average is \$7.10 for the final revenue.
- Operating expenses were only 2% higher than predicted and overheads and depreciation were lower.
- There was \$200,000 of profit this year to go towards debt with \$50,000 for rate mitigation.
- The environmental report attached was received earlier in the year and had some good recommendations. The riparian planting is almost complete.

Questions/Points of Clarification:

- It was clarified that the budget for the upcoming financial year has been set. This committee would work on the next budget and then recommend to Council.
- It was clarified that the increase to the overheads budget was made by Council in the Annual Plan. This is reviewed by Officers every three years but if the committee felt there was a need to review the allocation of overheads then a case could be put to Council to review the allocation earlier.
- The District Mayor noted that this had been an outstanding year for the farm and congratulated everyone involved in this result – specifically the sharemilkers. Record production, record income and the ability to repay a significant amount of debt as well as contributing to rate mitigation. He noted that this had been achieved with less cows.

Points noted in discussion:

- It was noted that there could be a 75% decrease of net profit with the current forecast for milk solids. It was noted that there are a lot of fixed costs being a farm owner in a sharemilking agreement such as repairs, maintenance, grazing costs, fertiliser, minerals etc. Options included fixing the milk price to gain some certainty but there might be a lower level of profit next year.
- Councillor Boyde noted that in times of low payouts there is a need to tighten the belt and there are areas that could save considerable amount of money such as the fertiliser programme.
- It was requested that another forecast be presented to the committee with the lower milk prices. This will be added to the matters outstanding.

9. **DECISION REPORT - RISK REGISTER**

D20/10275 (Pages 87-96)

RECOMMENDATIONS

1. THAT the report be received

BOYDE/JONES
Carried
F&A/20/6

2. THAT the Farm Risk Register be approved and adopted.

JONES/DALZIEL
Carried
F&A/20/7

Recommended Reason

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

6.1

The Property Officer noted the following points:

- The risk register is a working document and can be amended at any time.
- It identifies the key risks.
- The aerodrome register is still being drafted by the aerodrome club and the users.
- Any suggestions now, or at future meetings, can be added to it.

Questions/Points of Clarification:

- It was requested that a risk category be added for:
 - Buildings and infrastructure - unsafe structures (such as bridges);
 - Interest rates increasing.

10. **QUARTERLY REPORT – FARM AND AERODROME BUSINESS REPORT**

D20/10305 (Pages 97-102)

RECOMMENDATION

- THAT the report be received.

BOYDE/DAZLIEL
Carried
F&A/20/8

Recommended Reason

This report provides the first 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 Chief Executive noted that this report would be the appropriate location for reforecasted numbers to be brought to the committee.

The Property Officer noted the following points:

- This report provides an overview of the past quarter which includes the Covid-19 lockdown.
- As previously mentioned the farm recorded its best ever production which was achieved with less cows. Giving the lesser number of cows better quality feed resulted in more milk.
- Riparian planting is 95% complete with an aim to have 100% completed by the end of the year.
- The aerodrome numbers dropped significantly from 399 aircraft movements in March 2020 to only 64 in April.

Questions/Points of Clarification:

- Amendments to the dates for calving and crops in Appendix 1 were noted.
- Councillor Boyde noted that it had been an outstanding year for the sharemilker. He noted that during the drought he had put some on once a day but kept the bulk of the herd on twice a day milkings. He has congratulated the sharemilker on behalf of Council and is extremely proud of their efforts, passion and performance.
- It was noted that the quotes were still coming in for the loading race.

11. **QUARTERLY REPORT – HEALTH AND SAFETY**

D20/10629 (Pages 103-105)

RECOMMENDATION

THAT the report be received.

BOYDE/JONES
Carried
F&A/20/9

The Property Officer noted that this report shows a quick overview of any near misses on the farm and relevant discussions with the sharemilker at the monthly meetings. There were no reported incidents at the aerodrome.

12. **QUESTIONS**

- Councillor Boyde noted that a total of 6,850 plants will be planted on the farm under the riparian planting programme. 5,600 plants had been planted with a further 1,250 to go.

*Farm and Aerodrome Committee 16/06/2020
D20/11519*

The meeting closed at 11.59am.

G W Boyde
CHAIRMAN

Confirmed this 15th day of September 2020.

N Volzke
DISTRICT MAYOR

6.1

FARM AND AERODROME COMMITTEE MATTERS OUTSTANDING INDEX

D20/11504

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Updated forecast with lower milk prices	F&A 16 June 2020	Tiffany Radich	Complete	Item 12 – updated forecast included in the Quarterly Farm and Aerodrome Business Report

FARM AND AERODROME COMMITTEE – PROGRAMME OF WORKS 2020

The Committee meet four times a year in June, September, December, and March. The items below are what the Committee will focus on in the 2020 calendar year.

1. Standing items will be presented regularly at every quarterly meeting.
2. Specific items are one-off items to be addressed in 2020.

STANDING AGENDA ITEMS

- Review Programme of Works
- Farm Operational Report
- Quarterly Aerodrome Business Report
- Health and Safety Report
- Risk Register

ANNUAL AGENDA ITEMS

- Farm Business Report/Plan 2020 – June 2020
- Aerodrome Report/Plan 2020 – September 2020
- Strategic Planning Review – December 2020

SPECIFIC ONE-OFF ITEMS

- Farm Risk Register – June 2020
- Aerodrome Risk Register - September 2020
- Aerodrome Commercial Strategy – December 2020
- Farm Environmental Report – March 2021

INFORMATION REPORT



TO: Farm and Aerodrome Committee
FROM: Director – Corporate Services
DATE: 15 September 2020
SUBJECT: AERODROME ACTIVITY REPORT 2020

F19/13-04-D20/22925

9

RECOMMENDATION

THAT the Aerodrome Activity Report 2020 be received.

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.

Moved/Seconded

1. **PURPOSE OF REPORT**

The attached *Aerodrome Activity Report 2020* provides a history of the aerodrome, historical financial results, and outlines the budget for 2020/21. Although it is not a legislative requirement to provide a specific Activity report for the Aerodrome, it is an opportunity for elected members to review the performance of the Activity annually in order to make better informed decisions on the Aerodrome operations.

2. **EXECUTIVE SUMMARY**

Being the first Activity report for the Aerodrome, it touches on historical information and background information of the Aerodrome, along with a summary of the previous five years financial information.

There are also recommendations towards the end of the report that could potentially reduce the Activity's reliance on rates funding.

3. **LOCAL GOVERNMENT ACT 2002 – SECTION 10**

Under section 10 of the Local Government Act 2002, the Council’s purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:			
Social	Economic	Environmental	Cultural

3.1 The Aerodrome’s contribution to one or more of the four wellbeings needs to be confirmed by the Committee but it is likely that it contributes to the economic wellbeing, providing alternative access infrastructure.

4. **BACKGROUND**

Refer to the report for a background of the Aerodrome Activity.

This report has come about from the establishment of the Farm and Aerodrome Committee, which has established a focus on the Aerodrome operation and building on synergies, where possible, with the Council Farm operation.

5. **INFORMATION SUMMARY**

Refer to the attached report for further information.

6. **STRATEGIC ALIGNMENT**

6.1 **Direction**

This report relates to the Community Outcomes of Affordable, Quality Services and Infrastructure.

6.2 **Annual Plan and Long Term Plan**

The budget within the *Aerodrome Activity Report 2020* is consistent with the Annual Plan 2020/21.

6.3 **District Plan**

There is no direct relationship with the District Plan.

6.4 **Legal Implications**

There are no specific legal implications in relation to this report.

6.5 **Policy Implications**

There are no policy implications.

Attachments:

Appendix 1 - Aerodrome Activity Report 2020



Tiffany Radich
DIRECTOR – CORPORATE SERVICES



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 8 September 2020

DECISION REPORT

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History of the Aerodrome

The aerodrome and dairy farm were purchased by the Council in two transactions in 1934 and 1935 for £7,000 for the purpose of establishing the aerodrome, and providing a buffer of land around the aerodrome. The land was acquired under the Public Works Act 1928. Total land comprised of approximately 92 hectares, of which roughly 17 was developed into the aerodrome and the balance farmed to provide funds for the aerodrome development.

An extract taken from the book *Stratford: Shakespearian town under the Mountain* (2005)¹ describes the background to the purchase of the aerodrome:

“Air travel for Stratford came closer in 1934 when a public meeting supported the Stratford Borough Council’s move to acquire an aerodrome site. As early as 1929 there was talk of an ‘aviation base’ at Stratford. Taranaki had gained profile in aviation circles as the New Zealand destination for Trans-Tasman flights and several keen pilots lived around Stratford. Construction of the aerodrome eventually proceeded, with the Ministry of Works supplying the labour force and much of the finance. This no doubt influenced a poll of ratepayers to approve the loan required for the development.”

According to the book, a crowd of 6,000 gathered for the official opening of the Aerodrome on 12 May 1937.

In 1969 the adjoining farm to the south comprising approximately 37 hectares, was purchased to further enhance the farming operation. In 2015 the Campbell farm, comprising approximately 53 hectares, was purchased for \$2,775,000.



Image 1: Original land purchased - aerodrome in blue, farm land in yellow.

Over the years, the Aerodrome has provided a base for the Stratford Aero Club, chartered flights and aerial topdressing companies, there has even been parachuting and .

¹ Walter, David E. (2005) *Stratford: Shakespearian town under the Mountain*. Stratford, New Zealand: Dunmore Publishing.

In 2012, the Stratford Aerodrome Management Plan was adopted by Council. Within it, the key objectives of the Aerodrome were established:

- Promotion of recreational aviation; and
- Accommodation of commercial aviation activities.

Relationship with the Council Farm Operations

The farm acts as a buffer to the aerodrome preventing complaints or development in the near vicinity of the aerodrome that may affect or impede the ability for unrestricted flights to and from the aerodrome.

The following section is within the current Sharemilking Agreement (dated October 2016):

(a) ***Aerodrome***

The farm land surrounds the approximate 18 hectares of aerodrome land.

The Aerodrome is a licensed commercial and recreational airfield and along with its associated activities operates 24 hours a day, 7 days a week.

The Owner will make reasonable efforts to co-operate with the Sharemilker if the areas are to be altered but both parties shall recognise that the areas form part of the Aerodrome rather than the Farm and the Owner shall have the final and unfettered right to increase or reduce the areas for any reason.

Within the bounds of the aerodrome land is approximately 6 hectares of which will be made available to the Sharemilker as 'run-off land', shown on the aerial photograph map (refer Appendix), for grazing cattle and harvesting hay and/or silage. The area to be made available is one tractor mower width from the painted tyres that surround the lights. This area may be increased or reduced from time to time as required for Aerodrome operations or other purposes.

The aerodrome runways and taxiways, is a 'no go' area. The Sharemilker shall not graze any cattle nor use that same area to move stock or machinery from one part of the farm to the other. All electric fences along runways and taxiways shall only be used for the shortest time possible and not be in use on weekends and public holidays.

The Sharemilker shall avoid operating vehicles or other machinery on the Aerodrome wherever and whenever possible.

The Sharemilker shall ensure that no heavy vehicles are driven over or along the runways or taxi ways at any time.

If traversing the runways or taxiways, the driver or operator of any vehicle or machine must do so expeditiously and remain observant to aircraft movements at all times to ensure that the operation of his/her vehicle or machine does not impede or pose a hazard to aircraft flight or taxi-ing. This includes all staff employed by the Sharemilker and any or all contractors engaged by him/her.

Occasionally, and upon 30 days written notice on any special Aero Club Flying Day the Sharemilker shall make available to the Aero Club for the parking of cars the paddock containing approximately 1.05 hectare situated immediately to the west of the Clubhouse and/or the paddock containing approximately 3 hectares with frontage to Flint Road situated north of the farm house.

The farm uses the area around the airstrip for grazing for an annual fee paid by Council (via internal charge) of \$6,500.

Over the years there have been disagreements between the Stratford Aero Club and the Council Farm operation, about land use and access in particular. However, there are no recorded disagreements in recent years.

Current Aerodrome operations

The Stratford Aerodrome is an unmanned aerodrome facility owned by the Council. It is designated for “Aerodrome Purposes” under the Council’s District Plan and recorded in the Civil Aviation – Aeronautical Information Publication (AIP) as a Non-Certified Aerodrome under the Civil Aviation Rule Part 139 – Aerodromes Certification, Operation and Use. Under this non-certification status, the Council’s key responsibility is to ‘*establish procedures to ensure that aircraft movements are restricted or prohibited on parts of the aerodrome where an unsafe condition exists*’. The Stratford District Council holds the Aerodrome Licence. The Council is currently establishing procedures to ensure that this responsibility is managed appropriately.

The Stratford Aerodrome is located 4 km north-east of Stratford on Flint Road. It occupies 17 hectares and is enclosed in a 132-hectare (effective) dairy farm, all owned by Stratford District Council. There are two grass runways, ground controlled main runway lighting and refuelling facilities. Stratford Aerodrome is the home to Stratford Aero Club, Taranaki Gliding Club and to Radio Controlled Aircraft.

The Stratford Aero Club is unable to use the grass airstrip about 20% of the year because of the weather and the airstrip can get waterlogged (in 2016 couldn’t fly for about four months of the year, and in 2017 couldn’t fly for about 5 months). In 2019 there was approximately 2 months that they didn’t fly due to weather, and 2018 was for runway maintenance being completed and weather shutting down the runway for approx. for 2 months as well

The Stratford Aero Club currently has 35 members.

Two fertiliser companies operate from Stratford Aerodrome - Ravensdown Aerowork and Super Air.

The Stratford Aero Club building, constructed in 1939, includes kitchen and bathroom facilities, several operational rooms and a spacious general clubroom. Three hangars house the club’s aircraft. All facilities are owned and maintained by members.

The Taranaki Gliding Club hangar fronts the cross runway enabling direct access to both runways. It is the largest hangar at the aerodrome and is owned and maintained by the Gliding Club. There are five other privately owned hangars at the Aerodrome - four for private recreational aircraft and one for a commercial operator.

In 2020 the only public charge was an airstrip hire fee, at \$6.50 per tonne in Council's fees and charges schedule. This fee was established more than ten years ago, specifically for aerial topdressing companies using the aerodrome public space to load and unload fertiliser. This fee hasn't been charged for many years now as all companies using the aerodrome for this purpose lease their own hangar so could possibly be removed from the fees and charges schedule, or updated to refer to non-residing customers only.

Historical Financial Information

The table below shows that in the 2020 financial year, the Council generated \$23k of revenue from the Aerodrome, and spent \$96k in operational costs – requiring a general rates contribution to this Activity of \$74k.

The table also shows that while revenue (which includes ground lease rentals, and grazing revenue) has increased by 9.5% over the previous five years, operating expenditure has increased by 41%, and rates funding by 61%.

	<i>\$000's</i>	2016	2017	2018	2019	2020	Totals	Five year change
Revenue		21	21	22	23	23	110	9.5%
Expenditure		68	77	92	82	96	415	41.2%
Net Cost of Service		-47	-56	-70	-59	-73	-305	55.3%
Rates Funding		46	53	63	72	74	308	60.9%

Forecast Financial Information

It is proposed that financial forecasts for the Long Term Plan 2021-31 are reviewed by the Farm and Aerodrome Committee at the December 2020 meeting.

After reviewing the activity in its entirety, there may be scope to reduce the Aerodrome Activity's reliance on rates funding by increasing revenue or reducing expenditure, or fundamentally changing the way the activity is currently being delivered.

The current budget for the 2020/21 financial year is broken down below.

Revenue	
Grazing	6,500
Ground Leases	15,000
	21,500
Operating Costs	
Insurance	696
Contract services	2,606
R and M Major Works	10,424
Repairs and Maintenance	1,564
Advertising	300
Subscriptions & Publications	521
Contracted Maintenance	56,000
Contractor Response	2,193
	74,304
Administration Costs	
Depreciation	7,000
Overheads	25,000
	32,000
Net Cost of Service	- 84,804

There is no capital expenditure proposed for the Aerodrome in the 2020/21 financial year.

Non-Financial Performance Measures

The Aerodrome has only had one non-financial performance measure and that is:

Measure:	The Aerodrome meets the needs of users
Measured by:	A high level of satisfaction amongst users with the condition and maintenance of the Aerodrome.
Target:	>70% satisfaction
How Measured:	Annual Aerodrome User survey

Previous five years results:

2020	71.5%
2019	79.6%
2018	72.0%
2017	75.0%
2016	100%

In the past four years, the average number of responses to the survey has been six responses, and most of the respondents are from outside of the district. Based on this, it is difficult to understand and explain how the community and Stratford District ratepayers are benefiting from the Stratford Aerodrome.

It is recommended that the Farm and Aerodrome Committee establish a purpose for the Aerodrome that aligns with the four wellbeings in the Local Government Act 2002, and that meets the needs of the district’s current and future ratepayers. The non-financial performance measures should be established around the purpose.

Future Proposals / Options to consider

Lease only arrangement

The Council could look at leasing the entire Aerodrome to the Stratford Aero Club and dissolving all responsibilities for the management and maintenance of the Aerodrome area. This Activity could fall under the Farm (as a combined Farm and Aerodrome Activity), that provides a small amount of rates relief, in terms of lease revenue – rather than requiring a rates contribution, as is the case currently.

The legalities of passing over the Civil Aviation Authority responsibilities would need to be looked into further.

Landing Charges:

Many other Council owned aerodromes around the country charge landing fees, to help fund the maintenance of the runway and repair costs. The Committee could look at implementing something similar, in fact there used to be landing charges at the Stratford Aerodrome in the 90’s.

Some examples of what other Councils are doing include:

Te Kuiti Aerodrome	Visiting Aircraft Landing fee	\$10.00	
Tasman District Council	All aircraft Landing fee		\$10.00
	Regular single recreational user		\$200/ per aircraft/ per year
Matamata District Council	Regular commercial user	\$1,200 / per aircraft/ per year	
	Aircraft Landing Fee	\$10 to \$40 per day	

Increase Hangar Space

The Council could investigate the demand for more hangar space and develop a plan to increase the ability for private investors to build hangars, increasing the ground rental revenue.

Flight School:

There is scope at the Aerodrome for Council to support the establishment of a flight school that could train local, national and international flight students.

However, with the downturn in international and regional travel due to Covid-19 it may not be well supported by the community. But longer term may provide significant benefits to the district.

Drag Strip (dual use):

For an aerodrome for light recreational aircraft, a minimum of a 600 m sealed strip is required, which requires about 12 m clearance either side of the runway, with a hard taxiway (to reduce costs this could be gravel or tar seal).

Given the requirements of the Civil Aviation Act, integration of drag racing and the runway would need to be carefully considered – the aerodrome would need to be officially closed during drag racing activity, and would need to work through all legislative requirements, to ensure that it can be a dual use facility.

However, it is also noted these issues have previously been solved at other locations.

9

Conclusion

With the Council Long Term Plan 2021-31 currently being worked on, and to be finalised by 30 June 2021, there are some key decisions to be made around the Aerodrome.

The purpose of the Aerodrome should be confirmed by the new Farm and Aerodrome Committee, which will then guide the consideration of the non-financial performance measures and how the activity should be funded.

It is proposed that an LTP budget for the Aerodrome is brought to the Committee by December 2020.

DECISION REPORT



F19/13/04 – D20/23709

TO: Farm and Aerodrome Committee
FROM: Property Officer
DATE: 15 September 2020
SUBJECT: AERODROME HAZARD RISK REGISTER

10

RECOMMENDATIONS

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

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.

Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is to seek the committee's approval and adoption of the Aerodrome Hazard Risk Register.

2. EXECUTIVE SUMMARY

- 2.1 The Farm and Aerodrome are two of the many key assets managed by Council for the benefit of the community.
- 2.2 The Hazard Risk Register attached identifies the key risks that must be managed and minimised to ensure minimal disruption to activities at the Aerodrome. The Committee will have the opportunity to monitor these risks quarterly at the Farm and Aerodrome meetings.

3. **LOCAL GOVERNMENT ACT 2002 - SECTION 10**

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?;
- OR**
- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

An operational Hazard Risk Register is for the provision of good quality local infrastructure and for the performance of a good quality local public service.

4. **BACKGROUND**

- 4.1 The Aerodrome is an asset that the council operates for the benefit of providing a service to ratepayers.
- 4.2 The Aerodrome is located 4 km northeast of Stratford on Flint Road. It occupies 17 hectares and is surrounded by the Council-owned dairy farm. Two fertiliser companies that also operate from the Stratford Aerodrome.
- 4.3 The Aerodrome comprises of
 - Two grass runways,
 - Ground controlled main runway lighting
 - Refuelling facilities available on.
- 4.4 The Stratford Aero Club building, was constructed in 1939 which includes a kitchen and bathroom facilities several operational rooms and a spacious general clubroom. Three hangars house the club's aircraft and there are five privately owned hangers. All facilities are owned and maintained by members of the Aero Club.
- 4.5 A Hazard Risk Register is a tool for documenting risks, and actions to manage each risk. The Risk Register is essential to the successful management of risk. As risks are identified they are logged on the register and actions are taken to respond to the risk.

- 4.6 The Aerodrome Hazard Risk Register will be a useful tool for this Committee, the Sharemilkers and Council staff, to ensure that the level of service provision is maintain.
- 4.7 The Hazard Risk Register will be regularly reviewed and maintained by Council Officers and Aero Club Members. Any changes as a result of this regular review will be brought by Aero Club Members and Council Officers to the Committee for approval.
- 4.8 The recommendation is that the Committee approves the Hazard Risk Register as a living document.

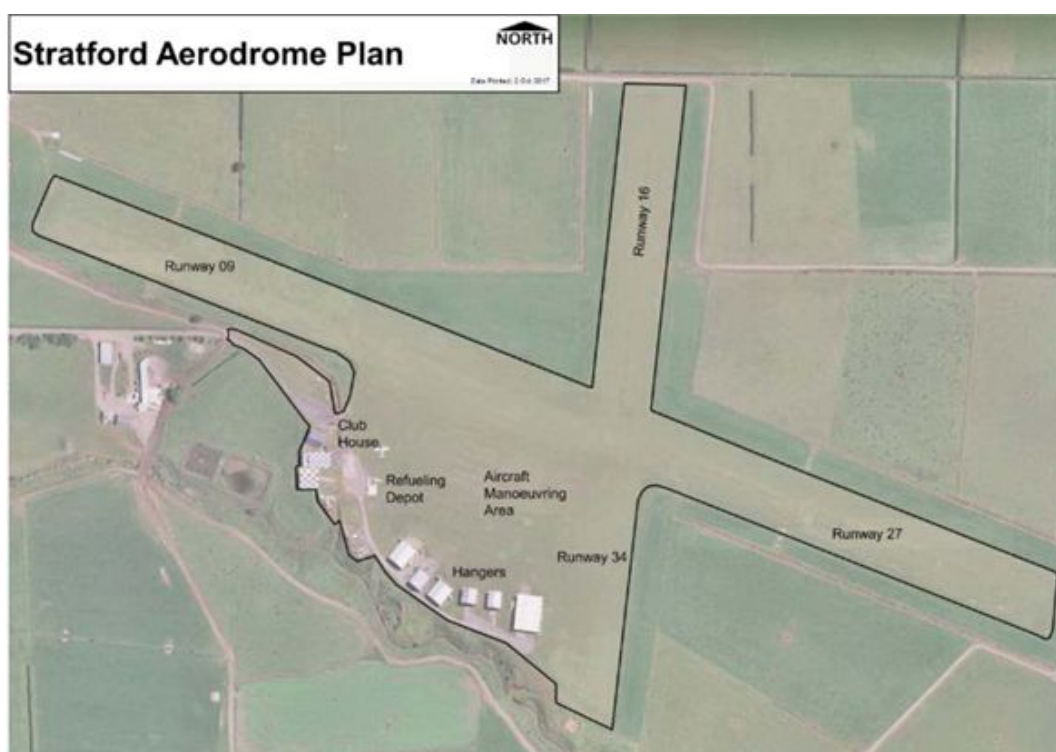


Figure 1: The Stratford Aerodrome

5. CONSULTATIVE PROCESS

5.1 Public Consultation - Section 82

There is no public consultation required

5.2 Maori Consultation - Section 81

There is no specific Maori consultation required

6. **RISK ANALYSIS**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
 - financial risk;
 - human resources risk;
 - political risks; or
 - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

- 6.1 The risk of not adopting the Hazard Risk Register is that Council is not able to minimise disruption to activities at both the farm and Aerodrome, and this could have financial, safety, political or other implications.

7. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	The recommendations are consistent with the “ <i>Aerodrome and Farm</i> ” components of the Long Term Plan 2018-2028 and provide a consistent approach to ensure plans around asset management reflects the strategic direction
What relationship does it have to the communities’ current and future needs for infrastructure, regulatory functions, or local public services?	Asset protection – ensure that the farm and aerodrome meet Councils Level of Service with Council requirements.

7.2 **Data**

- Do we have complete data, and relevant statistics, on the proposal(s)?
- Do we have reasonably reliable data on the proposals?
- What assumptions have had to be built in?

The Hazard Risk Register is based on requirements from:

- Ministry of Primary Industries; and
- Civil Aviation Authority (CAA)

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	

In terms of the Council’s Significance Policy, is this proposal of high, medium, or low significance?		
HIGH	MEDIUM	LOW
		✓

7.4 **Options**

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

There are 2 options before this Committee:

Option 1: Adopt Hazard Risk Register, with or without amendments;

Option 2: Decline to adopt the Hazard Risk Register.

The preferred recommendation is Option 1, for the reasons discussed in this report.

7.5 **Financial**

- Is there an impact on funding and debt levels?
- Will work be undertaken within the current budget?
- What budget has expenditure come from?
- How will the proposal be funded? eg. rates, reserves, grants etc.

There is are no immediate financial implication, however, the identification and the management of risks will enable the Committee and Council Officers to better understand the financial implications of:

- The identified risks, prior to application of control measures;
- The control measures; and
- The residual risks following the application of the control measures.

7.6 **Prioritisation & Trade-off**

Have you taken into consideration the:

- Council's capacity to deliver;
- contractor's capacity to deliver; and
- consequence of deferral?

- The Committee, Council Staff and the Aero Club Members are able to deliver on the requirements of the Hazard Risk Register;
- Adopting the Hazard Risk Register will provide an operational tool for cost effective management of both facilities

7.7 **Legal Issues**

- Is there a legal opinion needed?
- Are there legal issues?

There are no legal issues.

7.8 **Policy Issues - Section 80**

- Are there any policy issues?
- Does your recommendation conflict with Council Policies?

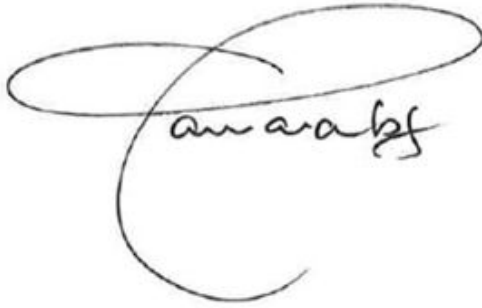
There are no policy issues.

Attachments:

Appendix 1 – Aerodrome Hazard Risk Register



Tracy Hinton
PROPERTY OFFICER



[Endorsed by]
Victoria Araba
DIRECTOR - ASSETS



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE: 8 September 2020

Stratford Aerodrome
 232 Flint Road
 Stratford
 ph 06 7656099

HAZARD RISK REGISTER



Source of Risk / Hazard		Risk Rating (Uncontrolled risk rating)			Heirachy of Control	Controls	Residual Risk	Persons responsible	Date to be Completed	Review Date and Initial
Source of Risk / Hazard	Hazard	Consequence	Likelihood	Risk Rating						
Tourists and, or members of the public accessing the airfield	Public vs aircraft, aircraft rotor / propeller or service vehicle	Critical	Possible	MED	M	Parking available near the Club House for visitor parking Signage in place identifying the Airfield as an Operational Area - Unauthorised Access Prohibited Gate in place and able to be used as required	LOW	Operations & Members using the Aerodrome	On-going monitoring	N/A - ongoing management
Access into and out of the aerodrome via the driveway	Vehicle collision or vehicle vs stock	Minor	Rare	LOW	M	Traffic is restricted to 30km per hour with signage clearly in place , to this effect	LOW	Operations & Members using the Aerodrome	As required	N/A - ongoing management
Contractor vehicles, including moving vehicles crossing the runway and accessing the aircraft manoeuvring area	Service vehicle vs aircraft	Catastrophic	Possible	HIGH	M	Vehicle access to airfield is restricted to ground maintenance vehicles (Downer completes mowing) - these vehicles must have a roof top strobe as per signage at the entrance to the operational area Mowing operations are scheduled on Thursdays (usually) - pilots to check with the radio room prior to landing for update on conditions / NOTAMS Contractor to hold a radio dialled in to airside channel (enter channel [ENTER CHANNEL])	MED	Operations & Members using the Aerodrome Stratford District Council	On-going monitoring	N/A - ongoing management
Model Aircraft crashing outside the aerodrome in the farmers fields	Distress the farmers stock / cattle Animal vs Member Member injury	Major	Probable	MED	M	Access to farmers paddocks must be recorded in the appropriate log book held at the Club house Model Aircraft flying is restricted and only permitted by members of the Egmont Modellers Club (reducing other recreational users)	LOW	Operations & Members using the Aerodrome	On-going monitoring	N/A - ongoing management
Stock on the runway and, or airfield	Damage, injury, distraction	Catastrophic	Probable	HIGH	M	The perimeter of the airfield is fenced Stock on the airfield to be reported to the Club House who will facilitate clearing the airfield	MED	Operations & Members using the Aerodrome	As required	N/A - ongoing management
Debris on Airfield	Damage, injury	Catastrophic	Possible	HIGH	M	Physical check of airfield, including runway and wider maneuvering area to identify and remove debris, including but not limited to Bale wraps and other wind blow material	LOW	Operations & Members using the Aerodrome	As required	N/A - ongoing management

2020 - Farm & Aerodrome Committee - 15 September - Decision Report - Aerodrome Hazard Risk Register

Birds	Bird strike resulting in damage or injury	Catastrophic	Possible	HIGH	M	Monitor bird activity in the area and manage if a problem is identified - Solutions to bird problems should be made in consultation with the farmer and Stratford District Council	MED	Operations & Members using the Aerodrome Stratford District Council	As required	N/A - ongoing management
Fuel Bowser	Vehicle vs fuel bowser / pump Vehicle fire near bowser/pump	Major	Unlikely	MED	M	Bollards have been installed around the fuel bowser Clear line if sight to minimise accidental collision Fire extinguisher located at the Bbowser for use as requires Fuel Safety Data Sheet (SDS) located in the Notice Board (Marked in Box labelled MSDS)	LOW	Operations & Members using the Aerodrome	As required	N/A - ongoing management
Commercial operations conducted from the airfield - Aerowork	Traffic including trucks	Major	Unlikely	MED	M	All activities are carried out in the Operational Area and in line with CAA Guidelines and requirements Vehicles / traffic must use roadways provided, be mindful of speed and pedestrians	LOW	Operations & Members using the Aerodrome	As required	N/A - ongoing management
Runway markings and general conditions	Markings become faded / damaged / or otherwise unclear over time Damage to runway and wider airfield	Catastrophic	Rare	MED	M	Guide line to be maintained as required to ensure the runway remains clearly visible All damage to runway and surrounding airfield to be reported immediately to the Radio Room so it can be used to update incoming aircraft, NOTAMS and Stratford District Council can be notified as required	LOW	Operations & Members using the Aerodrome Stratford District Council	As required	N/A - ongoing management
Aircraft fuel and oil spills are likely whilst aircraft are parked and refuelled during refuelling operations	Aviation fuel spills	Moderate	Rare	LOW	M	Follow fuelling procedures Drains and interceptors in place in compliance with Misistry for the Environment	LOW	Operations & Members using the Aerodrome Stratford District Council	On-going monitoring	N/A - ongoing management
It is of critical importance that the fuel taken on-board at uplift is not contaminated since the effects of any such contamination are likely to affect the engines and this may not be evident until after an aircraft has become airborne.	Fuel Contamination	Moderate	Unlikely	LOW	M	Fuel filtration procedures Fuel Testing Fuel Storage Pre-flight checks	LOW	Operations & Members using the Aerodrome	On-going monitoring	N/A - ongoing management
Winch launching of Gliders	Aircraft impact with winch rope and associated vehicles on runway	Moderate	Possible	MED	M	Operating Procedures Maintaining communication with Radio Operations / Control	LOW	Operations & Members using the Aerodrome	On-going monitoring	N/A - ongoing management

QUARTERLY REPORT



TO: Farm and Aerodrome Committee

F19/13-04 – D20/23850

FROM: Property Officer

DATE: 15 September 2020

SUBJECT: RISK REVIEW

RECOMMENDATION

THAT this report be received.

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.

Moved/Seconded

1. PURPOSE OF REPORT

This report is part of the Committee's regular Risk Register. It includes a review of any changes made to the Council's Risk Register, and informs the Committee of any incidents in relation to the top six risks since the last Farm and Aerodrome Committee meeting, held in June 2020.

2. EXECUTIVE SUMMARY

The Senior Leadership Team (SLT) discuss changes to the risk register every week as part of the wider Council risk register review. This risk review will be undertaken at the Quarterly Sharemilkers meetings to ensure that all risks are being managed appropriately. In the past quarter, no new risks were added to the risk register

There have been no changes to the Top Six Risk Register since the last Committee meeting.

3. LOCAL GOVERNMENT ACT 2002: SECTION 10

Under section 10 of the Local Government Act 2002, the Council’s purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:			
Social	Economic	Environmental	Cultural
	✓	✓	

Active management and monitoring of farm risks will support performance of a good quality local public service.

4. BACKGROUND

The Farm Risk Register was first presented to the Farm and Aerodrome Committee at the June 2020 meeting and subsequently adopted by the committee.

The Risk Register is based on requirements from:

- The Taranaki Regional Council;
- Fonterra Limited;
- Ministry of Primary Industries; and
- Civil Aviation Authority.

The Top Six Risk Register is solely for risks where the combination of severity and probability of occurrence gives a raw risk score rating of “very high”. These risks are monitored more regularly and in more depth than the other risks by SLT and the Farm and Aerodrome Committee.

5. INFORMATION SUMMARY

5.1 New Risks identified and added to the Risk Register

No new risks have been added to the Risk Register since the last Farm and Aerodrome Committee meeting.

5.2 Changes to the Top Six Risks

There have been no changes to the Top Six Risk register since the last Committee meeting.

5.3 Incidents or Threats in relation to the Top Six Risks

There have been no Incidents or Threats in relation to the top six risk since the last Farm and Aerodrome Committee meeting June 2020.

6 STRATEGIC ALIGNMENT

6.1 Direction

Direction has been taken from the Council's Aerodrome and Farm sections of the Long Term Plan 2018-2028 to provide a consistent approach to ensure plans around asset management reflects the strategic direction

6.2 Annual Plan and Long Term Plan

Not applicable.

6.3 District Plan

Not applicable.

6.4 Legal Implications

Not applicable.

6.5 Policy Implications

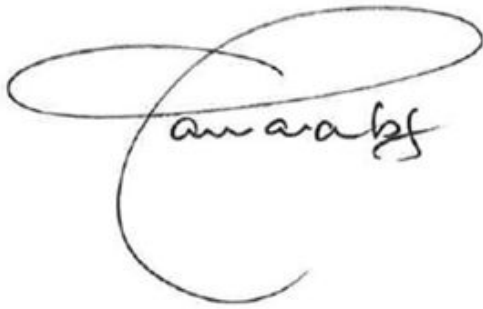
No changes are proposed to the *Risk register*

Attachments:

Appendix 1 - Top Six Risk Register



Tracy Hinton
PROPERTY OFFICER



Endorsed by
Victoria Araba
DIRECTOR - ASSETS



Approved by
Sven Hanne
CHIEF EXECUTIVE

DATE 8 September 2020

APPENDIX 1

Farm Risk Register

Risk Category	Risk Subject	Risk Description	Risk Score Raw	Control Description	Residual Risk Score
Operational	Infectious Disease/ Biosecurity Risk and Pandemic	<ul style="list-style-type: none"> If there is a threat to animals on farm through disease, this will affect the wellbeing of all stock on farm. Given the current Sharemilkers have a run-off this will also limit stock from outside the farm coming onto the dairy farm. 	Medium to High	<ul style="list-style-type: none"> Take a proactive approach to any known threats to protect the farm and develop a plan to deal with this threat, in discussion with the Fonterra and the Bank; Prepare and maintain a Business Continuity Plan. Have a Movement Plan between the Sharemilkers runoff farm and the Council's farm to eliminate any infection due to movement between farms. Limit movement of stock, people and machinery on/off farm. Work with Bio-Security NZ, Ministry Primary Industries (MPI), Taranaki Regional Council (TRC), Farm Vets to ensure the threat is identified and work to minimise the threat. Ensure Staff/committee are kept up to date with everyday decisions. Follow MPI Guidelines - https://www.biosecurity.govt.nz/growing-and-harvesting/land-care-and-farm-management/biosecurity-on-your-farm/ 	Medium to Low
Financial	Low Pay-out	<ul style="list-style-type: none"> Low pay-out can and will cause financial stress on farm if not handled correctly. Financial pressure can cause the farm to run on maintenance only. 	Low - Medium	<ul style="list-style-type: none"> Work with the bank/accountant to set up a budget. A low pay-out can cause the farm to only run on minimal operations and very low costs. For example Maintenance fertiliser only. Only things that need to be done to keep the farm running will be done. Select correct options for current financial climate and low pay-out. 	Low

Risk Category	Risk Subject	Risk Description	Risk Score Raw	Control Description	Residual Risk Score
Environmental	Natural Disaster	<ul style="list-style-type: none"> Weather, Eruption, Earthquakes any of these can affect the farm. Any of these disasters can cause major damage to farm buildings and infrastructure. Loss of income also will come into effect. 	Low - Medium	<ul style="list-style-type: none"> Prepare and maintain a Natural Disaster Management Plan. Communicate to the regional /district Civil Defence Authority; Prepare and maintain a Business Continuity Plan. Have an up-to-date Business Interruption Insurance. Secure an alternative power source e.g. generator that is available when required. Work with Sharemilkers to ensure that they are aware of their responsibilities. Ensure industry best practice is followed. 	Low
Reputational and Conduct	Reputational Damage	<ul style="list-style-type: none"> Reputational damage to Council can occur as a result of: <ul style="list-style-type: none"> Lack of operational transparency; Poor Management; Environmental damage; Non-compliance Reputational damage could lead to hefty fines which may cause ratepayers and the public losing faith in the council-run farm. Change of Government Policy or Legislative change can also have consequences to the reputation of the farm and the council also. 	High	<ul style="list-style-type: none"> Continually working with TRC to ensure that: <ul style="list-style-type: none"> the farm complies with TRC Best On-farm practise; the farm complies with Fonterra requirements in terms of supply; All records are kept up to date on a regular basis. Ensure transparent decisions are made at all times; Consistently keep all involved in the farm up to date and well informed of any changes to rules and regulations. Review contract with Sharemilkers every three years to ensure everyone is on same page 	Medium
Operational	Aerodrome	<ul style="list-style-type: none"> Cows on runway 	Medium to High	<ul style="list-style-type: none"> Prepare and maintain a clear set of rules for both the Aerodrome users and the Council farms Sharemilkers and employees 	Low

Risk Category	Risk Subject	Risk Description	Risk Score Raw	Control Description	Residual Risk Score
Health and Safety and Wellbeing	Health and Safety	<ul style="list-style-type: none"> Lone worker - If a staff member is seriously injured or killed on farm, then possible health and safety breaches, death or serious injury. 	Low-Medium	<ul style="list-style-type: none"> Work with the Sharemilkers to ensure that they have quality training and are aware of their responsibilities. Ensure contract is updated in accordance with Health and Safety regulation and best on-farm practices; Ensure that there are processes and measure in place to ensure that a lone worker is safe and can communicate effectively in emergency and be reached promptly. 	Low

QUARTERLY REPORT



STRATFORD
DISTRICT COUNCIL

F19/13/04-D20/23716

TO: Farm and Aerodrome Committee

FROM: Property Officer

DATE: 15 September 2020

SUBJECT: FARM AND AERODROME BUSINESS AND FINANCIAL REPORT

RECOMMENDATION

THAT the report be received.

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.

Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of this report is to provide an update of the Farm and Aerodrome activities and financial report to the Committee.

2. **EXECUTIVE SUMMARY**

- 2.1 This report provides information on the current position of the Farm and Aerodrome.
- 2.2 It highlights the milk production from the current season at the farm and also reports on the key activities at the Aerodrome.
- 2.3 The financial report attached is for the first three months June to August of the farming season. Please see Appendix 1.

3. **LOCAL GOVERNMENT ACT 2002: SECTION 10**

Under section 10 of the Local Government Act 2002, the Council’s purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:			Yes
Social	Economic	Environmental	Cultural
	✓	✓	

4. **INFORMATION SUMMARY**

4.1 **Farm Information**

- 4.1.1 The Flint Road Farm has started calving and had 250 cows calve, with 125 to go. They have had 90 replacements (Heifer calves) and are now coming to the end of the AB calves (identified calves).
- 4.1.2 Calving started on the 1st August with supply to the factory starting on the 6th August.
- 4.1.3 The Milking Season has started and is in full swing. As at print the kgms production is 7,833 kgms up from 6464 kgms from last season which is a variance of 21.2% (Figure 1).
- 4.1.4 The Fonterra Milk Price forecast range for the season is \$5.90 to \$6.90 with a midpoint of \$6.40 used for councils forecast. The Council and Sharemilkers are yet to fix the milk price.
- 4.1.5 The Sharemilkers quarterly meeting has been held recently. Council’s procurement policy was followed and two quotes were obtained for the purchase of this years fertiliser. Once a decision has been made the fertiliser will be organised to be applied at the required time of year.



Figure 1: Total KgMS Daily Production from 01 August to 25 August 2020

4.2 **Aerodrome Information**

4.2.1 COVID-19 has had quite an impact on users at the Aerodrome this year with numbers at 3959 in the 2019/2020 year down from 4660 the previous year.

4.2.2 The Aerodrome is going to be running some events over the year which include some flight training but also monthly flying competitions which will draw in a good crowd from around the district and also outside of the area.

4.2.3 A Club day is planned to be held early in the New Year.

4.2.4 The Aerodrome Customer Satisfaction Survey has been completed with 3 out of 35 returned. Some of the comments noted are:

- uneven ground in front of some of the hangers,
- Improving the surface of the runway,
- Extend the main runway to the fences to allow more room for gliders
- Filling in a drain where the planes park to allow perhaps another hanger to be erected.

4.2.5 A summary of the Aerodrome Aircraft Movement by Type (Figure 2) and Total Aircraft Movements by Landing (Table 1) are provided below.

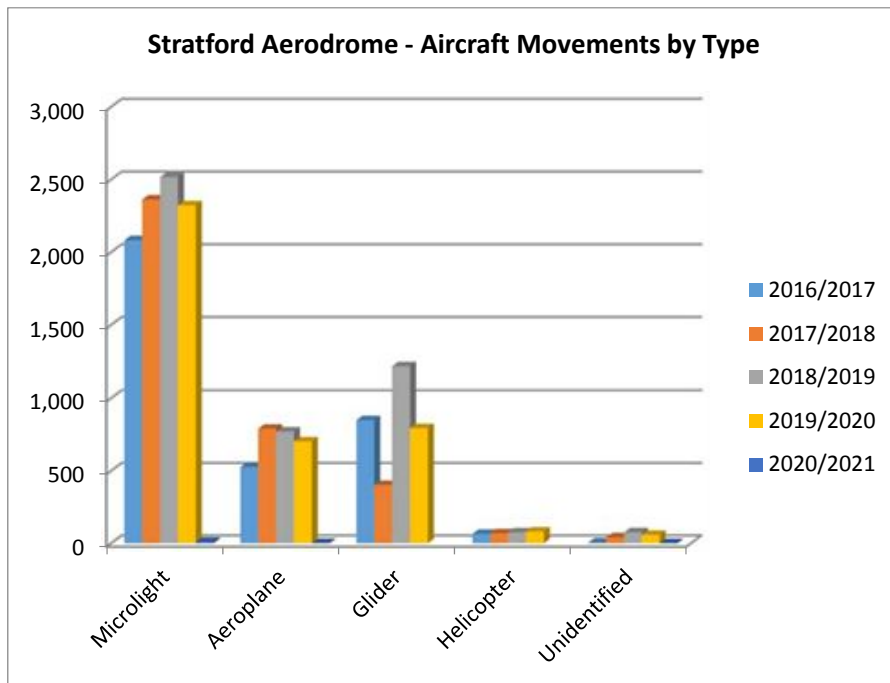


Figure 2: Aircraft Movement – By Type

Table 1: Total Aircraft Landing

Month	2017/2018	2018/2019	2019/2020	2020/2021
July	72	124	459	13
August	111	227	257	
September	234	433	646	
October	234	433	646	
November	389	251	493	
December	295	493	333	
January	173	467	526	
February	405	627	279	
March	751	548	399	
April	558	175	64	
May	337	485	270	
June	308	551	10	

5. **FINANCIAL REPORT**

The quarterly financials are for the first three months of the farming season June to August. It is noted that this does not align with the Council's financial year, however it is more appropriate that the financials are presented to the Committee for a full milking season rather than part.

The milk payout for 2019/20 season has yet to be announced, which is extremely late from the end of the season than previous years.

The milk payout forecast for 2020/21 is re-forecasted at \$6.40 for Council budget purposes. In the past few months the fixed milk price has gone from a high of \$6.85 offered in July to a low of \$6.26 in August.

In terms of expenditure, it is pretty similar to the previous YTD and below YTD budget as would be expected this early in the season.

6. **STRATEGIC ALIGNMENT**

6.1 **Direction**

As this is the Committee's second meeting, Council Officers are looking for governance direction from the Committee, going forward. Council Officers propose that future workshops will be beneficial to develop an "action plan" for the future.

6.2 **Annual Plan and Long Term Plan**

This report supports the Farm and Aerodrome activities as indicated in the Annual Plan and Long Term Plan.

6.3 **District Plan**

There are no implications that would affect the proposed District Plan.

6.4 Legal Implications

There are no legal implications concerning the report.

6.5 Policy Implications

There are no policy implications concerning the report.


Attachments:

Appendix 1 – Quarterly Financial Report 2021

Appendix 2 – Aerodrome Works Programme



Tracy Hinton
PROPERTY OFFICER - ASSETS



[Approved by]
Victoria Araba
DIRECTOR – ASSETS



Sven Hanne
CHIEF EXECUTIVE

DATE 8 September 2020

APPENDIX 1

Note: Q1 includes June, July and August to align with the farming season - as opposed to Council's normal quarters Jul to Sep

	PREVIOUS Q1 2019	ACTUAL Q1 2020 <i>(up to 27 Aug)</i>	BUDGET Q1 2020	Variance	DRAFT BUDGET 2020/21	Month	1
3800 - Farm Investment							
1700 - Income							
Milk Production (KgMs)	4,731	5,225	4,731	494	150,000		
Forecast Milk Payout	7.10	6.40	6.50	- 0.10	6.50		
Council's Share of Milk Revenue	16,794	16,719	15,376	-75	487,500		
1701 - Operating Costs							
Fencing	393	-	750	750	3,000		
R&M Major Works	420	2,337	2,125	-212	8,500		
Repairs & Maintenance	8,053	417	7,818	7,401	31,273		
Off-Farm Grazing	12,827	12,253	10,000	-2,253	40,000		
Pasture Management	-	2,846	1,303	-1,543	5,212		
Fertiliser	10	777	10,685	9,908	42,740		
Urea	792	2,077	1,250	-827	5,000		
Energy Costs	157	-	-	0	0		
Insurance	5,839	6,123	6,000	-123	6,000		
Lease	1,083	1,626	1,625	-1	6,500		
Licences & Permits	-	-	183	183	730		
Rates (Services Only)	-	-	134	134	537		
Subscriptions & Publications	157	263	261	-3	1,042		
Sustenance	-	2,205	13,750	11,545	55,000		
Weed Control	-	-	1,250	1,250	5,000		
	29,731	30,924	57,134	26,209	210,534		
1703 - Overheads							
Interest	-	-	-	-	54,001		
Depreciation	-	-	-	-	65,700		
Corporate Services	2,532	3,895	4,911	1,016	19,644		
Assets Director	939	873	1,002	129	4,009		
Property Asset Manager	3,003	5,783	8,695	2,911	34,778		
	6,474	10,552	14,608	4,056	178,132		
	- 19,411	- 24,757	- 56,366	31,608	98,834		

APPENDIX 2

Aerodrome Work Programme

2020	January	February	March	April	May	June	July	August	September	October	November	December
Mowing - SDC contractors												
Drain Clearing												
Club Day												

QUARTERLY REPORT



F19/13/04 – D20/23711

TO: Farm and Aerodrome Committee
FROM: Property Officer
DATE: 15 September 2020
SUBJECT: HEALTH AND SAFETY UPDATE

RECOMMENDATION

THAT the report be received.

Moved/Seconded

13

1 PURPOSE OF REPORT

The purpose of this report is to provide to this committee the Health and Safety update for the period between June to August 2020.

2 HIGHLIGHTS

- 2.1 There were no recorded incidents at the Council Farm.
- 2.2 There were no recorded incidents at the Stratford Aerodrome.

3 INFORMATION

- 3.1 This report provides a summary of the Farm and Aerodrome's Health and Safety performance in the last quarter.
- 3.2 The Farm Health and Safety report has been prepared by the Sharemilkers and attached to this report. The Council has not recorded any health and safety incidents at the Aerodrome in the last quarter.
- 3.3 The Stratford District Council's Health and Safety reporting obligation is to the Audit and Risk Committee. This report essentially informs this Committee of the operational compliance of the Sharemilkers Health and Safety obligations.
- 3.4 **There are no incidents to report for this quarter.**

4 SHAREMILKER'S HEALTH AND SAFETY REPORT

This update from the sharemilker directly provides an operational summary of the Farm's Health and Safety performance in the last quarter.

4.1

Staff:

- Under COVID-19 all staff who are unwell must remain home
- Staff are ensuring that when they leave an area that all surfaces are wiped clean with the alcohol wipes that are supplied.
- Encouraging staff to speak up and if they are in doubt about something on the farm, take someone with them.

Farm:

- Changing times on the farm, with winter and calving bringing a different set of challenges. The staff have completed a calving course.
- Sign in book or text to be sent to Aaron for all contractors coming on farm especially important now that we are out of level 4
- There is a Covid Tracer QR poster currently displayed at the cowshed

4.2 Near Miss

Risk: Nothing to report

Action: N/A

Prevention in future: N/A

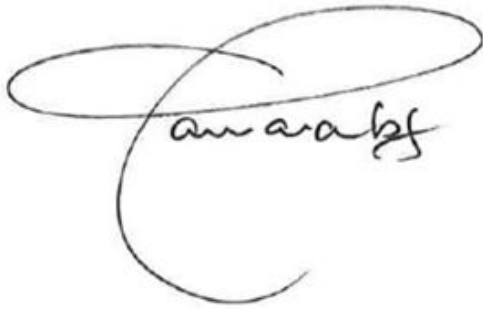
4.3 Health and Safety Meeting Minutes

A summary of the minutes of the monthly meetings is provided below:

- PPE Gear is still be provided, but social distancing is not deemed essential as staff are in their own bubble. However, when around others and on the farm the social distancing is observed.
- Staff wellbeing is being watched carefully given that it is spring and cows are calving. This is a busy time of year for all, and staff are being encouraged to get enough sleep, eat well and look out for each other.
- Given it is also winter, the ATV riding skills are being highlighted to suit the weather.
- Discussion occurred on the difficulties of wearing helmets when in full wet weather gear however it was reiterated that helmets are to be worn at all times when on motorbikes.
- Helmets on bikes are to be worn and tied on at all times, however this has made it difficult given that wet weather gear is also worn, so discussion has been held around that.
- Sign in book for all contractors coming on farm. Still being filled in under Level 2.



Tracy Hinton
PROPERTY OFFICER



(Endorsed by)
Victoria Araba
DIRECTOR - ASSETS



Approved By:
S Hanne
CHIEF EXECUTIVE

DATE: 8 September 2020