



Our reference
F19/13/03-D21/26182

16 September 2021

Farm and Aerodrome Committee Meeting of Council

Notice is hereby given that the **Farm and Aerodrome Committee Meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 21 September 2021** at **12noon**.

At this stage the meeting will be held in the Council Chambers, however should it be required due to COVID-19 Alert Levels or from guidance received, the meeting may be moved to an alternative venue or held virtually.

Timetable for 21 September 2021 as follows:

12pm	Farm and Aerodrome Committee meeting
1pm	Workshop for Councillors – Audit and Risk Committee review
1.45pm	Afternoon tea for Councillors
2pm	Audit and Risk Committee meeting

Yours faithfully

Sven Hanne
Chief Executive

2021 - Farm and Aerodrome Committee - September

21 September 2021 12:00 PM - 01:00 PM



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

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AGENDA

Farm and Aerodrome Committee



F19/13/05 – D21/31421

Date: Tuesday 21 September 2021 at 12noon

Venue: Council Chambers, 63 Miranda Street, Stratford

The meeting location may change, or will be held via Audio Visual Link, if required due to current COVID-19 Alert Levels or Government Guidelines.

1. [Welcome](#)

Health and Safety Message

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 – 15 June 2021
D21/20787 Page 7

Recommendation

THAT the minutes of the Farm and Aerodrome Committee Meeting held on Tuesday 15 June 2021 be confirmed as a true and accurate record.

/
Moved/Seconded

7. [Matters Outstanding](#)

D20/11504 Page 14

Recommendation

THAT the matters outstanding be received.

/
Moved/Seconded

8. Programme of Works
D20/28552 Page 15

Recommendation

THAT the Programme of Works be received.

/
Moved/Seconded

9. Information Report – Risk Review
D21/30886 Page 16

Recommendation

THAT the 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 Seven Risk on the Risk Register from the previous quarter.

/
Moved/Seconded

10. Quarterly Report – Farm and Aerodrome Business and Financial Report
D21/30887 Page 24

Recommendation

THAT the report be received.

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

/
Moved/Seconded

11. Quarterly Report – Health and Safety
D21/30900 Page 32

Recommendation

THAT the report be received.

/
Moved/Seconded

12. Questions



Our reference
F19/13/03-D21/26210

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 2021 Ordinary and Extraordinary Council meetings.

Date	16/03/21	15/06/21	21/09/21	07/12/21
Meeting	FA	FA	FA	FA
Neil Volzke	✓	✓		
Grant Boyde	✓	✓		
Rick Coplestone				
Peter Dalziel	✓	S		
Jono Erwood				
Amanda Harris				
Alan Jamieson	✓	✓		
Vaughan Jones	✓	✓		
Min McKay				
John Sandford	✓	✓		
Gloria Webby				

Key	
FA	Farm and Aerodrome Committee Meeting
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
	Non committee member
(AV)	Meeting held, or attended by, 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 15
JUNE 2021 AT 12 NOON**

PRESENT

Councillors G W Boyde (the Chairman), the District Mayor, N C Volzke, V Jones and Committee Members the Director Corporate Services – Mrs T Radich and the Acting Property Officer – Mrs M McBain.

IN ATTENDANCE

The Deputy Mayor – A L Jamieson, Councillor W J Sandford, the Chief Executive – S Hanne, the Director Community Services – Ms K Whareaitu, the Director Environmental Services – Mr B Sutherland and the Executive Administration Officer – Mrs E Bishop, the Health and Safety/Emergency Management Advisor – Mr M Bestall, the Special Projects Manager – Mr N Cooper, the Administration & Communication Support Officer – Ms R Vanstone (*part meeting*), the Farm Sharemilkers – Mr A & Mrs F Riddick, one member of the media (Stratford Press).

1. WELCOME

The Chairman welcomed the District Mayor, the Chief Executive, Councillors, the Sharemilkers, 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

Apologies were received from Councillor P S Dalziel and the Director – Assets – Mrs V Araba.

RECOMMENDATION

THAT the apologies be received.

BOYDE/JONES
Carried
F&A/21/12

3. ANNOUNCEMENTS

There were no announcements.

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 March 2021
D21/8645 (Pages 7-14)

RECOMMENDATION

THAT the minutes of the Farm and Aerodrome Committee Meeting, held on Tuesday 16 March 2021, be confirmed as a true and accurate record.

BOYDE/VOLZKE
Carried
F&A/21/13

7. MATTERS OUTSTANDING

D20/11504 (Page 15)

RECOMMENDATION

THAT the matters outstanding be received.

BOYDE/JONES
Carried
F&A/21/14

The following points were noted:

- It was noted that the outstanding debt on the farm was covered in the reports. This matter was now complete.
- It was requested the minutes from the Sharemilker quarterly meetings be shared with the committee. The Acting Property Officer confirmed these would be circulated when complete. A folder will be created in the resource centre for these.

The Deputy Mayor joined the meeting at 12.06pm.

8. **PROGRAMME OF WORKS**

D20/28552 (Page 16)

RECOMMENDATION

THAT the programme of works be received.

VOLZKE/BOYDE
Carried
F&A/21/15

The Director – Corporate Services noted the following points:

- The Aerodrome Business plan noted in the programme of works for June had not been prepared. She sought further clarification from the committee on the request for a business plan as the activity contributed to the social outcomes of Council rather than an economic/business one. It was confirmed this activity was included in the Property Asset Management Plan and agreed by the committee that a separate business plan for this activity was not required due to being a recreational site rather than a business activity.

The Administration & Communications Support Officer joined the meeting at 12.11pm.

9. **DECISION REPORT – APPROVE (DRAFT) FARM BUSINESS**

PLAN/REPORT 2021

D21/19204 (Page 17-40)

RECOMMENDATIONS

1. THAT the report be received.

BOYDEJONES
Carried
F&A/21/16

2. THAT the Committee approves the Draft Farm Business Plan/Report 2021, with actual results for the year ended 30 June 2021 to be reported back to the Committee in September 2021.

JONES/BOYDE
Carried
F&A/21/17

Recommended Reason

So that the Committee can approve the final budget for 2021/22, the draft report for 2021 is being presented, as actual results for year end 2020/21 are yet to be finalised.

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D21/20787*

The Director – Corporate Services noted that this report was still in draft format as the year end results were still being finalised (closing 30 June 2021). It was still subject to change following it being audited.

Mr Riddick noted the following points:

- It was noted they were really appreciative of the way the farm is at the moment and the infrastructure that is now in place. He felt that the farm would attract top sharemilkers with the way it is now.
- The priority has been setting up the farm with the conversion of the Campbell farm into one operation. They can now focus on the farming operation and feel they will be up around 160,000 kgs/ms over the next two years.
- They will be working on getting the cows accustomed to the in-shed feeding system and felt expenses would now be minimal. This was a farm Council should be proud of.

Questions/Points of Clarification:

- The District Mayor noted the pride should sit with the sharemilkers and the work they have done over the past 12 months. Production is outstanding and the environmental aspects have been right up there with the riparian planting and fencing. He felt this was a 100% success story.
- The Chairman noted the seven years had gone quickly and there had been a massive transition for the sharemilkers since they entered the farm including new land, bridges etc. He thanked them for their work on behalf of Council.
- The split of the profit between rate mitigation and loan repayments in the plan were questioned. Mrs Radich clarified she required direction from the committee on how to split the profit between the three main areas being \$50,000 minimum to rates mitigations, rates reserve funding and debt repayment. She noted she had not recommended to fund the rates reserve this year and repay debt due to rising interest rates and proposed the capital expenditure be loan funded.
- Councillor Jones felt more should be put towards rate mitigation to ease the burden on the community and felt the loan could be spread over a wider generation like the pool loan would be.
- It was clarified the contribution towards rates this year could not be increased but an amount could be put into the reserve to mitigate rates from Year 2 of the Long Term Plan.
- It was clarified that the Revenue and Financing Policy does not permit Council to fund for capital expenditure from revenue which was why a higher proportion had been suggested to be put towards debt repayment.
- The District Mayor requested that the rate mitigation amount be noted as \$50,000 *minimum* in the plan. He noted there had been a common theme of expenditure this year not having set budgets and felt some provision for capital works needed to be included to ensure work does not have an impact on the current situation. He felt some of this year's profit should be put into the rates reserve to have a higher rate mitigation next year and some into debt repayment.
- It was suggested that \$75,000 be put into the rates reserve, \$50,000 used for this year's rate mitigation and the remaining be put into debt repayment. Mrs Radich noted that this would mean the loan would increase by \$69,000 due to the planned capital works. Mrs Radich would bring the updated report back in September for adoption.
- Questions pre-circulated by Councillor Dalziel noted the budget was conservative based on a \$6.25 payout but the revenue was based on an \$8 payout and felt that surplus should be thought about now. He noted the sharemilkers 5 year contract would overlap

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the introduction of freshwater regulations, methane reduction targets and felt this needed to be planned for in the future contract. There is significant work and research going into Regenerative Agriculture and while it is not yet known how this can be applied to the farm operation it still needed to be considered at this point. It was noted the sharemilkers were already working towards these targets.

- Councillor Jones noted his disappointment that Council had approved capital works this year without them coming through this committee and wanted to move that this committee endorse the budgets and have input into capital activity.
- It was clarified that the expiring consent for the effluent pond noted on page 35 was in regards to the decommissioned effluent pond on the Campbell Farm. It was requested that this be clearly noted in the report.
- Councillor Jones noted the dividend forecast meant Council held the risk with Fonterra Shares and felt this would need to be reviewed when it is clear what Fonterra's plans were.
- It was clarified that with the sharemilkers contract up for review next year it would be preferable to have someone in place by the end of this year. There would be a workshop in September to work on items such as contracted terms, with a desire to have someone in place by December. Once the committee had approved the terms it would be undertaken by Officers as an operational task.
- Councillor Jones noted his concern that the in-shed feed system had just been installed and yet the report noted limitations with supplement being brought in.

10. **INFORMATION REPORT – RISK REVIEW**

D21/18644 (Pages 41-49)

RECOMMENDATION

THAT this report be received.

BOYDE/VOLZKE
Carried
F&A/21/18

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 Seven Risk on the Risk Register from the previous quarter.

The Acting Property Officer noted the following points:

- This report provides the Committee an update on the Farm and Aerodrome risk registers and any incidents that had occurred in relation to the top seven risks.
- There were no incidents or threats in relation to the top seven risks since the last committee meeting and no changes to the register.

11. **QUARTERLY REPORT – FARM AND AERODROME BUSINESS
AND FINANCIAL REPORT**

D21/18357 (Pages 50-59)

RECOMMENDATION

THAT the report be received.

JONES/VOLZKE
Carried
F&A/21/19

Recommended Reason

This report provides a 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 Acting Property Officer noted the following points:

- Farm milk production currently sits above the target of 150,000 kgs/ms.
- Riparian planting has been underway and is nearing the end now. There were some trees that have not survived which is why the percentage remains the same as this time last year. There will be an officer from the Taranaki Regional Council going onsite to complete a report. The Regional Council will also be supplying contractors to plant trees free of charge.
- The new recording system at the Aerodrome has resulted in lower numbers in regards to movement, however this is a much more accurate reading. Officers are still liaising with the aero club and gliding club to ensure the results match theirs.

Questions/Points of Clarification:

- The Special Projects Manager noted that the contract for the new yard had been let and demolition of the current yard began in the weekend as well as the top soil excavation for the new loading race.
- The Chairman requested a workshop be held in the future regarding strategic alignment with this committee and getting certainty for where the farm is heading.
- Councillor Jones noted his concern with clearing the sides of the race which could cause the race to de-stabilise then cause more lame cows. Mr Riddick clarified this was only clearing some of the edges to ensure the water can get out.
- The Chairman noted the graphs showing the amount of feed going into the farm and that there were a lot less crops which resulted in less walking for cows and felt this was heading in the right direction.
- Mr Riddick clarified there was a crop of oats to hold the cows in a month's time. He noted they could not fit into the Campbell shed as it has now been decommissioned, if the yard is not complete there is the option of going into the oats early or put the cows on two day breaks. This will only affect one winter while this is being built. He noted the new yard will hold the whole herd.
- The District Mayor noted his concern that the proposed landing fees had not been communicated properly with the Aerodrome users. He had been led to believe there had been discussions with these users and the feedback he has received was that this did not occur. The Chief Executive noted that there were a number of unaffiliated

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parties that have different levels of contacts. The main contact is the aero club. Any changes to these charges would now have to be made at the Annual Plan time and would give the opportunity for further conversations to be had.

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

D21/18380 (Pages 60-61)

RECOMMENDATION

THAT the report be received.

BOYDE/VOLZKE
Carried
F&A/21/20

The Acting Property Officer noted there were no recorded incidents at the farm or at the aerodrome.

Questions/Points of Clarification:

- It was noted the Council's Health and Safety/Emergency Management Advisor did have a meeting booked in with the sharemilkers. At this point they would be discussing the chemical register and changing hazard numbers which is a change to ensure chemicals are globally recognised.

13. **QUESTIONS**

The meeting closed at 1.08pm

G W Boyde
CHAIRMAN

Confirmed this 21st day of September 2021.

N Volzke
DISTRICT MAYOR

Farm and Aerodrome Committee Matters Outstanding Index

D20/11504

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Sharemilker quarterly meeting minutes to be shared	F&A 15 June 2021	Erin Bishop	Complete	The minutes were shared with Elected Members in Diligent. A folder has been created in the resource centre for the minutes to be uploaded into.

2021 - Farm and Aerodrome Committee - September - Programme of Works

FARM AND AERODROME COMMITTEE - PROGRAMME OF WORKS

Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22
Aerodrome Commercial Strategy*	Farm Environmental Report	Farm Business Plan/Report	Review Risk Register	Annual Strategic Review	Farm Environmental Report	Farm Business Plan/Report	Review Risk Register
Aerodrome 10 year budget*		Aerodrome Business Plan/Report				Aerodrome Business Plan/Report	
Farm 10 year budget							
Farm Operations - Monthly Report	Farm Operations - Monthly Report	Farm Operations - Monthly Report	Farm Operations - Monthly Report	Farm Operations - Monthly Report	Farm Operations - Monthly Report	Farm Operations - Monthly Report	Farm Operations - Monthly Report
Health and Safety Report	Health and Safety Report	Health and Safety Report	Health and Safety Report	Health and Safety Report	Health and Safety Report	Health and Safety Report	Health and Safety Report

*To be postponed until the March 2021 meeting.

INFORMATION REPORT



F19/13/04 – D21/30886

To: Farm and Aerodrome Committee
From: Acting Property Officer
Date: 21 September 2021
Subject: Risk Review

Recommendation

1. THAT the report be received.

Recommended Reason

To update the Farm and Aerodrome Committee of changes to the Farm Risk Register and advise the Committee of any incidents in relation to the Top Seven Risks on the Risk Register.

 Moved/Seconded

1. Purpose of Report

The purpose of this report is to review of any changes made to the Council's Risk Register, and informs the Committee of any incidents in relation to the top seven risks since the last Farm and Aerodrome Committee meeting, held in June 2021.

2. Executive Summary

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

3. Local Government Act 2002

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
	✓	✓	

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

2. Background

The Farm and Aerodrome Risk Register was finalised and subsequently adopted by the committee at the September 2020 meeting.

The Risk Register is based on requirements from:

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

The Top Seven 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 Seven Risks**

There has been no new risks added to the register since the last Committee meeting. The **Top Seven Risk** register, as per attached **Appendix 1**.

5.3 **Incidents or Threats in relation to the Top Seven Risks**

There has been no incidents or threats in relation to the top seven risks since the last Farm and Aerodrome Committee meeting in June 2021.

6. Strategic Alignment

6.1 **Direction**

Direction has been taken from the Council's Aerodrome and Farm sections of the Long Term Plan 2021-2031 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 Seven Risk Register

Appendix 2 – Stratford Aerodrome Hazard Register



Melanie McBain
Acting Property Officer



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 14 September 2021

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
Animal Welfare	Reputational	<ul style="list-style-type: none"> Animal Welfare issues – If an animal welfare issue eventuates on-farm then reputational damage to both Sharemilker and Council could occur. 	Medium	<ul style="list-style-type: none"> To ensure there is good animal welfare practice on farm and as the cows are owned by the Sharemilkers, the following codes must be complied with: <ul style="list-style-type: none"> The Animal Welfare Act 1999; An <i>Animal Health Plan</i> provided through a Veterinary Practice; and The Fonterra Welfare Codes and Regulations 	Low

APPENDIX 2



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

2021 - Farm and Aerodrome Committee - September - Information Report - Risk Review

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 Mistry 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



F19/13/04 – D21/30887

To: Farm and Aerodrome Committee
From: Acting Property Officer
Date: 21 September 2021
Subject: Farm and Aerodrome Business and Financial Report

Recommendation

THAT the report be received.

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.

/_____
Moved/Seconded

1. Purpose of Report

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

2. Executive Summary

- 2.1 This report provides information on the current position of the Farm and Aerodrome.
- 2.2 The Farm and Aerodrome Works Programme is attached. Please see **Appendix 1**.
- 2.3 It highlights the milk production from the current season at the farm and also reports on the key activities at the Aerodrome.
- 2.4 The Financial Report is attached for the last financial year and budget for 2021/2022. Please see **Appendix 2**.

3. Local Government Act 2002

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
	✓	✓	

It supports the provision of good quality local infrastructure and the performance of a good quality local public service.

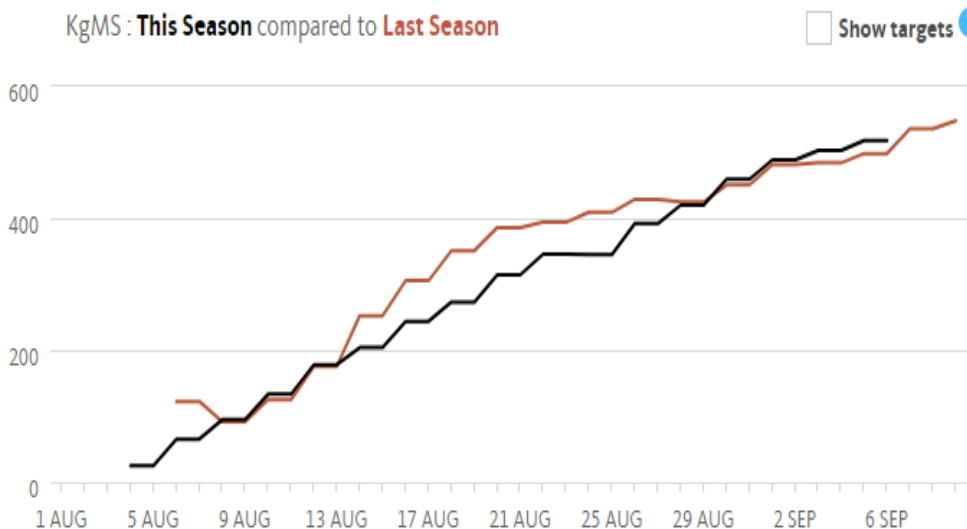
4. Information Summary

4.1 Farm Information

4.1.1 The farm production is as shown in the Monthly Production graph below (see **Figure 1**) with a 4% variance (increase) from this time last year.

4.1.2 The production is on track to meet the 150,000kgm target

Figure 1: Total Kg Milk Solids Production from August to September



4.1.3 Taranaki Regional Council (TRC) will be carrying out an on-site visit in September 2021 to determine the riparian planting programme for 2021/22.

4.1.4 The Farm Dairy Records have been submitted and received by Fonterra. Fonterra will use this information to prepare an Environmental Report, which includes a “Nitrogen Risk Scorecard” and “Greenhouse Gas Emissions Assessment”.

4.1.5 The Sharemilkers quarterly meeting was held on Thursday 16th of September. There the new Property Officer was introduced to group members

4.1.6 The fixed milk price has been set at a rate of \$8.12.

4.1.7 The In-Shed Feed System has been installed and is operational. Sharemilker’s are happy with the final product.



4.1.8 The Yard Extension, with the exception of the loading ramp, has also been completed and is operational. The weather was not great at the time of construction, with narrow windows of opportunity, so efforts were concentrated on getting the yard finished before too many cows came into milk. Work has subsequently commenced on the loading ramp which should be completed within a couple of weeks.



4.2 Aerodrome Information

- 4.2.1 Council officers are still waiting on the Aero Club to provide plans and specifications for the site to build a new hanger.
- 4.2.2 Council officers are now receiving a different recording program from AIMM and from August 2021 will be charging Landing Fees (as per Council Fees and Charges 2021/22). The amount of recording of aircrafts has now increased.
- 4.2.3 The aircraft movements *by month* is in the graph below as **Figure 2** and aircraft movements *by type* in **Figure 3**.

Figure 2: Aircraft Movements by Month

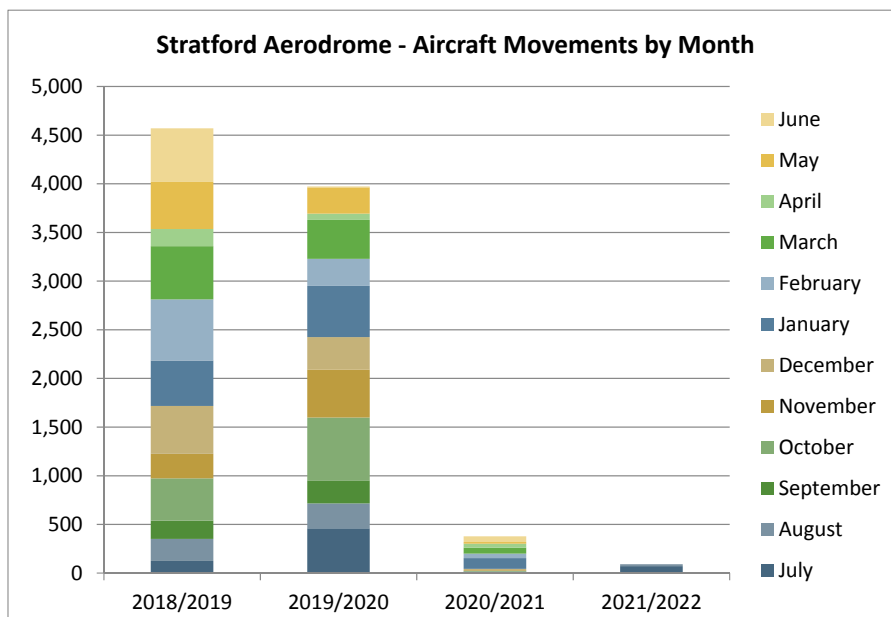
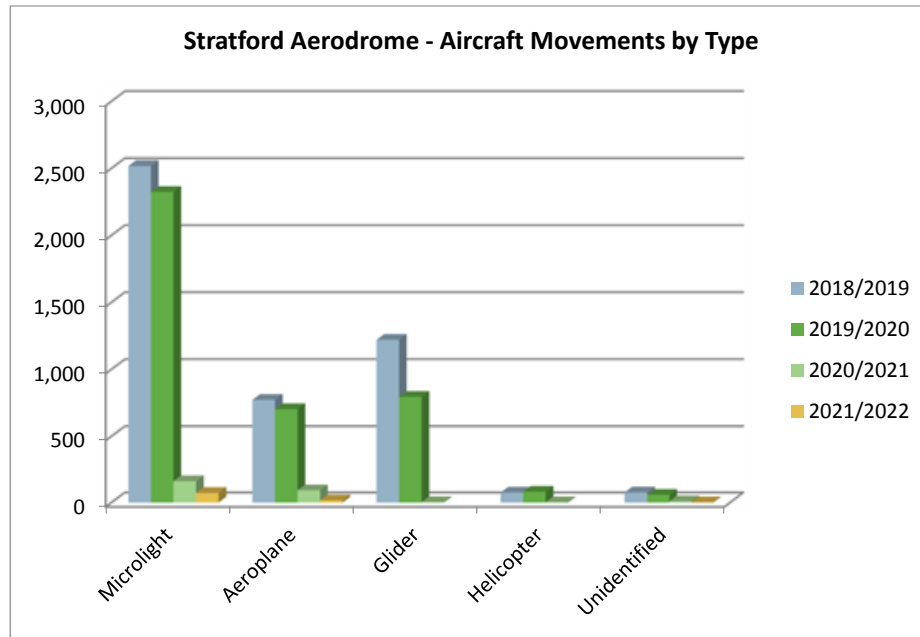


Figure 3 - Aircraft Movements by Type



5. Financial Report

Operating costs are tracking similar to this time last year, and are down on budget. Revenue is up on budget, as the forecast pay-out assumption is at \$7.60 and a dividend of \$4,000 was received earlier in the year (net after paying a portion to sharemilker). If costs are kept within control, it is likely that the farm will produce a significant profit this financial year.

6. Strategic Alignment

6.1 Direction

As this is the Committee’s fifth meeting, Council Officers continue to look for governance direction from the Committee, going forward. Council Officers propose that future workshops will be beneficial to develop a “Game 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:

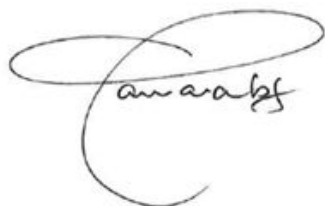
Appendix 1 – Farm Work Programme

Appendix 2 – February 2021 YTD Financial Report – Farm

Appendix 3 – Capital expenditure report



Melanie McBain
Acting Property Officer



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 14 September 2021

APPENDIX 1

Farm Work Programme

2021	January	February	March	April	May	June	July	August	September	October	November	December
Quarterly Meetings												
Fertiliser Application												
Riparian Planting												
Calving												
Drying off												
Sowing crops												
Mowing – SDC Contractors												
Drain Clearing under runway												
Mating												
Club Day												

APPENDIX 2

AUGUST 2021 YTD FINANCIAL REPORT - FARM					
	YTD PREVIOUS	YTD ACTUAL	YTD BUDGET		BUDGET
	2020/21	2021/22	2021/22	Variance	2021/22
3800 - Farm Investment					
1700 - Income					
Milk Production (KgMs)	7,833	6,988	25,000	-18,012	150,000
Forecast Milk Payout	6.40	8.00	6.25	1.75	6.25
Council's Share of Milk Revenue*	25,066	55,901	78,125	-22,224	468,750
Dividend	-	-	3,307	3,307	19,840
Total Income	25,066	55,901	81,432	-25,531	488,590
1701 - Operating Costs					
Fencing	-	977	500	-477	3,000
R&M Major Works	305	-	3,033	3,033	18,200
Repairs & Maintenance	4,212	1,167	5,000	3,833	30,000
Consultants	-	-	83	83	500
Off-Farm Grazing	2,636	-	6,667	6,667	40,000
Pasture Management	-	467	869	402	5,212
Fertiliser	962	3,158	11,667	8,509	70,000
Urea	2,077	-	0	0	0
Insurance	6,123	8,349	1,072	-7,278	6,429
Lease	1,083	1,083	1,083	-0	6,500
Licences & Permits	-	-	122	122	730
Rates (Services Only)	620	960	108	-852	650
Subscriptions & Publications	-	-	417	417	2,500
Sustenance	2,205	5,423	9,167	3,744	55,000
Weed Control	-	-	667	667	4,000
	18,300	21,583	40,454	18,870	242,721
1703 - Indirect Costs					
Interest	-	-	7,554		45,321
Depreciation	-	-	5,509	5,509	33,054
Corporate Services	3,267	5,776	3,549	-2,227	21,294
Assets Director	735	929	968	39	5,809
Property Asset Manager	1,534	3,221	4,906	1,685	29,433
	5,537	9,926	14,932	5,005	134,911
Total Expenditure	23,836	31,509	55,385	23,876	377,632
Net Profit	1,229	24,391	26,047	-1,655	110,958

APPENDIX 3

Capital Expenditure Actual Vs Budget 2021/22				
	<i>Full Year</i>	<i>YTD</i>	<i>Full Year</i>	
	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>BUDGET</i>	<i>Variance</i>
	2020/21	2021/22	2021/22	2021/22
<i>Renewals</i>				
Farm House	\$ 12,344		-	-
Yard Replacement (part 50%)	\$ 10,000	20,000	-	-
Effluent Pump	\$ 4,349		-	-
Total Renewals	\$ 26,693	\$ 20,000	\$ -	\$ -
<i>Increase in Service Level</i>				
Calf Bay	\$ 7,871		-	-
Riparian Planting	\$ 9,862	-	3,500	3,500
Yard Upgrade (part 50%)	\$ 10,000	88,848	-	(88,848)
Relocate Concrete Feedpad	\$ 52,986		-	-
New Races	\$ 35,062		-	-
General Storage Facilities	\$ -	-	8,000	8,000
Free-standing fireplace	\$ -	-	8,500	8,500
In-shed Feed System	\$ -	1,521	53,000	51,479
Total Service Level Increase	\$ 115,781	90,369	73,000	(17,369)
	\$ 142,474	110,369	73,000	(17,369)

QUARTERLY REPORT



F19/13/04 – D21/30990

To: Farm and Aerodrome Committee
From: Acting Property Officer
Date: 21 September 2021
Subject: Health and Safety Update

Recommendation

THAT the report be received.

 Moved/Seconded

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 2021.

2. Executive Summary

2.1 There was one recorded incidents at the Council Farm.

2.2 There were no recorded incidents at the Stratford Aerodrome.

3. Local Government Act 2002

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
	✓	✓	

It supports the provision of good quality local infrastructure and the performance of a good quality local public service.

4. Information Summary

- 4.1 This report provides a summary of the Farm and Aerodrome's Health and Safety performance in the last quarter.
- 4.2 The Council has not recorded any health and safety incidents at the Aerodrome in the last quarter.
- 4.3 There has been one incident and no near misses on the Farm to report for this quarter.
- 4.4 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.

5. Sharemilker 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.

5.1 General

The Sharemilker is continuing to work with the Council's Health and Safety Officer regarding the storage of chemicals on site and the fuel tank that is located on the tanker track.

5.2 Incident/Near-Misses

Incident: 1 incident to report – Worker was kicked by heifer while working – no injury or requirement of any medical attention

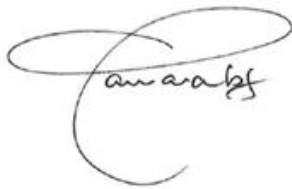
Near-Misses: 0 Near-Misses to report.

Action:

Conversation with all staff to remind them of staying vigilant while in the cowshed at milking time.



Melanie McBain
Acting Property Officer



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 14 September 2021