



Our reference
F19/13/03-D21/26182

9 March 2022

Farm and Aerodrome and Audit and Risk Committee Meetings

Notice is hereby given that the **Farm and Aerodrome Committee and Audit and Risk Committee** will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 15 March 2022** beginning at **12 noon**.

At this stage the meetings will be held in the Council Chambers, however should it be required due to the Covid Protection Framework, the meeting may be moved to an alternative venue or held virtually.

Timetable for 15 March 2022 as follows:

12 noon	Farm and Aerodrome Committee
1.30pm	Afternoon tea for Councillors
2.00pm	Audit and Risk Committee

Yours faithfully

Sven Hanne
Chief Executive

2022 - Agenda - Farm & Aerodrome - March Open

15 March 2022 12:00 PM - 01:30 PM



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AGENDA

Farm and Aerodrome Committee



F19/13/05 – D22/7811

Date: Tuesday 15 March 2022 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](#)

1.1 Opening Karakia
D21/40748 Page 5

1.2 Health and Safety Message
D21/26210 Page

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 – 7 December 2021
D21/44405 (PE) D21/44582 (Open) Page 8

Recommendation

THAT the minutes of the Farm and Aerodrome Committee Meeting held on Tuesday 7 December 2021 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
D20/28552 Page 16

Recommendation

THAT the Programme of Works be received.

/
Moved/Seconded

9. Information Report – Risk Review
D22/5868 Page 17

Recommendation

THAT the report be received.

Recommended Reason

To update the Farm and Aerodrome Committee of changes to both the Farm and Aerodrome Risk Registers and advise the Committee of any incidents in relation to the identified risks.

/
Moved/Seconded

10. Quarterly Report – Farm and Aerodrome Business and Financial Report
D22/5873 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
D22/7532 Page 39

Recommendation

THAT the report be received.

/
Moved/Seconded

12. Questions

13. Closing Karakia
D21/40748 Page 46



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Our reference

F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.



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 War Memorial Centre congregating on the 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 until the shaking stops and you are sure it is safe to exit or remain where you are until further instruction is given.

Under the current Pandemic setting visitor access beyond the customer service centre is restricted. Mask wearing is mandatory in all public areas as well as any areas where social distancing cannot be consistently achieved, such as corridors, staff rooms and bathrooms.

We recommend mask wearing for the duration of meetings unless social distancing of a minimum of 1 metre can be consistently achieved.

5. Attendance schedule for 2021 Farm and Aerodrome Committee meetings.

Date	15/03/22	21/06/22	20/09/22	06/12/22
Meeting	FA	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				

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

Farm and Aerodrome Committee



F19/13/06 – D21/444582

Date: Tuesday 7 December 2021 at 12noon
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

Councillor G W Boyde (the Chairman), the District Mayor N C Volzke, Councillors P S Dalziel (*via audio visual link*), V R Jones and Committee Members: the Director Corporate Services – Mrs T Radich and the Property Officer – Mrs S Flight.

In attendance

Councillor W J Sandford.

The Chief Executive – Mr S Hanne, the Director Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, Communications Manager – Ms G Gibson, and one member of the media (Stratford Press).

1. Welcome

The Chairman welcomed the Chief Executive, Councillors, staff, and the media.

1.1 Opening Karakia D21/40748 Page 7

The opening karakia was read.

1.2 Health and Safety Message D21/26210 Page 8

The Chairman reiterated the health and safety message and emergency procedures.

2. Apologies

Apologies were received from the Deputy Mayor A L Jamieson and noted from the Director Assets – Mrs V Araba and the Director Community Services – Ms K Whareaitu.

Recommendation

THAT the apologies be received.

JONES/BOYDE
Carried
F&A/21/27

3. Announcements

There were no announcements.

4. Declarations of Members Interest

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

5. Attendance Schedule

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

6. Confirmation of minutes

6.1 **Farm and Aerodrome Committee Meeting – 21 September 2021**
D21/33298 Page 10

Recommendation

THAT the minutes of the Farm and Aerodrome Committee Meeting held on Tuesday 21 September 2021 be confirmed as a true and accurate record.

VOLZKE/BOYDE
Carried
F&A/21/28

7. Matters Outstanding

D20/11504 Page 14

Recommendation

THAT the matters outstanding be received.

JONES/DALZIEL
Carried
F&A/21/29

8. Programme of Works

D20/28552 Page 15

Recommendation

THAT the Programme of Works be received.

VOLZKE/BOYDE
Carried
F&A/21/30

The Chief Executive noted that the sharemilkers agreement had been moved on the programme of works to December 2021.

9. Decision Report – Approve Farm Business Report 2021
D21/42260 Page 16

Recommendations	
1. <u>THAT</u> the report be received.	BOYDE/JONES Carried <u>F&A/21/31</u>
2. <u>THAT</u> the allocation of the remaining profit made in the 2020/21 financial year, after the rates mitigation portion (\$53,000) be \$115,781 for debt repayment and \$96,925 to be put into the farm reserve.	VOLZKE/BOYDE Carried <u>F&A/21/32</u>
Recommended Reason To discharge the Committee's responsibilities in relation to the Council farm.	

The Director – Corporate Services noted the following points:

- This report presents the year end result to 30 June 2021 and provides an update and overview of the farm and budget for 2021/22 year with reforecasting of figures.
- The Committee is asked to allocate the remaining profits made in the last financial year. There is \$265,706 profit with \$53,000 allocated to rate mitigation. The remaining amounts can be used for debt repayment or put into the reserve fund to be used in later years for rate mitigation or other uses the Committee may deem appropriate.
- Work has begun on the 2022/23 Annual Plan so the Committee will be required to review the budgets for the Farm and Aerodrome activities as part of this process.

Questions/Points of Clarification:

- The Chairman supported \$115,781 of debt repayment with the remaining \$96,925 being put into the farm reserve.
- It was clarified that the funds placed into the reserve can be used for anything the committee determines appropriate including debt repayment.
- Councillor Dalziel noted his concern on the \$62,000 allocated for administration and overheads, he queried if the meetings with the sharemilkers could be moved to quarterly to reduce this administration cost and noted that there could be more movement in the corporate services expenses. It was requested that a breakdown of the overheads be added to the matters outstanding and brought back to this committee.
- Councillor Dalziel supported the debt reduction of \$115,781 and felt that the \$53,000 allocated to rate mitigation could be increased to \$100,000 with the remaining profit being put into the reserves fund. He felt it was important that net debt was not increasing.
- The District Mayor acknowledged the outstanding result the farm had achieved in the last 12 months. He noted this was much more than just the financial return and included the riparian planting and environmental report achievements. He was pleased to see that the integration of the two farms had gotten to the point they were full integrated and that the improvements to the water systems and the races are also really good. He acknowledged staff involved and the sharemilkers who had played an integral part in establishing these improvements.
- It was clarified that if there were funds allocated to the reserve for rate mitigation that this could not happen until the next financial year and would be part of the 2022/23 Annual Plan discussion.
- The District Mayor supported the debt repayment of \$115,781 and the remaining balance of \$96,925 being put into the farm reserve.
- It was clarified that the riparian planting was still 95% complete as the sharemilker was awaiting the Taranaki Regional Council to confirm the spaces the remaining plants were to be put.
- It was requested that the summary of the farm in the Business Report (Farm and Aerodrome Committee Members) be updated to include *the District Mayor as ex officio*.

10. Information Report – Risk Review
D21/42675 Page 39

<p>Recommendation</p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">BOYDE/JONES <u>Carried</u> <u>F&A/21/33</u></p> <p>Recommended Reason To provide an update to the Farm and Aerodrome Committee of any changes to the Farm Risk Register and advise the Committee of any incidents in relation to the Top Seven Risk on the Risk Register from the previous quarter.</p>
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The Property Officer noted the following points:

- The Committee’s approval was sought for an additional risk to be added to the Farm Risk Register regarding the sharemilker contracting. COVID-19

Risk Category	Risk Subject	Risk Description	Risk Score Raw	Control Description	Residual Risk Score
Operational	COVID-19	<ul style="list-style-type: none"> If the sharemilker contracts COVID-19 and is unable to work for a few weeks this could affect the operation of the farm. 	Medium	<ul style="list-style-type: none"> Prepare and maintain a Business Continuity Plan. Have a Movement Plan between the Sharemilker and other workers to eliminate the transmission of the virus to others. 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

Questions/Points of Clarification:

- Councillor Jones noted his concern to how the Committee was assured that the control measures in the Risk Registered were meeting the associated risk. He noted the Hazard Register for the Aerodrome included dates for completion and this is not a feature on the risk register. He questioned if the Committee should be reviewing items such as the Animal Health Plan as required for the farm. The Director – Corporate Services noted that the Audit and Risk Committee reviewed the full Council Risk Register from which this was a subset register. Officers complete internal audits and report back to the Audit and Risk Committee on the controls and if they are working. Officers also do a deep dive into one of the risks to show the controls are working in the report. The Farm and Aerodrome Committee is being presented with a register to say these controls are in place and it is an operational matter to ensure these are being place with the assurance being in the internal audits and deep dive reviews. The Committee can request a review of any of the risks.
- Councillor Boyde noted that the sharemilkers have a lease block which is used for grazing purposes so their stock does not come into contact with other stock which helps mitigate the risk of Mycoplasma Bovis.

Recommendation

THAT the Operational Risk for COVID-19 be added to the Farm Risk Register.

BOYDE/JONES
Carried
F&A/21/34

11. Quarterly Report – Farm and Aerodrome Business and Financial Report

D21/42800 Page 48

Recommendation

THAT the report be received.

BOYDE/DALZIEL
Carried
F&A/21/35

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 Property Officer noted the following points:

- The Stratford Aeroclub has approached Council for approval for a new hangar to be constructed adjacent to their existing hangars on land which is part of the Council farm. The sharemilker has advised that this paddock is only used for lame cows and the loss of the small area of land would not impact adversely on the farm operations. The lease of the land will bring in further revenue to the Council.
- The upgrade to the AIMM reporting programme will now provide 99% accuracy of aircraft movement numbers.

Questions/Points of Clarification:

- It was clarified the lost milk solids noted in item 12 was an estimated amount of 300 milk solids and did not show in this report as this was dated to 30 October.
- The District Mayor questioned if the location of the proposed hangar was consistent with the report done for the aerodrome development completed a number of years ago. The Chief Executive clarified that the locations within that report were when there was no room left to build and would start going into the infield. He questioned if a more suitable location would be on the opposite side of the road between the fuelling station and the last hangar, Mr Hanne noted that this position was the desirable location to align with the current aeroclub hangars and there had been no concerns regarding access, he confirmed the costs would be to the aeroclub regarding the drain crossing and that the sharemilkers had not expressed any objections to the use of that paddock.
- It was clarified the total aircraft movement was 375. Mrs Flight noted there had been a new aerial and cable installed along with an upgrade to the AIMM programme which will provide much more accurate numbers.
- It was noted the strategic alignment section of this report would be updated as the Long Term Plan was now in effect. The Chief Executive noted the importance of the Committee doing a self review to ensure it is delivering what it was established to do. He noted the value of contracts monitored by this committee are some of the smallest within Council when compared to activities such as roading and it was important to figure out if the Committee was fit for purpose and was required as this tied back to the overheads discussion.
- The Chairman thanked the Parks and Reserves Officer for the work she had undertaken over the past year particularly with the capital works projects that she had picked up as this was a huge amount of work. She has done a fantastic job in delivering these on time.
- Councillor Jones noted he was watching with interest the fact that milk production was down but sustenance was up as he had thought the in-shed feed system was to balance the peaks and troughs.

12. Quarterly Report – Health and Safety

D21/42479 Page 57

Recommendation

THAT the report be received.

BOYDE/VOLZKE
Carried
F&A/21/36

The Property Officer noted the following points:

- There were no recorded incidents at the Aerodrome.
- There was one incident at the farm where milk from a penicillin cow was mixed with the milk in the vat. Council will be reimbursed for the lost milk by the sharemilkers when they have received this from their insurers.

13. Questions

There were no questions.

14. Resolution to Exclude the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Items No: 15

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Farm Contract	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

BOYDE/JONES
Carried
F&A/21/37

The media departed the meeting at 12.46pm.

15. Public Excluded Item

Recommendation

THAT the open meeting resumes.

JONES/VOLZKE
Carried
F&A/21/42

16. Closing Karakia

D21/40748 Page 152

The closing karakia was read.

The meeting closed at 1.47pm

G W Boyde
Chairman

Confirmed this 15th day of March 2022.

N C Volzke
District Mayor

Farm and Aerodrome Committee Matters Outstanding Index

D20/11504

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Farm Overheads – clarification of make-up of overhead expenses	F&A 07/12/21	Tiffany Radich		Report will be brought to the committee 15 June 2022.

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FARM AND AERODROME COMMITTEE - PROGRAMME OF WORKS

Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Annual Strategic Review	Farm Environmental Report	Farm Business Plan/Report	Review Risk Register	Sharemilkers Update	Farm Environmental Report
Final Farm Business Report 2021	Draft Budget 2022/23	Draft Results 2021/22	Final Farm Business Report 2021		Draft Budget 2023/24
Sharemilkers Agreement					
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

INFORMATION REPORT



D22/5868

To: Farm and Aerodrome Committee
From: Property Officer
Date: February 2022
Subject: Risk Review

Recommendation

THAT the report be received.

Recommended Reason

To update the Farm and Aerodrome Committee of changes to both the Farm and Aerodrome Risk Registers and advise the Committee of any incidents in relation to the identified risks.

 Moved/Seconded

1. Purpose of Report

The purpose of this report is to present any changes made to the Farm and Aerodrome Risk Registers in **Appendices 1 & 2**. It is to inform the Committee of any incidents and/or changes in relation to identified risks since the last Farm and Aerodrome Committee meeting, held in December 2021.

2. Executive Summary

The Senior Leadership Team (SLT) discuss changes to the corporate risk register weekly. This review of the Farm and Aerodrome Risk Registers is undertaken at the Quarterly Sharemilkers meetings, by Sharemilkers and staff present, to ensure that all risks are being managed appropriately. In the past quarter, one new risk has been added relating to the response to Covid 19.

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.

1. Background

The Farm and Aerodrome Risk Registers were adopted by the committee at the September 2020 meeting.

The Risk Registers are based on requirements from:

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

The Risk Register reports on all risks identified to be managed by the Sharemilkers and Council staff.

5. Information Summary

5.1 **New Risk identified and added to the Risk Register**

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

5.2 **Changes to the Risk Register**

There has been no changes to the Risk Register since the last Committee meeting.

5.3 **Incidents or Threats in relation to the Risk Register**

There has been no incidents or threats in relation to the risk register since the last Farm and Aerodrome Committee meeting.

6. Strategic Alignment

6.1 **Direction**

This report is consistent with the relevant sections of the 2021-2031 Long Term Plan.

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 policy implications

Attachments:

Appendix 1 – Farm Risk Register

Appendix 2 - Stratford Aerodrome Risk Register



Sara Flight
Property Officer



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 8 March 2022

Farm Risk Register

Item	Risk Category	Risk Subject	Risk Description	Risk Score Raw	Control Description	Residual Risk Score
1	Operational	COVID- 19	<ul style="list-style-type: none"> If the sharemilker contracts COVID-19 and is unable to work for a few weeks this could affect the operation of the farm. 	Medium	<ul style="list-style-type: none"> Prepare and maintain a Business Continuity Plan. Have a Movement Plan between the Sharemilker and other workers to eliminate the transmission of the virus to others. 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
2	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
3	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
4	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
5	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. 	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

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Item	Risk Category	Risk Subject	Risk Description	Risk Score Raw	Control Description	Residual Risk Score
			<ul style="list-style-type: none"> Change of Government Policy or Legislative change can also have consequences to the reputation of the farm and the council also. 			
6	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
7	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 effective in emergency and be reached promptly. 	Low
8	Animal Welfare	Reputational Damage	<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

RISK REGISTER

Source of Risk		Risk Rating (Uncontrolled risk rating)			Heirachy of Control	Controls	Residual Risk	Persons responsible	Date to be Completed	Review Date and Initial
Source of Risk	Risk	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

2022 - Agenda - Farm & Aerodrome - March Open - 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 of 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 Ministry 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



D22/5873

To: Farm and Aerodrome Committee
From: Property Officer
Date: 15 March 2022
Subject: Farm and Aerodrome Business and Financial Report

Recommendation

THAT the report be received.

Recommended Reason

This report provides the third quarterly update to the Farm and Aerodrome Committee. It highlights the milk production from the current season at the farm and 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 financial position of the Farm and Aerodrome.
- 2.2 It highlights the milk production from the current season at the farm and reports on the key activities at the Aerodrome.
- 2.3 The Financial Report is attached for the months of July to January 2022 (**Appendix 1**).
- 2.4 The Farm and Aerodrome Works Programme is attached (**Appendix 2**).
- 2.5 The Capital Expenditure report is shown in **Appendix 3**.

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 (Figure 1) with an 8% variance (decrease) from this time last year. Continuous poor weather conditions throughout this season reduced milk production slightly.
- 4.1.2 The production is on track to meet the 150,000kgm target

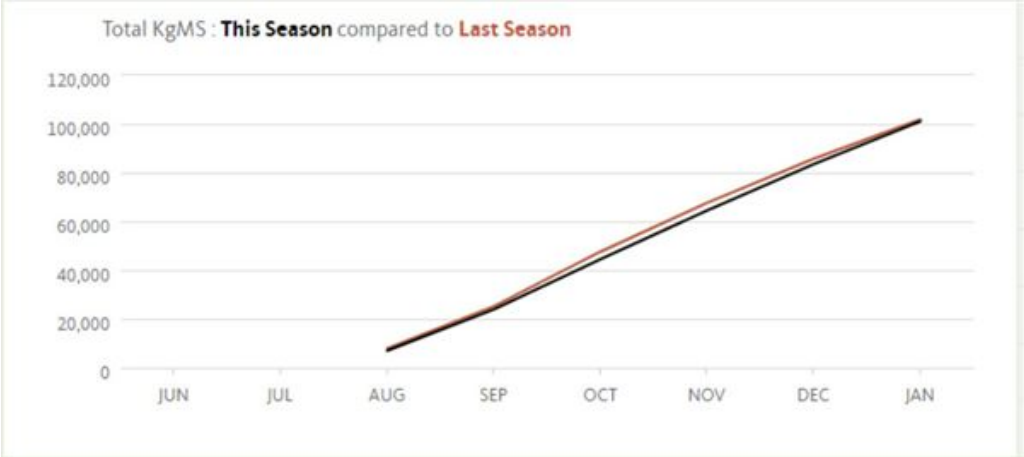


Figure 1: Total Kg Milk Solids Production from July to January

- 4.1.3 Taranaki Regional Council (TRC) have completed the audit for the riparian planting programme. The plants will be delivered in May for planting in June.
- 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 Cropping plan is now in place, where we comply with all the rules and regulations and following best practice.
- 4.1.6 The Sharemilkers quarterly meeting was held on Monday 28th February 2022.
- 4.1.7 Council has three fixed price contracts for the 2021/2022 season (Figure 2).

FMP AGREEMENTS	EST. SEASONAL PRODUCTION (KGMS)	FIXED QUANTITY (KGMS)	FIXED MILK PRICE	FIXED % OF EST SEASONAL PRODUCTION
3	149391	33727	\$8.35	22.58%
November	149391	5825	8.62	3.9
October	149391	10212	8.49	6.84
September	149391	17690	8.12	11.84

Figure 2: Season 2021/2022 Fixed Milk Prices

- 4.1.8 The new yard loading ramp is completed
- 4.1.9 The Milking Parlour requires painting, the current paint is starting to blister and flake off to the concrete. This was identified in the Farm Dairy Assessment report (**Appendix 4**). Currently obtaining quotes for painting.
- 4.1.10 A shipping container already owned by council will be transferred to the farm to be used as a chemical shed once the new storage shed has been erected. The concrete pad for this will be programmed in March.

4.2 Aerodrome Information

- 4.2.1 The Aerodrome held an Open Day on Saturday 22 January 2022. The day was a big success with a significant number of people visiting. The members made their planes available to encourage the public to participate in trial flights. **Figure 3**
- 4.2.2 In mid-February strong winds rip the aerial off the roof of the Aero Club Club House. This is in the process of being repaired. With this being down there are no records of movements to report for the month February. In provided graphs below, movement numbers are provided up to January 2022.



Figure 3: Aerodrome Open Day January 2022

- 4.2.3 The aircraft movements by months are shown in the graph below as **Figure 4** and aircraft movements by type in **Figure 5**

STRATFORD AERODROME - AIRCRAFT MOVEMENTS BY MONTH

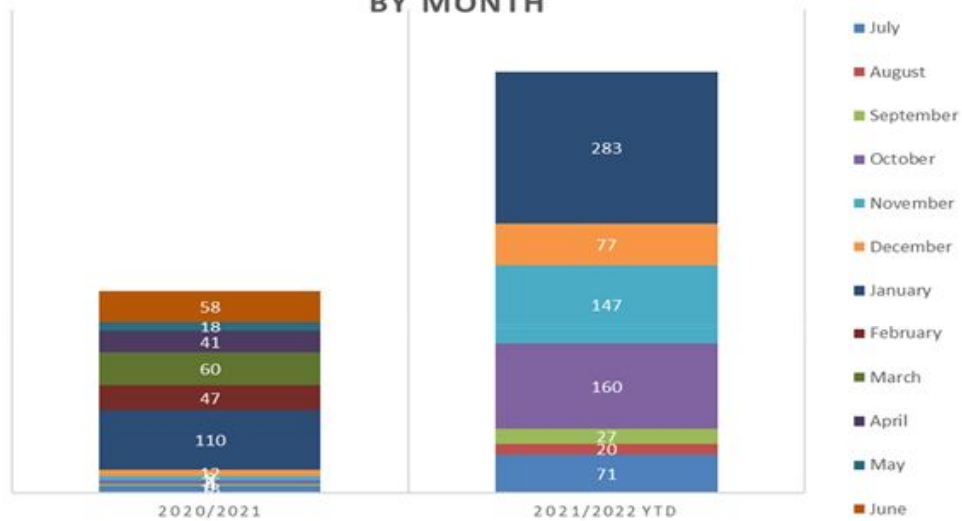


Figure 4: Aircraft Movements by Month

STRATFORD AERODROME AIRCRAFT MOVEMENTS BY TYPE

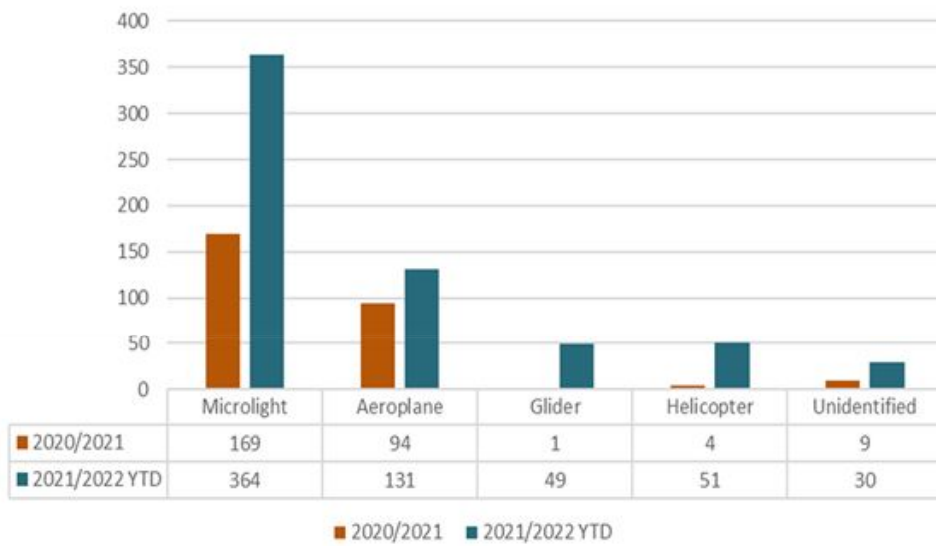


Figure 5 - Aircraft Movements by Type

5. Financial Report

- 5.1 Operating costs are slightly higher than this time last year, continuous poor weather conditions reduced grass growth which resulted in more feed being purchased. Milk production is 8% lower than last season.
- 5.2 Operating cost are down on budget, revenue is up on budget, as the forecast pay-out assumption is within a range of \$9.30 to \$9.90 and a dividend of \$12,489 was received earlier in the year (net after paying a portion to sharemilker).
- 5.3 Repairs and Maintenance Works: Quotes are currently being sought for the exterior painting of the farm house. Available budget is \$3,200.00.
- 5.4 Capital expenditure is over budget by \$95,800 due to the yard upgrade being completed in this financial year, the budget was approved in the last financial year.
- 5.5 **Annual Plan – Budget 2022/23**

The budget attached (**Appendix 5**) has been included in the Council's Annual Plan 2022/23. Farm operating costs have increased significantly in the past year, and it is likely they could exceed budget with inflation and supply issues pushing prices for farm feed and fertilizer up. The share-milkers have reviewed the budget and provided feedback which has been incorporated into the updated estimates.

The milk revenue figure has been conservatively set at \$7.50. However, Fonterra have recently requested bids to fix up to 50% of milk production at \$9.85 so it is expected that next season's milk price will be up around this level – potentially counteracting the effect of increasing costs.

6. Strategic Alignment

- 6.1 **Direction**

This report is consistent with the 2021-2031 Long Term Plan
- 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 on the District Plan.
- 6.4 **Legal Implications**

There are no legal implications.
- 6.5 **Policy Implications**

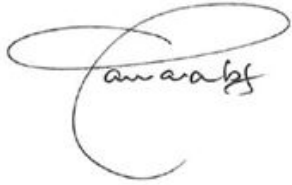
There are no policy implications.

Attachments:

- Appendix 1** – January 2022 YTD Financial Report – Farm
- Appendix 2** – Work Programme
- Appendix 3** – Capital expenditure report
- Appendix 4** – Fonterra's Dairy Farm Assessment
- Appendix 5** – Annual Plan 2022/23 – Farm budget



Sara Flight
Property Officer



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 8 March 2022

APPENDIX 1

January 2022 YTD Financial Report

January 2022 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)	84,813	75,673	87,500	-11,827	150,000	
Forecast Milk Payout	6.90	9.20	6.25	2.95	6.25	
Council's Share of Milk Revenue*	292,605	348,096	273,438	74,658	468,750	
Dividend	4,081	12,489	11,573	915	19,840	
Total Income	296,686	360,584	285,011	75,574	488,590	
1701 - Operating Costs						
Fencing	-	2,490	1,750	-740	3,000	
R&M Major Works	305	12,129	10,617	-1,513	18,200	
Repairs & Maintenance	10,211	9,915	17,500	7,585	30,000	
Consultants	695	-	292	292	500	
Off-Farm Grazing	13,009	16,206	23,333	7,127	40,000	
Pasture Management	1,196	5,035	3,040	-1,994	5,212	
Fertiliser	24,292	39,636	40,833	1,197	70,000	
Urea	5,036	-	0	0	0	
Insurance	6,123	8,349	3,750	-4,599	6,429	
Lease	3,792	3,792	3,792	-0	6,500	
Licences & Permits	14,205	2,635	426	-2,209	730	
Rates (Services Only)	1,021	480	379	-101	650	
Subscriptions & Publications	-	726	1,458	732	2,500	
Sustenance	30,438	45,441	32,083	-13,358	55,000	
Weed Control	-	1,162	2,333	1,171	4,000	
	110,322	147,996	141,587	-6,409	242,721	
1703 - Indirect Costs						
Interest	-	-	26,437		45,321	
Depreciation	19,281	20,643	19,282	-1,361	33,054	
Corporate Services	11,215	13,153	12,422	-731	21,294	
Assets Director	2,751	3,285	3,389	104	5,809	
Property Asset Manager	16,358	16,309	17,169	860	29,433	
	49,606	53,389	52,261	-1,128	134,911	
Total Expenditure						
	159,928	201,386	193,848	-7,537	377,632	
Net Profit						
	136,758	159,199	91,163	68,036	110,958	

APPENDIX 2

Work Programme

2022	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 3

Capital Expenditure Report

Capital Expenditure Actual Vs Budget 2021/22				
	Full Year	YTD	Full Year	
	ACTUAL	ACTUAL	BUDGET	Variance
	2020/21	2021/22	2021/22	2021/22
Renewals				
Farm House	\$ 12,344		-	-
Yard Replacement (part 50%)	\$ 10,000	20,000	-	-
Effluent Pump	\$ 4,349		-	-
Total Renewals	\$ 26,693	\$ 20,000	\$ -	\$ -
Increase in Service Level				
Calf Bay	\$ 7,871		-	-
Riparian Planting	\$ 9,862	-	3,500	3,500
Yard Upgrade (part 50%)	\$ 10,000	117,800	-	(117,800)
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	\$ -	57,950	59,950	2,000
Total Service Level Increase	\$ 115,781	175,750	79,950	(95,800)
	\$ 142,474	195,750	79,950	(95,800)

APPENDIX 4

Fonterra's Farm Dairy Assessment



Post to:
Stratford District Council
PO Box 320
Stratford - 4352

Modified Sanitation Inspection
Farm Dairy Assessment
for Supply Number - 41047

leroylad@hotmail.com; SFlight@stratford.govt.co.nz

Dear Aaron Riddick,

Thank you for your time today to carry out your Farm Dairy Assessment. The purpose of the assessment is to ensure that your farm meets the food safety and quality standards set by the Ministry for Primary Industries (MPI).

Assessor Commendations and general comments:

- Red pages completed on line

Thank you for your time today to complete your Shed and Trusted Goodness assessments

Very good detailed animal treatments and shed and surrounds very tidy

Shed looking awesome with up grade that have taken place

A pleasure to access, All the best for the season ahead

Action Summary

There are no outstanding Major Hazards which have been identified during this assessment, this is an excellent result. All the best for the rest of the season.

Farm Dairy Improvements : New Yard and loading race, In shed Feed system installed in off season

Colin Daysh

Fonterra approved Farm Dairy Assessor

Phone : 027 273 1484

Email : colin@qconz.co.nz

About your Farm Dairy Assessment Report

In New Zealand, for dairy farms to operate, they must be covered by a Risk Management Programme (RMP), registered with the Ministry for Primary Industries (MPI). A RMP provides assurance to customers and consumers that the product produced is safe, true to label, and fit for purpose.

As part of the RMP, MPI requires a farm dairy assessment be undertaken annually by an MPI recognised Dairy Assessor. The Assessment covers the regulatory obligations set out by MPI through NZCP1, DPC1, DPC2 and the Animal Products Act (1999).







This report outlines the findings of your recent Farm Dairy Assessment, assessing your farms compliance to regulatory obligations.

What is Assessed & How?

Section	Focus	Rating System Used
Quality Management	This section is assessing the management procedures in place on farm that confirm compliance with NZCP1 e.g. Dairy Diary	A-C
Premise Hygiene	This section is assessing the hygiene of the farm dairy as a food producing unit to confirm compliance against NZCP1.	A-C
Premise Structures	This section is assessing the farm dairy as a food producing unit to ensure that it is constructed and maintained to minimise the chances of a reduction in milk quality by contamination from the environment.	A-C
Plant & Equipment Hygiene	This section is assessing the milking plant and equipment, its physical condition and sanitation by a visual examination.	A-C
Plant & Equipment Structures	This section is assessing the milking plant and equipment to ensure that it is constructed and maintained to minimise the chances of a reduction in milk quality by contamination from the environment.	A-C
Environment	This section is assessing the farm dairy with regards to environmental regulatory requirements.	Pass/Fail
Presentation	This section is assessing the aesthetic appeal of the farm dairy as a food producing unit.	Score / 20

How are these Assessed?

For Food Safety areas each area is given a rating based on the assessment made by the assessor regarding its compliance with the relevant regulatory obligation.

 Critical	Must be rectified within 24 hours
 Major Revisit	Must be rectified by the agreed date and will be inspected
 Major	Must be rectified by the agreed date (if specified) or prior to next Farm Dairy Assessment
 Minor	Should be rectified when possible
 Recommended	Recommended actions
 Hazard Removed	Hazard removed at time of Farm Dairy Assessment

For farm presentation a scoring system is applied, which looks at the various areas of farm presentation. Each of the 4 sections below are scored out of 5. The total sum of all four areas will determine the overall exterior score being either: Excellent (4-5), Good (6-9), Average (10-12) or Unsatisfactory (13+).

Area	Focus Area - What's assessed
Farm entrance/tanker road/tanker loop	The Farm Entrance, Tanker road, centre of loop is well maintained with no litter and/or rank growth.
Milk collection area and dairy surrounds	The milk collection area, entry for the farm dairy and area immediately surrounding the farm dairy is well maintained, hygienic, with no litter or rank growth.
Storage of equipment	Only essential equipment is stored in the areas detailed above
Farm dairy exterior and yard	The exterior cladding, of the dairy and other buildings, roofing, windows, doors, yards are in good condition, clean and tidy.

Farm Dairy Assessment Report Supply Number - 41047

Overall Summary

This section provides a summary of all sections of your Farm dairy Assessment and Overall Ratings

Section	Classification	Follow-up required	Revisit Date
Quality Management	A	No	N/A
Premise Hygiene	A	No	N/A
Premise Structures	A	No	N/A
Plant & Equipment Hygiene	N/A	N/A	N/A
Plant & Equipment Structures	A	No	N/A
Environment	N/A		N/A

Presentation



Area	Comment	Score
Farm entrance/tanker road/tanker loop	Sealed track from entrance	1
Milk collection area and dairy surrounds	Collection area clean surrounds tidy	1
Storage of equipment	Essential equipment stored in surrounds.Calf feeder stored beside vat stand	2
Farm dairy exterior and yard	Exterior and yards clean and tidy	1
Overall	Excellent	5

Outstanding critical, major return, major and minor faults in each section

Hygiene Premise and Cleanliness

Rating	Hazards	Assessor Comment	Action Date
✓ Minor	Surrounds Some rank growth/materials	Mobile calf feeder stored beside vat stand....removed during assessment	

Premise Structure and Facilities

Rating	Hazards	Assessor Comment	Action Date
 Minor	Milking Area Worn paint (not flaking)	Look at repainting pit and bail walls....Plans in place to paint this area in off season	
 Minor	Yards/races/effluent (Feed Pads), (Housing) Some kerbing missing but no overflow of effluent	Section of race leading into yard has section of kerbing missing...Plans in place to nib wall along this area in coming off season	

Farm Dairy Assessment Report Appendix Supply Number - 41047

Farm Details

Client present	Yes	Milk filtering % of requirement	142.83%	Hot water % of requirement	123.08%
Water status	Compliant	Last e-coli water test date	1/08/2019	e-coli test result	Absent
Water clarity	100cm	Water checklist risk	No	Water improvement plan in place	N/A

Environmental Ratings

1. Any sustainability alert ? No
2. Has the milking plant been opened during the visit? No

Notes

The milk plant has not been inspected.

Section rating summary

Quality Management

No	Sections	Ratings	No	Sections	Ratings
01	DD procedures	Commendation	14	Animal Health Records	Compliant
02	Security of Milk	Compliant	15	Diseased Cows	Compliant
03	Disposal of Milk	Compliant	16	Veterinary Dockets	Compliant
04	Milk Harvesting	Compliant	17	Monthly Hygiene Records	Compliant
05	Pre-teat Spray	N/A	18	Dairy Water	Compliant
06	ADF	N/A	19	Temporary Water Exclusion	Compliant
07	Milking Machine Test	Compliant	20	Water Treatment Systems	N/A
08	Milker Health	Compliant	21	E-coli Sampling	N/A
09	Animal Treatments and storage	Compliant	22	E-coli Failure	N/A
10	Sick and Diseased	Compliant	23	Brought in Feed	Compliant
11	Cleaning Programme	Compliant	24	Waste/Agrichemical Use	Compliant
12	Pest Control	Compliant	25	Milk Cooling	Compliant
13	Agrichemical use	Compliant			

Hygiene Premise and Cleanliness

No	Sections	Ratings	No	Sections	Ratings
26	Surrounds	Minor to Compliant	33	Veterinary Waste	Compliant
27	Tanker Roadways	Compliant	34	Amenities(Other rooms)	Compliant
28	Farm Dairy Exterior	Compliant	35	PC Milk Room/Vat Stand	Compliant
29	Agrichemicals	Compliant	36	PC Milking Area	Compliant
30	Animal Treatments	Compliant	37	Yards/Races/effluent	Compliant
31	Detergents	Compliant	38	Feed Storage / Calf milk	Compliant
32	Dairy Storage	Compliant	39	Additional Hazards	Compliant

Premise Structure and Facilities

No	Sections	Ratings	No	Sections	Ratings
40	Tanker Roadways	Compliant	46	Milk Room/Vat Stand	Compliant
41	Farm Dairy Exterior	Compliant	47	Milking Area	Minor
42	Minimum Distances	Compliant	48	Yards/Races/Effluent	Minor
43	Agrichemicals	Compliant	49	Feed Storage	Compliant
44	Dairy Storage	Compliant	50	Calf Milk	Compliant
45	Amenities-Other rooms	Compliant			

Plant and Equipment Structure

No	Sections	Ratings	No	Sections	Ratings
61	Facilities	Compliant	65	Utensils	Compliant
62	Milk Line, Milk Receiver	Compliant	66	Air System	Compliant
63	Milk Filter	Compliant	67	Cleaning System	Compliant
64	Milk Cooler and Delivery Line	Compliant	68	Milk Cooling	Compliant

x

APPENDIX 5

ANNUAL PLAN 2022/23 - FARM

	ANNUAL PLAN 2022/23	LTP 2022/23	Variance	ACTUAL 2020/21
Income				
Milk Production (KgMs)	155,000	150,000	5,000	150,918
Council's Final Milk Price	7.50	6.25	1.25	7.38
Council's Share of Milk Revenue	581,250	468,750	112,500	556,882
Payments from previous season	-	0	0	39,737
Dividend (25c per share - split)	19,840	19,840	0	9,369
Total Income	601,090	488,590	112,500	605,988
Operating Costs				
Fencing	3,075	3,075	0	1,856
R&M Major Works	11,000	11,000	0	4,969
Repairs & Maintenance	25,625	25,625	0	32,642
Consultants	513	513	0	695
Off-Farm Grazing	48,000	41,000	-7,000	43,821
Pasture Management	5,342	5,342	0	10,479
Fertiliser	71,750	71,750	0	46,104
Insurance	8,768	8,768	0	6,123
Aerodrome Lease	6,500	6,500	0	6,500
Licences & Permits	748	748	0	685
Rates (Services Only)			0	1,021
Subscriptions & Publications	2,563	2,563	0	4,293
Sustenance	75,000	56,375	-18,625	38,780
Weed Control	4,100	4,100	0	7,436
	262,984	237,359	-25,625	205,403
Indirect Costs				
Interest	46,307	46,307	0	47,393
Depreciation	43,200	43,200	0	33,537
Corporate Services	22,308	22,869	561	22,979
Assets Administration	6,003	6,223	220	4,569
Property Management	28,935	30,161	1,226	26,401
	146,753	148,760	2,007	134,879
Total Expenditure	409,737	386,119	-23,618	340,282
Net Profit	191,353	102,471	88,882	265,706

QUARTERLY REPORT



F19/13/04 – D22/7532

To: Farm and Aerodrome Committee
From: Property Officer
Date: 15 March 2022
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 January to March 2022.

2. Executive Summary

2.1 There was no 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 The Council has not recorded any health and safety incidents on the Farm in the last 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

The Sharemilker's operational summary of the Farm's Health and Safety performance is provided below:

5.1 **General**

- Installation of the Chemical shed will be completed by June 2022.
- Sharemilkers have a continuation plan in place in case Covid is found on the farm.

5.2 **Incidents/Near-Misses**

- **Incident:** 0 incident to report
- **Near-Misses:** 0 Near-Misses to report.

6. Other Business

- 6.1 The COVID-19 Protection Framework (CPF), also known as the traffic light system, replaced the Alert Level system on at 11.59pm on 2 December 2021. It is a flexible 3-level approach managing COVID-19 in the community. Sector organisations have been working together to ensure farmers are supported if a positive COVID-19 case affects their business.
- 6.2 A key focus has been ensuring they are prepared and have good contingency plans in place. A pan-sector group and MPI have developed a detailed checklist to help farmers prepare for a positive COVID-19 case on-farm. More information can be found via the link below and also attached.

<https://www.mpi.govt.nz/dmsdocument/48766-COVID-19-Protection-Framework-Guidance-for-the-primary-sector>

7. Strategic Alignment

7.1 **Direction**

This report is consistent with the 2021-2031 Long Term Plan

7.2 **Annual Plan and Long Term Plan**

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

7.3 **District Plan**

There are no implications on the District Plan.

7.4 **Legal Implications**

There are no legal implications.

7.5 **Policy Implications**

There are no policy implications.

Attachments

Appendix 1 Preparing for Covid – A check list for Farmers



Sara Flight
Property Officer



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 8 March 2022

APPENDIX 1

PREPARING FOR COVID-19 ON-FARM CHECKLIST FOR FARMERS

It's only a matter of time before a positive case of COVID-19 turns up on-farm. Is your business prepared if one does?

It's important you have a plan to ensure your farm can continue to operate if you, an employee, or a family member contracts COVID-19. You may be required to leave your property quickly.

Having a plan will help give you peace of mind that others will be able to step in and help.

This document is intended to help you create a plan in the event you are required to leave your property and are unable to look after your animals, staff and business. The detail contained in your plan is unique to your own property and circumstances to allow family, friends or neighbours to come in and tend to the immediate needs of your livestock.

In the situation that a COVID-19 positive case or close contact is located on your farm, it will also help the Ministry of Health decide the best place for you and those around you to isolate. Having the right information and a plan could help you or your staff stay on farm.

Use the questions below as a guide to work out how ready you are to deal with a case of COVID-19 on your farm. Circle or tick the answers that apply to you. **It is important that all staff and family have a copy of the completed plan as well as an easy to access copy available.**

We have broken the plan into four sections. These are:

- Section 1:** About your farm – How it works.
- Section 2:** COVID-19 on farm – the next 14 - 21 days
- Section 3:** Information to assist the Medical Officer of Health
- Section 4:** Personal wellbeing

We encourage you to involve your staff (if you have them) and your family with this planning. Please remember, this checklist is not exhaustive and you can add anything that will assist your planning.

Section 1: Your Farm

Information to assist someone coming onto your farm to undertake daily duties if you are unable to.

List key industry contacts who will visit the farm or provide advice <i>Some suggestions below</i>		
Staff: Feed supplier: Vet: Processor: Transport company: Fuel supplier: Electrician: Stock agent: Consultant: Mechanic: Shearing contractor: Milk company: Seed company: Other:		
Back up team (i.e. friends, neighbours, family)	Name:	Number:
Dogs' names, feed requirements and location of dog food (include pets here):		
Animal welfare – Storage locations and instructions (medicines, covers, lifters, calving gear etc.):		
How the water / irrigation system works:		
Fuel and chemical location and storage instructions:		
Instructions for other systems: power, ventilation control, automated feeding:		
Plant and machinery – Tips and tricks (Motorbike, tractor, dairy platform etc.):		
Access to planning tools (wifi password, coverage details etc.):		

To minimise the risk of COVID-19 can you please:	Yes	No
Ask everyone to wear a face mask while on farm		
Supply hand sanitizer for use before doing anything on farm		
Ensure physical distancing be maintained – 1m minimum		
Minimise contact with suppliers, where possible contactless drop off/pick up – create a zone?		
Communicate your farm protocols to suppliers/visitors when pick up/delivery is required		
Minimise physical sharing of documents – email photo and txt docs through where possible		
Support all team members and their close contacts to be vaccinated		
Scan in when off farm for supplies/living life		
Isolate bubbles between yourself and relief staff or work in teams		
Use gloves in enclosed spaces/wipe down high traffic surfaces with cleaning agent		
Use Virkon spray or equivalent on gear between users/pickup gear from service providers		

Attached to this plan:

- Farm Management Plan
 Farm Hazard Map
 Health & Safety Plan
 Animal Health Plan

Section 2: COVID-19 on farm - the next 14-21 days

<p>What daily and weekly tasks <u>must</u> happen on the farm while I am isolated for 14 to 21 days? <i>Please list below:</i></p>			
<p>What things have I planned to do in the next 14-21 days? Does this involve people coming onto the farm, e.g. new fencing/building maintenance, AI technicians, vets? <i>Please list below:</i></p>			
Date	Task	Does this involve visitors to farm? Y/N	Can this be delayed? Y/N
<p>What stock classes are on farm at present? What are their feed and water requirements, including pets? <i>Please list below:</i></p>			
Stock classes and location	Daily feed requirements	Feed location	
<p>Watering instructions:</p>			
<p>Stock movements on farm; paddock rotation and/or pens <i>Please list below:</i></p>			
<p>What stock classes are planned to move on or off the farm in the next 14 to 21 days: how many and when? <i>Please list below:</i></p>			
<p>Can this be done in a contactless way including ASD forms?</p>			
Stock classes	Number	Date	
<p>Transporter contact details and instructions:</p>			
<p>Can I split my workers into shifts (bubbles) to avoid them encountering contact with each other?</p>			<p>Yes No</p>
<p><i>Shift (Bubble) details, duties and instructions:</i></p>			
<p>Can I manage my staff/run the farm remotely, by laptop/smartphone, while I am isolated? (Have you practiced doing this?)</p>			<p>Yes No</p>
<p>Do I have enough face masks, soap, paper towels, disinfectant and hand sanitiser for people coming onto the farm while I am isolated (14 - 21 days)?</p>		<p>Location:</p>	
<p>Do I have somewhere safe and secure for people to dispose of used masks/paper towels?</p>		<p>Yes No</p>	
<p> </p>		<p>Location:</p>	
<p>Are there options on farm for people to isolate, away from the main dwelling(s) <i>If yes, what and where:</i></p>			<p>Yes No</p>
<p><i>Detail:</i></p>			
<p>Additional information i.e., Would staff be prepared to share a dwelling? Consider options like motorhomes, caravans with access to water, power, gas and internet access. (Please test all facilities are functioning) <i>Please list below:</i></p>			
<p> </p>			

Section 3: Information to assist the Medical Officer of Health

Who is on my farm every day?		
	Who: Write down names you can think of	Number
Staff or employees		
Family (Including yourself)		
Industry people		
Extended family / friends		
<i>Full names and contact details for those on farm</i>		
<i>Full names and contact details for those who visit the farm regularly</i>		
Do I have a contract tracing QR code at the entrance(s) to my farm? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Where do the staff who work on the farm live?		
If people (other than family members) live on the farm is this:		<input type="checkbox"/> In the same house as myself <input type="checkbox"/> In a separate building(s)
Have my family, my workers and I been vaccinated against COVID-19?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have we had:		<input type="checkbox"/> 1 shot <input type="checkbox"/> 2 shots
Is anyone on my farm not vaccinated against COVID-19?		
<i>If so, please write their names below, if unsure consider them unvaccinated:</i>		
Do you or anyone else on the farm have health problems, e.g., lung or heart disease, diabetes or other pre-existing conditions that interferes with their health regularly?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, who & please explain:</i>		

Section 4: Personal wellbeing

Consider the five ways of wellbeing, a proven concept to look after our wellbeing.

What are the things I can do to keep myself physically active? Exercise, stretches, do you need any equipment?
Details
What can I learn or investigate? It's great to keep learning! Read a new book, learn something new, attend online webinars, investigate future plans for the farm, clean out all the files & docs on your computer. <i>(Please consider limiting screen time through regular breaks)</i>
Details
What are the things that I can do to stay in contact with friends and family? Have a meal together via zoom / face time. Make a phone call. Send regular messages.
Details
What are the things that I can do to be mindful? Take some time to reflect on the people and things in your life and appreciate what you have.
Details
What are the things I can do to give? Help yourself by helping others. Who do you know that would benefit from a phone call and a chat? Do you have experience you can pass to others by writing step by step procedures for something or general information?
Details

If your staff, your family or you need to reach out for help:

Ring Rural Support Trust on 0800 787 254

Txt or call 1737 to speak to a trained counsellor



Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.