



Our reference
F19/13/03-D21/26182

30 November 2023

Extraordinary Meeting and Farm and Aerodrome Committee

Notice is hereby given that an Extraordinary Meeting of Council will be held in Committee Meetings of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 5 December 2023** beginning at **10.30am**.

The Farm and Aerodrome Committee Meeting will begin at **12noon**.

Timetable for 5 December 2023 as follows:

| | |
|------------------|--|
| 10.30am | Extraordinary Meeting of Council - LGNZ Future by Local Government Position |
| 11.30am | Lunch |
| 12noon | Farm and Aerodrome Committee |
| 1.00 pm (Approx) | Workshop (<i>to follow the committee meeting</i>) - Committee self-review |

Yours faithfully

Sven Hanne
Chief Executive

2023 - Agenda - Farm and Aerodrome - December

05 December 2023 12:00 PM



| Agenda Topic | Page |
|---|-------------|
| Notice of Meeting | 1 |
| Agenda | 3 |
| 1. Welcome | 6 |
| 1.1 Opening Karakia | 6 |
| 1.2 Health and Safety Message | 7 |
| 2. Apologies | |
| 3. Announcements | |
| 4. Declarations of Members Interest | |
| 5. Attendance Schedule | 8 |
| 6. Confirmation of Minutes | 9 |
| 7. Matters Outstanding | 13 |
| 8. Programme of Works | 14 |
| 9. Decision Report – 2024/2034 LTP Capital Projects | 15 |
| 10. Information Report – Risk Review | 33 |
| 11. Quarterly Report – Farm and Aerodrome Business and Financial Report | 41 |
| 12. Quarterly Report – Health and Safety Update | 53 |
| 13. Questions | |
| 14. Closing Karakia | 56 |

AGENDA

Farm and Aerodrome Committee



F22/55/05-D23/47286

Date: Tuesday 5 December 2023 at 12noon
Venue: Council Chambers, 63 Miranda Street, Stratford

1. [Welcome](#)

- 1.1 **Opening Karakia**
D21/40748 Page 6
- 1.2 **Health and Safety Message**
D22/17082 Page 7

2. [Apologies](#)

3. [Announcements](#)

4. [Declarations of Member's 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 - 19 September 2023**
D23/40080 Page 9

Recommendation

THAT the minutes of the Farm and Aerodrome Committee Meeting held on Tuesday 19 September 2023 be confirmed as a true and accurate record.

/
Moved/Seconded

7. [Matters Outstanding](#)

D20/11504 Page 13

Recommendation

THAT the matters outstanding be received.

/
Moved/Seconded

8. Programme of Works
D20/28552 Page 14

Recommendation

THAT the Programme of Works be received.

/
Moved/Seconded

9. Decision Report - 2024/2034 LTP Capital Projects
D23/47251 Page 15

Recommendations

1. THAT the report be received.
2. THAT the Committee considers the proposed projects, capital and operational budget forecasts for the Farm and Aerodrome Activities and recommends, the preferred option to Council for inclusion in the LTP Projections.

/
Moved/Seconded

10. Information Report - Risk Review
D23/46644 Page 33

Recommendation

THAT the report be received.

/
Moved/Seconded

11. Quarterly Report - Farm and Aerodrome Business and Financial Report
D23/46898 Page 41

Recommendation

THAT the report be received.

/
Moved/Seconded

12. Quarterly Report - Health and Safety Update

D23/46897 Page 53

Recommendation

THAT the report be received.

/
Moved/Seconded

13. Questions

14. Closing Karakia

D21/40748 Page 56



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-D22/17082

Health and Safety Message

In the event of an emergency, unless guided to an alternative route by staff, please exit through the main entrance. Once outside the building please move towards the War Memorial Centre congregating on the lawn area outside the front of the council building.

If there is an earthquake, please drop, cover and hold where possible. Remain indoors until 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 2022 Farm and Aerodrome Committee meetings.

| Date | 06/12/22 | 21/03/23 | 20/06/23 | 19/09/23 | 05/12/23 |
|--------------------|----------|----------|----------|----------|----------|
| Meeting | FA | FA | | | |
| Neil Volzke | ✓ | ✓ | ✓ | ✓ | |
| Steve Beck | ✓ | ✓ | ✓ | ✓ | |
| Grant Boyde | ✓ | ✓ | ✓ | ✓ | |
| Annette Dudley | | ✓ | | | |
| Jono Erwood | | | | | |
| Ellen Hall | | ✓ | ✓ | ✓ | |
| Amanda Harris | (AV) | ✓ | | | |
| Vaughan Jones | ✓ | ✓ | ✓ | ✓ | |
| Min McKay | | ✓ | | ✓ | |
| John Sandford | ✓ | S | ✓ | ✓ | |
| Clive Tongaawhikau | | | | | |
| Mathew Watt | | | | | |

| 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 Audio Visual Link |

MINUTES

Farm and Aerodrome Committee



F22/55/05– D23/40080

Date: Tuesday 19 September 2023 at 12noon
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

Councillor G W Boyde (the Chairman), the District Mayor N C Volzke, Councillors S J Beck and V R Jones, and Committee Member, the Property Officer – Mrs S Flight.

In attendance

The Deputy Mayor M McKay, Councillors E E Hall and W J Sandford, the Chief Executive – Mr S Hanne, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Acting Director – Community Services – Mr C Julie, the Corporate Accountant – Mrs C Craig, the Information Management Officer – Mr O Konkin, the Sustainability Advisor – Ms V Dombroski, the HR & Governance Administrator – Mrs C Reynolds,

1. Welcome

The Chairman welcomed the Mayor, Deputy Mayor, Chief Executive, Councillors, and staff.

1.1 Opening Karakia D21/40748 Page 6

The opening karakia was read.

1.2 Health and Safety Message D21/26210 Page 7

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

2. Apologies

An apology was noted from Councillors Annette Dudley, Amanda Harris, Clive Tongaawhikau, the Director Corporate Services – Mrs T Radich, Mr J Buckley (consultant), Mrs F Riddick (sharemilker), Mr A Riddick (sharemilker).

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 - 20 June 2023
D23/27406 Page 8

Recommendation

THAT the confirmed minutes of the Farm and Aerodrome Committee Meeting held on Tuesday 20 June 2023 confirmed as a true and accurate record.

BOYDE/JONES
Carried
F&A/23/22

7. Matters Outstanding

D20/11504 Page 13

Recommendation

THAT the matters outstanding be received.

BECK/BOYDE
Carried
F&A/23/23

8. Programme of Works

D20/28552 Page 14

Recommendation

THAT the Programme of Works be received.

JONES/BECK
Carried
F&A/23/24

- It was noted the recommendation for the Committee Strategic Review is to schedule a workshop at December's meeting, following that if a decision report is needed that would be presented in the March meeting. There was no opposition to this.

9. Quarterly Report - Risk Review

D23/35700 Page 15

Recommendation

THAT the report be received.

BOYDE/VOLZKE
Carried
F&A/23/25

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.

10. Quarterly Report - Farm and Aerodrome Business and Financial Report

D23/35759 Page 23

Recommendation

THAT the report be received.

JONES/BECK

Carried

F&A/23/26

Recommended Reason

This report provides a quarterly business and financial 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.

The Property Officer noted the following points:

- Since the Agenda was created an updated Tiaki Farm Environment Plan has been received with the following updates:
 - Page 37 under land and soil management, the winter cropping management plan has been updated from action to achieved as there has been no cropping near waterways
 - Page 38 under water use & irrigation management, this is now N/A.

Points noted in discussion:

- The Chairman requested that the Sharemilkers meeting in January be pushed out to February to allow for farm timings.
- The Chairman noted it is great to see an updated Tiaki report, and that many farms do not yet even have a report.
- The Chairman questioned why Hazardous substances is still an action in the Tiaki report, as there is now a shed at the farm for hazardous substances. It was advised the chemicals will be moved to the shed after calving and then the report will be updated to achieved.
- Councillor Jones questioned how the farm was going. It was noted production was currently 1,217 milk solids behind time last year, however this is currently going up 40 milk solids per day.
- The Chairman noted page 32 showed a maize vs in shed comparison with in shed feed being far cheaper. He advised for the past six years farm has been growing maize as part of getting paddocks fit for purpose in the new block of land. Now that the paddocks are complete excluding a few troughs, the in shed feed costs will be a saving of 16 cents per kgdm.
- The District Mayor noted it is good to see the new hangar is complete, that it looks smart and tidy. He questioned if there is an intention to review ground lease given the extra space they are now using or will this wait until the next review date? It was confirmed the new hangar is on a separate lease these are now four separate leases for the aero club.
- The Deputy Mayor questioned if the maize no longer being grown is for the whole property or only the new block of the farm, as on page 59 it mentions maize in the land and soil overview. It was noted that it related to the whole farm and the report will be updated in the future now the decision has been made to stop using maize.

11. Quarterly Report - Health and Safety Update

D23/35702 Page 96

Recommendation

THAT the report be received.

BECK/BOYDE

Carried

F&A/23/27

The Property Officer noted the following points:

- The introduction of the Information Management Officer who will be moving into the role of Health and Safety/ Emergency Management Advisor early October.

12. Questions

- Councillor Jones questioned if the Sharemilkers had any concerns with the 2023/24 season the committee needs to be aware of. It was noted no particular concerns of note, just farm concerns around payout and expenses.
- The Chairman noted fertiliser costs had been reviewed and the decisions made four or five years ago around fertilising particular paddocks are helping with pulling back costs now.
- Councillor Beck questioned what the total amount works out to be for in shed feed. It was estimated the summer in shed cost would be \$9,600. Councillor Beck requested the amount of savings from in shed compared to maize. It was estimated the savings would be \$3,200.

13. Closing Karakia

D21/40748 Page 99

The closing karakia was read.

The meeting closed at 12.19pm

G W Boyde
Chairman

Confirmed this 5th day of December 2023.

N C Volzke
District Mayor

Farm and Aerodrome Committee Matters Outstanding Index

D20/11504

| ITEM OF MATTER | MEETING RAISED | RESPONSIBILITY | CURRENT PROGRESS | EXPECTED RESPONSE |
|----------------|----------------|----------------|---------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |

2023 - Agenda - Farm and Aerodrome - December - Programme of Works

FARM AND AERODROME COMMITTEE - PROGRAMME OF WORKS

| Dec-22 | Mar-23 | Jun-23 | Sep-23 | Dec-23 | Mar-24 |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| | | Farm Business Plan/Report | Review Risk Register | Final Farm Business Report 2022/23 | Farm Environmental Report |
| Draft Budget 2023/24 | | Draft Results 2021/22 | Farm Environmental Report | Draft Budget 2024/25 | |
| | | | | Committee Strategic Review Workshop | |
| 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 |

DECISION REPORT



F22/55/04 – D23/47251

To: Farm and Aerodrome Committee
From: Property Officer
Date: December
Subject: 2024/2034 LTP Budgets and Capital Projects

Recommendations

1. THAT the report be received.
2. THAT the Committee considers the proposed projects, capital and operational budget forecasts for the Farm and Aerodrome Activities and recommends, the preferred option to Council for inclusion in the LTP Projections.

Recommended Reason

The proposed capital projects will provide many benefits, financial and non- financial.

/ Moved/Seconded

1. Purpose of Report

The purpose of the report is to present to the Committee, operation and capital forecasts and projects proposed for inclusion in the Long Term Plan (LTP) 2024/34 for the Farm and Aerodrome activity

2. Executive Summary

- 2.1 The Committee is responsible for advising Council on the Farm and Aerodrome activities. All major decisions related to these two activities, including setting the LTP budget, should be reviewed and approved by the Committee first.
- 2.2 This report presents the proposed capital and operational forecast for the Farm and Aerodrome activities over the next ten years, for consideration and inclusion in the LTP. Business Cases are attached in the Appendices to support each potential project.

3. Local Government Act 2002 - Section 10

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

Both activities combined contribute to all four well-beings.

4. Background

- 4.1 Every three years the Council undertakes the long term planning process whereby budgets are determined for the management and maintenance of assets to support differing Council activities.
- 4.2 This report proposes budgets for works to be completed on both the Farm and Aerodrome for the next 10 years. This report also presents the 10-year financial forecast for both capital and operation activities at the Farm and Aerodrome. Please find.
- Business Cases to support the proposed capital projects (*Appendix 1*)
 - Capital Forecast for the Farm and Aerodrome (*Appendix 2*)
 - Operation Forecast for the Farm and Aerodrome (*Appendix 3*)

5. Consultative Process

- 5.1 **Public Consultation - Section 82**
The public will be consulted on all Council budgets during the LTP consultation process, which is expected to take place from end of March to end of April. It is proposed that specific consultation or engagement be undertaken with the Stratford Aeroclub during this consultation period.
- 5.2 **Māori Consultation - Section 81**
Māori will be specifically consulted with during the LTP consultation process.

6. Risk Analysis

| |
|--|
| Refer to the Council Risk Register - available on the Council website. |
| <ul style="list-style-type: none"> • Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating? • Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks. • Is there a legal opinion needed? |

- 6.1 Risk 59 of the risk register discusses the risk of Council Controlled Organisation (CCO) and other out-sourced functions, where they operate in a way that has the potential for non-compliance with the law or potential to suffer financial loss.
- The farm is currently outsourced to the sharemilkers for much of the day-to-day operations. The Farm and Aerodrome Committee is responsible for monitoring compliance.
- 6.2 Risk 1 of the Farm Risk Register identifies 'Poor Management' as a risk. If assets are not maintained according to their asset lifecycle management schedule, this could eventually results in issues such as noncompliance and disruption of critical services expected to be delivered by that asset.

7. Decision Making Process - Section 79

7.1 Direction

| | Explain |
|--|---|
| Is there a strong link to Council's strategic direction, Long Term Plan/District Plan? | This report relates directly to the Long Term Plan. |
| What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services? | The purpose of the farm is to provide a profitable return to mitigate the impact of rates on the Stratford community. The farm contract should reflect the best financially sustainable option for Council. Directly relates to the continuation of the aerodrome service, and rates contribution |

| | |
|--|---|
| | via the farm to fund communities needs. |
|--|---|

7.2 Data

- | |
|--|
| <ul style="list-style-type: none"> • Do we have complete data, and relevant statistics, on the proposal(s)? • Do we have reasonably reliable data on the proposals? • What assumptions have had to be built in? |
|--|

Refer to the budget reports and business cases attached in appendix 1

7.3 Significance

| | Yes/No | Explain |
|---|--------|--|
| Is the proposal significant according to the Significance Policy in the Long Term Plan? | No | |
| Is it: <ul style="list-style-type: none"> • considered a strategic asset; or | No | The farm is an economic investment and not considered a strategic asset in the Significance and Engagement Policy. The Aerodrome is a key asset that supports air recreational activities in the district. |
| <ul style="list-style-type: none"> • above the financial thresholds in the Significance Policy; or | No | |
| <ul style="list-style-type: none"> • impacting on a CCO stakeholding; or | No | |
| <ul style="list-style-type: none"> • a change in level of service; or | No | |
| <ul style="list-style-type: none"> • creating a high level of controversy; or | No | |
| <ul style="list-style-type: none"> • possible that it could have a high impact on the community? | No | |

| In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance? | | |
|---|--------|-----|
| High | Medium | Low |
| | | ✓ |

7.4 Options

- | |
|---|
| <p>An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.</p> <ol style="list-style-type: none"> 1. What options are available? 2. For each option: <ul style="list-style-type: none"> • explain what the costs and benefits of each option are in terms of the present and future needs of the district; • outline if there are any sustainability issues; and • explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions? 3. After completing these, consider which option you wish to recommend to Council, and explain: <ul style="list-style-type: none"> • how this option is the most cost-effective option for households and businesses; • if there are any trade-offs; and • what interdependencies exist. |
|---|

The options available to Council in this instance are as follows:

- Option 1** Decline all capital projects
- Option 2** Approve all capital projects
- Option 3** Approve capital projects with amendments

7.5 **Financial**

- | |
|--|
| <ul style="list-style-type: none">• Is there an impact on funding and debt levels?• Will work be undertaken within the current budget?• What budget has expenditure come from?• How will the proposal be funded? eg. rates, reserves, grants etc. |
|--|

New projects will have financial implications. Cumulatively there may be impacts on funding and debt levels. Are funded for the 2024/34 LTP from loans.

7.6 **Prioritisation & Trade-off**

- | |
|--|
| Have you taken into consideration the: <ul style="list-style-type: none">• Council's capacity to deliver;• contractor's capacity to deliver; and• consequence of deferral? |
|--|

If granted projects will be outsourced to external contractors

7.7 **Legal Issues**

- | |
|--|
| <ul style="list-style-type: none">• Is there a legal opinion needed?• Are there legal issues? |
|--|

Not applicable.

7.8 **Policy Issues - Section 80**

- | |
|---|
| <ul style="list-style-type: none">• Are there any policy issues?• Does your recommendation conflict with Council Policies? |
|---|

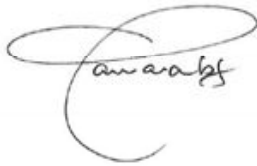
The recommendation does not conflict with any Council Policies.

Attachments:

- Appendix 1** Business Cases for proposed Capital Projects
- Appendix 2** Capital Expenditure Forecasts
- Appendix 3** Operational Forecasts



Sara Flight
Property Officer



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date: 28 November 2023

APPENDIX 1

Business Case for Proposed Capital Projects

| BACKGROUND | |
|---|--|
| Date | 23/11/2023 |
| Activity | Farm |
| Council Officer | Sara Flight |
| Director | Victoria Araba |
| Description of Proposal | Lighting upgrade in the Farm House This project is to replace the current light fittings in the farm house with LED bulbs. LEDs have better operating characteristics and are very cheap to run. LEDs are also very long lasting, minimising the overall cost of maintenance. |
| BUSINESS CASE | |
| Strategic | Welcoming, Resilient, Connected, Enabling By installing LED lights, we are providing energy efficient and long lasting infrastructure to meet the current and future needs of the farm house occupants. |
| Alternative procurement options | Option 1 - Do Nothing - By doing nothing it will increase repair costs due to a number of the lights not currently working. The repair costs will exceed replacement costs. Option 2 - Upgrade lighting throughout the farm house to LED lighting. New fixtures are only a few dollars more than the current bulbs, which only have a short lifespan. LED lighting will reduce power usage and maintenance costs going forward. |
| Funding Sources | Reserves |
| Efficiency Improvements (if relevant) | To upgrade to LED lighting would reduce energy generation emissions. |
| Costings Verification | Engineer's estimate based on supply and installation |
| FINANCIAL | |
| Select one from each line: | |
| Expenditure Type | Capital |
| Expenditure Outcome | N/A |
| NB Use a separate worksheet if required, to show full financial projections | |
| Proposed Budget \$ | 2024/25 2025/26 2026/27 2027/34 |
| Capital Expenditure | \$0 \$0 \$0 \$0 |
| Capital Revenue (expressed as negative) | \$5,000 \$0 \$0 \$0 |
| Increase/(Decrease) in Operational Costs e.g. Interest, depreciation, staffing | |
| Increase/(Decrease) in Operational Costs e.g. Repairs and Maintenance | \$0 \$0 \$0 \$0 |
| (Increase)/Decrease in Revenue e.g. User charges, rates, grants | \$0 \$0 \$0 \$0 |
| | \$5,000 \$0 \$0 \$0 |
| TOTAL BUDGET | \$ 5,000 |
| SIGN-OFF | |
| Director to approve business case, and for Officer to proceed to next phase of procurement. | Signature, or copy Director into email to Finance |

| BACKGROUND | |
|---|--|
| Date | 23/11/2023 |
| Activity | Farm |
| Council Officer | Sara Flight |
| Director | Victoria Araba |
| Description of Proposal | Construction of additional Calving Sheds on Council Farm. During calving the current sheds do not have the capacity for the number of calves the sharemilker receives during the season, therefore additional shed capacity is required. |
| BUSINESS CASE | |
| Strategic | Welcoming, Resilient, Connected, Enabling By Constructing additional sheds, we are providing resilient infrastructure to meet the current and future needs of the farm. |
| Alternative procurement options | Option 1 - Do Nothing - By doing nothing it creates a risk that animal wellbeing could be jeopardised. As calves have poor immune systems. Option 2 - Construction of additional shed capacity on the farm provides a number of benefits. While the shed(s) will be prioritised for calving, it will also allow the older sheds to be used as machinery |
| Funding Sources | Loan Funded |
| Efficiency Improvements (if relevant) | Additional sheds on the farm would increase animal welfare |
| Costings Verification | Engineer's estimate based on supply and installation |
| FINANCIAL | |
| Select one from each line: | |
| Expenditure Type | Capital |
| Expenditure Outcome | Health and Safety |
| NB Use a separate worksheet if required, to show full financial projections | |
| Proposed Budget \$ | 2024/25 2025/26 2026/27 2027/34 |
| Capital Expenditure | \$0 \$0 \$0 \$0 |
| Capital Revenue (expressed as negative) | \$0 \$0 \$0 \$40,000 |
| Increase/(Decrease) in Operational Costs e.g. Interest, depreciation, staffing | |
| Increase/(Decrease) in Operational Costs e.g. Repairs and Maintenance | \$0 \$0 \$0 \$0 |
| (Increase)/Decrease in Revenue e.g. User charges, rates, grants | \$0 \$0 \$0 \$0 |
| | \$0 \$0 \$0 \$40,000 |
| TOTAL BUDGET | \$ 40,000 |
| SIGN-OFF | |
| Director to approve business case, and for Officer to proceed to next phase of procurement. | Signature, or copy Director into email to Finance |

| BACKGROUND | | | | |
|---|---|----------------|----------------|----------------|
| Date | 23/11/2023 | | | |
| Activity | Farm | | | |
| Council Officer | Sara Flight | | | |
| Director | Victoria Araba | | | |
| Description of Proposal | Installation of a Drafting Gate System The drafting gate system is an automatic system which removes the need to manually handle stock and gates when directing cows in the yard. | | | |
| BUSINESS CASE | | | | |
| Strategic | Welcoming, Resilient, Connected, Enabling By installing the drafting gate system we are providing resilient infrastructure to meet the current and future needs of the farm. | | | |
| Alternative procurement options | Option 1 - Do Nothing - By doing nothing, Council still has to make amendments to the layout of the current drafting gate, as the angles are too tight to manoeuvre stock around the yard. Option 2 - Installation of a drafting gate system, will reduce labour time, time that cows in kept in the yard, cleaning up time and also removes the need to handle stock. This improves animal welfare. | | | |
| Funding Sources | Loan Funded | | | |
| Efficiency Improvements (if relevant) | Having a drafting system will reduce the overall time which the sharemilker and stock spend in the yard. | | | |
| Costings Verification | Quote has been provided | | | |
| FINANCIAL | | | | |
| Select one from each line: | | | | |
| Expenditure Type | Capital | | | |
| Expenditure Outcome | Health and Safety | | | |
| NB Use a separate worksheet if required, to show full financial projections | | | | |
| Proposed Budget \$ | 2024/25 | 2025/26 | 2026/27 | 2027/34 |
| Capital Expenditure | \$0 | \$0 | \$0 | \$0 |
| Capital Revenue (expressed as negative) | \$50,000 | \$0 | \$0 | \$0 |
| Increase/(Decrease) in Operational Costs e.g. Interest, depreciation, staffing | | | | |
| Increase/(Decrease) in Operational Costs e.g. Repairs and Maintenance | \$0 | \$2,000 | \$2,000 | \$2,000 |
| (Increase)/Decrease in Revenue e.g. User charges, rates, grants | \$0 | \$0 | \$0 | \$0 |
| | \$50,000 | \$2,000 | \$2,000 | \$2,000 |
| TOTAL BUDGET | \$ 56,000 | | | |
| SIGN-OFF | | | | |
| Director to approve business case, and for Officer to proceed to next phase of procurement. | Signature, or copy Director into email to Finance | | | |

| BACKGROUND | |
|---|---|
| Date | 23/11/2023 |
| Activity | Farm |
| Council Officer | Sara Flight |
| Director | Victoria Araba |
| Description of Proposal | <i>Cleaning and replacement of subsoil drains. The Farm has subsoil drains installed crossing through 6 of the paddocks at the back of the Aerodrome to remove excess water from the paddocks. Ceramic/Nova Coil drains were installed in 1979 and haven't been attended to since. Some have collapsed or have broken. Replacement would need to be done after the paddocks</i> |
| BUSINESS CASE | |
| Strategic | <i>Welcoming, Resilient, Connected, Enabling By cleaning and replacing broken subsoil drains, we are providing resilient infrastructure to meet the current and future needs of the farm.</i> |
| Alternative procurement options | <i>Option 1 -- Do Nothing - By doing nothing the paddocks will continue to flood during the wet season causing damage to crops Option 2 - Cleaning and replacing the broken subsoil drains, provides better drainage and a well drained paddock which can be used for multiple purposes. The harvest crops are of higher quality, which improves milk production.</i> |
| Funding Sources | <i>Loan funded</i> |
| Efficiency Improvements (if relevant) | <i>With having the subsoil drains cleaned and replaced, it will provide a paddock which can be utilised effectively.</i> |
| Costings Verification | <i>Engineer estimates based on Open Space Maintenance Contract</i> |
| FINANCIAL | |
| Select one from each line: | |
| Expenditure Type | Capital |
| Expenditure Outcome | Retain Level of Service |
| NB Use a separate worksheet if required, to show full financial projections | |
| Proposed Budget \$ | 2024/25 2025/26 2026/27 2027/34 |
| Capital Expenditure | \$0 \$50,000 \$0 \$0 |
| Capital Revenue (expressed as negative) | \$0 \$0 \$0 \$0 |
| Increase/(Decrease) in Operational Costs e.g. Interest, depreciation, staffing | |
| Increase/(Decrease) in Operational Costs e.g. Repairs and Maintenance | \$0 \$0 \$0 \$0 |
| (Increase)/Decrease in Revenue e.g. User charges, rates, grants | \$0 \$0 \$0 \$0 |
| | \$0 \$50,000 \$0 \$0 |
| TOTAL BUDGET | \$ 50,000 |
| SIGN-OFF | |
| Director to approve business case, and for Officer to proceed to next phase of procurement. | <i>Signature, or copy Director into email to Finance</i> |

| BACKGROUND | |
|---|--|
| Date | 23/11/2023 |
| Activity | Farm |
| Council Officer | Sara Flight |
| Director | Victoria Araba |
| Description of Proposal | <i>Race and Culvert upgrades. Over the years the rain has washed away the race, which has caused some areas of the race to narrow and create channels through the race. This causes lameness in cows and increase repair costs . New culverts will need to be installed to redirect the water to the stream and along the side of the race</i> |
| BUSINESS CASE | |
| Strategic | <i>Welcoming, Resilient, Connected, Enabling By upgrading the race and culverts at the farm, we are enabling a safe environment for wellbeing of the cows.</i> |
| Alternative procurement options | <i>Option 1 -- Do Nothing - By doing nothing the farm race will continue to wash away, which would increase lameness in cows and reduction in milk production. Option 2 - Upgrading the culverts and race on the farm, will not only reduce the maintenance cost and repair work required, but would reduce lameness in the stock</i> |
| Funding Sources | <i>loan funded</i> |
| Efficiency Improvements (if relevant) | <i>By having the race and culverts upgraded, it promotes good farming practice.</i> |
| Costings Verification | <i>Engineer's estimates based on current Rooding maintenace contract</i> |
| FINANCIAL | |
| Select one from each line: | |
| Expenditure Type | Capital |
| Expenditure Outcome | Retain Level of Service |
| NB Use a separate worksheet if required, to show full financial projections | |
| Proposed Budget \$ | 2024/25 2025/26 2026/27 2027/34 |
| Capital Expenditure | \$30,000 \$25,000 \$25,000 \$100,000 |
| Capital Revenue (expressed as negative) | \$0 \$0 \$0 \$0 |
| Increase/(Decrease) in Operational Costs e.g. Interest, depreciation, staffing | |
| Increase/(Decrease) in Operational Costs e.g. Repairs and Maintenance | \$0 \$0 \$0 \$0 |
| (Increase)/Decrease in Revenue e.g. User charges, rates, grants | \$0 \$0 \$0 \$0 |
| | \$30,000 \$25,000 \$25,000 \$100,000 |
| TOTAL BUDGET | \$ 180,000 |
| SIGN-OFF | |
| Director to approve business case, and for Officer to proceed to next phase of procurement. | <i>Signature, or copy Director into email to Finance</i> |

| BACKGROUND | | | | | |
|---|--|---------|---------|----------|--------|
| Date | 23/11/2023 | | | | |
| Activity | Farm and Aerodrome | | | | |
| Council Officer | Sara Flight | | | | |
| Director | Victoria Araba | | | | |
| Description of Proposal | <p>Installation of Security Cameras at the Farm and Aerodrome.</p> <p>To prevent damage to farm infrastructure and equipment, prevent public from stealing, milk, fuel, farm equipment or stock.</p> <p>Preventing the public from abandoning cars and setting them on fire at the entrance of the Farm/Aerodrome.</p> <p>Safety of users and community.</p> | | | | |
| BUSINESS CASE | | | | | |
| Strategic | <p>Welcoming, Resilient, Connected, Enabling</p> <p>By installing CCTV we are enabling a safe environment for the wellbeing and enjoyment of the Community.</p> | | | | |
| Alternative procurement options | <p>Option 1 -- Do Nothing - By doing nothing could potentially create a risk of reoccurring vandalism or stealing of items due to the perpetrator not being caught.</p> <p>Option 2 - Installation of security cameras, will not only deter crime but could also be used for evidence if an incident occurs.</p> | | | | |
| Funding Sources | Grant funding | | | | |
| Efficiency Improvements (if relevant) | <p>Having security installed would ptevent damage which will reduce repair cost of infrastructure and investigation time for the Police and CAA if an incident occurs.</p> | | | | |
| Costings Verification | Estimate are based on previous cameras being installed | | | | |
| FINANCIAL | | | | | |
| Select one from each line: | | | | | |
| Expenditure Type | Capital | | | | |
| Expenditure Outcome | Health and Safety | | | | |
| NB Use a separate worksheet if required, to show full financial projections | | | | | |
| Proposed Budget \$ | 2024/25 | 2025/26 | 2026/27 | 2027/34 | MMM-YY |
| Capital Expenditure | \$10,000 | \$0 | \$0 | \$20,000 | \$0 |
| Capital Revenue (expressed as negative) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Increase/(Decrease) in Operational Costs e.g. Interest, depreciation, staffing | | | | | |
| Increase/(Decrease) in Operational Costs e.g. Repairs and Maintenance | \$0 | \$0 | \$0 | \$0 | \$0 |
| (Increase)/Decrease in Revenue e.g. User charges, rates, grants | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$10,000 | \$0 | \$0 | \$20,000 | \$0 |
| TOTAL BUDGET | \$ 30,000 | | | | |
| SIGN-OFF | | | | | |
| Director to approve business case, and for Officer to proceed to next phase of procurement. | <p>Signature, or copy Director into email to Finance</p> | | | | |

| BACKGROUND | |
|---|--|
| Date | 23/11/2023 |
| Activity | Aerodrome |
| Council Officer | Sara Flight |
| Director | Victoria Araba |
| Description of Proposal | Widening Turning Area at Aerodrome fuelling aera - The new Jet A1 holding tank is installed above ground, with the tanker refuelling during the wetter seasons. Large vehicles continually rip up the grass areas and make deep ruts. Extending the sealed road to beyond the holding tank would minimise the damage. |
| BUSINESS CASE | |
| Strategic | Welcoming, Resilient, Connected, Enabling By extending the turning bay we are enabling commercial contractors to manoeuvre safely with out damaging the surrounding ground. |
| Alternative procurement options | Option 1 -- Do Nothing - By doing nothing the ground will continue to get damaged and the ruts caused by tires will become deeper, which would make it harder to reinstate. Option 2 - Extending the turning bay will remove ongoing damage to the surrounding ground, it will also remove the risk of other vehicles getting stuck in the mud during the wet season. |
| Funding Sources | Loan Funding |
| Efficiency Improvements (if relevant) | Widening the turning bay reduces the cost of repair and maintenance work form the damage cause by vehicles manoeuvring the unsealed part as a turning point. This ultimately reduces cost on the surrounding ground. |
| Costings Verification | Quote has been received |
| FINANCIAL | |
| Select one from each line: | |
| Expenditure Type | Capital |
| Expenditure Outcome | Level of service |
| NB Use a separate worksheet if required, to show full financial projections | |
| Proposed Budget \$ | 2024/25 2025/26 2026/27 2027/34 MMM-YY |
| Capital Expenditure | \$0 \$0 \$15,000 \$0 \$0 |
| Capital Revenue (expressed as negative) | \$0 \$0 \$0 \$0 \$0 |
| Increase/(Decrease) in Operational Costs e.g. Interest, depreciation, staffing | |
| Repairs and Maintenance | \$0 \$0 \$0 \$0 \$0 |
| (Increase)/Decrease in Revenue e.g. User charges, rates, grants | \$0 \$0 \$0 \$0 \$0 |
| | \$0 \$0 \$15,000 \$0 \$0 |
| TOTAL BUDGET | \$ 15,000 |
| SIGN-OFF | |
| Director to approve business case, and for Officer to proceed to next phase of procurement. | Signature, or copy Director into email to Finance |

| BACKGROUND | |
|---|--|
| Date | 23/11/2023 |
| Activity | Aerodrome |
| Council Officer | Sara Flight |
| Director | Victoria Araba |
| Description of Proposal | Supply and install runway lights Runway lighting is used to outline the edges of runways during periods of darkness or restricted visibility conditions. |
| BUSINESS CASE | |
| Strategic | Welcoming, Resilient, Connected, Enabling The installation of runway lights will welcome new users and visitors to the Aerodrome. It will also enable night flights to start up again. |
| Alternative options | Option 1 -Do Nothing - Could create risk to users if landings were to take place in low visibility conditions or at night. Option 2 - The Aerodrome would benefit from having runway lights installed. The lights will illuminate the runway at night or in low visibility conditions. It will also identify any obstructions on the runway allowing safe landing at night if required. |
| Funding Sources | Grant funding |
| Efficiency Improvements (if relevant) | N/A |
| Costings Verification | Engineers estimate based on current cost of supply and installation |
| FINANCIAL | |
| Select one from each line: | |
| Expenditure Type | Combination. Capital budget will be required for the installation and supply of the lights. Operational budget will be required to complete maintenance and certification of lights |
| Expenditure Outcome | Growth |
| NB Use a separate worksheet if required, to show full financial projections | |
| Proposed Budget \$ | 2024/25 2025/26 2026/27 2027/34 |
| Capital Expenditure | \$0 \$0 \$40,000 \$0 |
| Capital Revenue (expressed as negative) | \$0 \$0 \$0 \$0 |
| Increase/(Decrease) in Operational Costs eg. Interest, depreciation, staffing | |
| Increase/(Decrease) in Operational Costs eg. Repairs and maintenance | \$0 \$0 \$0 \$2,000 |
| (Increase)/Decrease in Revenue eg. User charges, rates, grants | \$0 \$0 \$0 \$0 |
| | \$0 \$0 \$40,000 \$2,000 |
| TOTAL BUDGET | \$ 42,000 |
| SIGN-OFF | |
| Director to approve business case, and for Officer to proceed to next phase of procurement. | Signature, or copy Director into email to Finance |

APPENDIX 2

Appendix 2.1 - Capital Forecast - Farm

| CAPITAL FORECASTS FOR FARM ACTIVITY | | | | | | | | | | | |
|--|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|
| | | | | | | | | | | | |
| | Uninflated Capital Expenditure figures for LTP 2024-34 - Farm | | | | | | | | | | |
| | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | |
| | year 1 | year 2 | year 3 | year 4 | year 5 | year 6 | year 7 | year 8 | year 9 | year 10 | |
| Farm Race and Culvert upgrades | 30,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Drafting Gate system | 50,000 | - | - | - | - | - | - | - | - | - | - |
| Farm House light renewals | 5,000 | | - | - | - | - | - | - | - | - | - |
| Additional calving Shed | | 40,000 | | | | | | | | | |
| Cleaning and replacement of subsoil drains | | 50,000 | | | | | | | | | |
| Riparian Planting and Landscaping | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| Total Capital Expenditure | 88,500 | 118,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 |

Appendix 2.2 - Capital Forecast - Aerodrome

| Capital Forecasts for Aerodrome Activity | | | | | | | | | | | |
|---|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|
| | | | | | | | | | | | |
| | Uninflated Capital Expenditure figures for LTP 2024-34 | | | | | | | | | | |
| | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | |
| | year 1 | year 2 | year 3 | year 4 | year 5 | year 6 | year 7 | year 8 | year 9 | year 10 | |
| Extension of Turning Bay | | | 15,000 | | | | | | | | |
| Runway lights | | | 40,000 | - | - | 1,000 | - | - | 1,000 | | |
| Security Cameras | 10,000 | | | | | | | | | | |
| Total Capital Expenditure | 10,000 | 0 | 55,000 | 0 | 0 | 1,000 | 0 | 0 | 1,000 | 0 | 0 |

APPENDIX 3

Appendix 3.1 Operation Forecast - Farm Activity

| Operational Forecasts for Farm Activity - Summary | | | | | | | | | | | |
|---|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Pre Annual Plan | Pre LTP | | | | | | | | | |
| | Budget | Forecast | Projection | | | | | | | | |
| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
| Operating Expenditure | 463,979 | 480,565.30 | 477,338.71 | 484,281.45 | 491,397.76 | 498,691.98 | 506,168.55 | 513,832.04 | 521,687.12 | 529,738.57 | 537,991.31 |
| Revenue | 718,807 | 640,000.00 | 640,000.00 | 640,000.00 | 640,000.00 | 640,000.00 | 640,000.00 | 640,000.00 | 640,000.00 | 640,000.00 | 640,000.00 |
| Net Cost of Service | - 254,828 | - 159,434.70 | - 162,661.29 | - 155,718.55 | - 148,602.24 | - 141,308.02 | - 133,831.45 | - 126,167.96 | - 118,312.88 | - 110,261.43 | - 102,008.69 |
| EXPENDITURE | | | | | | | | | | | |
| Operating Costs | 314,350 | 325,936 | 322,710 | 329,652 | 336,769 | 344,063 | 351,540 | 359,203 | 367,058 | 375,110 | 383,362 |
| Interest | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 |
| Depreciation | 50,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 |
| Allocated Overheads | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 |
| Total Operating Expenditure | 463,979 | 480,565 | 477,339 | 484,281 | 491,398 | 498,692 | 506,169 | 513,832 | 521,687 | 529,739 | 537,991 |
| Principal Loan Repayments | | 88,500 | 118,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 |
| Capital Expenditure | 16,300 | 88,500 | 118,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 |
| Total Expenditure | 480,279 | 657,565 | 714,339 | 541,281 | 548,398 | 555,692 | 563,169 | 570,832 | 578,687 | 586,739 | 594,991 |
| FUNDED BY: | | | | | | | | | | | |
| Charges for Services | 718,807 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 |
| Revenue | 718,807 | 640,000 | 640,000 | 640,000 | 640,000 | 640,000 | 640,000 | 640,000 | 640,000 | 640,000 | 640,000 |
| General Rates | - 50,000 | - 50,000 | - 50,000 | - 50,000 | - 50,000 | - 50,000 | - 50,000 | - 50,000 | - 50,000 | - 50,000 | - 50,000 |
| UAGC | - | - | - | - | - | - | - | - | - | - | - |
| Transfer (to) from Reserves | - | - | - | - | - | - | - | - | - | - | - |
| Transfer from Reserves | 68,512 | - | - | - | - | - | - | - | - | - | - |
| Sale of Land | - | - | - | - | - | - | - | - | - | - | - |
| Loan Funding - Capital | 16,300 | 88,500 | 118,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 |
| Other Funding | | - | - | - | - | - | - | - | - | - | - |
| Total Funding | 753,619 | 569,000 | 569,000 | 569,000 | 569,000 | 569,000 | 569,000 | 569,000 | 569,000 | 569,000 | 569,000 |

2023 - Agenda - Farm and Aerodrome - December - Decision Report – 2024/2034 LTP Capital Projects

| Operational Forecast for Farm Activity - Detail | | | | | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Pre Annual Plan | Pre LTP | | | | | | | | | |
| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
| Farm Operations Expenses | Budget | Forecast | Projection | Projection | Projection | Projection | Projection | Projection | Projection | Projection | Projection |
| Fencing | 3,500 | 3,588 | 3,677 | 3,769 | 3,863 | 3,960 | 4,059 | 4,160 | 4,264 | 4,371 | 4,480 |
| R&M Major Works | 35,000 | 30,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Repairs & Maintenance | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Consultants | 513 | 500 | 513 | 525 | 538 | 552 | 566 | 580 | 594 | 609 | 624 |
| Off-Farm Grazing | 48,000 | 48,000 | 49,200 | 50,430 | 51,691 | 52,983 | 54,308 | 55,665 | 57,057 | 58,483 | 59,945 |
| Pasture Management | 10,000 | 15,000 | 15,375 | 15,759 | 16,153 | 16,557 | 16,971 | 17,395 | 17,830 | 18,276 | 18,733 |
| Fertiliser | 75,000 | 80,000 | 82,000 | 84,050 | 86,151 | 88,305 | 90,513 | 92,775 | 95,095 | 97,472 | 99,909 |
| Urea | - | - | - | - | - | - | - | - | - | - | - |
| Insurance | 10,027 | 10,278 | 10,535 | 10,798 | 11,068 | 11,345 | 11,628 | 11,919 | 12,217 | 12,522 | 12,835 |
| Lease | 6,500 | 6,500 | 6,663 | 6,829 | 7,000 | 7,175 | 7,354 | 7,538 | 7,726 | 7,920 | 8,118 |
| Licences & Permits | 765 | 1,000 | 1,025 | 1,051 | 1,077 | 1,104 | 1,131 | 1,160 | 1,189 | 1,218 | 1,249 |
| Rates (Services Only) | 1,045 | 1,071 | 1,098 | 1,125 | 1,153 | 1,182 | 1,212 | 1,242 | 1,273 | 1,305 | 1,338 |
| Subscriptions & Publications | 3,000 | 5,000 | 5,125 | 5,253 | 5,384 | 5,519 | 5,657 | 5,798 | 5,943 | 6,092 | 6,244 |
| Sustenance | 91,000 | 95,000 | 97,375 | 99,809 | 102,305 | 104,862 | 107,484 | 110,171 | 112,925 | 115,748 | 118,642 |
| Weed Control | 5,000 | 5,000 | 5,125 | 5,253 | 5,384 | 5,519 | 5,657 | 5,798 | 5,943 | 6,092 | 6,244 |
| Water Consumption | - | - | - | - | - | - | - | - | - | - | - |
| Health and Safety Compliance | - | - | - | - | - | - | - | - | - | - | - |
| Total | 314,350 | 325,936 | 322,710 | 329,652 | 336,769 | 344,063 | 351,540 | 359,203 | 367,058 | 375,110 | 383,362 |
| Farm Operation Depreciation | | | | | | | | | | | |
| Depreciation | 50,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 |
| Total | 50,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 |
| Farm Operation Revenue | | | | | | | | | | | |
| Milk Proceeds | 616,000 | 616,000 | 616,000 | 616,000 | 616,000 | 616,000 | 616,000 | 616,000 | 616,000 | 616,000 | 616,000 |
| Other | 102,807 | 19,840 | 19,840 | 19,840 | 19,840 | 19,840 | 19,840 | 19,840 | 19,840 | 19,840 | 19,840 |
| Total | 718,807 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 | 635,840 |
| Loan Interest | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 | 68,629 |
| Loan Principal | 15,800 | 88,500 | 118,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 |

Appendix 3.2 Operation Forecast - Aerodrome Activity

| Operational Forecasts for Aerodrome Activity - Summary | | | | | | | | | | | |
|--|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Pre Annual Plan | Pre LTP | | | | | | | | | |
| | Budget | Forecast | Projection | | | | | | | | |
| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
| Operating Expenditure | 140,590 | 140,590 | 143,211 | 145,897 | 148,650 | 151,472 | 154,365 | 157,330 | 160,369 | 163,484 | 166,677 |
| Revenue | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 |
| Net Cost of Service | 113,118 | 113,118 | 115,739 | 118,425 | 121,178 | 124,000 | 126,893 | 129,858 | 132,897 | 136,012 | 139,205 |
| EXPENDITURE | | | | | | | | | | | |
| Operating Costs | 104,826 | 104,826 | 107,447 | 110,133 | 112,886 | 115,708 | 118,601 | 121,566 | 124,605 | 127,720 | 130,913 |
| Interest | - | - | - | - | - | - | - | - | - | - | - |
| Depreciation | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| Allocated Overheads | 29,764 | 29,764 | 29,764 | 29,764 | 29,764 | 29,764 | 29,764 | 29,764 | 29,764 | 29,764 | 29,764 |
| Total Operating Expenditure | 140,590 | 140,590 | 143,211 | 145,897 | 148,650 | 151,472 | 154,365 | 157,330 | 160,369 | 163,484 | 166,677 |
| Principal Loan Repayments | - | - | - | - | - | - | - | - | - | - | - |
| Capital Expenditure | - | 10,000 | - | 55,000 | - | - | 1,000 | - | - | 1,000 | - |
| Total Expenditure | 140,590 | 150,590 | 143,211 | 200,897 | 148,650 | 151,472 | 155,365 | 157,330 | 160,369 | 164,484 | 166,677 |
| FUNDED BY: | | | | | | | | | | | |
| Charges for Services | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 |
| Revenue | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 |
| General Rates | 76,000 | 76,000 | 77,900 | 77,948 | 79,849 | 79,944 | 81,847 | 81,990 | 83,897 | 84,087 | 85,999 |
| UAGC | - | - | - | - | - | - | - | - | - | - | - |
| Transfer (to) from Reserves | - | - | - | - | - | - | - | - | - | - | - |
| Transfer from Reserves | - | - | - | - | - | - | - | - | - | - | - |
| Sale of Land | - | - | - | - | - | - | - | - | - | - | - |
| Loan Funding - Capital | - | 10,000 | - | 55,000 | - | - | 1,000 | - | - | 1,000 | - |
| Other Funding | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Total Funding | 104,472 | 114,472 | 106,372 | 161,420 | 108,321 | 108,416 | 111,319 | 110,462 | 112,369 | 113,559 | 114,471 |

2023 - Agenda - Farm and Aerodrome - December - Decision Report – 2024/2034 LTP Capital Projects

| Operational Forecast for Aerodrome Activity - Detail | | | | | | | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | Pre Annual Plan | Pre LTP | | | | | | | | | |
| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
| Aerodrome Operations Expens | Budget | Forecast | Projection | Projection | Projection | Projection | Projection | Projection | Projection | Projection | Projection |
| R & M Major Works | 5,000 | 5,000 | 5,125 | 5,253 | 5,384 | 5,519 | 5,657 | 5,798 | 5,943 | 6,092 | 6,244 |
| Repairs and Maintenance | - | - | - | - | - | - | - | - | - | - | - |
| Contract Services | 34,600 | 34,600 | 35,465 | 36,352 | 37,260 | 38,192 | 39,147 | 40,125 | 41,129 | 42,157 | 43,211 |
| Key Task | 63,000 | 63,000 | 64,575 | 66,189 | 67,844 | 69,540 | 71,279 | 73,061 | 74,887 | 76,759 | 78,678 |
| Ready Response | - | - | - | - | - | - | - | - | - | - | - |
| Communication | 200 | 200 | 205 | 210 | 215 | 221 | 226 | 232 | 238 | 244 | 250 |
| Insurance | 2,026 | 2,026 | 2,077 | 2,129 | 2,182 | 2,236 | 2,292 | 2,350 | 2,408 | 2,468 | 2,530 |
| | - | - | - | - | - | - | - | - | - | - | - |
| Total | 104,826 | 104,826 | 107,447 | 110,133 | 112,886 | 115,708 | 118,601 | 121,566 | 124,605 | 127,720 | 130,913 |
| Operation Depreciation | | | | | | | | | | | |
| Depreciation | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| Total | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| Aerodrome Operation Revenue | | | | | | | | | | | |
| Rental/Hire Charges | 20,972 | 20,972 | 20,972 | 20,972 | 20,972 | 20,972 | 20,972 | 20,972 | 20,972 | 20,972 | 20,972 |
| Other | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 |
| Total | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 | 27,472 |

INFORMATION REPORT



F22/55/04-D23/46644

To: Farm and Aerodrome Committee
From: Property Officer
Date: 5 December 2023
Subject: Risk Review

Recommendation

THAT the report be received.

Recommended Reason

To update the Committee of any changes to 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 September 2023.

2. Executive Summary

- 2.1. While the Senior Leadership Team (SLT) discusses changes to the Corporate Risk Register weekly, the review of the Farm and Aerodrome Risk Registers are undertaken at the Quarterly Sharemilkers and Aerodrome user group meetings to ensure that all risks are being managed appropriately.
- 2.2. In the past quarter there has been one change to the Aerodrome Risk Register.
- 2.3. No change to the Farm 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 the performance of a good quality council owned asset to ensure the health and safety of the sharemilker, contractors, farm workers and visitors to the farm.

4. Background

Both the Farm and Aerodrome Risk Registers were adopted by the Committee at the September 2020 meeting.

The two Risk Registers are based on the requirements from:

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

The Risk Registers report on all risks identified to be managed by the Sharemilkers, Aerodrome User Group and Council.

5. Information Summary

5.1 **New Risk**

There has been no new risk added to either the Farm or Aerodrome Risk Registers since the last Farm and Aerodrome Committee meeting.

5.2 **Changes to the Risk Register**

There has been one change to the Aerodrome Risk Register since the last Committee meeting.

Risk 5 – Aircraft Crash - Mechanical Error, The Control Method has been updated to include the following control.

All activities are carried out within the Operational Area and in line with CAA Guidelines and requirements.

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

There have been no incidents that relate to the risks identified in the risk registers 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**

There is no Annual Plan or Long Term Plan implications with this report.

6.3 **District Plan**

There are no District Plan implications with this report.

6.4 **Legal Implications**

There are no legal implications with this report. There is a requirement from Civil Aviation Authority for aviation risk to be identified and managed.

6.5 **Policy Implications**

No policy implications

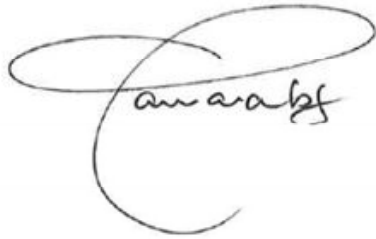
Attachments:

Appendix 1 – Farm Risk Register

Appendix 2 - Stratford Aerodrome Risk Register



Sara Flight
Property Officer



[Approved by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date: 28 November 2023

Farm Risk Register

| Risk Alert Number | Risk Category | Risk Subject | Risk Description | Risk Score Raw | Control Description | Residual Risk Score |
|-------------------|--------------------------|---|---|----------------|--|---------------------|
| 1 | 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 |
| 2 | 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 to High | <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 |
| 3 | 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 |
| 4 | 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 |
| 5 | 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 |

2023 - Agenda - Farm and Aerodrome - December - Information Report – Risk Review

| Risk Alert Number | Risk Category | Risk Subject | Risk Description | Risk Score Raw | Control Description | Residual Risk Score |
|-------------------|---------------------------------|---|---|----------------|--|---------------------|
| 6 | Financial | Low Pay-out and or significant increase in operational costs. | <ul style="list-style-type: none"> • Low pay-out can and will cause financial stress on farm if not handled correctly. • Significant increases in essential materials such as feed and fertiliser can and will cause financial stress on farm if not handled correctly. | Low - Medium | <ul style="list-style-type: none"> • Work with the farm owner (Council)/bank/accountant to set up a budget. A low pay-out can be addressed by running the farm 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 |
| 7 | 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 |
| 8 | Health and Safety and Wellbeing | Health and Safety | <ul style="list-style-type: none"> • Lone worker or staff members seriously injured or killed on farm is a serious health and safety breach. | 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 all staff are safe at all times and can communicate effectively in emergency and be reached promptly. | Low |
| 9 | Health and Safety and Wellbeing | Injury/Fatality | <ul style="list-style-type: none"> • Staff member/Pilot is seriously injured or killed on farm from an aircraft crash. | High | <ul style="list-style-type: none"> • Ensure that there are processes and measure in place to ensure that all staff including visitors are safe at all times and can communicate effective in emergency and be reached promptly. | Medium |

APPENDIX 2

Aerodrome Risk Register

| Risk Number | Source of Risk | | Risk Rating (Uncontrolled risk rating) | | | Hierarchy of Control | Controls | Residual Risk | Persons responsible |
|-------------|--|---|--|------------|-------------|----------------------|---|---------------|--|
| | | | Consequence | Likelihood | Risk Rating | | | | |
| 1 | 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 and fertiliser trucks (Downer completes mowing) - these vehicles must have a roof top strobe as per signage at the entrance to the operational area 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 |
| 2 | 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 Sharemilker |
| 3 | 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 |
| 4 | Debris on Airfield | Damage, injury | Catastrophic | Possible | HIGH | M | Physical check of airfield, including runway and wider manoeuvring area to identify and remove debris, including but not limited to Bale wraps and other wind blow material | LOW | Operations & Members using the Aerodrome |
| 5 | Aircraft Crash | Mechanical Error | Catastrophic | Possible | High | M | All activities are carried out within the Operational Area and in line with CAA Guidelines and requirements Complete pre-flight inspection to ensure aircraft is fit for flying, keep up to date with preventative maintenance | Low | Operations |

2023 - Agenda - Farm and Aerodrome - December - Information Report – Risk Review

| Risk Number | Source of Risk | Risk Rating (Uncontrolled risk rating) | Hierarchy of Control | Controls | Residual Risk | Persons responsible | | |
|-------------|---|---|----------------------|------------|---------------|---------------------|--|--|
| Risk Number | Source of Risk | Risk Description | Consequence | Likelihood | Risk Rating | | | |
| 6 | Tourists and, or members of the public accessing the airfield | Public vs aircraft, aircraft rotor / propeller or service vehicle | Critical | Possible | MED | M | <p>Parking available near the Club House for visitor parking</p> <p>Signage in place identifying the Airfield as an Operational Area - Unauthorised Access Prohibited</p> <p>Gate in place and able to be used as required</p> | Operations & Members using the Aerodrome |
| 7 | Model Aircraft crashing outside the aerodrome in the farmers fields | Distress the farmers stock / cattle Animal vs Member Member injury | Major | Probable | MED | M | <p>Access to farmers paddocks must be recorded in the appropriate log book held at the Club house</p> <p>Model Aircraft flying is restricted and only permitted by members of the Egmont Modellers Club (reducing other recreational users)</p> | Operations & Members using the Aerodrome |
| 8 | Fuel Bowser | Vehicle vs fuel bowser / pump Vehicle fire near bowser/pump | Major | Unlikely | MED | M | <p>Bollards have been installed around the fuel bowser</p> <p>Clear line of sight to minimise accidental collision</p> <p>Fire extinguisher located at the Bowser for use as required</p> <p>Fuel Safety Data Sheet (SDS) located in the Notice Board (Marked in Box labelled MSDS)</p> | Operations & Members using the Aerodrome |
| 9 | Commercial operations conducted from the airfield | Traffic including trucks | Major | Unlikely | MED | M | <p>All activities are carried out within the Operational Area and in line with CAA Guidelines and requirements</p> <p>Vehicles / traffic must use roadways provided, be mindful of speed and pedestrians</p> | Operations & Members using the Aerodrome |
| 10 | Runway markings and general conditions | Markings become faded / damaged / or otherwise unclear over time Damage to runway and wider airfield | Catastrophic | Rare | MED | M | <p>Guide line to be maintained as required to ensure the runway remains clearly visible</p> <p>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</p> | Operations & Members using the Aerodrome Stratford District Council |
| 11 | Aircraft fuel and oil spills are likely whilst aircraft are parked and refuelled during refuelling operations | Aviation fuel spills | Moderate | Rare | LOW | M | <p>Follow fuelling procedures</p> <p>Drains and interceptors in place in compliance with Ministry for the Environment</p> | Operations & Members using the Aerodrome Stratford District Council |

2023 - Agenda - Farm and Aerodrome - December - Information Report – Risk Review

| Risk Number | Source of Risk | | Risk Rating (Uncontrolled risk rating) | | | Hierarchy of Control | Controls | Residual Risk | Persons responsible |
|-------------|---|---|--|------------|-------------|----------------------|--|---------------|--|
| | | | Consequence | Likelihood | Risk Rating | | | | |
| 12 | 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 |
| 13 | 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 |
| 14 | Vehicle collision | Vehicle speeding along the perimeter road | Minor | Rare | LOW | M | Traffic is restricted to 10km per hour along the perimeter | LOW | Operations & Members using the Aerodrome |

QUARTERLY REPORT



F22/55/04 – D23/46898

To: Farm and Aerodrome Committee
From: Property Officer
Date: 5 December 2023
Subject: Farm and Aerodrome Business and Financial Report

Recommendation

THAT the report be received.

Recommended Reason

This report provides a quarterly business and financial update of the Farm and Aerodrome activities. 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 business activities to the Committee.

2. Executive Summary

2.1 The key highlights of this report are:

Farm

- Mating has been successful, with 350 of 370 cows pregnant.
- Fonterra Annual Dairy Farm Shed Assessment has been completed with no major outstanding hazards identified.

Aerodrome

- Strategic Development Review '*Request for Quote*' (RFQ) has closed, a successful consultant will be determined and engaged to complete the review.

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 |
| | ✓ | ✓ | |

This report supports the provision of a good quality council owned asset as well as the performance of the council owned farm.

4. Information Summary

4.1 Farm Information

4.1.1 The farm production from July to October, is shown in the Monthly Production graph below (**Figure 1**). A total of 43,498.1 kgMS has been produced which is an overall variance of 0.8% (decrease) when compared to the same period last year.



Figure 1: Total Kg Milk Solids Production from June to October.

- 4.1.2 Mating has gone well with all but 20 cows being pregnant. Over the next few months, bulls will be out with the herd to increase pregnancy numbers.
- 4.1.3 TRC have completed their audit of riparian planting on the farm. They indicated their satisfaction on how well the previous season's planting has taken off and identified that fencing be completed in this season.
- 4.1.4 The annual Fonterra Dairy Shed Assessment (**Appendix 1**) took place in November 2023, no outstanding hazards were identified. Fonterra noted it was an excellent result. This assessment is completed annually to ensure the farm complies with all regulatory obligations.
- 4.1.5 The Farm quarterly meeting was held 17 November and the proposed LTP projects and budgets were discussed. Suggested changes include adding the installation of a drafting gate system and additional calf sheds to the LTP projects. Other key LTP Projects are
- Culvert and Race Upgrades; and
 - Upgrade of Farmhouse internal Lighting.
- 4.1.6 The next farm quarterly meeting has been programmed for February 2024. Agenda items include the "Stocking Rate"¹ and the financial implications on farm operational cost.
- 4.1.7 The following repair works have been programmed in this financial year (**Appendix 2**)
- farmhouse ensuite repair work;
 - exterior painting of the farmhouse; and
 - installation of stock fence at the front of the workers cottage

¹ Stocking rate refers to the number of livestock on a paddock or a whole farm and is expressed as an indication of the number of a particular type of animal per unit area

4.2 Aerodrome Information

- 4.2.1 The Strategic Development Plan (SDP) 'RFQ' closed on the 20 November 2023. The successful consultant will deliver the reviewed plan by December. It is expected that a report on the findings of the SDP, will be presented to the Committee in February.
- 4.2.2 The NZ Army visited the Taranaki region early November, where they completed communication training (**Figure 3**). The Aerodrome was used as the base. Thank you to the Aero Club for making available the use of their Club House and Hangars.
- 4.2.3 The Aerodrome User Group held its quarterly meeting on 15 of November, followed by a BBQ lunch to end the year. Proposed LTP Projects, were discussed and recommended, including;
 - Installation of Security cameras;
 - Widening Turning Bar; and
 - Installation of runway lights.
- 4.2.4 The aircraft movements by month and type are shown in Figures 1 and 2 below.

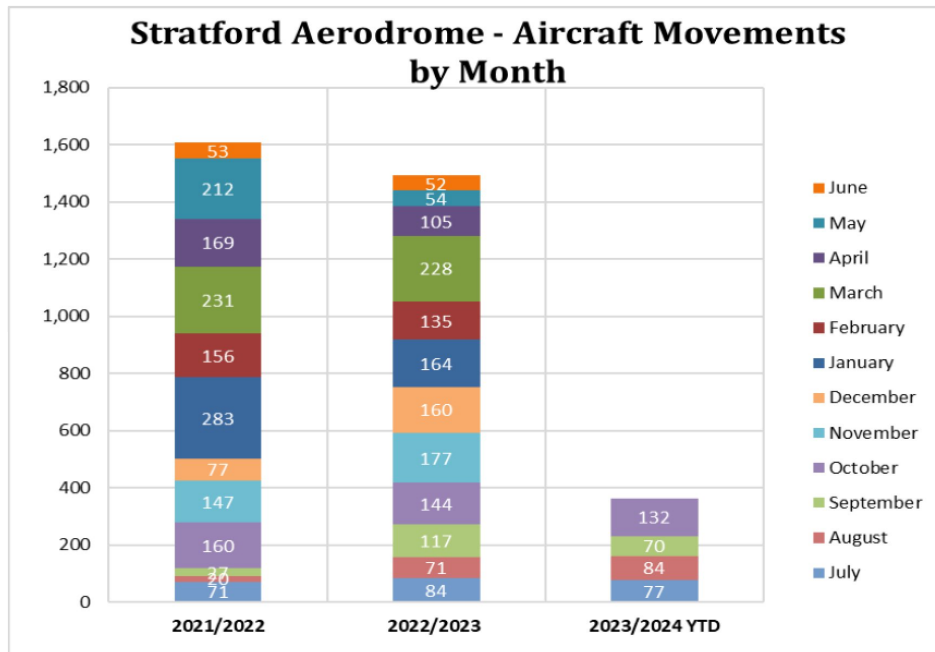


Figure 1: Aircraft Movements by Month - October

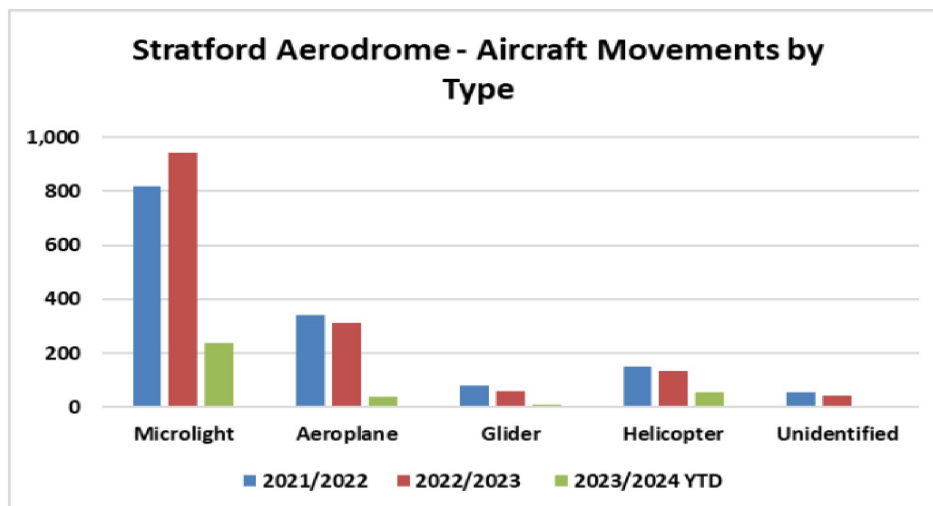


Figure 2: Aircraft Movements by Type - October



Figure 3: Photos of NZ Army stay at the Aerodrome

5. Financial Report

5.1 An overview of the expenditure to date (**Appendix3**) including the works undertaken is outlined in the table below. The figures shown in the table below provide a progress update on the financial year for planned works around the farm.

| Activity | Works completed | Budget | Expenditure to date | Balance Remaining |
|-----------------------------|--|--------------------|---------------------|--------------------|
| 1 Maintenance – Major Works | Race maintenance and Building Maintenance | \$35,000.00 | \$14,205.55 | \$20,794.45 |
| 2 Repair and Maintenance | General maintenance on the farm, milking plant repairs and services, farmhouse repairs and installation, and so forth. | \$25,000.00 | \$2,411.85 | \$13,731.07 |
| 3 Capital Works | Water Lines and Trough upgrade | \$12,600.00 | \$1,704.00 | \$10,896.00 |
| Total | | \$72,600.00 | \$18,321.40 | \$45,421.52 |

6. Strategic Alignment

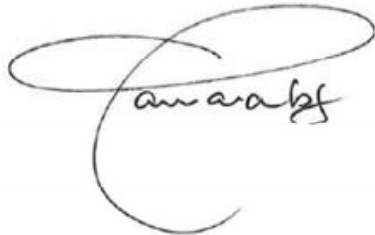
- 6.1 **Direction**
This report is consistent with the 2021-2031 Long Term Plan
- 6.2 **Annual Plan and Long-Term Plan**
This report supports the Farm and Aerodrome activities as indicated in the Annual Plan and Long-Term Plan.
- 6.3 **District Plan**
There are no implications on the District Plan.
- 6.4 **Legal Implications**
There are no legal implications.
- 6.5 **Policy Implications**
There are no policy implications.

Attachments:

- Appendix 1** – Fonterra Dairy Shed Assessment
- Appendix 2** – Work Programme for the Farm and Aerodrome
- Appendix 3** – YTD Financial Report – October 2023



Sara Flight
Property Officer



[Endorsed by]
Victoria Araba
Director Assets



[Approved by]
Sven Hanne
Chief Executive

Date: 28 November 2023

APPENDIX 1

Farm Dairy Assessment



Modified Sanitation Inspection

Farm Dairy Assessment

for Supply Number - 41047

Visit Date - 14/11/2023

fernharptrust@gmail.com; sflight@stratford.govt.nz

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

Dear Aaron and Fiona,

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).

The following is a report of your farm dairy assessment completed on the 14/11/2023.

Assessor Commendations and general comments:

- Red pages and procedures completed on line
- Surrounds very tidy and well managed

Thank you for your time today to complete your annual assessment

Shed and surrounds very tidy and well managed

Good on farm records and procedures

All the best for the rest of the season

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 : Nib wall on exit area from bail, pit wall has been repainted

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, Animal Products Notice: Production, Supply and Processing, and the Animal Products Act (1999).

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

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 / 16 |

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.

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 (6-8), Average (9-11) or Unsatisfactory (12+).

| 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 small section of metal well maintained verges mown | 1 |
| Milk collection area and dairy surrounds | Collection area clean and surrounds tidy | 1 |
| Storage of equipment | Essential equipment stored in surrounding sheds | 1 |
| Farm dairy exterior and yard | Exterior of shed and yards in good condition | 1 |
| Overall | Excellent | 4 |

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

Quality Management

| Rating | Hazards | Assessor Comment | Action Date |
|--------|--|---|-------------|
| Minor | <i>Animal Treatments and Storage</i> RVM treatment recorded as Non RVM | Oxytocin needs to be removed from non RVM treatment regisiter as this is on your vet script | |
| Minor | <i>Milking Machine Test</i> Machine test completed but report not available | please ensure a full report is available to be sighted at annual assessments | |

Hygiene Premise and Cleanliness

| Rating | Hazards | Assessor Comment | Action Date |
|--------|---|--|-------------|
| Minor | <i>Animal Treatments</i> RVM(s) not stored to label conditions | Please ensure Broach dates are recorded for drugs to ensure label conditions are being followed (Engermycin Ketomax) | |

Premise Structure and Facilities

| Rating | Hazards | Assessor Comment | Action Date |
|--------|--|--|-------------|
| Minor | <i>Amenities- Other rooms, Rubbish, Hand washing</i> Cracked door framing | Door frame beside milk filter requires repairing before this becomes a major rating at your next annual assessment | |

Farm Dairy Assessment Report Appendix Supply Number - 41047

Farm Details

| | | | | | |
|----------------|-----------|---------------------------------|-----------|---------------------------------|---------|
| Client present | Yes | Milk filtering % of requirement | 137.92% | Hot water % of requirement | 123.08% |
| Water status | Compliant | Last e-coli water test date | 1/08/2022 | 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 | 12 | Pest Control | Compliant |
| 02 | Security of Milk | Compliant | 13 | Agrichemical use | Compliant |
| 03 | Disposal of Milk | Compliant | 14 | Animal Health Records | Compliant |
| 04 | Milk Harvesting | Compliant | 15 | Diseased Cows | Compliant |
| 05 | Pre-teat Spray | N/A | 16 | Veterinary Dockets | Compliant |
| 06 | ADF | N/A | 17 | Monthly Hygiene Records | Compliant |
| 07 | Milking Machine Test | Minor | 18 | Dairy Water | Compliant |
| 08 | Milker Health | Compliant | 23 | Brought in Feed | Compliant |
| 09 | Animal Treatments and storage | Minor | 24 | Waste/Agrichemical Use | Compliant |
| 10 | Sick and Diseased | Compliant | 25 | Milk Cooling | Compliant |
| 11 | Cleaning Programme | Compliant | | | |

Hygiene Premise and Cleanliness

| No | Sections | Ratings | No | Sections | Ratings |
|----|---------------------|--------------|----|--------------------------|-----------|
| 26 | Surrounds | Commendation | 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 | Minor | 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 | Compliant |
| 42 | Minimum Distances | Compliant | 48 | Yards/Races/Effluent | Compliant |
| 43 | Agrichemicals | Compliant | 49 | Feed Storage | Compliant |
| 44 | Dairy Storage | Compliant | 50 | Calf Milk | Compliant |
| 45 | Amenities-Other rooms | Minor | | | |

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 |

APPENDIX 2

2023/2024 Work Programmes

Farm and Aerodrome Work Programme

| Farm | January | February | March | April | May | June | July | August | September | October | November | December |
|-----------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| Quarterly Meetings | | | | | | | | | | | | |
| Fertiliser Application | | | | | | | | | | | | |
| Riparian Planting | | | | | | | | | | | | |
| Calving | | | | | | | | | | | | |
| Drying off | | | | | | | | | | | | |
| Sowing crops | | | | | | | | | | | | |
| Mating | | | | | | | | | | | | |
| Dairy Shed Assessment | | | | | | | | | | | | |
| Soil Testing | | | | | | | | | | | | |
| Aerodrome | | | | | | | | | | | | |
| Mowing – SDC Contractors | | | | | | | | | | | | |
| Drain Clearing under runway | | | | | | | | | | | | |
| Club Day | | | | | | | | | | | | |

Farm and Farm Buildings Repair/Maintenance Programme

| Repairs/Maintenance | January | February | March | April | May | June | July | August | September | October | November | December |
|----------------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| Farm House | | | | | | | | | | | | |
| Ensuite floor and shower renewal | | | | | | | | | | | | |
| Exterior painting | | | | | | | | | | | | |
| Workers House | | | | | | | | | | | | |
| Cow Shed | | | | | | | | | | | | |
| Exterior painting | | | | | | | | | | | | |

APPENDIX 3

| | YTD PREVIOUS | YTD ACTUAL | YTD BUDGET | Variance | BUDGET |
|----------------------------------|----------------|----------------|----------------|-----------------|----------------|
| | 2022/2023 | 2023/2024 | 2023/2024 | | 2023/24 |
| 3800 - Farm Investment | | | | | |
| 1700 - Income | | | | | |
| Milk Production (KgMs) | 7,981 | 43,498 | 154,000 | -110,502 | 154,000 |
| Forecast Milk Payout | 9.25 | 7.25 | 8.00 | -0.75 | 8.00 |
| Council's Share of Milk Revenue* | 36,913 | 157,680.61 | 616,000 | -458,319 | 616,000 |
| Less adjustments / timing | 148,257.19 | 60,743.38 | | 60,743.38 | |
| | 185,170 | 218,424 | 616,000 | -397,576 | 616,000 |
| Dividend | 12,228 | 114,313 | 34,269 | 80,044 | 102,807 |
| Total Income | 197,398 | 332,737 | 650,269 | -378,275 | 718,807 |
| 1701 - Operating Costs | | | | | |
| Fencing | - | 249 | 1,167 | 918 | 3,500 |
| R&M Major Works | 8,815 | 14,206 | 11,667 | -2,539 | 35,000 |
| Repairs & Maintenance | 4,760 | 2,412 | 8,333 | 5,921 | 25,000 |
| Consultants | 617 | 435 | 171 | -264 | 513 |
| Off-Farm Grazing | 9,689 | 6,100 | 16,000 | 9,900 | 48,000 |
| Pasture Management | 4,797 | 2,103 | 3,333 | 1,231 | 10,000 |
| Fertiliser | 27,232 | 12,967 | 25,000 | 12,033 | 75,000 |
| Urea | - | - | 0 | 0 | 0 |
| Insurance | 8,719 | 10,970 | 3,342 | -7,627 | 10,027 |
| Lease | 2,167 | 2,167 | 2,167 | -0 | 6,500 |
| Licences & Permits | - | - | 249 | 249 | 765 |
| Rates (Services Only) | 1,045 | 506 | 348 | -158 | 1,045 |
| Subscriptions & Publications | 723 | 700 | 1,000 | 300 | 3,000 |
| Sustenance | 18,576 | 20,229 | 30,333 | 10,104 | 91,000 |
| Weed Control | 196 | - | 1,667 | 1,667 | 5,000 |
| Water Consumption | 51 | 1,074 | 0 | | |
| Health and Safety Compliance | - | - | 0 | 0 | 0 |
| | 87,387 | 71,968 | 104,777 | 31,735 | 314,350 |
| 1703 - Indirect Costs | | | | | |
| Interest | 46,307 | 68,629 | 22,876 | | 68,629 |
| Depreciation | 43,200 | 47,042 | 15,681 | -31,361 | 47,042 |
| Corporate Services | 9,318 | 12,171 | 4,057 | -8,114 | 12,171 |
| Assets Director | 1,904 | 6,219 | 2,073 | -4,146 | 6,219 |
| Property Asset Manager | 11,719 | 12,350 | 4,117 | -8,233 | 12,350 |
| | 112,448 | 146,411 | 25,927 | -51,855 | 146,411 |
| Total Expenditure | 199,835 | 218,379 | 130,705 | -20,120 | 460,761 |
| Net Profit | - 2,437 | 114,358 | 519,564 | -398,394 | 258,046 |

QUARTERLY REPORT



F22/55/04 -D23/46897

To: Farm and Aerodrome Committee
From: Property Officer
Date: 5 December 2023
Subject: Health and Safety Update

Recommendation

THAT the report be received.

Recommended Reason

To update the Committee on Health and Safety matters from September and October 2023.

 Moved/Seconded

1. Purpose of Report

The purpose of this report is to provide to this committee the Health and Safety update for the months of September and October 2023.

2. Executive Summary

- 2.1 There have been two incidents reported in total since the last Committee meeting.
- one reported incident at the Farm, and
 - one reported incident at the 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 a good quality council owned asset for the economic benefit to the community through ground leases of the land occupied by the various hangers on the aerodrome.



4. Information Summary

- 4.1 There have been two incidents reported in total since the last Committee meeting;
- one reported incident at the Farm, and
 - one reported incident at the Aerodrome.
- 4.2 The operational summary of the Farm and Aerodrome Health and Safety performance is provided below:

4.2.1 Incidents/Near-Misses

Incident: 2 Incidents to report

Aerodrome

Early in November a member of the public, who has been trespassed from the Aerodrome, attempted to run over a member of the Aerodrome User Group. The member of the user group reported this incident to the Police, who will apply and follow up on the trespass conditions.

Farm

Water from a leaking pipe was found in the main switch board installed in the milking shed. The Sharemilker immediately contacted the Electrician, who once on site, was able to bypass the power to make it safe and the Sharemilker was able to continue to milk. The pipe has since been fixed and the Electrician has confirmed that the switch board is safe to use.

Near-Misses: 0 Near-Misses to report.

4.2.2 Health

During the last quarter no health issues have arisen.

5. Strategic Alignment

5.1 **Direction**

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

5.2 **Annual Plan and Long-Term Plan**

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

5.3 **District Plan**

There are no implications on the District Plan.

5.4 **Legal Implications**

There are currently no known legal implications.

5.5 **Policy Implications**

There are no policy implications.



A handwritten signature in black ink that reads "Sara Flight".

Sara Flight
Property Officer

A handwritten signature in black ink that reads "Victoria Araba".

[Approved by]
Victoria Araba
Director - Assets

A handwritten signature in blue ink that reads "Sven Hanne".

[Approved by]
Sven Hanne
Chief Executive

Date: 28 November 2023



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.