

NZFAP Plus Tools to help and further information

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2. PEOPLE

2.1. Policies & Documentation

Further information/resources

[Minimum Wage Act \(1983\)](#)

[Employment Legislation](#)

[Hiring someone from overseas](#)

2.2 Employment Relations

Further information/resources

<https://www.ruralemployeesupport.co.nz> MBIE helpline 0800 453369

[Contractor versus employee](#)

[Parental Leave » Employment New Zealand](#)

[Better understand Contracts vs Employees » Employment New Zealand](#)

[Trail/Probationary periods » Employment New Zealand](#)

[Leave and holidays » Employment New Zealand](#)

[Hiring migrants » Employment New Zealand](#)

Tools to help

[Employment Agreement Builder » Start Screen](#)

[Federated Farmers Employment Agreement Templates](#)

2.3 Health & Safety

2.3.1 Health and Safety Management System

Tools to help

Safe Farm: If you are a shareholder with Farmlands then you can get FREE access to 'SafeFarm', an online Health and Safety system built on the FARMIQ platform (as a standalone module).

Safer Farms is a free resource for people to learn about and share ideas that can make farms safer places for everyone.

FarmIQ is a day-to-day farm recording system. It has a people management section where your health and safety management needs can be easily managed.

Cloud Farmer is a day-to-day farm recording system. Cloud Farmer has a People section where your health and safety needs are covered with an inbuilt Health & Safety plan. You can also store training records and any Key Performance Indicators (KPIs) for the team.

Resolution is a day-to-day farm recording system and has sections for storing people management, health and safety records, and can also store training records and any KPIs for the team.

Further information/resources

[Writing health and safety documents for your workplace | WorkSafe](#)

2.3.2 Health and Safety Training

➔ *Tools to help*

[Beef + Lamb New Zealand Employee Training Register](#)

[Beef + Lamb New Zealand Employee Induction form](#)

[Beef + Lamb New Zealand Contractor Induction Acknowledgment](#)

i *Further information/resources*

WorkSafe Fact Sheet: Providing Information, Training, Instruction or Supervision for Workers

Primary ITO: Provides a range of courses regarding safe use and operation of machinery, vehicles, equipment and first aid.

2.3.3 Personal Protective Equipment (PPE)

i *Further information/resources*

[Personal Protective Equipment \(PPE\)](#)

2.3.5 Recording all accidents and incidents (including near misses)

➔ *Tools to help*

Template: [Beef + Lamb New Zealand Accident Register](#)

Fact Sheet: WorkSafe New Zealand - [What events need to be notified](#)

Form: [WorkSafe New Zealand notification process](#).

2.3.6 Material Safety Data Sheets

➔ *Tools to help*

MSDS New Zealand: This is a FREE online system that allows you to create a register of the chemicals you have on farm. It then provides you the Material Safety Data Sheet (MSDS) for each chemical. This would be readily available to all people working on the farm, whereas doing an internet search in an emergency is not acceptable! <https://www.msds.co.nz/>

Hazardous Substances Toolbox: The government hazardous substances website contains excellent information on hazardous substances responsibilities including practical help with managing these (including an online register which will help create your own inventory and identify the controls you are legally required to have). <http://www.hazardoussubstances.govt.nz/>

i *Further information/resources*

HSNO: The Hazardous Substances website also has a great emergency response plan guide. If you follow and complete this, you will have met the requirements for emergency planning.

http://www.hazardoussubstances.govt.nz/media/1058/wsnz_2510-emergency-response-a4-digital-v3-0-fa-lr.pdf

WorkSafe New Zealand

<https://www.worksafe.govt.nz/assets/dmsassets/2/2632WKS-5-hazardous-substances-safety-data-sheets.pdf>



2.4 Training and Development

➔ *Tools to help*

Go to the [Beef + Lamb New Zealand Knowledge Hub](#) and type in “HR Toolkit”

Formal Training

Primary ITO – ITO Training Advisors will help farm businesses assess current staff skills and competencies and provide both formal and informal training options for staff at all levels. Primary ITO offers training and learning while you work at Levels 2, 3 and 4, and a full diploma. This training is arranged in conjunction with the farm manager or owner and delivered in block courses off site, combined with on job training and assessment. www.primaryito.ac.nz / 0800 20 80 20

Massey University – Offering specialist agricultural courses including degrees and diplomas in agribusiness and science and the related fields of environment and resource management and veterinarian training. www.massey.ac.nz

Lincoln University – A specialist agricultural university in the South Island offering diplomas and degrees in agricultural commerce and science, plus related fields. www.lincoln.ac.nz / 0800 10 60 10

Te Pukenga (Polytechs) – Under the Te Pukenga banner, there are polytechs across New Zealand that offer training options for farmers and staff e.g., Ara Institute of Canterbury; Eastern Institute of Technology (EIT). <https://xn--tepkenga-szb.ac.nz/employers/learning-contacts>

Telford – A live-in agricultural training centre (South Island) that delivers agricultural qualifications from Level 2 to diploma. www.sit.ac.nz/Telford / 0800 83 53 67

ARA Institute of Canterbury – Based in the South Island and offering a Diploma in Agriculture. www.ara.ac.nz / 0800 24 24 76

Toi Ohomai Institute of Technology – Offering New Zealand Certificates in Primary Industries and Agriculture and a Diploma in Agribusiness Management. www.toiohomai.ac.nz / 0800 86 46 46

Otago Polytechnic (Central Campus) – Based in Cromwell, Otago Polytechnic provides agricultural training to Level 4 including a specialised high-country sheep and beef programme. www.central.op.ac.nz / 0800 765 9276

Southern Institute of Technology – To make a start on an agricultural career, the Vocational Pathways Primary Industries programme offers a good opportunity to gain sound practical foundation skills and knowledge in agriculture. www.sit.ac.nz/courses / 0800 40 33 37 (03 211 2699)

Private Training Providers (PTEs) – there are a range of private training providers across New Zealand that offer both full-time and part-time sheep and beef training options e.g., Land Based Training Ltd, Agri Training Ltd.

Growing Future Farmers – Support on-farm cadetship opportunities in the growing network of sheep and beef and deer farms across New Zealand. www.growingfuturefarmers.co.nz / 021 315 534

Smedley Station – A full production sheep and beef station providing training for farm cadets. Trainees complete a National Certificate in Rural Servicing Level 4, as well as learning stock management and shepherding. www.smedley.ac.nz / 06 586 5725

Otiwhiti Station – A specialised sheep and beef live-in training farm delivering qualification in Agriculture up to Level 3 and 4. www.otiwhitistation.co.nz / 0508 872 466

Waipaoa Station – Waipaoa Cadet Farm is a live-in farm training operation delivering in agriculture from Level 2 to 4. www.waipaoa.co.nz / 06 862 1988

Whenua Kura – A partnership between Lincoln University and Ngāi Tahu facilitating delivery of agriculture qualifications from Level 3 to Diploma. www.ngaitahu.iwi.nz / 0800 524 8248 (0800 KAI TAHU)

Coleridge Downs – Cadet Program is a live-in farm training operation delivering in agriculture from Level 3 to 4. <https://www.coleridgedowns.co.nz/cadet-program> / 027 227 0971

i *Further information/resources*

[Beef + Lamb New Zealand - Training](#)

[Deer Industry New Zealand - training and careers](#)

2.5 Wellbeing

→ *Tools to help*

Websites with useful advice:

<https://farmstrong.co.nz/wellbeing-topics/>

<http://www.rural-support.org.nz/>

<https://beeflambnz.com/knowledge-hub/module/employing-and-managing-farm-staff>

<https://www.dairynz.co.nz/people/wellbeing/principles-of-wellness/>

<https://www.deernz.org/deer-hub/support-services/>

3. Farm Nutrient & Natural Resources - Planning and documentation

3.1 Planning and documentation

i *Further information/resources*

Video and learning module:

<https://beeflambnz.com/knowledge-hub/module/farm-plan-natural-resource-management>

Factsheet and Workshops: [Beef + Lamb New Zealand's Farm Plan Environment Module](#)

Manual: [Deer Environment Code of Practice](#)

Regional Councils: Your local regional council will have staff who can assist and support you with land, water and biodiversity understanding and management.

3.2 Farm infrastructure map

→ *Tools to help*

Some of the main providers of digital farm mapping services typically charge for the service or come bundled with fertiliser supply.

FarmIQ <https://farmiq.co.nz/>

Resolution <https://resolutionapp.co.nz>

GPS-It <https://www.gpsit.co.nz/>

NZ Farm Mapping <http://www.farmmapping.co.nz/>

My Ravensdown <https://www.myravensdown.co.nz/Account/LogOn>

My Ballance <https://ballance.co.nz/mapping>

Free online solution: [Google Earth and Google Earth Pro](#)

3.3 Natural Resources

→ Tools to help

Guidelines: [Map Your Land Resources The Land Use Capability Approach](#) provides a simple guide to land resource mapping.

[S-Map](#): provides a useful indication and description of the soils you might find in your area, but note these maps are at 1:50,000 so do not provide an accurate map of soils on your farm, nor do they meet the standard required in this programme.

i Further information/resources

Books: The following mapping standards and guidelines are designed to be practical and simple:

- [“Land Use Capability Survey Handbook: A New Zealand handbook for the classification of land.”](#) 3rd Edition
- “Introductory Guide to Farm Soil Mapping”, by Andrew Manderson, designed especially for farmers. Available from AgResearch Grasslands (Palmerston North).

[Beef + Lamb New Zealand Farm Plan Environment Module](#)

Book: A comprehensive guide to soil description:

- “Soil Description Handbook” — Revised Edition. Manaaki Whenua Press, Lincoln, Canterbury, New Zealand Authors: J D G Milne, B Clayden, P L Singleton, & A D Wilson (1995)

Training: Natural resource and farm mapping training course – 3-day course, contact simonstokesconsulting@gmail.com

3.4 Land and Freshwater management plan

3.4.1 and 3.4.2 Land and freshwater management plan

→ Tools to help

Beef + Lamb New Zealand Farm Plan Environment Module: <https://beeflambnz.com/farmplan>

Professional farm planners

Talk to other farmers, your regional council or B+LNZ about professional farm planners in your district

Guide: [DairyNZ has developed a guide for waterway fencing](#)

Planning tool: [DairyNZ has an excellent tool for planning and costing riparian planting](#)

Guide: [DairyNZ has developed some regional specific riparian planting guides](#)

Guide: [Growing Poplar and Willow Trees on Farms](#)

Guide: [Growing Poplars and Willows \(Horizons Regional Council\)](#)

Mitigation Decision Support Tool: Our Land Our Water

Mitigation and Best Practice Options and Guides: NIWA

[Soil Conservation Technical Handbook](#)

[Water Risk Mapping: Ballance MitAgator](#)

Awards & Farmer Success Stories: [Farm Environment Trust](#)

[Good Management Practices Relating to Water Quality](#)

[Sustainable Deer Farming](#)

Irrigation System Design and Operation (3.4.2 d and e)

→ Tools to help

Checklist: [Irrigation Development](#)

Guidelines: Irrigation New Zealand has produced an Irrigation Development book that accompanies and expands on the checklist. It provides guidelines for farmers to determine the best irrigation solutions for their farm. The Irrigation Development book contains detailed explanations of all the information needed to successfully “specify” an irrigation system and prepare a “design brief”. This is then used to develop a “construction contract” to ensure the irrigation system is built as designed.

Performance monitoring: Irrigation New Zealand has also developed a series of tools to assist with monitoring the performance of irrigation systems, including a Bucket Test App. These can be found at:

3.4.3 Soil Health Assessment

i Further information

Videos: RMPP How to do a Visual Soil Assessment found under NZFAP Plus playlist on Beef + Lamb New Zealand YouTube channel: <https://www.youtube.com/user/beeflambnz>

Book: Soils in the New Zealand Landscape by Les Molloy available in PDF format on-line at <https://nzsss.science.org.nz/books/>

3.4.5 Waterway Monitoring

→ Tools to help

Water quality testing is provided by laboratories listed below.

Analysis fees may vary between companies and depend upon how many contaminants you test, and courier costs.

Eurofins Christchurch

03 343 5227

Unit 1/8 Dakota Crescent, Wigram

Christchurch 8042

www.eurofins.co.nz

Hills Laboratories

0508 44 555 22

Labs in:

Christchurch

Hamilton

Wellington

Blenheim

Auckland

Tauranga

<https://www.hill-laboratories.com/analytical-testing/water-testing/>

McMillan Laboratory

03 324 2571

120 High St, Southbridge

Canterbury

www.mcmillanlab.co.nz

Watercare Laboratory Services

03 409 0559

74 Glenda Drive, Frankton

Queenstown 9300

www.watercarelabs.co.nz

Citilab

03 455 7938

PO Box 781

Dunedin 9054

10 Tahuna Rd, Dunedin 9013

ARL

06-835 9222

890 Waitangi Road, Awatoto

Napier 4110

<https://www.ravensdown.co.nz/services/testing/water-testing>

[NIWA SHMAK Manual](#)

[Species identification resources](#)

[NIWA SHMAK Order form](#) - If you would like to order a kit, complete this form and email it to instruments@niwa.co.nz

[NIWA SHMAK Data Recording Sheet](#)

This can be stored electronically here: <https://www.nzwatercitizens.co.nz/>

[eDNA Wilderlab](#)

Massey University Stream Health Assessment

[Beef + Lamb New Zealand Farm Plan](#)

Further information/resources

Handbook & Templates: Landcare Trust has developed a wetland assessment kit called [WETMak](#). It is available here:

Fact Sheet: [Community-based freshwater monitoring](#)

Fact Sheet: [Managing deer around water](#)

Guidelines: [Industry-agreed Good Management Practices relating to water quality](#)

3.4.7 Record Keeping

Tools to help

[CloudFarmer](#) provides a means to record actions taken on farm (capturing what, when and where, and can include a photo)

[Farm IQ](#) provides a means to record actions taken on farm (capturing what, when and where, and can also include a photo)

[Resolution](#) provides a means to record actions taken on farm (capturing what, when and where, and can include a photo)

Your smart phone is good for taking photos. Make sure these are filed in a structured manner so they are readily accessible and backed up to protect against loss.

Your farm mapping system – paper and / or digital to record what has been done, where and when.

Farm diary – to record what has been done, where and when.

3.5 Stock Exclusion

Tools to help

Map: Ministry for the Environment "[Low Slope Map](#)"

[Industry-Agreed Good Management Practices relating to water quality](#)

Guide: [DairyNZ has developed a guide for waterway fencing](#)

Guide: [DairyNZ has developed some regional specific riparian planting guides](#)

Guide: [The Deer Industry has developed a Environmental Management Code of Practice](#)

Planning tool: [DairyNZ has an excellent tool for planning and costing riparian planting](#)

3.6 Management of Crops and winter grazing

➔ *Tools to help*

Beef + Lamb New Zealand runs regular workshops on winter grazing management. Check in with your Beef + Lamb New Zealand Regional Extension Manager or see

Beef + Lamb New Zealand Farm Plan Environment Module contains information on the decision to crop, paddock selection and risk assessment, management planning and review.

Resource consents: Where you already have resource consents in place for cropping or winter grazing, these documents should provide valuable information

Checklist: [Tips for winter crop paddock selection](#)

Checklist: [Top 10 tips for winter crop grazing](#)

Deer Fact Sheet: [Intensive winter feeding: minimising the environmental risk](#)

Deer Fact Sheet: [Planning for winter: best options for deer and their environment](#)

Industry-Agreed Good Management Practices relating to water quality

Farm management software such as Farm IQ and Cloud Farmer provide options for recording grazing actions and livestock movements.

www.farmiq.co.nz

www.cloudfarmer.co.nz

DairyNZ and **Beef + Lamb New Zealand** have collated excellent research and guidelines for catch crop management

DairyNZ [has useful resources for selecting an off paddock feeding or stand-off area, and design and management considerations for each of the options.](#)

3.7 Nutrient Management

➔ *Tools to help*

<https://www.overseer.org.nz/>

<https://beeflambnz.com/knowledge-hub/PDF/overseer-nutrient-budget-form.pdf>

i *Further information/resources*

Guidelines: [DairyNZ Catch crop guidelines](#)

Podcast: [Farming within limits around Lake Taupo – Mike Barton](#)

Video: [Introduction to OverseerFM®](#)

Case study: Hawke's Bay Sheep and Beef farmer, Rob Buddo, who uses OverseerFM GHG emissions reporting functionality as well as nutrient budgets. It's used for compliance for his catchment but also to support market positioning to meet the consumer needs.

Podcast: [Using OverseerFM® to make informed farm policy decisions at Beef + Lamb New Zealand's Lanercost Future Farm](#)

Research: [Cadmium and New Zealand Agriculture](#)

Guidelines: [Interpreting soil test results](#)

3.8 Indigenous biodiversity

→ *Tools to help*

[Beef + Lamb New Zealand 'Farm Plan Environment Module'](#) provides biodiversity assessment templates and also templates for monitoring individual species on your farm.

The following tools assist with biodiversity record keeping:

[CloudFarmer](#) provides a means to record actions taken on farm (capturing what, when and where, and can include a photo)

[Farm IQ](#) provides a means to record actions taken on farm (capturing what, when and where, and can also include a photo)

[Resolution](#) provides a means to record actions taken on farm (capturing what, when and where, and can include a photo)

i *Further information*

Beef + Lamb New Zealand Knowledge Hub links:

<https://beeflambnz.com/compliance/environment/improving-biodiversity>

<https://beeflambnz.com/knowledge-hub/module/managing-native-biodiversity-your-farm>

<https://beeflambnz.com/knowledge-hub/module/catchment-group-success>

<https://beeflambnz.com/knowledge-hub/PDF/catchment-community-group-programme-how-start>

Landcare Trust links:

<https://www.landcare.org.nz/file/benefits-of-biodiversity-for-farmers-2012/open>

<https://www.landcare.org.nz/file/biodiversity-on-farms-at-a-glance-spread/open>

<https://www.landcare.org.nz/file/community-urban-restoration-ed-guide/open>

<https://www.landcare.org.nz/file/module-7-animal-pest-monitoring/open>

QEII Trust:

[Native forest restoration:](#)

[Wetlands Protection on Private Land:](#)

Websites for monitoring birds:

<https://inaturalist.nz/>

The Cacophony Project www.cacophony.org.nz is pioneering using audio recording of birds for identification and will accept acoustic recordings of bird calls but cannot yet provide you with a full breakdown on what species are present.

Book to guide permanent vegetation plot monitoring:

Hurst JM & Allen RB 2007. The recce method for describing New Zealand vegetation – expanded manual, version 4. Landcare Research, Lincoln. 61pp.

Pest control resources:

<https://predatorfreenz.org/toolkits/is-your-predator-control-working/mapping-monitoring-tools/>

<https://www.doc.govt.nz/our-work/biodiversity-inventory-and-monitoring/animal-pests/>

3.9 Greenhouse Gases and climate change

Adapted from [He Waka Eke Noa Farm Plan Guidance](#)

 **Tools to help**

[He Waka Eke Noa](#)

 **Further information/resources**

Website: [AgMatters](#) - a valuable source of information on farm greenhouse gas emissions.

[Beef + Lamb New Zealand Farm Plan Environment Module](#): includes further information about GHG emissions and how these can be managed.

[Case study](#): Hawke’s Bay Sheep & Beef farmer, Rob Buddo, who uses OverseerFM GHG emissions reporting functionality as well as nutrient budgets. It’s used for compliance for his catchment but also to support market positioning to meet the consumer needs.

4. Biosecurity

4.1 Biosecurity planning and documentation

 **Tools to help**

The ‘[Biosecurity WOF Checklist](#)’ is a good starting point for identifying ways you can help protect your farm -

[Pre-Purchase Checklist](#)

[Animal Health Management Handbook](#)

[Beef + Lamb New Zealand Biosecurity Guidelines](#) provide a more comprehensive description of the above summary of intervention points.

[NZ LandCare Trust Biosecurity Plan Template](#)

 **Further information/resources**

[Beef + Lamb New Zealand Knowledge Hub](#) contains many resources for farm biosecurity:

[On-Farm Biosecurity Learning Module](#)

[Biosecurity Farm Plan Template](#)

[Biosecurity WOF checklist](#)

[Drystock biosecurity Guidelines](#)

[Biosecurity communication plan for graziers](#)

Podcast: [“Protecting your patch”](#) The key biosecurity actions for your farm -

[Biosecurity sign](#)

[Protecting your farm from M. Bovis](#)

[NZ Landcare Trust](#) has developed numerous biosecurity management resources:

- Biosecurity Template (editable Word document)
- Specific Biosecurity Risks
- Examples of biosecurity plans
- H&S Biosecurity Induction Sheets

<https://www.landcare.org.nz/resource-item/biosecurity>

Another user-friendly biosecurity planning template is the [Australian Farm Biosecurity Action Planner](#)

Important animal movement recording systems required to be used for the movement of all livestock in New Zealand (Animal Status Declaration) and for all deer and cattle movements (NAIT):

[EASD](#)

[NAIT](#)

Other resources to assist the identification of pests and diseases and/or their management:

[AgPest](#)

[Code of Good Farming Practices for the control of Sheep Measles](#)

[Keep it Clean – Machinery hygiene guidelines and logbook to prevent the spread of pests and weeds](#)

[BioNet](#)

[Predator Free NZ](#)

[DairyNZ](#)

[MPI](#)

[Example Plan ‘Morven Action Group Biosecurity Farm Action Plan’](#)

[FarmsOnLine](#)

[Official New Zealand Pest Register](#)

Ministry for Primary Industries - [Documents, guidance, and fact sheets on M.bovis](#)

[Australian Property Biosecurity Management Plan Workbook](#) is an on-line and downloadable form

[Environment Canterbury On-Farm Biosecurity](#)

[M. Bovis](#)

[OSPRI](#)

[Key to the weed species of New Zealand](#)

[New Zealand Weeds](#)

[Your local council for regional pests and weed management plans e.g.](#)