1.5.2 Template - Staff Planning

Farm:

Responsibility level: Indicate if the person is responsible for the task or will just assist by making an R or an A	Person 1:	Responsibility level	Person 2:	Responsibility level	Person 3:	Responsibility level	Person 4:	Responsibility level
Milking								
Milking								
Plant hygiene								
Farm dairy cleanliness								
Effluent management								
Feed management								
Management policies								
Feed budgeting								
Pasture allocation								
Conserve supplement								
Feed crops								
Purchase of supplementary feed								
Culling & drying off cows as required								
Nitrogen programme								
Fertiliser programme								
Regrassing								
Stock								
Stock policies								
Plan & implement animal health programme								
Record animal health treatments								
Treat cows as required								
Plan & implement mating programme								
Calf rearing								
Manage sale of surplus stock								
Maintain stock records								
Asset management								
Maintenance of all plant & machinery								
Order annual machine check								
Daily checks on motorbikes								
Building maintenance								
Fences/gates								
Races/tracks								

	Person 1:	Responsibility level	Person 2:	Responsibility level	Person 3:	Responsibility level	Person 4:	Responsibility level
Water system								
Weeds								
Contract management								
Irrigation								
Schedule irrigation								
Shift irrigators								
Financial management								
Budgeting								
Monitor budgets								
Monthly reporting								
Approve purchase orders								
Account payments								
Invoicing								
Liaise with accountant								
GST returns								
Reporting								
Work recording								
Monthly reporting								
Staff								
Recruit & select staff								
Plan & allocate work within the team								
Manage staff performance								
Administration								
Relief staff								
General								
Health & safety								
Environmental management & consent compliance								
Maintain a tidy workplace								
Liaise with contractors where necessary								
Liaise with farm advisor								

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