This performance review template is based on the Herd Manager job description in the QuickStart Recruitment kit. Your performance review documents should match the job description for the role, so if you have changed the job description from the kit, please adjust this performance review document to match.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Limited or no knowledge or skill</td>
</tr>
<tr>
<td>2</td>
<td>Some skill - can assist with task</td>
</tr>
<tr>
<td>3</td>
<td>Have done task unsupervised (40 to 60% of the time)</td>
</tr>
<tr>
<td>4</td>
<td>Regularly do task unsupervised (60 to 80% of the time)</td>
</tr>
<tr>
<td>5</td>
<td>Very competent - can train others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Herd Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Position</td>
<td>The Herd Manager is required to work as part of the team to implement the agreed farm management plan, completing all tasks for herd and farm management. It is expected that the Herd Manager will understand the farms targets and help to implement the activities that will mean the business can meet those targets. A Herd Manager wouldn't normally be responsible for managing staff on a regular basis.</td>
</tr>
<tr>
<td>Reporting Lines</td>
<td>Reports to Farm Manager / Farm Owner</td>
</tr>
<tr>
<td>Responsibility area/tasks</td>
<td>Performance measure (What does good look like?)</td>
</tr>
<tr>
<td>Milk Production – Feeding</td>
<td>Assist with the feeding of stock as directed by Farm Manager or according to the requirements outlined in the Farm Systems Manual, including:</td>
</tr>
<tr>
<td>Working with the farm manager to allocate pasture on a daily basis, within the bounds of the feed budget</td>
<td>Farm walk completed as agreed with farm manager, accurate pasture information collected</td>
</tr>
<tr>
<td>Either responsible for or assist with farm walks to collect pasture growth information</td>
<td>Assist with feed budget calculations using farm walk data collected, understand the implications of pasture information in relation to the time of year.</td>
</tr>
<tr>
<td>Understand the feed budget process and assist with completing feed budgets as required</td>
<td>Be capable of using the farm budget as a tool to support daily pasture management decisions.</td>
</tr>
<tr>
<td>PeopleSmart Template</td>
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<td>----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Milk Production – Milk Harvesting</strong> - Responsible for dairy management as directed by Farm Manager or according to the requirements outlined in the farm systems manual, including:</td>
<td></td>
</tr>
<tr>
<td>Supervising milking as required</td>
<td>Milking is efficient and stress free for people and animals</td>
</tr>
<tr>
<td>Arriving on time to set up equipment</td>
<td>Dairy is always set up before the cows arrive</td>
</tr>
<tr>
<td>Arriving on time to get the cows in</td>
<td>Cows always arrive on time to the dairy, having walked at their own pace</td>
</tr>
<tr>
<td>Carrying out milking and teat spraying</td>
<td>Milking is completed to standards required, including all cows are milked appropriately, marked cows dealt with as per Farm Manager instructions or farm systems manual requirements. All cows are teat sprayed properly before they leave the dairy</td>
</tr>
<tr>
<td>Ensuring yards and bail area are hosed down on the completion of milking</td>
<td>The dairy, including bails and yard are cleaned as instructed</td>
</tr>
<tr>
<td>Cleaning and maintaining the farm dairy, plant and equipment, to the standard outlined by the Farm Manager or the farm systems manual</td>
<td>Dairy plant and equipment is cleaned and maintained according to instructions</td>
</tr>
<tr>
<td>Shutting away the cows</td>
<td>Cows are always shut away after milking and are checked to make sure they have water</td>
</tr>
</tbody>
</table>

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<table>
<thead>
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<tbody>
<tr>
<td><strong>milk quality</strong></td>
</tr>
<tr>
<td>Maintaining hygiene and cleanliness standards in and around the dairy</td>
</tr>
<tr>
<td>Assisting with dairy company documentation as required</td>
</tr>
<tr>
<td>Contaminated milk is reported to Farm Manager immediately</td>
</tr>
<tr>
<td>All dairy hygiene requirements and standards are met</td>
</tr>
<tr>
<td>Dairy company documentation up to date</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Stock Management – Animal Health &amp; Welfare</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting with the management of the animals on farm as directed by Farm Manager or according to the requirements outlined in the farm systems manual, including:</td>
</tr>
<tr>
<td>Identifying and treating mastitis in cows</td>
</tr>
<tr>
<td>Identifying and treating lameness in cows</td>
</tr>
<tr>
<td>Identifying other animal health problems and either reporting these immediately to the Farm Manager or treating</td>
</tr>
<tr>
<td>Reporting any incidences of bloat or suspected bloat immediately to Farm Manager and taking remedial action</td>
</tr>
<tr>
<td>Moving and handling animals in an acceptable way at all times</td>
</tr>
<tr>
<td>Understand what good practice animal health and welfare looks like so that;</td>
</tr>
<tr>
<td>Unwell animals are identified and treated quickly following farm protocols</td>
</tr>
<tr>
<td>All unwell animals are reported to Farm Manager</td>
</tr>
<tr>
<td>All staff stay alert for signs of unwell animals at all times, including when passing animals in the paddock, getting cows in for milking, etc.</td>
</tr>
<tr>
<td>All stock are handled in a quiet and calm way</td>
</tr>
<tr>
<td>Stock fatalities are minimised</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Stock Management – Seasonal Management Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand seasonal stock management requirements and assist with implementing these as directed by Farm Manager or outlined in the farm systems manual:</td>
</tr>
<tr>
<td>Assisting with all calving requirements</td>
</tr>
<tr>
<td>Assisting with all mating requirements</td>
</tr>
<tr>
<td>Assisting with all wintering requirements</td>
</tr>
<tr>
<td>Reporting any instances that require further action</td>
</tr>
<tr>
<td>Herd Manager understands what good practice stock management looks like</td>
</tr>
<tr>
<td>Stock are managed according to good practice as outlined by the Farm Manager or the operations manual, management is appropriate for the time of the year</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Stock Management – Other Stock Management Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand the requirements of managing the different classes of stock and assist with all stock management as directed by Farm Manager or outlined in the farm systems manual, including:</td>
</tr>
<tr>
<td>Assisting with calf rearing as required</td>
</tr>
<tr>
<td>Assisting with the management of young stock as required</td>
</tr>
<tr>
<td>Assisting with the management of dry stock, including bulls as required</td>
</tr>
<tr>
<td>Reporting any instances that require further action</td>
</tr>
<tr>
<td>Healthy calves are reared that meet target weights</td>
</tr>
<tr>
<td>Young stock are well grown animals to be proud of</td>
</tr>
<tr>
<td>Dry stock are well looked after and are fit for purpose, e.g. bulls are a good weight prior to mating</td>
</tr>
</tbody>
</table>

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<tr>
<td><strong>Stock Management – Recording</strong> - Responsible for maintaining accurate information in the Yellow Notebook and ensuring it is up to date at all times:</td>
</tr>
<tr>
<td>Keeping records of all mastitis treatments given and ensuring animals are marked according to the farm systems manual</td>
</tr>
<tr>
<td>Recording other treatments as required</td>
</tr>
<tr>
<td>Observing and recording cows in season</td>
</tr>
<tr>
<td>Observing and recording cows calved</td>
</tr>
<tr>
<td>Recording any other associated information as per farm systems manual or as instructed by Farm Manager</td>
</tr>
<tr>
<td><strong>Environmental Management</strong> - Assist with all environmental compliance as directed by Farm Manager or outlined in the farm systems manual, including:</td>
</tr>
<tr>
<td>Knowing the effluent and nutrient management systems for the farm</td>
</tr>
<tr>
<td>Ensuring effluent is managed as per the instructions, including all recording requirements</td>
</tr>
<tr>
<td>Ensuring all local environmental requirements are adhered to</td>
</tr>
<tr>
<td>Knowing the regional council compliance requirements</td>
</tr>
<tr>
<td><strong>Team Responsibilities</strong></td>
</tr>
<tr>
<td>Effectively communicating with Farm Manager as required</td>
</tr>
<tr>
<td>Acting as effective team member, including communicating effectively with entire team</td>
</tr>
<tr>
<td>Supporting relief staff in their duties in the absence of the Farm Manager</td>
</tr>
<tr>
<td>Committed to learning new skills and attending appropriate training as agreed with Farm Manager</td>
</tr>
<tr>
<td><strong>Health and Safety</strong> - Comply with all health and safety requirements as directed by Farm Manager or outlined in the Health and Safety Manual, including:</td>
</tr>
<tr>
<td>Complying with the requirements of the health and safety in employment legislation</td>
</tr>
<tr>
<td>Complying with farm health and safety policies</td>
</tr>
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<tr>
<td>and procedures, including the wearing of all personal protective equipment</td>
</tr>
<tr>
<td>Notifying Farm Manager of new hazards as identified</td>
</tr>
<tr>
<td>Notifying the Farm Manager of any accident or near miss accident, (injury or non-injury) and complete an Accident Report</td>
</tr>
</tbody>
</table>

**Maintain a Tidy Workplace** - Look after the farm equipment and environment as directed by the Farm Manager or outlined in the Farm Systems Manual, including:

| Put tools and equipment away where they belong as soon as practical after finishing with them | All tools and equipment are where they belong unless they are being used |
| Disposing of rubbish appropriately | There is no rubbish lying around anywhere on farm (including at the accommodation) |
| Storing machinery away in the correct place | Machinery is kept in its correct place |
| Maintaining the grounds around the dairy and tanker track | The grounds around the dairy and tanker track are kept tidy and presentable at all times |
| Ensuring accommodation, garden and section areas are maintained in a tidy, well presented state | Accommodation and surrounds are tidy |
| Completing general farm maintenance and farm development work as directed, notify Farm Manager of breakages/breakdowns immediately | Farm maintenance is completed as required |
| Maintaining quad bike/farm bike and/or any other vehicle or tools provided according to schedule, notify Farm Manager of breakages/breakdowns | All breakages are reported immediately |
| Help with major development projects as required by the Farm Manager | Farm vehicles are well maintained according to the schedule |
| Complete all other tasks as may be reasonably and lawfully requested by Farm Manager, including but not limited to: | Other tasks are completed in a timely way to the standards required |
| Working on other grazing farms | |
| Managing winter grazing | |
| Summary of areas that are progressing well – Manager to highlight areas of really good performance |
| Training and development required – How can your manager help you to improve your job performance? Enter agreed areas for training into Training Record |
| Any points of disagreement remaining after discussion - Employee to complete |
| Amendments to be made to job description - What needs to be changed in the job description to more accurately reflect the work carried out in the job? |

<table>
<thead>
<tr>
<th>Employee’s signature</th>
<th>Manager’s signature</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
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</table>