

ORGANICFARMNZ

Property Management Plan

All details must be completed in full before your application will be processed.
 If more than one property is being put forward for certification, please complete a separate Property Management Plan for each location.

This application is to (pls delete one): **REGISTER / RENEW** for OrganicFarmNZ certification.
 A fee of \$..... is enclosed.

1.0 APPLICANT DETAILS

- 1.01 Name(s)
- 1.02 OFNZ Producer No. (if known).....
- 1.03 Expiry date of current certificate (if applicable)
- 1.04 Name of property/business
- 1.05 Postal address
- 1.06 Property Address (incl. Road #)
- 1.07 Phone (day) Phone (evening)
 Mobile Fax
- 1.08 Email address
- 1.09 Regional Body
- 1.10 Are you (or do you want to be) a member of a Pod? (Please circle)
Yes Name of Pod..... **No** (Individual applicant)
- 1.11 Have you had a property audit by an Auditor? **Yes / No** If so, when?
- 1.12 Current Certification Status (Please circle) **Nil C0 C1 C2 Full**
- 1.2 Is the entire property listed in 1.06 to be certified or only partially? **Entire Property / Partially**
- 1.2.1 Total Area of Property (ha)..... 1.2.2 Total Area to be Certified (ha).....
- 1.3 List all the crops/products/livestock being produced/grown on the property. Indicate whether the crops/products/livestock listed are to be included or excluded from certification.

| Crop/Product/Livestock | Incl | Excl |
|------------------------|------|------|
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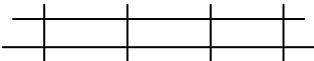
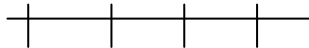
| Crop/Product/Livestock | Incl | Excl |
|------------------------|------|------|
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1.3.1 For the crops/products/livestock that are excluded from certification – please explain why?

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1.4 I agree that my details (contact and product information, as shown on the OFNZ certificate) held by the National Office of OrganicFarmNZ be made available to interested parties on request. **YES / NO**

KEY FOR THE MAP (Draw your own symbols as required.)

| | | |
|---|--|---|
| A. Paddock or field number | | Numbered from 1 |
| B. Boundary types | 1. Stock-proof boundary fence |  |
| | 2. Non stock-proof boundary |  |
| | 3. Stock-proof and buffer zone to spray drift | |
| | 4. Buffer but not stock-proof | |
| | 5. No physical boundary | Nil |
| C. Water features | 6. Lake or dam | |
| | 7. Stream | |
| | 8. River | |
| | 9. Bore | B |
| D. Non-farmed areas | 10. Native vegetation, wetlands, bush etc. | |
| | 11. Wetlands | |
| | 12. Woodlots | |
| | 13. Soil conservation planting | |
| | 14. Shelter trees | |
| E. Orchards, permanent vegetable areas | 15. Orchard trees and vegetable beds (show the boundaries and the crop type) | Eg: Plums |
| F. Amenity areas | 16. House and grounds | H&G |
| | 17. Sheds and packhouses (numbered or described on map). | Pack house |
| G. Other features | 18. Historic sites | H |
| H. Other | 19. | |
| | 20. | |
| | 21. | |
| | 22. | |
| | 23. | |
| | 24. | |

2. PROPERTY MAPS

The property maps are an important component of record keeping and management planning. They provide a snapshot in time that can be used for monitoring changes on the property. For every property a detailed Land Use Map of the farm and a Physical Location Map for the district are required.

2.1 LAND USE MAP

- Include a North point arrow.
- Include all land use activities including: house, buildings, crops, vegetables, pasture, orchards, woodlots, bush, streams and lakes, shelterbelts, buffer zones, quarantine area, wetlands etc.
- If property is only partially certified – clearly define what area is to be certified.
- Please note: you need to include a Land Use Map with this Management Plan. If you have an already existing map or property plan that fits the purpose – please feel free to attach it to this page.

Applicant(s) name(s):

Property Address:

| | | | |
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2.2 PROPERTY LOCATION MAP

- Ensure your property stands out clearly!
- Include a north point arrow.
- Show the land uses on all neighbouring properties.
- Show where your property is located and how to find it from the nearest town.
- Include road names and highlight any specific landmarks.
- Include any nearby pod members' properties.
- Please note: you need to include a Property Location Map with this Management Plan. If you have an already existing map/diagram that fits the purpose – please feel free to attach it to this page.

Applicant(s) name(s):.....

Property Address:.....

| | | | |
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3.0 HISTORY & CURRENT DEVELOPMENT

- Please answer all questions.
- If a particular question does not apply to you - write N/A. If N/A is written, explain why the question does not apply to you.
- If there is insufficient space available for your answers, please write your answers on another piece of paper – reference it – and attach it to your Property Management Plan (PMP).

| | | | | | | | | | |
|---|--|-----------|--------------------|-----------|--|----------------|--|--|--------------------|
| <p>3.1 History How long have you owned this property?</p> <p>Describe land use and management for the past 5 years (if known).</p> <p>Describe current land use.</p> | | | | | | | | | |
| <p>3.2 Identify any land use or management practices in the past 3 years (if possible) that have been carried out by you or previous owners that may impact on the property's potential certification status.</p> | <p>a) Pesticide, herbicide, fertiliser use:</p> <p>b) Livestock treatments:</p> <p>c) Waste disposal:</p> | | | | | | | | |
| <p>3.2.1 Have <u>Prohibited</u> inputs been used on the property in the past 3 years?</p> <p>If prohibited inputs have been used – please list them and date of use</p> <p><i>If you are unsure of the status of an input used include it.</i></p> | <p>Please circle</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Product</td> <td></td> <td></td> <td style="text-align: center;">Date of Use</td> </tr> </table> | | Yes | No | | Product | | | Date of Use |
| | Yes | No | | | | | | | |
| Product | | | Date of Use | | | | | | |
| <p>3.2.2 If <u>Prohibited</u> Inputs (chemicals) are stored on the property, explain why?</p> | | | | | | | | | |
| <p>3.2.3 Have <u>restricted</u> inputs been used on the property in the past 3 years?</p> <p>If restricted inputs have been used – please list them and date of use.</p> <p>If unsure, please list.</p> | <p>Please circle</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Product</td> <td></td> <td></td> <td style="text-align: center;">Date of Use</td> </tr> </table> | | Yes | No | | Product | | | Date of Use |
| | Yes | No | | | | | | | |
| Product | | | Date of Use | | | | | | |
| <p>3.3 When did you begin the conversion to 'organic' on this property?</p> <p>3.3.1 What organic</p> | | | | | | | | | |

5.0 MANAGEMENT

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|---|-------------------------------|
| <p>5.1 Name the person(s) who is/are responsible for daily management of your property.</p> <p><i>Note: At least one of the persons from this box must be present at the Pod Peer Review.</i></p> | |
| <p>5.2 List all the people working on your property (full-time, part-time, volunteers, family members) and their responsibilities.</p> <p><i>For Community gardens it is sufficient to write Community Garden and the main function of the gardens e.g.; rehabilitation or training etc.</i></p> | |
| <p>5.3 Describe past and present training and learning programmes in organics for</p> <p>a) Yourself</p> <p>b) Persons working on your property</p> <p><i>This may include training facilitated or conducted by yourself and include the basics to ensure organic integrity of property is not compromised.</i></p> | <p>Yourself</p> <p>Others</p> |

6.0 LAND MANAGEMENT

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|---|--|
| <p>6.1 Buffer Zones</p> <p>Can you identify any obvious sources of possible contamination to organic products produced on your property?</p> <p><i>E.g. soil (wind blown dust), water (runoff and water courses), spray drift from neighbours etc.</i></p> <p>Neighbours. Describe what you have done to reduce possible contamination of your property from activities carried out on neighbouring properties. <i>e.g.: arrangements re spraying, shelter belts, roadside verges, etc.</i></p> | |
|---|--|

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|---|---|
| <p>6.5 Soil Describe the different methods you use to manage your soil so that you develop and maintain good <u>soil structure</u>.</p> <p><i>E.g. Cultivation techniques, pasture species, orchard sward management, grazing systems, fallows, cover crops etc</i></p> <p>Describe the different methods you use to build <u>soil fertility</u></p> <p>E.g. Composting (source of materials, quantities made), mineral fertilisers (types, frequency of use and rates of application), BD preps, green crops (varieties etc), livestock (grazing patterns eg sheep in vineyard June/July or mob stocking after fallow etc).</p> <p>Have you had any soil fertility tests in the last 5 years? If so, please attach the results.</p> <p>Have you had any heavy metal or DDE, DDT or other tests in the last 5 years? If so, please attach the results.</p> | <p>Soil structure</p> <p>Soil fertility</p> <p>Soil Fertility tests: Yes No Attached: Yes No If previously attached – when?</p> <p>Heavy Metal tests: Yes No Attached: Yes No If previously attached – when?</p> <p>DDE/DDT/Other tests: Yes No Attached: Yes No If previously attached – when?</p> |
| <p>6.6.Wild/natural areas As part of the overall management of the biodiversity on the property. Describe any natural areas (bush, wetlands etc) on your property and the ways you protect and enhance them.</p> | |
| <p>6.7 Energy Saving Describe any energy saving systems you have on the property and the extent to which they contribute to the overall energy use on the property.</p> | |
| <p>6.8 Historic Sites Are there any important cultural, archaeological or waahi tapu sites on your property? If so, what are they and how do you maintain and/or protect them?</p> | |

7.0 GENERAL MANAGEMENT POLICIES

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|---|--------------------------|
| <p>7.1 Crops Give details of your main crop rotations.</p> <p>E.g. potatoes year 1; brassica year 2; fallow herbal ley etc.</p> <p>Write "N/A" if livestock only</p> | |
| <p>7.1.1 Seeds Where do you source your seed from? E.g. save your own, neighbours, purchase etc.</p> <p>NB: Seed is an input & must be recorded on your input schedule.</p> <p>Is <u>all</u> seed certified?</p> | <p>Yes No N/A</p> |
| <p>7.2 Livestock (incl. poultry) List and give numbers of all livestock by type/breed & age.</p> <p>Write "N/A" if crops or orchard only.</p> <p>Give brief details of your rotation practice for each type and/or group of livestock.</p> <p>E.g. heifers strip grazing behind electric fence, moved daily, 28 day rotation or poultry rotated weekly – 3 pens.</p> | |
| <p>7.3 Livestock nutrition (incl. poultry). Describe the ways in which you ensure your livestock receive an appropriate and balanced diet.</p> <p>Include details of supplementary feeds.</p> <p>Write "N/A" if crops or orchard only.</p> <p>Is <u>all</u> livestock feed certified?</p> | <p>Yes No N/A</p> |
| <p>7.4 Pest & Weed Control Outline any <u>compulsory</u> Government or Regional Council pest or weed control measures on your property.</p> <p><i>E.g. possums, noxious weeds, etc.</i></p> | |

| | | | | |
|---|--------------------------------|------------|--|---------------------------|
| <p>7.5 Plant & Animal Pests and Diseases. Identify any pests and diseases for which you apply treatments.</p> <p><i>Attach spray or treatment diary with full details of materials used, date of use and application rates.</i></p> <p><i>This can be a photocopy from your treatment/spray diary.</i></p> <p><i>If attached, write "ATTACHED" in treatments column.</i></p> | <p>Name pests and diseases</p> | | <p>List treatments used and when</p> | |
| <p>7.6 Introduced Livestock Provide details of ALL brought-in non-certified livestock.</p> <p>Write "N/A" if crops or orchard only.</p> | <p>Number and Breed</p> | <p>Age</p> | <p>Type and date of last treatment</p> | <p>Time in Quarantine</p> |

| | | | |
|--|--|---------------------------------|--------------------|
| <p>7.6.1 Quarantine Provide details of all livestock owned by you, or grazed on your land, that are <u>treated and quarantined</u> on property. Reconcile with 7.5</p> | Livestock details (incl. tag or marker ID) | Type and date of last treatment | Time in Quarantine |
| <p>7.7 Machinery Provide a list of all machinery used on the property and indicate whether the machinery is dedicated 100% to organic use on this property.</p> | List Machinery used | | Dedicated Yes/No |
| <p>7.7.1 Clean Down Describe clean down and reporting procedures for all non-dedicated machinery.</p> <p><i>If all machinery is dedicated organic only answer "N/A".</i></p> <p><i>You need to ensure that wash down areas are appropriate for the scale of your operation. Written permission from the Certification Manager may be required for approval of machinery clean down for partially certified properties.</i></p> | | | |
| <p>7.8 List all Contractors. List the tasks that contractors carry out on your property.</p> <p><i>Note that when contractors with non-dedicated machinery come on to your property they will need to have cleaned their machinery before they come on to your property. Evidence of appropriate clean down procedures may be requested at the property audit or by the Certification Manager depending on the type of machinery used on your property.</i></p> | List of contractors | Tasks carried out | |

8.0 PROCESSING & PACKAGING

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|---|---|
| <p>8.1 Processing Detail any product processing being undertaken on the property for which you require an organic certification.</p> <p><i>Processing can include making jam or pickles etc but does not include packing fruit or vegetables, milking, or shelling nuts.</i></p> | Product |
| <p>8.2 Packaging Are crops or products packed on-farm? If so, describe the types of packaging used?</p> <p><i>E.g. New, used, cardboard, plastic (and type) etc.</i></p> <p>If reuseable packaging is used, how is it cleaned?</p> | <p>Please circle</p> <p style="text-align: center;">Yes No N/A</p> <p>Type</p> |
| <p>8.3 Provide details of the types of inputs (e.g. sugar, honey) and the current certification status for each input sourced from off the property that is used in the processing identified above.</p> | |

9.0 ADDITIONAL INFORMATION

Is there any additional information that you think is relevant to this Property Management Plan?

Please read the Privacy Act Authorisation and Declaration on the following page (14). Please sign to confirm the accuracy of the information included and acceptance of OrganicFarmNZ's terms and conditions.

Signed..... **Date**.....

Property Management Plan Checklist

(completed by the Applicant)

| | Please Circle | |
|---|----------------------|----|
| • Property Management Plan completed..... | YES | NO |
| • Maps completed..... | YES | NO |
| • Fee attached..... | YES | NO |
| • Schedule of Off-Farm Inputs (Appendix 1)..... | YES | NO |
| • Including ALL affidavits/declarations..... | YES | NO |
| • Including ALL Regional Body approvals/derogations..... | YES | NO |
| • Soil tests attached..... | YES | NO |
| • Pod Leader check and signed | YES | NO |
| • Management Plan circulated to/checked by other Pod Members..... | YES | NO |
| • Any other Attachments..... | YES | NO |

Number of Attachments

Paperwork on file

You should have some (or all) of the following on file (for your own records, for the Pod Peer Review and also for any independent audit).

| | Please Circle | | |
|--|----------------------|----|-----|
| • Compost diary..... | YES | NO | N/A |
| • Livestock treatment diary..... | YES | NO | N/A |
| • Livestock quarantine diary..... | YES | NO | N/A |
| • Crop treatment diary..... | YES | NO | N/A |
| • Soil tests – including organic matter..... | YES | NO | |
| - including chemical residues..... | YES | NO | |
| - including heavy metals..... | YES | NO | |
| - DDT tests..... | YES | NO | |
| • Water quality tests..... | YES | NO | N/A |
| • Production records..... | YES | NO | N/A |
| • Sales records..... | YES | NO | N/A |
| • Spray diary..... | YES | NO | N/A |
| • Fertiliser schedule..... | YES | NO | N/A |

Privacy Act 1993 Authorisations

I/We authorise OrganicFarmNZ (including its regional bodies) to:

(a) collect from, and disclose to, any person (“**person**”) information in connection with this Property Management Plan for the purpose of assessing this Plan and my/our application for certification; and

(b) disclose to any person whether or not I/we have been granted certification from OrganicFarmNZ and/or the products in which we have been granted certification.

I/We also authorise each person to provide any information about me/us to OrganicFarmNZ which OrganicFarmNZ may require in connection with assessing this Property Management Plan.

I/We understand that, under the Privacy Act 1993, I/we may have rights of access to, and correction of, personal information held by OrganicFarmNZ about me/us.

Declaration

I/We hereby declare that:

(a) the information provided by me/us in this Property Management Plan:

- (i) is true, accurate and complete;
- (ii) is not false or misleading in any respect; and
- (iii) represents my/our processes, inputs and outputs in
- (iv) the business or property which is subject to this application for certification; and

(b) I/we have disclosed to OrganicFarmNZ all information that has reasonable bearing on whether or not OrganicFarmNZ will grant me/us certification.

By submitting this Property Management Plan, I/we agree to accept and be bound by OrganicFarmNZ’s Production Rules and Standards (as may be amended from time to time).

OrganicFarmNZ reserves the right, at any time, to terminate any certification given by OrganicFarmNZ if I/we:

- (a) have withheld any information from, or given false or misleading information in, or in connection with this Property Management Plan; or
- (b) fail to comply with OrganicFarmNZ’s Production Rules and Standards.