



OrganicFarmNZ

Property Management Plan – Guidance Notes

1. Introduction

These Notes are to assist you to complete your PMP.

The primary purpose is to show POD members, the Certification Manager, auditor and the Certification Committee that you are complying with the BioGro standard, and any other OrganicFarmNZ requirements.

Your PMP, Records Spreadsheet and the annual review process, can also support you and your fellow Pod members in your commitment to organic growing. We hope it does, and you just don't see completing documentation as a tedious compliance procedure.

We are making a commitment to digital/online documentation (see below), so that all those involved in the certification process can access your PMP and supporting documents. While this is not public information, many people may have access to your information supplied. We need to demonstrate to anyone that our system of certification is robust. Towards the end of the PMP you consent to people having access to it.

This is a 'living document' so please amend and contribute to it through your NCC rep.

Please don't be intimidated by all of the reading and documentation involved. Being certified organic and producing safe and suitable food is a learning process – your knowledge in a few year's will be substantially greater than it is now. It's great that you have started!

2. The Basic Format

SECTION A provides basic information about you and your property to be certified.

SECTION B covers the history of your property, your overall vision and your year-on-year management practices.

SECTION C deals with your activities of the *current year*.

RECORDS SPREADSHEET - this should contain most of the supporting information along with and certificates, declarations and other verficiations

If you are a new grower, complete the whole PMP. For subsequent years, use your PMP from the previous year, but for any changes type them in using **red**.

3. Digital/Online

We are committed to digital/online record keeping. While we will continue to support those of you who only have the resources to complete the certification process based on paper, it is becoming increasingly difficult to practically do so. We hope that you will move from paper to digital, and from there to online.

Some regions are committed to use the 'cloud' services of Google. So the PMP, Records Spreadsheet and any supporting documents are uploaded to Google Drive. This means that Pod members, CM and auditor can all have access to your documentation. This makes it easier as well as establishing that our system is robust from a verification perspective.

For online records, you should keep a folder on your own computer which is a 'mirror' of the documents in your Google Drive folder. An adequate description of the file in your Google Drive folder should be given eg. 'PMP 2017 – T Brown & W Smith'.

If your documentation is online, once your annual Certificate is issued, the CM will convert the PMP, Records Spreadsheet and supporting documents to a pdf document so that it can no longer be changed. This becomes your historical documentation.

We are trying to make this all easy by developing apps to assist you with record keeping. For example, verification of the status of an Off-Property Input can be established by simply taking a photo of it with your mobile phone and uploading the photo to your records.

4. Filling in the PMP

Each question is designed so that your answers will be:

- 'yes' or 'no'
- 'nil'
- 'none'
- 'not applicable' or 'n/a'
- Writing information

The boxes in the table expand to hold your typed in information.

When you join us, we try and allocate a mentor to you initially to assist you with the certification process and in particular completing your first PMP and setting up your Records Spreadsheet. We also try to allocate you to a Pod as soon as possible. So use your mentor and Pod members to assist you with completing documentation.

This guide is a 'living' document, so if you have any suggestions to change it, raise this at your next regional meeting.

5. Specific Question in the PMP

A2.6 We do recommend that you certify your whole property. However there may be reasons why you only want to certify part of your property eg. contamination of a specific area, areas where neighbour's activities intrude onto your organic operation, etc.

B.1 & B.2 There are two maps needed for the PMP. The first map is a location map to assist your POD and the auditor to visit your property. Make it easy on these people by providing a good map. Mostly a screenshot of Google Maps will suffice.

The other map is a land use map. Hand written maps are fine, as are more sophisticated digital maps. You should make an effort to make your map/s reasonably accurate as to scale. The basic outline of your property can be taken from your certificate of title or from Google Maps. The map/s should include:

- A reasonably accurate outline of the boundaries of your property
- A north symbol
- A legend/key
- Your neighbours and a brief description of what they do on their property (the description best put in the legend)
- Location of house buildings, farm buildings, processing areas, animal shelters
- Fencing, gates, raceways, hedges/shelterbelts
- Growing areas – paddocks/pasture, gardens, fruit/nut/berry trees, woodlots
- Quarantine areas, washdown areas, stock loading
- Water supply features – irrigation, bores, town supply, storage, reticulation
- Effluent/sewerage disposal/treatment, offal pits, farm refuse dumps
- Buffer zones
- Roadside areas
- Any areas of significant erosion, compaction or dampness
- Significant features – streams/ponds/lakes/wetlands, hills, gullies, forests/natural areas, lawns, swales/drainage, some indication of water catchment areas
- Any areas that have been or may have been contaminated – sheep dip sites, biocide/synthetic fertiliser storage areas, old offal pits, farm refuse dumps

The maps can be placed as a separate file on your Google Drive folder or inserted as a page on your PMP.

B3.2 – 3.5 Information about these questions can be included in the maps. The purpose is to try and identify areas of past contamination of your property.

B4.1 This might include:

- Fellow gardeners/farmers
- Am a member of ? and discuss gardening/farming issues with members
- Have a personal library on farming/gardening
- Subscribe to ? magazines
- Look at and collect online information
- Have a ? qualification in ?
- Regularly attend workshops and field days on organic farming

B4.4 The BioGro Standards are available online at www.biogro.co.nz/biogro-standards

B4.7 The Operational Guidelines are available at www.organicfarm.org.nz/ofnz-farmers/documentation

B5.1.1 For example spray drift, windblown dust, water runoff and watercourses, etc.

B5.1.2 Include references to spraying, application of synthetic fertilizer, shelter-belts, roadside verge management, agreements with neighbours and local authorities, etc.

B5.1.3 Explain where water comes on to the property (naturally and via town supply), where it goes to, and the catchment area. This may be adequately shown on your Land Use Map

B 5.1.4 For example town supply, bore, springs, river, dam, etc

