

PROPERTY MANAGEMENT CHECKLIST





Published by Hunter Local Land Services

Hunter Property Management Checklist

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing February 2018. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Local Land Services or the user's independent adviser.

Property Management Checklist

Name				
Property address				
Phone	Home			Mobile
Email				
Type of stock	Beef	Dairy	Sheep	Other
Number of head			Market e.g. breeding, trading	
Property size				Hectares

Hunter Local Land Services contact _____

Date _____

Purpose

The **Property Management Checklist** can be used as:

- An initial snapshot of farm planning and landholder priorities
- A Needs Assessment to guide provision of advice and services from Hunter LLS
- A **Property Management Action Plan**, when completed with “To do” tasks identified.

How to complete

Consider the topics in blue font first.

For each topic:

- If the topic or question is not applicable to you, then write NA and move to the next topic or question.
- if you answer YES, then move to next question.
- if you answer NO, then decide the level of importance to you, and identify the appropriate action to be taken.

Companion Resources

Factsheets, templates and guides filed by topic headings from the Property Management Checklist. (on a USB)

Weblink: <https://hunter.lls.nsw.gov.au/resource-hub/publications/property-planning.pdf>



Property Management Checklist

Sample

	Yes	N/A	Very Important	Important	Not Important	Action
Production targets						
Do you:						
Know your Cost of Production?			✓			Use cost of production tool from MLA website
Adjust your stocking rate for seasonal conditions wet and dry and summer and winter?						
Have a target calving percentage, weaning percentage and weaning timeframe?						
Choose replacement stock based on EBV Breedplan information?						

Very Important

Important

Not Important

	Yes	N/A	Very Important	Important	Not Important	Action
Property plan						
Do you have:						
A physical property plan based on an aerial photo?						
A farm financial plan?						
A farm production plan?						
A farm natural resource management plan?						
Production targets						
Do you:						
Target a specific market for your product?						
Understand the particular (grid) specifications for that market?						
Have production targets (e.g. 1 kg/day weight gain)?						
Know your Cost of Production?						
Adjust your stocking rate for seasonal conditions wet and dry and summer and winter?						
Have a target calving percentage, weaning percentage and weaning timeframe?						
Choose replacement stock based on EBV Breedplan information?						

Property Management Checklist

	Yes	N/A	No			Action
Animal management & health						
Do you:						
Have a program of seasonal herd health practices (e.g. vaccinations)?						
Have an Emergency Animal Disease Action Plan						
Assess stock condition (fat and muscle) to determine sale schedules?						
Request a National Cattle Health Declaration when buying stock?						
Have adequate shade in every paddock?						
Have adequate stock water in every paddock?						
Know the signs of potential animal diseases?						
Segregate new stock for at least one week?						
Biosecurity and a Pest Animal Management						
Do you:						
Have a Biosecurity Plan?						
Have good weed identification skills?						
Control weeds that are your responsibility to control?						
Have strategies to manage vehicles and visitors for weed hygiene?						
Participate in pest control programs (e.g. wild dog group; LLS groups)?						
Recognise pest animal signs and know what to do to control these pests?						
Know how to dispose of animal carcasses properly?						

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	Yes	N/A	No			Action
Grazing management						
Do you:						
Calculate and match feed supply with animal feed demand?						
Have a strategy for the winter feed gap?						
Aim to graze pastures as much as possible when they are green?						
Have enough paddocks for pastures to recover after grazing?						
Aim to Graze when pastures are in growth Phase 2 prior to maturing?						
Have a strategy for prolonged dry conditions?						
Manage your grazing to suit land type?						
Graze paddocks to manage pasture composition and weeds?						
Soil fertility						
Do you:						
Have recent soil tests?						
Fertilise regularly (for maintenance)?						
Fertilise based on nutrient analysis from soil tests?						
Fertilise different land types according to their production potential?						
Financial planning						
Do you:						
Know your financial position: equity, cash-flow and profit?						
Know what services are offered by the Rural Assistance Authority and Rural Financial Counselling Service						

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	Yes	N/A	No			Action
Family and personal wellbeing						
Do you:						
Have a Succession Plan?						
Plan for a balance of work, holidays and recreation?						
Have connections and interaction with your local community?						
Emergency Management						
Do you know what you will do for the safety of your family, stock, pets and neighbours:						
In case of fire, flood or accident?						
Do you have contact numbers for support agencies in case of fire, flood or accident?						
In the event of an animal disease outbreak?						
Cultural heritage						
Do you know:						
What Aboriginal objects or places are on your land?						
What landforms may contain Potential Archaeological Deposits?						
Property maintenance and development						
Have you seriously considered your future requirements for:						
Fencing and access improvements?						
Machinery, yards and equipment requirements?						
Diversification options ?						
Water, shade and shelter requirements?						

Property Management Checklist

	Yes	N/A	No			Action
Natural resources						
Do you know:						
What native animal & bird species are on your land?						
What native vegetation communities are on your land?						
What Endangered Ecological Communities or threatened species are on your land?						
How to assess if your bushland is healthy?						
What burning regimes are appropriate for biodiversity?						
How to prevent and manage erosion occurring on your land?						
Do you:						
Control stock access to waterways?						
Have stable banks along your waterways?						
Have crossings that are suitable for stable for stock, humans and fauna?						
Maintain buffer widths from gullies and watercourses when cultivating and/or spreading fertiliser?						
Know how to assess groundcover?						
Have a reticulated stock watering system to provide clean trough water instead of dams and natural water sources?						
Manage your farm for green space and ecological habitat for pollinators, birds and fauna?						
Workplace Health and Safety (WHS)						
Do you have:						
Handling and storage procedures for chemicals and fuels?						
Safety procedures for staff, visitors and contractors?						
Appropriate certificates (eg chemical use, chainsaw operation)?						
First Aid equipment and training?						
A Workplace Health and Safety Plan?						

Property Management Checklist

	Yes	N/A	No			Actions
Do you have systems or procedures for:						
Farm and household waste management						
Odour management						
Reducing energy inputs such as electricity, gas and fuel						
Do you understand regulations for:						
Biosecurity						
Declared pest animals						
Noxious weeds						
Stock movements						
National Livestock Identification System and PICs						
Clearing of vegetation						
Biodiversity Conservation						
Protection of Aboriginal Objects in New South Wales						
Controlled Activities in waterways						
Withholding periods for chemical use						
Farm records						
Do you have a record of:						
All stock identification?						
All stock sales and purchases?						
All stock movements on and off farm?						
All stock movements in and out paddocks?						
Pasture treatments of establishment, weed control and fertiliser?						
All farm machinery and equipment (inventory)?						
All stock born on the property?						
Details and dates of all animal husbandry practices?						

Property Management Checklist

	Yes	N/A	No			Actions
Are you able to access the information you need on:						
Agronomy						
Farm Finance						
Agricultural Markets						
Animal production or nutrition						
Animal health						
Animal genetics and breeding						
Biosecurity (weed and pest management)						
Emergency Management						
Natural resource management						
Agricultural laws and regulations						
Industry guidelines for environmental management						
Other?						

What is the biggest barrier to improving your property or farm (other than funds)?

How could this be overcome?

What is the most significant opportunity you can see for your property?

Here's how to contact our Agriculture Extension team:

Pastures: Justine Baird 0428 107 206
Agronomy: Peter Beale 0427 007 468
Livestock: Kirstin Bisley 0438 593 875
Scone: Sarah Giblin 0409 785 172
Paterson: Col Freeman 0428 043 427
Taree: Albert Mullen 0428 670 524

For more information about
Hunter Local Land Services:



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Here's how to contact our Biosecurity and Animal Health teams:

Tocal: Luke Booth 0408 681 576
Maitland: Kyra O'Brien 0427 492 958
Scone: Richard Ali 0429 722 944
Scone: Jonathan Randle 0429 342 995
Wingham: Peter Fotheringham . 0409 034 557
Wingham: Laurie Mullen 0407 785 007

Here's how to contact our NRM team:

Tocal: Rob Henderson 4938 4934
Scone: Adam Bush 6540 2415
Taree: Geoff LeMessurier 6551 8994 ext 247

Here's how to contact our Vet team:

Wingham: Lyndell Stone 0429 532855
Maitland: Kylie Greentree 0428 498687
Scone: Jane Bennett 0427 322311
Singleton: Kristi Arnot 0409 758 823
Tocal: Jim Kerr 0439 185 275

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