



The Bio Dynamic Farming and  
Gardening Assoc. in N.Z. Inc.

Founded on the work of Rudolf Steiner  
PO Box 356  
Martinborough 5741  
Phone 0-6-306 8582  
E-mail: [office@biodynamic.org.nz](mailto:office@biodynamic.org.nz)  
Net: [www.biodynamic.org.nz](http://www.biodynamic.org.nz)

## The Management Plan Template

for

### Demeter Certification

Version Feb 2015

#### **Purpose**

- ◆ To report management proposals – looking forward for the next one to two years
- ◆ To record a baseline for those changes – your current practices
- ◆ To complement the *Farm Profile* which provides historical information in general terms
- ◆ To complement the *Annual Report* which records specific details from the last reporting period.
- ◆ To alert you to non-compliances or breaches of the Demeter standards, before they occur.
- ◆ To enable the Assessment Group to alert you to non-compliances before they occur.

#### **How to use this template**

- ◆ Read through to the end, before starting – to avoid unnecessary duplication.
- ◆ Start with the numbered headings and bullet points as your headings in a blank word processing page. (It must be typed)
- ◆ You can copy the headings out of the pdf version of the form on the Association's website or we can email them to you to save you typing them.
- ◆ Make sure you say report on every bullet point. I.e. Complete **everything**. If any part does not apply, just say so. e.g. if the item "birthing" (s 5.3) doesn't apply because no animals are born on property, please be sure to say so.
- ◆ Make sure your plan will stand on its own. E.g. Don't write "1.3c. None" but "1.3c. Details of the number of staff you employ, including casuals. No staff are employed
- ◆ Use new, A4 (magazine size) paper. Other sizes are not acceptable.
- ◆ Don't use colour coding on maps – it can't be copied. Use shading, cross-hatching, etc. Maps no bigger than A3 (twice A4). No tracings or aerial photos.

#### **Things to think of when making your plan:**

- ◆ Keep the whole farm in mind.
- ◆ Aim to give a complete, clear picture.

#### **Future plans**

- ◆ Please be sure to say what **changes you intend** to make in your management. If no changes planned in a particular section just write "No changes planned"

#### **When you have finished this questionnaire:**

- ◆ **Keep a master copy, either on paper or electronically.** You will refer to it during the year and also when filing amendments. (If you don't keep a copy you may incur a lot of extra work!)
- ◆ Send a copy in with the other Demeter papers – *Farm Profile, Annual Report*
- ◆ Send a printed copy, not an electronic one.

#### **In the future:**

- ◆ Notify amendments in an amended whole plan, with changes tracked.

**BACKGROUND**

<p><b>1.1 Aims and objectives</b></p>	<p><b>State your aims and objectives. Include:</b></p> <ul style="list-style-type: none"> <li>• Current business and personal objectives for the property (<i>e.g. establish a stud flock, planned programme to convert the whole property to biodynamic management by a certain date, plan to supply local fresh vegetable market, future wish to establish own pack house etc</i>).</li> <li>• List any developments underway (e.g. new plantings, fencing subdivision, building plans, start of new farm enterprises etc.)</li> <li>• Your farm's mission statement, if you have one.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>1.2 Other interests</b></p>	<p><b>Identify any other interests that might affect or conflict with Demeter certification. Include:</b></p> <ul style="list-style-type: none"> <li>• Land you currently own, lease, or lease out</li> <li>• Positions you or your staff or family hold</li> <li>• Services you or your staff or family provide (<i>e.g. animal health products, agricultural contracting, non-organic farming, marketing/promotion of conventional or other certified produce (give details of status), farm or farm related company directorships, consultancies, marketing/storage of prohibited materials, etc.</i>)</li> <li>• A list of ALL the sectors your business is involved in, from primary production through to processing and marketing of produce, including any consulting, contracting etc. undertaken by you, your family or any of your staff.</li> <li>• How you manage any conflicts between the above and your biodynamic farming</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>1.3 Management and staffing</b></p>	<p><b>Give details of your current management structure and staffing. Include:</b></p> <ul style="list-style-type: none"> <li>• Names of all individuals with day-to-day management responsibility.</li> <li>• Clear statements of who is responsible for what.</li> <li>• Details of the number of staff you employ, including casuals.</li> <li>• Flow charts or procedure summaries if available.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>1.4 Advice</b></p>	<p><b>Give your sources of advice. Include:</b></p> <ul style="list-style-type: none"> <li>• Paid and unpaid consultants and advisers</li> <li>• Mentors, including unpaid ones.</li> </ul> <p><b>State any changes you intend or need to make to your sources of advice.</b></p>
<p><b>1.5 Staff training and awareness</b></p>	<p><b>Describe staff training in relation to biodynamic farming. Include;</b></p> <ul style="list-style-type: none"> <li>• Training you provide for your manager(s) and other staff, in relation to biodynamic production and product integrity.</li> <li>• Programmes of education (including self education) in the background to biodynamics</li> <li>• Details of arrangements to be followed when the licensee(s) is absent</li> <li>• List of any regular, planned or known absences.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>1.6 Contracts and other constraints</b></p>	<p><b>Outline any legal constraints on your freedom to farm. Include:</b></p> <ul style="list-style-type: none"> <li>• Contracts and covenants</li> <li>• Family trusts or interests of other family members</li> <li>• Leases including grazing leases</li> <li>• Outwork</li> <li>• Sharemilking agreements</li> <li>• Supply agreements etc.</li> <li>• Other organic certifications (attach copies of certificates)</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>

## 2 GENERAL MANAGEMENT POLICIES

<p><b>2.1. Production Sectors</b></p>	<p><b>Describe all the different farm enterprises. Include:</b></p> <ul style="list-style-type: none"> <li>• A list of farm production sectors (<i>e.g. egg production, sheep, fresh vegetables</i>)</li> <li>• Hobby and kitchen garden enterprises (<i>e.g. ponies; peonies</i>)</li> <li>• On farm processing – see checklist in annual report</li> <li>• Marketing – where, how and to whom produce sold and how presented/packaged</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>2.2. Rotations</b></p>	<p><b>Describe current crop rotation policies except those for pasture (these are included with animal production.) Include:</b></p> <ul style="list-style-type: none"> <li>• Cultivation</li> <li>• Crop succession</li> <li>• Orchard sward management</li> <li>• Fallows, temporary leys if not grazed and similar.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>2.3. Soil management</b></p>	<p><b>Outline your soil management policies. Include:</b></p> <ul style="list-style-type: none"> <li>• How you maintain and enhance your soils.</li> <li>• Cultivation policies</li> <li>• Measures to avoid compaction and erosion (include retirement policies)</li> <li>• Crop rotation as it relates to soil health</li> <li>• Use of composts and green manures</li> <li>• Drainage development.</li> <li>• Measures to maintain or improve soil fertility, including monitoring strategies, planned fertiliser use, liming and use of trace elements, mulches etc.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>2.4. Pest and weed control</b></p>	<p><b>Describe main weed, pest and disease problems (other than in livestock) and your current ways of dealing with them. Include:</b></p> <ul style="list-style-type: none"> <li>• Noxious weeds or pests, especially if of official interest (<i>e.g. regional council monitored compulsory control measures for nasella tussock, possums etc</i>).</li> <li>• Specific management techniques such as crop rotations, orchard mowing</li> <li>• Specific sprays or pesticides</li> <li>• Why any pesticide etc. used is considered by you to be: <ul style="list-style-type: none"> <li>◆ Necessary ◆ Acceptable in terms of standards ◆ Preferable to other materials</li> </ul> </li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>2.5. Brought-in materials (farm inputs)</b></p>	<p><b>What brought-in materials do you use, and how do you minimize the risk of contamination, including GE contamination? Include:</b></p> <ul style="list-style-type: none"> <li>• Seeds – include details of how any treated seeds are managed</li> <li>• Plant materials, such as seedlings, cuttings and nursery stock</li> <li>• Biological control materials</li> <li>• Mulching materials</li> <li>• Ready made composts</li> <li>• Composting materials (includes all non-mulch plant and animal wastes)</li> <li>• Mineral fertilisers</li> <li>• Trace element supplements</li> <li>• Other soil amendments</li> <li>• Stored items: state what materials such as insecticides, herbicides, fungicides, animal remedies, etc. you will keep in store, where you will keep them and why you have them. Be sure to state both the product name and the name of the active ingredients.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>

<p><b>2.6. Restricted inputs</b></p>	<p><b>What inputs not freely permitted by the standards do you use (other than for livestock)? Include:</b></p> <ul style="list-style-type: none"> <li>• List of any restricted materials</li> <li>• For every restricted material – how you are reducing your reliance on it.</li> <li>• For every restricted material – when you intend to phase out use and how you will achieve this through changed management</li> <li>• Details of and explanation for use of any prohibited material</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>2.7. Machinery</b></p>	<p><b>What machinery do you use? Include:</b></p> <ul style="list-style-type: none"> <li>• List of main implements.</li> <li>• List of other machinery including stationary machinery.</li> <li>• Cleaning of any machinery or implements shared with non Demeter work.</li> <li>• Cleaning procedures and materials for hygiene (<i>e.g. milking machinery</i>).</li> <li>• Precautions for machinery with soil damaging potential e.g. rotary hoes, heavy machinery, dust creating cultivators, etc.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>2.8. Contractors</b></p>	<p><b>Outline your current reliance on outside contractors. Include:</b></p> <ul style="list-style-type: none"> <li>• Details of any protocols or documentation which govern their activities.</li> <li>• Managing risk of contractors, such as: <ul style="list-style-type: none"> <li>• Cultivation &amp; harvesting contractors</li> <li>• Pruners</li> <li>• Packers</li> <li>• Relief milkers</li> <li>• Hay and silage contractors</li> <li>• Dipping contractors</li> <li>• Veterinarians</li> </ul> </li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>2.9. Harvesting, storage and packing</b></p>	<p><b>Give details of how you harvest, store and prepare your produce for despatch. Include:</b></p> <ul style="list-style-type: none"> <li>• Harvesting machinery and equipment</li> <li>• Storage systems and buildings</li> <li>• Cleaning of stores and packing areas</li> <li>• Description of packing areas</li> <li>• Finishing materials e.g. fruit waxes</li> <li>• Packaging materials used (include type e.g. high density polyethylene, HDPE)</li> <li>• How produce is packaged. (<i>e.g. bins, paper bags, frozen etc</i>)</li> <li>• Handling and transportation (including livestock and milk)</li> <li>• Gate sales arrangements, including customer information systems for 10 below</li> <li>• Details of any brought-in produce packed with your own or sold at the gate</li> <li>• Separate details of any off-property packaging (<i>e.g. in packhouses</i>)</li> <li>• Separate details of any outwork (<i>e.g. produce sent out for cleaning</i>)</li> <li>• Details of labelling and product information sheets – attach samples or copies</li> <li>• Details of any buyer you supply Demeter labels to and how you control their use, and any problems you have experienced and how they were solved.</li> <li>• How you record volumes of produce sold, including whom to and when sold</li> <li>• Details of any parallel production, storage, packing or marketing</li> <li>• How contamination of fresh produce (e.g. by birds) is avoided</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>

### 3 SUSTAINABLE LAND, RESOURCE AND ENVIRONMENTAL MANAGEMENT

Information in this section relates to sustainability questions on all areas of the property, including farmed and non-farmed areas, as well as water, soil and air.

<p><b>3.1. Natural areas</b></p>	<p><b>Outline how you protect or enhance natural areas, especially unfarmed areas. Include:</b></p> <ul style="list-style-type: none"> <li>• References to your map where appropriate.</li> <li>• Describe how you meet the biodiversity reserve requirements of the standards</li> </ul> <p><b>Describe any planned, possible or necessary changes and give reasons.</b></p>
<p><b>3.2. Minimising waste</b></p>	<p><b>Outline how waste other than water and energy is minimised. Include:</b></p> <ul style="list-style-type: none"> <li>• Recycling (<i>e.g. silage wrap</i>)</li> <li>• Purchasing policies designed to reduce waste (<i>e.g. bulk buying to avoid packaging, local sourcing of inputs etc.</i>)</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>3.3. Energy conservation</b></p>	<p><b>Outline how any measures to promote the efficient utilisation of power, fuels and lubricants. Include:</b></p> <ul style="list-style-type: none"> <li>• Any process that uses energy during the production, processing and distribution of your products.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>3.4. Water conservation</b></p>	<p><b>Outline how you minimise water usage on the farm. Include:</b></p> <ul style="list-style-type: none"> <li>• Dairy washdown</li> <li>• Vegetable washing</li> <li>• Processing</li> <li>• Irrigation policies, systems and practices.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>3.5. Pollution prevention</b></p>	<p><b>How do you minimise any risk from pollution sources on the property? Refer to section 3.1 of the Demeter Standards. Include:</b></p> <ul style="list-style-type: none"> <li>• Contamination of soil – including from tanalised timber</li> <li>• Contamination of air (<i>e.g. during RPR application</i>)</li> <li>• Contamination of water (<i>e.g. through dairy effluent</i>)</li> <li>• Contamination of yourself and your staff</li> <li>• Contamination of your crops, products and livestock</li> <li>• Contamination of other farms or properties.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>3.6. Neighbours</b></p>	<p><b>Outline how you minimise the risks of contamination by neighbouring activities. Include:</b></p> <ul style="list-style-type: none"> <li>• Assessment of risk from each neighbouring activity (refer to Farm Profile, 2.7)</li> <li>• How you minimise risks (<i>e.g. neighbour notification/agreement, notification to local authority responsible for road verge, signage, periodic sampling for stream water quality, catchment area monitoring, planting of buffer zones etc.</i>)</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>3.7. Diversity and integration of farm enterprises</b></p>	<p><b>Outline your policies for the diversity of the whole farming operation, its biodiversity and general environmental enhancement. Include:</b></p> <ul style="list-style-type: none"> <li>• How you minimise weather-, pest-, and disease-stresses in livestock and crops.</li> <li>• How you integrate the various farm activities one with another (<i>e.g. grazing of the orchard, composting manure for cropping land, growing fodder crops, introducing poultry to keep pests at bay, etc.</i>)</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>

#### 4 BIODYNAMIC PRACTICES.

<p><b>4.1. Spray preparations</b></p>	<p><b>Outline your policies for use of the spray preparations. Include:</b></p> <ul style="list-style-type: none"> <li>• Water source</li> <li>• Water heating</li> <li>• Stirring method</li> <li>• Application method</li> <li>• Frequency of field spray applications (horn manure and horn silica).</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>4.2. Preparation storage</b></p>	<p><b>Outline your storage methods for the biodynamic preparations. Describe any planned, possible or necessary changes and give reasons.</b></p>
<p><b>4.3. Compost preparations</b></p>	<p><b>Outline use of the compost preparations. Include:</b></p> <ul style="list-style-type: none"> <li>• How you achieve coverage of the entire property with their activity.</li> </ul> <p><b>Describe any planned, possible or necessary changes and give reasons.</b></p>
<p><b>4.4. Preparation making</b></p>	<p><b>Outline any matters relating to making the preparations on the property, where not reported in the preparation record forms. Describe any planned, possible or necessary changes and give reasons.</b></p>
<p><b>4.5. Other biodynamic practices</b></p>	<p><b>Outline any other BD practices. Include:</b></p> <ul style="list-style-type: none"> <li>• Cow pat pit</li> <li>• Liquid manures</li> <li>• Equisetum</li> <li>• Peppering</li> <li>• Calendar usage.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>

#### 5 LIVESTOCK MANAGEMENT PLAN

Please answer the questions in this section for **all types** of livestock on the farm.

<p><b>5.1. General</b></p>	<p><b>Detail what livestock you keep. Include:</b></p> <ul style="list-style-type: none"> <li>• Average intended numbers for each breed.</li> <li>• Production intentions (<i>e.g. Send lambs off at 15 kg for Christmas market</i>)</li> <li>• Your usual responses to climatic and other extremes. (<i>e.g. send cows to another district during droughts.</i>)</li> </ul> <p><b>Outline any changes you plan to make. (Work through the bullet points again.)</b></p>
<p><b>5.2. Feeding policy</b></p>	<p><b>Give details of your feeding policies. Include:</b></p> <ul style="list-style-type: none"> <li>• Grazing practices with reasons for all types of livestock.</li> <li>• Management of pasture growth and weeds, etc.</li> <li>• Use of conserved feeds in feeding regime</li> <li>• How and what conserved feeds made on farm</li> <li>• Brought-in feed stuffs and how you minimise contamination, including GE</li> <li>• Grazing off.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>

<p><b>5.3. Animal welfare.        (Every applicant must answer explicitly )</b></p>	<p><b>Outline your policies to promote animal welfare. Include:</b></p> <ul style="list-style-type: none"> <li>• All horses and working dogs</li> <li>• Stock handling</li> <li>• Disease management and prevention</li> <li>• Housing, shade and shelter</li> <li>• Birthing</li> <li>• Surgical practices – nose ringing, docking etc.</li> <li>• Transport</li> <li>• Administration of trace elements and medicines.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>
<p><b>5.4. Stock replacement</b></p>	<p><b>Outline your stock replacement policies. Include:</b></p> <ul style="list-style-type: none"> <li>• Breeding methods</li> <li>• Methods for raising young stock.</li> </ul> <p><b>Describe any planned, possible or necessary changes such, and give reasons. Include the bullet points above and any proposed changes in species or breed ratios.</b></p>
<p><b>5.5. Restricted and prohibited materials</b></p>	<p><b>What inputs not freely permitted by the standards do you use for livestock? Include:</b></p> <ul style="list-style-type: none"> <li>• Quarantine arrangements (see standards 7.17)</li> <li>• List of any restricted materials</li> <li>• For every restricted material – how you are reducing your reliance on it.</li> <li>• For every restricted material – when you intend to phase out use and how you will achieve this through changed management</li> <li>• Details of and explanation for use of any prohibited material</li> <li>• How you permanently identify treated stock</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.) Also include any planned changes to your quarantine system.</b></p>

**6 OTHER**

<p><b>6.1. Other matters</b></p>	<p><b>Provide further details of anything else you currently do which may be of relevance to your Demeter certification or which you wish us to know. Also document any proposed changes.</b></p>
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## Brought-in Seeds and Plants (Information to help)

Version Aug 2013

The Demeter standards say

### 5.7.1. **Seeds and plant materials**

5.7.1.1 Demeter certified seeds and plant material shall be used if available.

5.7.1.2. If Demeter certified seeds or plant material is not available, material from certified organic production may be used.

5.7.1.3. If only conventionally grown seeds or plant material is available then:

a) seeds must be untreated;

b) plant material except seeds must normally undergo a minimum of one year's conversion to Demeter production;

c) mature plants and rootstocks may require a longer conversion period.

5.7.1.4. Synthetic root-promoting compounds may not be used.

5.7.1.5. Genetically modified seeds and other plant materials, and the products of genetically modified organisms shall not be used. Hybrids developed by cell fusion methods (protoplast or cytoplasm fusion, including cytoplasmic male sterility) shall not be used.

5.7.1.6. Seed and plant material shipments shall not be accepted unless accompanied by written evidence that they are GE free; and that seeds are untreated and not the product of cell fusion.

A key word in the above is "available." You can use non Demeter or non-organic (conventional) seeds only if the Demeter or organic ones are not available. So you need a system to find out exactly what is available.

Demeter NZ needs to know what you actually do to ascertain this

### **Here is an example of a suitable seed sourcing process**

First we seek Demeter seeds through these sources: *{fill in this bit to suit your own farming – could first list some named Demeter growers who grow seeds, then say you will contact Demeter licensees to see if there are any other Demeter seed growers}*

If none of these sources leads to supply of Demeter seeds, we seek certified organic seeds through these sources *{fill in this bit to suit your own farming: e.g. could include searching BioGro certified seed growers list from [www.biogro.co.nz](http://www.biogro.co.nz), asking [www.kingsseeds.co.nz](http://www.kingsseeds.co.nz), [www.ecoseeds.co.nz](http://www.ecoseeds.co.nz), [italianseedspronto.co.nz](http://italianseedspronto.co.nz), searching AsureQuality organic registrants [www.asurequality.com](http://www.asurequality.com), perhaps Koanga seeds, maybe others e.g. SPS, plus Google check for organic seeds in NZ}*

If we cannot get Demeter or certified organic seeds as above, we will source uncertified seeds from *{fill in this bit to suit your own farming – what goes here are the normal seed merchants you would use.}* We will make sure that the seed merchant knows we would have preferred certified organic<sup>1</sup>. We will purchase these seeds only where a signed declaration is supplied with them that they are untreated and GE free. If NZ grown seeds are available these are preferred as this greatly reduces the risk of chemical or GE contamination.

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<sup>1</sup> This tells the merchant that there may be a market opportunity in organic seeds, and encourages the merchant to stock them.