

**Farm Business  
Administration Calendar**

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done

**Property:**

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Performance appraisals
- Roster outstanding holidays
- Review annual leave owing report

# January 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 GST due	16	17	18	19 Rosters out
20 Account payments	21	22	23	24	25	26
27	28 GST due	29	30	31		



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- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done
- Check First Aid Kit contents

**Property:**

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Confirm staff intentions for next season

# February 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Rosters out	20	21	22	23
24	25	26	27	28 GST due		



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**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed

- Stock rec. from managers
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done

**Property:**

- Complete house inspections

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Social event

# March 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 2nd Provi- sional tax payment due	16
17	18	19 Rosters out	20	21	22	23
24	25	26	27	28 GST due	29	30
31						



**Farm Business  
Administration Calendar**

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Afresco and CDL annuals returns
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done

**Property:**

- Organise tree trimming

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Review annual leave owing report

# April 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7 Terminal tax payment due?	8	9	10	11	12	13
14	15	16	17	18	19 Rosters out	20
21	22	23	24	25	26	27
28	29	30				



**Farm Business  
Administration Calendar**

# May 2014

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Complete stock rec. for accts.
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done
- Check First Aid Kit contents

**Property:**

- Complete house inspections for staff leaving at end of season

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Performance appraisals
- Roster staff winter holidays
- Contracts for new staff

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7 GST due	8	9	10	11
12	13	14	15	16	17	18
19 Rosters out	20	21	22	23	24	25
26	27	28 GST due	29	30	31	



**Farm Business  
Administration Calendar**

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Orari Exc. Annual return
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done
- Revise farm OSH manual

**Property:**

- Complete house inspections

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Induct new staff
- Identify training needs
- Start of season dinner
- Roster staff winter holidays
- Source calf rearers

# June 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Rosters out	20	21	22
23	24	25	26	27	28 GST due	29
30						



**Farm Business  
Administration Calendar**

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Coles annual return
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done

**Property:**

- Organize milking machine tests
- Organize re Fridgeration servicing

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Review annual leave owing report

# July 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7 3rd Provi- sional tax payment due	8	9	10	11	12	13
14	15	16	17	18	19 Rosters out	20
21	22	23	24	25	26	27
28 GST due	29	30	31			



**Farm Business  
Administration Calendar**

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Complete invoicing for calves sold at gate
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done
- Check First Aid Kit contents

**Property:**

**Staff:**

- On-farm meeting: H&S, HR and management issues

# August 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Rosters out	20	21	22	23	24
25	26	27	28 GST due	29	30	31





**Farm Business  
Administration Calendar**

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Complete invoicing for calves sold at gate
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done

**Property:**

- Complete house inspections (for those requiring extra)

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Performance appraisals
- End-of-calving blow-out event

# September 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Rosters out	20	21
22	23	24	25	26	27	28 GST due
29	30					



**Farm Business  
Administration Calendar**

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Complete invoicing for calves sold at gate
- Drill & Till annual return
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done

**Property:**

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Organise Guy Fawkes social event
- Review annual leave owing report

# October 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19 Rosters out
20	21	22	23	24	25	26
27	28 GST due 1st Provi- sional tax payment due	29	30	31		



**Farm Business  
Administration Calendar**

**OTHER TASKS:**

**Administration:**

- Weekly: pasture measurements, grazing movements, effluent and irrigation applications entered into Land & Feed
- Stock rec. from managers
- Record matings on MINDA
- Orari Grazing annual return
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done
- Check First Aid Kit contents

**Property:**

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Roster Christmas holidays

# November 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Rosters out	20	21	22	23
24	25	26	27	28 GST due	29	30



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- Stock rec. from managers
- Record matings on MINDA
- Manage NAIT movements

**H&S:**

- Manual tasks/checks done

**Property:**

- Complete house inspections

**Staff:**

- On-farm meeting: H&S, HR and management issues
- Identify training needs
- Christmas function

# December 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Rosters out	20 Statement of intentions for Afresco	21
22	23	24	25	26	27	28
29	30	31				

