



Information Booklet



Application Process

The Application

To apply for the Pukemiro Station Cadetship the following must be received –

- Copy of current Driver's License, Passport or Birth Certificate
- Curriculum Vitae
- Two references and referees
- Hand written Introductory Cover Letter
- Completed application form

Application Deadline

Full application documentation due end of July – please refer to website for exact dates

Applications can be submitted through email to applications@pukemiro.co.nz or post to

Pukemiro Station
854 Otope Road
Dannevirke

Interviews

Interviews will be held between August/September and applicants will be given at least one week's notice of interview if shortlisted.

We recommend parents/caregivers attend the interview to be shown the farm and facilities.

Commencement of Cadetship

Successful applicants will be required to begin the cadetship Mid-January the year of the cadetship commencing

Allowance

Successful applicants will receive the following:

- Wet weather gear
- Food, accommodation and course fees provided
- Allowance for a dog in the 2nd year of cadetship
- Paid weekend work if required when on duty

Training/Qualifications

Training

Cadets will receive the following:

- Practical on-farm training in all day to day operations of Pukemiro Station including stockmanship, fencing, animal husbandry, feed management and farm technology to name a few.
- Personal training and growth such as cooking, leadership, goal setting, time management and up keeping their living quarters.

The theory/academic side of the cadetship is delivered by an on-farm tutor and outsourced by EIT. Cadets will be enrolled with EIT at the Stations expense. During the cadetship the following courses will be studied:

New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) Level 3
New Zealand Certificate in Agriculture Farming Systems Level 3
New Zealand Certificate in Agriculture Breeding Livestock Farming Level 4

Station Details

The ADB Williams Trust business comprises of:

- Pukemiro Station, 1030 ha
- Ottawa, 740ha summer-safe block located 30 mins SE of Pukemiro

Pukemiro Station

930ha effective is a mixed breeding and finishing property which is typically summer dry. The hills are home to 5,500 Romney breeding ewes and 125 Hereford/Friesian cross breeding cows. The flats and rolling country are utilised to finish all lambs and calves bred at Pukemiro and Coonoor. Additional bulls and trade lambs purchased as the season allows and utilise a variety of forage crops grown on the property. The majority of stock work is completed using vehicles, however horses are utilised at times (e.g. docking and cattle work) and provide recreational opportunities for staff and cadets in weekends and after hours.

Ottawa Block

The farm is located in the summer safe district of Coonoor. It is home to 2000 mixed aged ewes, 2000 replacement lambs and 200 cows. The replacement ewe lambs are transferred from Pukemiro to Ottawa in late January where they are grown out to produce a lamb as a hogget. They return to Pukemiro as a 2th the following Autumn. The majority of lambs and calves bred at Ottawa are sent to Pukemiro for finishing.

Governance/Management

Pukemiro Station/Ottawa Staff

Farm staff will work alongside and coach the cadets during the course of the normal work day. Farm staff consist of:

- Operations Manager
- Ottawa Block Manager
- Maintenance Manager
- Stock Manager

Other Staff

- Academic Tutor (part time, off-farm)
- Pastoral Care Co-ordinator
- HR/Marketing

Governance

- 3x Trustees of ADB Williams Trust

Infrastructure/Accommodation

Student Accommodation

- The cadets will have a bedroom each in the 'cadet's cottage' along with a communal kitchen, lounge, dining, 2x bathrooms, 3x toilets and laundry.

Teaching Facilities

- All theory course work will be delivered in the fully functional cadet classroom and will be available outside of 'course' hours for study if requested

Student Training

The majority of the cadets time will be spent working on farm with 'on the job' training provided by farm staff and supported by access to specialist training in the following areas:

- Vehicle maintenance and safety
- Chainsaw work and safety
- Shearing
- Fencing
- Crop and pasture agronomy
- Ram/Bull buying

Other

- Financial and budgeting
- Career guidance, CV and employment advice
- Public speaking

- On the job training provided by farm staff includes:
Livestock handling and husbandry - dagging, crutching, vaccinating, drenching, docking, killing sheep, butchery, horse handling and riding, mustering, cattle handling, livestock weighing and drafting.

Farm maintenance – water system extension and maintenance, electric and conventional fence erection and maintenance.

Environmental enhancements – erosion control through pole planting, riparian fencing and planting.

Cadets will also have the opportunity to engage with our business stakeholders – Livestock Reps, Fertiliser reps, seed and spray reps, Ag contractors, Wool Buyers, Farm merchandise suppliers and Financiers.

Theory Training will be delivered in the classroom on farm one day per week. Theory training is delivered by our Theory Tutor and supported by external specialists and the wider industry with certain topics.

Pukemiro Farm Infrastructure

On top of the accommodation and teaching facilities stated above the station also has:

- 3x staff houses
- Shearers quarters

- 5 stand woolshed & covered yards
- Cattle yards
- Satellite Sheep Yards

Along with storage sheds throughout the station

Cadetship Information

Eligibility

Applicants must meet the following criteria

- Over 16 years of age prior to 1st of January in the year cadetship commences.
- Completed NCEA Level 1
- Be a NZ Resident
- Agree to abide by all rules and conditions set by Pukemiro Station
- Pukemiro Station is a smoke free operation

Selection Process – *please refer to website for exact dates*

- Applications open at the Open Day
- Applications close July
- Shortlist of cadets will be notified for interviews
- Interviews will commence August/September
- Successful cadets notified October
- All enrolment and required personal information completed Mid November
- Cadetship commences Mid-January the year of the cadetship

Terms of Cadetship

- Enrolment of cadetship is two years
- Wet weather gear will be provided.
- Successful cadets must complete a medical check-up and provide documentation of up to date tetanus injections
- 2nd year cadets are to play a mentor role to 1st year cadets
- Cadets must agree and abide by all rules specified throughout enrolment
- Cadets must abide by all Health & Safety regulations at Pukemiro Station
- Cadets must complete theory work in line with EIT course requirements

If repetition of negligence to Pukemiro Station's terms of cadetship and/or rules occur, written warning will be issued. If this continues after a written warning, Pukemiro Station have the right to terminate an individual's cadetship.

Refer to next page for Rules & Regulations

Rules & Regulations

The following rules must be observed by all cadets and must be taken as minimum guidelines when working on Pukemiro Station.

Domestic Rules

- Cadets must adhere to the dress standards of the Trust both on the farm and when they are representing the Trust or Cadetship off farm.
- The Cadets' usual practical and/or theoretical tuition commences at 7.30 a.m. and ends at 5.00 p.m. daily Monday to Friday inclusive. There will be some occasions when seasonal work requires longer hours on the farm (e.g. weaning, break feeding), but the Manager may give time off in lieu of these extra hours worked.
- Cadets must be dressed and ready for breakfast at 6.30 a.m. Dogs must be given a run and cadets rooms tidied prior to Daily Meeting at 7.30 a.m.
- Cadets must go to bed at a reasonable hour
- Cadets must not use their personal vehicles during the week without first obtaining written permission from the Manager
- Visitors other than Cadets family are not permitted on the farm without prior permission of the Manager
- The Hostel Cadet must complete the domestic chores and cooking as directed by the Pastoral Care Co-Ordinator during that Cadet's week of hostel duties
- Cadets are responsible for their personal belongings on the farm and in the Cadets' cottage and Classroom. If desired, the Cadet should insure personal belongings. The Trust bears no liability for any loss or damage of personal belongings

Theory Studies

- Cadets are required to make appropriate progress with their theoretical qualifications. If a first year Cadet fails to obtain Level 2 and 3 NZ Certificates in Agriculture at the end of the Cadet's first year, the Cadet will either be required to repeat that year or the Cadetship may be terminated (at the sole discretion of the Manager and Trustees).
- All first and second year Cadets must comply with Eastern Institute of Technology (EIT) course requirements – see EIT Handbook.

Compliance with Instructions

- Cadets must carry out any proper instruction of the Manager or Trust employee acting with the Trust's or Manager's authority

Social Media

- Cadets must comply with the Trust's social media policy as signed by each Cadet on acceptance of application

Dogs

- Dogs must not be brought on to the Trust property without the prior permission of the Manager.
- The Cadets will be expected to obtain a heading pup during the first year and a trained huntaway at the start of the second year. The Manager will direct the timing of the introduction of dogs

- The Cadets must provide suitable kennelling for their dog(s). The Cadet is expected to build the kennels as part of the Cadet's training.
- The Trust will supply food for the approved dogs.
- all working dogs must be up to date with all of their worming and vaccination records. Vet certificate may be required. No dog may be held on Pukemiro Station without the permission of the Operations Manager.
- No working dogs are to be inside any accommodation at any time. There are to be no dog faeces in the garden area. If any dog is causing concern, worry stock or threatening people then this will seriously compromise its right to stay and may be required to be removed from the property. All working dogs, are to be registered with the Tararua District Council. This will be arranged by the Manager at the cost of ADB Williams Trust. Prior approval by the Manager is required before incurring any vet expenses. Approved vet expenses will be covered by the ADB Williams Trust
- Cadets must care for their dogs and ensure their wellbeing. Any failure to give a dog its proper care could lead to the withdrawal of the privilege to keep a dog.

Animal Welfare

- The welfare of all animals on the Trust property is paramount and Cadets must treat all animals properly and in accordance with the Trust's Animal Welfare Policy. Any abuse or mistreatment of an animal will be viewed as serious misconduct.

Health and Safety

- Cadets must adhere to the Trust's Health and Safety policies and procedures at all times
- Any injury or illness must be reported immediately to the supervising Trust employee or the Manager
- Cadets must use appropriate safety equipment and wear required personal protection equipment when carrying out tasks that require the usage.
- Cadets must immediately report to the Manager or supervising Trust employee any defective or faulty equipment, vehicles or machinery
- Cadets must not act in a manner which threatens safety or health of any person on Trust property
- Bullying of any other Cadet or Trust employee is prohibited
- Physical violence or threat of physical violence against any person on Trust property (including accommodation) is prohibited

Drugs and Alcohol

- No drugs or alcohol are to be brought on to Trust property. This includes the accommodation and Cadets personal vehicles while on Trust property.
- Cadets must not consume drugs or alcohol or be under the influence of drugs or alcohol on Trust property. This includes accommodation and Cadets personal vehicles while on Trust property.

Trust Assets and Vehicles

- All Trust property, plant, machinery and vehicles must be used responsibly and in accordance with the directions of Trust employees
- No Trust vehicle is to be used unless authorised by a Trust employee
- Cadets must operate any Trust vehicle in accordance with applicable laws of New Zealand

Firearms

- Firearms may only be brought on to the Trust property by a Cadet if prior permission has been granted by the Manager. The Cadet must hold a current Firearms Licence which together with a copy for the Trusts records, must be produced to the Manager before the firearm is brought on to the Trust property.
- All firearms must be stored at all times in the Gun Safe designated by and under the control of the Manager.
- No firearm may be discharged on the Trust property without prior permission of the Manager.

Serious Misconduct

- Serious misconduct includes, but is not necessarily limited to breaches of rules relating to
 - Physical violence or threat of physical violence
 - Bringing drugs or alcohol on to Trust property
 - Being under the influence of drugs or alcohol on Trust property
 - Using or consuming drugs or alcohol on Trust property
 - Refusal to carry out any proper instruction of the Manager or Trust employee
 - Bullying
 - Failure to use safety equipment or personal protection equipment
 - Acting in a manner that threatens safety or health on Trust property
 - Abuse or mistreatment of any animal on Trust property or belonging to the Trust
 - Inappropriate use of social media
 - Using any Trust vehicle in such a manner that contravenes any NZ legislation
 - Repetitive instances of misconduct

Depending on the severity of the breach of the rule(s) the consequences may include but are not limited to

- An oral warning or reprimand with consequences of further breaches explained
- A written warning or reprimand with consequences of further breaches explained
- Withdrawal of privileges or other disciplinary action as deemed fit by the Trust
- Termination of the Cadetship without prior warning

Notes to Rules

Pukemiro Cadets ("Cadets") are afforded the opportunity of learning (free of any charge to them) practical and theoretical farming skills on a fully functioning beef and sheep operation and enjoying many other learning opportunities for a successful future in farming.

In return ADB Williams Trust ("the Trust") expects the Cadets to behave in an appropriate manner at all times.

The Rules and Regulations are set out as guidelines of the expectations the Trust has for the Cadets, and for the safety and welfare of the Cadets and Trust employees. Circumstances may necessitate the amendment or expansion of these Rules and Regulations from time to time.

In accepting a cadetship, each Cadet personally undertakes to adhere to the Rules and Regulations as they exist at any time.

"Trust property" refers to Pukemiro Station, Coonoor property and any other land that is owned or leased by the Trust at any time.