

REMUNERATION SURVEY 2018

Our biennial survey of remuneration levels, employment conditions and practices in the sheep, beef, deer and arable sectors is underway.

Our last survey in May 2016 was well-supported and attracted the highest number of responses yet.

We have recently experienced strong demand from employers and employees for current information for setting, reviewing, benchmarking and job sizing.

We would be grateful for your participation in this year's survey, which is designed to be completed easily and quickly online. The attached link will take you to the survey, which is in **three parts**. Alternatively, if you have many employees to enter data for, the survey may be completed via a multi-entry spreadsheet. This can then either be emailed (kirsty@bakerag.co.nz) or printed and posted to us (Box 900, Masterton 5840). Please contact Agribusiness Analyst Kirsty Verhoek on 027 4141185 or kirsty@bakerag.co.nz for the multi-entry spreadsheet or if you have any queries regarding the survey.

As an added incentive, we are offering three \$200 Farmlands Vouchers that will be randomly gifted to respondents. Respondents have until **Friday 15th June 2018** to get their survey completed and returned to us.

Please see below the '**Instructions for online survey**'. **AT THE END OF THESE INSTRUCTIONS IS THE 'CLICK HERE'** link to the survey. All information collected remains totally confidential.

A considerable amount of time and effort goes into preparing and collating this data. For contributors, we will be charging a small fee of \$100 + GST for the comprehensive survey report. Non-contributors will be charged \$300 + GST for the information.

We are grateful to the accountants and consultants from around the country that have agreed to participate with their clients in this survey.

With thanks

Chris Garland
BAKER & ASSOCIATES LTD

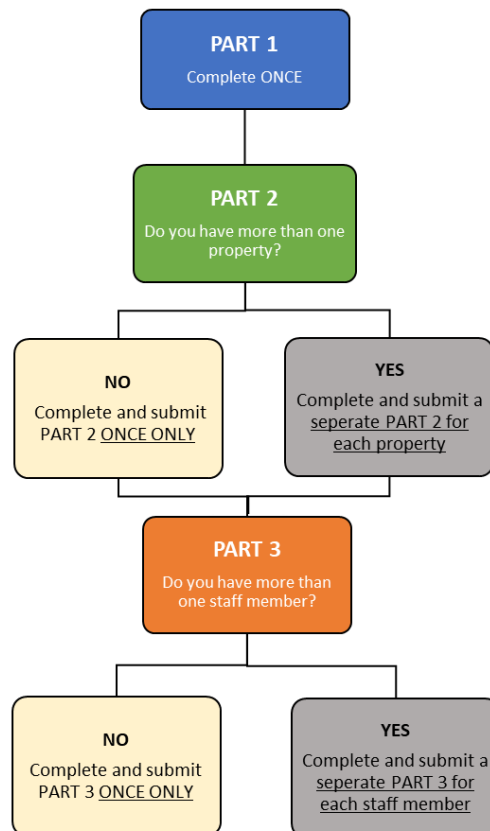
INSTRUCTIONS FOR ONLINE SURVEY

This online survey is designed to be quick and easy. Much of the information is provided by way of drop-down selection, with minimal data entry required. **The link to complete the survey online is available at the end of these instructions and on our website at <http://www.bakerag.co.nz/>**

Alternatively, if you have many employees to enter data for, the survey may be completed via a **multi-entry spreadsheet**. This can then either be emailed (kirsty@bakerag.co.nz) or printed and posted to us (Attn: Kirsty Verhoek, Box 900, Masterton 5840). Please contact Agribusiness Analyst Kirsty Verhoek on 027 4141185 or kirsty@bakerag.co.nz for the multi-entry spreadsheet, or if you have any queries regarding the survey.

Respondents have until **Friday 15th June 2018** to get their survey completed and returned to us.

The survey is in **three parts** – **please use the SAME NAME in each of the parts as this will provide the linkage for analysis purposes**. An overview of the survey is provided in the diagram below.



PART 1 **CONTACT DETAILS.** Complete this part ONCE ONLY.
When you have completed and submitted this section, you will be given a prompt and a link to go to PART 2.

PART 2 **PROPERTY INFORMATION AND STAFF STRUCTURE.** This portion is to be completed for EACH property within your farm business. When you have completed PART 2, click on "Submit" and then either complete PART 2 again for a different property, and/or select the link to move onto PART 3.

PART 3 **POSITION AND REMUNERATION INFORMATION.** This part is to be completed for EACH EMPLOYEE and links the position to the property nominated in PART 2 by the Property Name. Once you have completed the first employee, click on the "Submit" button. The information will be recorded, and you will see the link 'Submit another response' to allow you to complete the survey for your next employee.

Apart from text and commentary, most information is entered in whole numbers. Please note that there are some validation rules around this that will prevent information being entered in an incorrect format. Where a number is required, you should not enter any commas or additional information, e.g. for total number of hectares farmed, enter '2400', DO NOT enter '2,400 ha'. For total number of stock units farmed, enter '15000', DO NOT enter '15,000 su'. For annual salary, enter '52000', NOT '\$52,000'.

If you have reviewed remuneration levels in the last 2-3 months, please enter the amounts that best reflect the remuneration paid for the majority of the previous year.

ACCOMPANYING INFORMATION REQUIRED FOR THE SURVEY:

- 1) **Stock Units & Ratio:** Within the survey you will be asked to provide numbers around stock units and stock unit ratio. If you require assistance with these calculations, please refer to the excel spreadsheet called 'Stock Units & Ratio' on our website (<http://www.bakerag.co.nz/>) to help you with this.
- 2) **Employee Designation Definition:** Within the survey you will be asked to select an employee designation description from the drop-down box. Definitions of the main designations are provided on the following page. It is very important that you adhere closely to these descriptions.

**TO GET STARTED WITH THE 2018 BAKERAG SHEEP AND
BEEF REMUNERATION ONLINE SURVEY:**



CLICK HERE

EMPLOYEE DESIGNATION DEFINITIONS

TITLE	GENERAL RESPONSIBILITIES
BUSINESS MANAGER	Full financial control of properties (budgeting, buy/sell stock, expenditure, resources) Employs and manages all staff Responsible for planning, meeting, executing and reporting on business goals, farm direction, policies and planning Managing farm management May be accountable and have to report to Farm Owner or Trustee Minimal operational work 'on farm' May be responsible for multiple farms
OPERATIONS MANAGER	Responsible for meeting overall business goals including agreeing farm goals with Farm Owners Planning, reviewing, execution and reporting against farm goals Managing farm management Responsibilities cover all areas including budgeting, targets and resource requirements May be responsible for multiple farms or be part or full owner of the business
FARM MANAGER	Restricted financial control (day-to-day buying and selling) but not major budgeting or planning decision making Employs and manages all staff Responsible for meeting farm goals including all aspects of production and stock Environmental and staff management Has some influence over farm policy and implementation Responsible for timing and carrying out key operations Hands on involvement
ADMINISTRATOR/FINANCIAL SUPPORT	Responsible for the organising and coordination of administration, financial operations and procedures Process incoming and outgoing mail Attend to any general business/operational matters Communication with Farm Owners/Shareholders May record meeting minutes Invoicing/payment processing, may include payroll Filing of PAYE and GST returns May prepare an operational/business financial report Human Resources and Health and Safety administration
STOCK/BLOCK MANAGER	Able to develop, implement and monitor farm plans for livestock health, breeding and benchmark stock performance Able to analyse information and make recommendations for action Responsible for daily and weekly stock movement and management Produce regular management reports on day-to-day activity Preparing stock for sale Organises main stock-related jobs like shearing, scanning etc. Feed budgeting and monitoring Responsible for the day-to-day management of shepherds
SHEPHERD (Head/Senior)	Completing and often taking responsibility for day-to-day tasks. As experience grows, requires less instruction and can react when required Limited staff control Could leave the farm under his/her control for 4-5 days
SHEPHERD (General, Experienced)	Assist with day-to-day operational tasks on farm including animal handling, animal health and welfare, fencing and maintenance Typically, 2-4 years full-time experience with 2-3 working dogs Works well without supervision
SHEPHERD (Casual)	Paid on an hourly rate. Could be on contract basis May have own dogs Uses farm tools and machinery Hired on a reasonably regular basis
SHEPHERD (General, Inexperienced)	As above for General Shepherd (experienced), but dogs in training or no dogs Experience limited to casual / holiday work Requires supervision and training
FENCER / GENERAL	Time split between fencing, maintenance and stock work May have a dog but generally yard work Operates on day-to-day instructions
TRACTOR DRIVER	Responsible for arable programme, cash and feed crop establishment and feed conservation Responsible for machinery and general farm maintenance
INFRASTRUCTURE MANAGER	Combined role of a Fencer General and Tractor Driver
COOK	Responsible for day-to-day running of the cook house Day-to-day household chores and cleaning, running errands and grocery shopping, meal preparation for staff and contractors Keeps the kitchen clean and tidy according to hygiene standards May provide pastoral care for the shepherds May do some gardening Provide support around cleaning and caring for shepherd quarters Normalyl 20-30 h a week