



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
- Cover letter
- Completed application form

Application Deadline

Full application documentation is due by the end of July.

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

Pukemiro Station
854 Otope Road
Dannevirke 4975

Interviews

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

We recommend that 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.

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 provided 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 - Operational Skills, Level 3
- New Zealand Certificate in Agriculture - Farming Systems, Level 3
- New Zealand Certificate in Agriculture - Breeding Livestock Farming, Level 4

Allowance

Successful applicants will receive the following:

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

Station Details

The ADB Williams Trust business comprises of:

- The Pukemiro Station Block (1040ha, 930ha effective)
- The Ottawa Block (740 ha) summer-safe block located 30 mins SE of Pukemiro

Pukemiro

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

The farm is located in the Summer safe district of Coonoor. It is home to 2000 replacement Romney ewe hoggets, 2300 Romney ewes, 175 Angus breeding cows and replacement heifers. 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, including;

- Operations Manager
- Ottawa Manager
- Maintenance Manager/Practical Tutor
- Stock Manager
- Academic Tutor
- Pastoral Care Co-ordinator
- HR/Marketing Co-ordinator
- Casual Shepherd

Governance

- x4 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, x2 bathrooms, x3 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 planning 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 establishment of conventional fences 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

- 3x staff houses
- Shearers quarters
- 5 stand woolshed & covered yards
- Cattle yards
- Satellite Sheep Yards

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

Selection Process

- Applications open mid June
- Applications close end 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

Terms of Cadetship

- Enrolment of Cadetship is two years
- Wet weather gear will be provided.
- 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 Stations 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.

Projected Costs for Cadets

1st Year Cadets -

- January

Knife, sheath, belt, moccasins, notebook pouch, 1x safety work boots, 1x gumboots, (wet weather jacket and leggings will be supplied by the ADB Williams Trust)

- April - July

Heading Pup. Pups are only able to be brought on farm once the Cadet has obtained Manager approval). Chain, clip, collar, training rope. Dog registration, vaccinations, worming and food are paid by the Trust. Pups may be sourced by the Cadets, but are subject to Manager approval).

- November

Full driver's license. (The Trust will pay for a defensive driving course in July to shorten the restricted license period).

2nd Year Cadets -

- January

Broken in Huntaway. A grant will be provided by the Trust towards the purchase of a trained huntaway, subject to the dog being approved by the Manager.

Loans, Allowances and Financial Support:

Cadets are classed as full-time students studying concurrently and may be eligible for a student loan or allowance based on the parental income earnings. The decision on these options is up to parents/caregivers to action and we encourage that this is completed prior to commencement of the Cadetship.

ADB Williams Trust

Pukemiro Cadetship

Pastoral care and house rules

Pastoral care

ADB Williams Trust (“the Trust”) is completely committed to supporting the wellbeing of the Pukemiro Cadets (“the Cadets”) and takes practical action towards this goal with policies, processes and support services designed to foster positive experiences and outcomes for all Cadets.

The Trust is bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (“the Code”) by virtue of the relationship that the Cadets have as Students of EIT Polytech.

The purpose of the Code is to set out minimum standards of care and support that are expected in relation to tertiary learners residing in “student accommodation”. The Cadets should experience a positive, supportive and inclusive environment in their accommodation.

The Trust is committed to providing its Cadets with high quality accommodation at the Cadets Cottage. It supports the Cadets with a designated Pastoral Care Co-Ordinator. It sees Cadet wellbeing as being a strong partnership between the Cadet, its Pastoral Care Co-Ordinator, the Trust’s Operations Manager and staff, and parents and whanau. Each party has an important role to play in ensuring Cadets’ wellbeing.

The Trust is also committed to continual improvement and work to incorporate evolving best practices in the student accommodation sector that aligns with the Code.

A Cadet can expect to be:

- Treated with respect at all times, and be safe and supported during your time at Pukemiro.
- A valued member of the Cadets Cottage where the Cadet will live in an inclusive community and feel that he or she belongs.
- Able to access key wellbeing services for physical and mental health.
- Able to meet regularly with the Pastoral Care Co-Ordinator and the Operations Manager to review health and wellbeing.
- Provided with support to gradually transition to independent living.
- Able to approach any member of staff with any questions or concerns.
- Provided with, and learn to prepare, meals that fuel life on Pukemiro.

The Trust expects the Cadets to be proactive about their health, mental health and wellbeing. The staff are here to help you but it is important that you reach out for support if you are experiencing difficulty or would just like to talk.

Occasionally things can go wrong. If a Cadet is dissatisfied with any aspect of the Cadets Cottage, then please let us know.

All complaints received are treated very seriously and will be dealt with immediately where possible. If your issue relates to Cadets Cottage or health and wellbeing issues, please contact the Pastoral Care Co-Ordinator in the first instance.

In other instances, all Trust staff are empowered to attempt to resolve most complaints. When investigating a complaint, a staff member will -

- Gather and analyse all relevant information, clarifying any confusion which may have occurred
- Decide on appropriate action to resolve the complaint
- Where possible discuss the issue with the Cadet in an informal setting
- When necessary regularly update the Cadet on progress of an investigation until the matter is finalised/resolved

If your complaint cannot be resolved at this stage with an appropriate staff member, it should be taken to the Operations Manager.

Thereafter if you are still not satisfied with how your issue has been handled you can lodge a complaint with the Trust.

House & general 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 7.00 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. A copy of this policy is attached to these rules.

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 are allowed on the premises as per the licencing rules
- No firearm may not 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, Ottawa, Coonoor and any other land that is owned or leased by the Trust at any time.