

Policy 8.1: Workforce Training

Purpose

The purpose of this document is to:

- State objectives set by Matariki Forests (MF)
- Set out responsibilities of forest-based Matariki Forests' contractors for the training of their workers
- Set out core competency training requirements for MFGM operational staff.
- Set out names or descriptions of qualifications to be achieved by task
- Set out the responsibilities of contract managers within MFG Management Ltd (MFGM) to ensure Contractors carry out appropriate training
- Define the term "deemed competent"

Scope

This policy applies to MF contractors, their workers and contractors. Aspects apply to operational MFGM employees.

Principles

These are established and accepted foundations for this Policy.

- MF complies with:
 - the Health and Safety at Work Act 2015, and in particular with section 36 – Primary Duty of Care: *PCBUs have a duty to ensure the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business.*
 - the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016: Section 9 – Duty to provide information, supervision, training and instruction. *PCBUs have a duty to ensure that every worker who carries out work..... either has adequate knowledge and experience or is adequately supervised and is adequately trained.*
 - the Approved Code of Practice for Safety and Health in Forest Operations 2.3.1: *Every person undertaking forestry work shall be either under documented training and close supervision or deemed competent.*
- MF agrees with:
 - NZ Government policy and Industry Training expertise that, where possible, employers should encourage "role-based" New Zealand Certificates.
 - Employer preference that "Trained for Task" – that is, deemed competent for the task being performed- is a practical first step within more comprehensive training towards NZ Certificates.

- Other forest owners who require training for new workers in specific “core competencies” as a priority.
- MF from time to time and at its discretion:
 - may require and offer, or require, worker training in specific tasks. Such a training focus may be decided because of health and safety (e.g. training in hydraulic systems maintenance) or for value reasons. (e.g. selection training)
 - may support financially all or part of the worker training delivered. Such decisions are taken on a case-by-case basis with input from regional staff and the Quality Manager.
- Workers within MF operations:
 - shall be under documented training and close supervision or deemed competent.
 - who hold NZQA Qualifications, including NZ Certificates, unit standards and Micro-credentials, are deemed competent (trained) in the role relevant to the qualification.
- Some tasks do not have a qualification attached to them. Under these circumstances MF accepts a statement from a Contractor verifying that the worker is deemed competent or is under documented training and close supervision for a specific skill. Examples are Chemical Thinning for Value, Leadership, and Security Work. “Verifying” can be demonstrated through documents such as training records.
- Documented notes and records set out a worker’s evolving levels of knowledge and experience, supervision required and delivered, and transitions from adequate supervision to adequate knowledge and experience.
- Micro-credentials (groups of units combined) are available to improve funding access and to break up larger qualifications. They are described in Schedule 3– Page 16

Objectives

- All workers engaged in MF operations are successfully assessed in appropriate “Core Competencies” within the first 12 months of starting work in an MF operation. Core competencies and who they relate to are set out in Schedule 1
- All workers engaged in MF operations are encouraged to sign up to qualifications at NZ Certificate level for the role they perform. Training for task units or requirements is set out in Schedule 2. This schedule includes, where necessary, timing: how quickly or by when standards are to be attained.
- All workers engaged in MF operations are, within six months of employment or changing a role, either:
 1. Qualified in the task they are performing, at unit standard level, or:
 2. Signed up with a provider to assess at unit standard level, for the task they are performing, supported with written evidence of close supervision, or

3. **(if qualifications for that task do not exist)** Described clearly in writing by the employer or contractor to be:
 - deemed competent or
 - under documented training and close supervision.
- MF encourages the development of trainers, assessors, verifiers, and mentors by supporting training for these positions and by demonstrating to Contractors the effectiveness of that training.

Definition of Deemed Competent

For a worker to be deemed competent when undertaking work in MF operations, and **no formal qualification exists for the task**, the Contractor must meet the following requirements:

- Provide knowledge and information to the worker to ensure that he/she is not likely to harm themselves or any other person
- Adequately supervise the worker, by appointing a person who has that knowledge, information and experience; and
- Adequately inform and induct the worker in the safe use of
 - all plant, objects, substances, or equipment that the worker is or may be required to use or handle; and
 - all personal protective equipment that the worker is or may be required to wear or use.
- Ensure that the supervision and training provided for a worker is suitable and adequate, having regard to:
 - the nature of the work carried out by the worker; and
 - the nature of the risks associated with the work at the time the supervision or training is provided; and
 - the control measures implemented in relation to the work that the worker is undertaking.
- Carry out the actions set out above for a period appropriate to the experience of the worker and the complexities of the task(s) the worker must perform. This period is expected to be at least a month.

Reference: Health and Safety at Work (General Risk and Workplace Management) Regulations 2016: Section 9 – Duty to provide information, supervision, training and instruction.

Responsibilities

- Contractors shall ensure, regardless of whether training is in-house or outsourced, that:
 - A documented training plan is in place for all new workers and workers changing roles, until they are deemed competent (including by assessment).
 - Their trainees are always under the close supervision of appropriately experienced people.
 - Their workers engaged in MF operations are successfully assessed in “Core Competencies” within the first 12 months of starting employment or a contract.
 - Their workers are deemed competent (trained) or have started training for the task they are performing within six months of commencing a task.
- Contractors make special provisions for people who work but are not employees: visitors and unpaid workers. (e.g. Polytech or Academy trainees) This provision will include an induction, familiarisation with hazards and their controls, direct and continuous supervision, clarity over all relevant Health and Safety requirements and the requirements of their training organisation. (if any)
- MFG shall ensure, twice per calendar year, that workers are:
 - Qualified in the task they are performing, at least at unit standard level, or:
 - Signed up with a provider at unit standard level, for the task they are performing within six months of any MFG audit, supported by written evidence of close supervision, or
 - Described clearly in writing by the contractor to be:
 - deemed competent or
 - under documented training and close supervision in the task they are performing if standards for that task do not exist (through documents such as training records)

Note: while the above requirement applies to all workers in the forest, this six-monthly audit requirement applies to core contractual functions: Harvesting, Silviculture, Earthworks, Cartage, and general services. Non-core contractual functions (e.g. fuel deliveries, beekeeping, helicopter providers) will be expected to provide evidence when required.

- MFG will inform Contractors about key training areas of focus, including timelines, reasons for the focus, and available support.
- MFG will consult contractors on required content by role.

Review

This policy shall be reviewed:

- Each two years – commencing July 2027
- as requirements for unit standards change
- as unit standards are replaced by skill standards
- as compliance requirements change
- by the Quality Manager with assistance as required

Note

Please read this policy:

- In full to start with
- Then appreciate the need for Core Competencies across all functions, then for Task by Task
- All motor manual falling is grouped together
- Then all Harvesting tasks. (excluding motor manual felling)
- Then all Silvicultural tasks
- Then all Earthworks tasks
- Then General Services contractors including delegated supervision
- Then specialist (and less common) activities. For UAV use, refer to the MFG “RPAS (UAV or Drone) Policy
- The Micro-credential section is for information
- Reference to “All Workers” includes MFGM operational staff

Table 1: Core Competencies

| Applies to: | Unit Standard | Description |
|---|---------------|---|
| All workers except cartage. <i>Within 12 months of engagement</i> | 17769 | DKO general health, safety, and environmental requirements in forestry operations |
| All workers except seasonal planting crews, Wilding contractors and cartage. <i>Within 12 months of engagement</i> | 17772 | DKO environmental requirements in forestry operations |
| All workers (Optional for Cartage instead of 31664) <i>Within 12 months of engagement</i> | 22994 | DKO factors that affect the performance of forestry workers |
| Cartage only <i>Within 12 months of engagement</i> <i>(Or Enrolled in LTSC Pathway Program)</i> | 26558 | DKO fatigue and health factors affecting the performance of commercial road transport drivers |
| | 31664 | DKO general health, safety, and basic operational requirements for log truck drivers. |
| All Forest Users – MFGM Staff, Contractor employees, Service Providers, Recreational Users, Neighbours and providers of <i>specialist services*</i> : <i>Prior to entry</i> | N/A | Forest Entry On-line Induction |
| <p>*Specialist Services do not require Core Competencies. They include but are not limited to: Quarry Managers (A/B Grade), Quarry blasting, Helicopter Ops, Specialist felling incl traffic control adjacent to infrastructure (e.g. powerlines, roads, rail) requested by MFG, Specialist felling adjacent to powerlines initiated by Lines Companies, other specialist services (e.g., Scion, geo-technical, bridge inspection, contracted harvest planning, environmental monitoring, archaeologists, valuers, auditors, assessors, drug testing agencies etc). Maintenance of water intake/services and gas lines.</p> | | |

Table 2: Training for Task Descriptions

These tables set out, by task, those unit standards for which workers shall be qualified OR be actively working to complete, within six months of employment or changing role. (*unless otherwise indicated in italics*) Other unit standards in relevant NZ Certificates may follow, but these Units are the minimum.

2.1 Emergency Response

| Task | Unit Standard | Level | Applies to |
|---|---------------|--------|--|
| DKO working safely at vegetation fires. | 3285 | 3 | Harvesting; (min. two workers per crew except in Canterbury where all workers must attain) Silviculture; (all workers excluding seasonal planting crews and Wilding Contractors) Earthworks; (all workers) General services: (all workers) (Note: Cartage is excluded) <i>All regions to train workers during Spring of each year</i> |
| First Aid- Level 1 Responder | 6401 6402 | 1 2 | Harvesting; (All crew members) Silviculture; (Min of two trained persons on each separate worksite) Earthworks; (All workers) General services: (All workers) MFG operational staff (NB: Cartage is excluded. Drivers to comply with their employer's requirements) <i>Within six months of engagement or at the next round of crew refreshers.</i> <i>Training provided by PracMed</i> |
| First Aid- Level 2 Responder | 6400 | 3 | Selected workers from all crews to be trained. Selection to involve MFG staff. <i>Training provided by PracMed</i> |

2.2 Driving and Operating vehicles or machines

| Task | Qualification | Applies to |
|---|---|--|
| Drive a vehicle, a heavy motor vehicle, an LUV OR Operate a wheeled, tracked or roller machine on a road. | (Full New Zealand Driver Licence, with Class described on Licence corresponding to the Class of vehicle being driven. This includes relevant endorsement) | All workers who drive a vehicle or operate a machine on a forest road. Note: a road (as defined by NZTA or Police) is generally anywhere in the forest other than cutover, stands of trees, wetlands, landings or tracks. <i>Immediately upon engagement</i> |

2.3 Motor Manual Tree Felling - Registered Fallers (inc Wilding Contractors)

| All Trainee Fallers | Unit Standard | Level | Name of Unit Standard |
|---|---------------|-------|--|
| <ul style="list-style-type: none"> Shall hold these unit standards. Shall be registered with MF. | 17763 | 3 | DKO tree felling |
| | 23411 | 3 | Operate a chainsaw and carry out basic chainsaw maintenance in a commercial forestry situation |
| All Level 3 Non-Production Fallers | | | |
| <ul style="list-style-type: none"> Shall be enrolled in L3 NZ Certificate in Tree Felling and Clearing (Non-Production). Be actively working to complete MF specified unit standards Includes Fallers in Wilding operations. | 17766 | 3 | Fell trees safely using a chainsaw |
| | 28562 | 3 | Fell and clear hazardous trees |

| All Level 3 Production Fallers | Unit Standard | Level | Name of Unit Standard |
|--|---|-------|---|
| <ul style="list-style-type: none"> • Shall be enrolled in L3 NZ Certificate in Forest Harvesting Operations. • And actively working to complete MF specified unit standards • And actively working towards achieving L4 and Safetree Certification. | 28560 | 3 | Fell trees in a commercial forest harvesting operation |
| | 25788 | 3 | DKO, and implement temporary traffic control on private forest roads |
| | 24574 | 3 | DKO worksite health and safety for commercial forestry operations |
| All Level 4 Production Fallers | | | |
| <ul style="list-style-type: none"> • Shall be enrolled in L4 NZ Certificate in Forest Harvesting Operations. • And actively working to complete the MF required unit standards. • And actively working towards achieving Safetree Certification. | 28561 | 4 | Plan and fell trees using advanced techniques in a commercial forest harvesting operation |
| | 24569 | 4 | Fell trees using machine pushing assistance |
| | 24570 | 4 | Fell trees using back-pulling machine assistance |
| | 1270 | 4 | Salvage windthrown trees |
| | 17756 | 4 | Assess and manage individual hazardous trees |
| | 24585 | 4 | Use tree jacks to fell trees |
| Safetree Certified Professional Faller | | | |
| <ul style="list-style-type: none"> • Faller shall maintain SafeTree Certification | Holds Professional Certification through Safetree or Manulife | | |

NB: For Chainsaw Thinning requirements, refer to 2.5 Silviculture section below

2.4 Harvesting – All tasks excluding motor manual tree felling

| Task | Unit Standard | Level | Name of Unit Standard |
|--|---------------|-------|--|
| Head breaker out cable | 1258 | 4 | Coordinate breaking out for a cable harvesting operation |
| | 1269 | 4 | Plan, prepare for and carry out line shifts in a cable harvesting operation |
| Breaker out cable | 24567 | 3 | Plan and assist with breaking out, line set-up, line shifts and line retrieval for a cable harvesting operation. |
| Mech falling with standard excavator | 6935 | 4 | Operate an excavator-based tracked machine in a forestry operation |
| | 6945 | 4 | DKO and fell trees using a mechanized harvesting machine in a forest harvesting operation. |
| Mech falling with self-levelling excavator | 24590 | 4 | Operate a self-levelling machine in a forestry operation. |
| | 6945 | 4 | DKO and fell trees using a mechanized harvesting machine in a forest harvesting operation. |
| Shovel with standard excavator | 6935 | 4 | Operate an excavator-based tracked machine in a forestry operation |
| | 30587 | 4 | Shovel and bunch tree stems or logs. |
| Shovel with a self-levelling excavator | 6935 | 4 | Operate an excavator-based tracked machine in a forestry operation |
| | 30587 | 4 | Shovel and bunch tree stems or logs. |
| Use cable assist process | 30583 | 4 | Establish an anchor for a cable-assisted forestry machine |
| | 30584 | 4 | DKO of a cable-assisted forestry machine operation |
| | 30585 | 4 | Inspect, maintain and operate a cable assisted forestry machine. |
| Manage a cable assist operation | 30586 | 4 | Manage a cable-assisted forestry machine operation |

| Task | Unit Standard | Level | Name of Unit Standard |
|---|---------------|-------|---|
| Extract using excavator | 6935 | 4 | Operate an excavator-based tracked machine in a forestry operation |
| | 27628 | 4 | Extract stems or logs using a ground-based machine |
| Extract using skidder | 6934 | 4 | Operate a skidder in a forestry situation |
| | 27628 | 4 | Extract stems or logs using a ground-based machine |
| Extract using forwarder | 6946 | 4 | Operate a forwarder in a forest harvesting operation |
| | 27628 | 4 | Extract stems or logs using a ground-based machine |
| Extract using a tracked skidder | 6936 | 4 | Operate a tracked skidder in a forestry situation |
| | 27628 | 4 | Extract stems or logs using a ground-based machine |
| Extract using a cable yarder | 1262 | 4 | Position, secure and raise an integral tower on a cable yarder |
| | 6921 | 4 | Extract stems using a cable yarder |
| | 24578 | 4 | Plan and manage a cable yarder down tower operation and plan the relocation of a cable yarder |
| Extract using a mobile cable yarder | 32178 | 4 | Position, secure and extract stems using a mobile cable yarder. |
| Extract using a swing yarder | 27633 | 4 | Position, secure, and plan the relocation of a swing yarder |
| | 27636 | 4 | Extract stems using a swing yarder |
| Carry out line shifts with a mobile tail-hold | 17771 | 4 | Carry out line shifts in a cable harvesting operation using a mobile tail-hold |
| Quality Control | 25787 | 3 | Carry out quality control of logs on a landing. |
| Spot | 27635 | 4 | Carry out spotter's duties for a cable harvesting grapple operation |
| Manual Log Making | 1252 | 3 | DKO log making |
| | 1254 | 4 | Make logs to optimize value and assess the quality of own log making work. |

| Task | Unit Standard | Level | Name of Unit Standard |
|------------------|---------------|-------|---|
| Mech Processing | 1252 | 3 | DKO log making |
| | 6944 | 4 | Make logs using a mechanised processing machine in a forest harvesting operation. |
| | 24584 | 4 | DKO and use a computer-controlled mechanized harvesting machine in a forest harvesting operation. |
| Fleet/Sort/Stack | 6931 | 4 | Fleet, sort and stack logs. |
| Loading | 6932 | 4 | Load a logging truck and/or trailer. |

2.5 Silviculture

| Task | Unit Standard | Level | Comments |
|--|---------------------------------------|-------|--|
| Planting | 1234 | 3 | Plant plantation trees. |
| Production thinning with a standard excavator or a self-levelling excavator | 31982 | 3 | Demonstrate and apply knowledge of selection in a plantation forest |
| | 32177 | 4 | DKO and fell trees using a mechanized felling machine in a thinning operation. |
| Thinning for value using a chainsaw <ul style="list-style-type: none"> Shall be enrolled in L3 NZ Certificate in Forestry Operations And actively working to complete MF specified unit standards | 31982 | 3 | Demonstrate and apply knowledge of selecting plantation trees. |
| | 24574 | 3 | DKO, and contribute to, worksite health and safety for commercial forestry operations. |
| | 17767 | 4 | Select and thin plantation trees, over 200mm stump diameter to waste. |
| Thinning for value using chemicals | Current Growsafe Basic Certificate | | |
| | 31982 | 3 | Demonstrate and apply knowledge of selection in a plantation forest |
| Spot spraying | Current Growsafe Basic Certificate | | |
| Manage thinning for value using chemicals OR spot spraying | Current Growsafe Standard Certificate | | |
| | 31982 | 3 | Demonstrate and apply knowledge of selection in a plantation forest |

| Task | Unit Standard | Level | Comments |
|--|--|-------|--|
| Managing spot spraying, planning / overseeing aerial operations (includes MFG Contract managers & ground crew supporting aerial ops) | Growsafe Theory Certificate or Growsafe Standard Certificate (these certificates are current. Growsafe Certificates for Aerial Operator Ground Crew are no longer available) | | |
| Thinning for value with standard excavator | 31982 | 3 | Demonstrate and apply knowledge of selection in a plantation forest |
| | 32177 | 4 | DKO and fell trees using a mechanized felling machine in a thinning operation. |
| Plotting | 1222 | 3 | Establish and measure sample plots for forest operations. |
| Land preparation, mechanised | 32179 | 4 | DKO and prepare land for forest establishment using an excavator and slash raking attachment OR |
| | 32180 | 4 | DKO and prepare land for forest establishment using a mechanized spot cultivator. |
| | 6935 | 4 | Operate an excavator-based tracked machine in a forestry operation. |
| Operate an LUV (Side by side) NB: Also covers a “no load” situation. | 24558 | 3 | Operate a light utility vehicle (LUV) with mounted equipment or a load under limited supervision. |

2.6 Earthworks

| Task | Unit Standard | Level | Comments |
|-----------------------------------|---------------|-------|---|
| All Earthworks Operators | 20474 | 3 | DKO forestry earthworks job prescriptions. |
| | 20475 | 3 | DKO forestry earthworks. |
| | 33308 | 3 | Carry out maintenance activities for forestry infrastructure. |
| Excavator Operators | 17310 | 3 | Operate a hydraulic excavator on infrastructure worksites. |
| Bulldozer Operators | 17316 | 3 | Operate a bulldozer on infrastructure worksites |
| Roller (self-propelled) Operators | 17315 | 3 | Operate a self-propelled roller on infrastructure worksites. |
| Motor Grader Operators | 31455 | 3 | Operate a motor grader on infrastructure worksites |

2.7 General services

| Task | Unit Standard | Level | Comments |
|--|--|-------|--|
| Planting QC/Supervision | 1234 | 3 | Plant plantation trees. |
| Fire Protection and Suppression | Various | N/A | Fire units according to regional requirements |
| Plotting | 1222 | 3 | Establish and measure sample plots for forest operations. |
| Selection QC (Thinning for Value) | 31982 | 3 | Demonstrate and apply knowledge of selecting plantation trees. |
| Managing spot spraying and planning/overseeing aerial operations | Growsafe Theory or Growsafe Standard Certificate (Current) | | |

2.8 Specialist tasks

| Task | Unit Standard | Level | Comments |
|---|---------------|---------|--|
| Security | N/A | N/A | <p>Reference: Security services good practice guidelines- May 2021</p> <p>All individuals or companies offering security services must be approved to operate by the Private Security Personnel Licensing Authority (PSPLA) and issued the appropriate licence to operate.</p> <p>PSPLA Licence application</p> |
| Pilot a UAV at a basic level | N/A | N/A | The required qualification is the CAA 101 (Remotely Piloted Aircraft System Pilot Certificate) |
| Pilot a UAV at an advanced level. (including application of agrichemicals) | N/A | N/A | The required qualification is the CAA 102 (Remotely Piloted Aircraft System Pilot Certificate) |
| Health and Safety Representative (Sec 62 HASE Act) | 29315 | 3 | Describe the role and functions of the Health and Safety Representative in a NZ workplace. |
| Temporary traffic control (min of one worker with the Unit Standard whenever temporary traffic control is needed) | 25788 | 3 | DKO, implement, and audit temporary traffic control on private forest roads |
| Manage a Quarry | Various | Various | A Certificate of Competence is required. Refer to MFG Quarry policy. |

Table 3: Micro-Credentials available (information only)

| Micro-Credential Name | Unit Standard | Description | Level | Total Credits |
|--|---------------|---|-------|---------------|
| Chainsaw – non- production | 6917 | Demonstrate basic chainsaw operation in a non-forestry production environment | 2 | 10 |
| Chainsaw – production | 6916 | DKO the rules relating to chainsaw use. | 2 | 5 |
| | 23411 | Operate a chainsaw and carry out basic chainsaw maintenance in a commercial forestry situation. | 3 | 12 |
| Forest operations – environment | 17769 | DKO general health, safety, and environmental requirements in forestry | 2 | 5 |
| | 17772 | DKO environmental requirements in forestry operations. | 3 | 5 |
| | 22994 | DKO the factors that affect the performance of forestry workers. | 3 | 10 |
| Plant plantation trees | 1234 | Plant plantation trees | 3 | 10 |
| Forest road pavement | 33307 | Carry out preparation and apply pavement for a forestry road | 3 | 15 |
| Forest river crossing construction | 33306 | Construct forestry river crossings | 3 | 20 |
| Geotextile installation in forest infrastructure | 33311 | Install geotextiles in forestry infrastructure | 3 | 4 |
| Core construction | 20476 | Construct forestry roads, tracks and landings. | 3 | 20 |
| | 30919 | Construct culverts and structures for a forestry earthworks site | 3 | 20 |
| Maintenance and rehabilitation | 33308 | Carry out maintenance activities for forestry infrastructure | 3 | 10 |
| | 33309 | Carry out rehabilitation and decommissioning of forestry tracks | 3 | 10 |

| Micro-Credential Name | Unit Standard | Description | Level | Total Credits |
|--|---------------|---|-------|---------------|
| Forest earthworks machine operation – select ONE only | 17314 | Operate a motor scraper on infrastructure sites. | 3 | 20 |
| | 17315 | Operate a self-propelled roller on infrastructure worksites | 3 | 20 |
| | 17316 | Operate a bulldozer on infrastructure worksites | 3 | 20 |
| Leadership | GPO | Core Forestry Leadership | 5 | 40 |
| | GPO | Operational Forestry Leadership | 5 | 40 |
| | GPO | Business Forestry Leadership | 5 | 40 |
| Forest Operations | 17770 | DKO log grades and log scaling methods | 3 | 5 |

NB: GPO means these quals are assessed against a **Graduate Profile Outcome:** a broad statement that does not specify unit standard.

Revision History

| Effective Date | Description of Change and Author | Approved By |
|----------------|--|-------------|
| 31/07/2025 | Policy created by Quality Manager and Director (H&S) after 4 months of workforce consultation. | FF/WD |
| | | |