



# Tiwi Forestry Workforce Plan

2026 - 2030

The information provided in the Tiwi Forestry Workforce Plan 2026-2030 is correct at the time of printing. Qualifications and Units of Competency do change, by code, content, and requirement over time. Current information can be found at <https://training.gov.au/>.

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Responsibility for the final content, interpretations, and any errors rests solely with the author.



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# Tiwi Forestry

For more than 60 years the Tiwi people have participated in and led forestry enterprises on their own land. Tiwi own 100% of the Tiwi Plantations Corporation (TPC) and manage over 30,000ha of plantation estate on Melville Island. In 2025, TPC secured ownership of the port in Pirlangimpi for Tiwi. It is now called Tiwi Port and Marine.

The 100% Tiwi board of TPC makes decisions for the Tiwi to continue to secure their economic future through sustainable businesses in a self-determined and culturally appropriate way.

## Tiwi Plantation Corporation Directors



Kim Puruntotamcri  
Chair



Gibson Farmer Ilortaminini  
Deputy Chair



Wesley Keronaula  
Director



Dennis Tipokalippa  
Director



John Anthony Wilson  
Director



Patricia Puruntasameri  
Director



Ron Poantumilui  
Director



Karen Tipiloura  
Director



David Austral  
Director

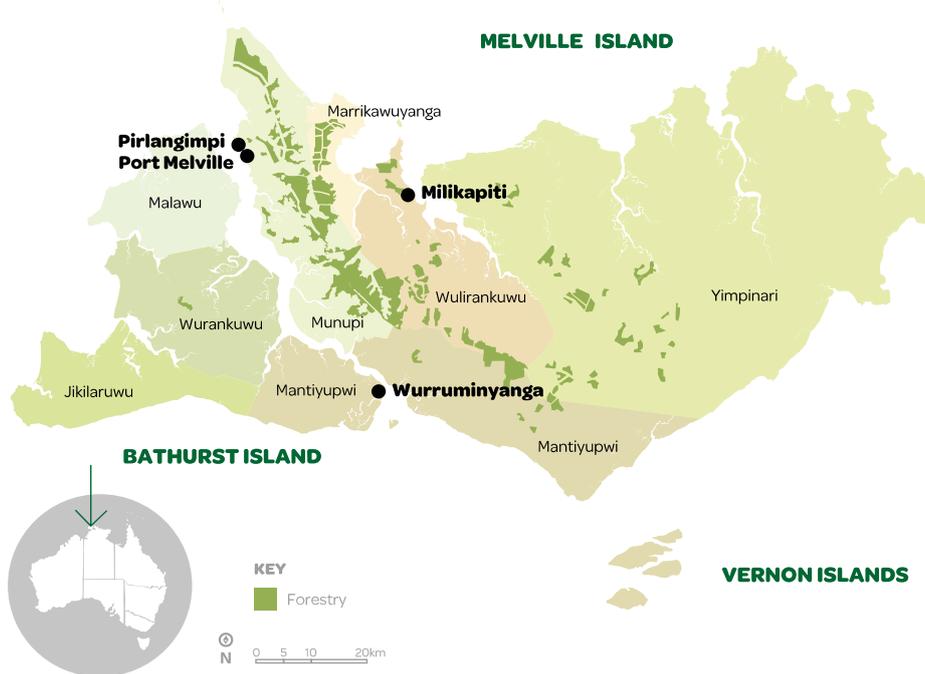


Dermot Tipungwuti  
Director



Army Munkara  
Director

The forestry plantation has access to 30,000 ha on Melville Island. This land area is shaded in dark green on the map.



In 2024, the last of the *Acacia mangium* woodchip was shipped overseas. Tiwi Plantations Corporation conducted clan meetings in 2025 to ensure Tiwi approval of a second rotation. TPC has secured investment for the second rotation planting *Eucalyptus pellita*, a tree that will produce high quality woodchip and sawlogs.

This second rotation creates extra ongoing jobs for Tiwi in:

- Plant nurseries
- Site preparation and planting programs
- Forest protection and management
- Workshop and machine maintenance
- Workers camp kitchen and accommodation

And, when the trees are ready to harvest, more jobs for Tiwi will be available in:

- Maintaining roads
- Harvest teams
- Haulage/trucking
- Tiwi Port and Marine activities

The Tiwi Forestry Workforce Plan 2026-2030 shows and lets Tiwi people know what types of jobs are available in forestry over the next 5 years (and beyond) and lets them know the skills, knowledge and experience they will need to be a worker in the Tiwi Forestry industry.

# What happens in the forestry industry on the Tiwi Islands?

		Jamutakari	Jamutakari	Kumunupunari	Kumunupunari	
			Tawutawungari	Tawutawungari		
				Wurrijingari	Wurrijingari	
		Mumpikari		Marrakatari	Marrakatari	
		Month	January	February	March	April
<b>Nursery</b>	<i>Eucalyptus pellita</i> seeds harvested					
	Seeds planted in nursery					
	Seedlings grown in nursery					
	Seedlings watered, fertilised and weeded					
<b>Site Preparation and Planting</b>	Land cleared ready for planting					
	Land prepared for planting					
	Weeds sprayed					
	Trees fertilised					
	Seedlings planted					
	Seedlings fertilised					
<b>Forest Protection and Forest Management (Silviculture)</b>	Fire breaks managed					
	Controlled burning					
	Fire fighting					
	Threatened species monitoring					
	Water quality testing					
	Weeds sprayed					
	Trees fertilised					
	Pest monitoring and control					
	Tree pruning and thinning					
<b>Workshop</b>	Machinery and vehicles serviced and repaired					
	Spare parts and tyres ordered and stored					
	Spare parts manufactured					
<b>Camp</b>	Food cooked					
	Food and ingredients ordered and stored					
	Kitchen and dining areas cleaned					
	Bedrooms and bathrooms cleaned					
	Lawns and garden areas maintained					
	Camp general maintenance					
<b>Roading</b>	Roads built					
	Roads and fire breaks maintained					
	Port road maintained					
<b>Harvest and Haulage</b>	Trees harvested (10 years +)					
	Wood products trucked to Port Melville (10 years +)					
<b>Port</b>	Wood products maintained at Port Melville (10 years +)					
	Wood products quality measured (10 years +)					



## Nursery and Site Preparation and Planting

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### Kumunupunari (The dry season of fire and smoke)

- *Eucalyptus pellita* trees flower in April – June.

### Yartupwari (Season of the dry creek bed)

- *Eucalyptus pellita* seeds are sourced from the seed capsules on strongest trees in the Tiwi Islands, and other places around the world, when the seedpods turn brown in July - August.
- Seeds are stored in cool, dry conditions until they are ready to be used in Tiwi forestry nurseries.
- In August - September, seeds are put into special potting mix in seedling trays at the Tiwi forestry nurseries to grow into seedlings.
- Seedlings need watering, fertilising and weeding for them to grow strong.

### Milikitorinari (Season of the hot feet)

- Large machines are used to clear any previous harvest residues and plant regrowth.
- Large machines are used to rip up and mound the ground between April - December ready for the seedlings to be planted.
- Weeds that grow after the first rain are sprayed to give the seedlings the best chance to grow strong.

### Jamutakari (The wet season)

- Seedlings are planted from December – February, starting a few weeks after the first big rains. The aim is to plant 3,000ha or 10% of the plantation estate each year.
- Seedlings are fertilised at planting and again later in the first year to help them grow strong. Older trees also need fertilising during the wet season.
- Weeds might need to be sprayed again in the wet season after the seedlings are planted, when the weeds are growing the fastest.

## Forest Protection and Forest Management (Silviculture)

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### Kimirrakinari (Season of fire)

- Fire crews manage fire breaks and undertake controlled burns during the early dry season. Forestry fire crews work together with Tiwi Rangers to keep country safe from hot, late season wildfires.
- Threatened species monitoring is undertaken across the year depending on species.
- Pest monitoring and control is undertaken across the year to protect the growing trees.
- Water quality testing is undertaken monthly.
- Invasive and noxious weeds sprayed to protect country and improve tree growth.
- To allow trees to grow tall for saw log production, weaker trees may be removed. These weaker trees may be suitable for wood chips.





## Workshop

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- Large machinery, buses, forestry 4WD vehicles and other equipment need to be regularly repaired and serviced.
- Spare parts and tyres need to be ordered and stored. Most things are not available on the Tiwi Islands.
- Some parts are made in the workshop.

## Camp

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- All food is cooked for forestry workers at the camp. Forestry workers have three meals a day.
- Ingredients to make the food have to be ordered and stored.
- The kitchen and dining areas need to be kept clean and tidy.
- Forestry workers sleep at the camp. Bedrooms and bathrooms need to be cleaned.
- The lawn, gardens and paths around the camp need to be looked after.
- Maintenance jobs around the camp are ongoing.

## Roading

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### **Kumunupunari (The dry season of fire and smoke)**

- Roads and fire breaks in the plantation need to be maintained and kept safe for all vehicles and equipment.
- Major roads to Port Melville need to be maintained and kept safe for all vehicles and equipment.

## Harvest and Haulage

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### **Kumunupunari (The dry season of fire and smoke) and Tiyari (The season of hot weather and high humidity)**

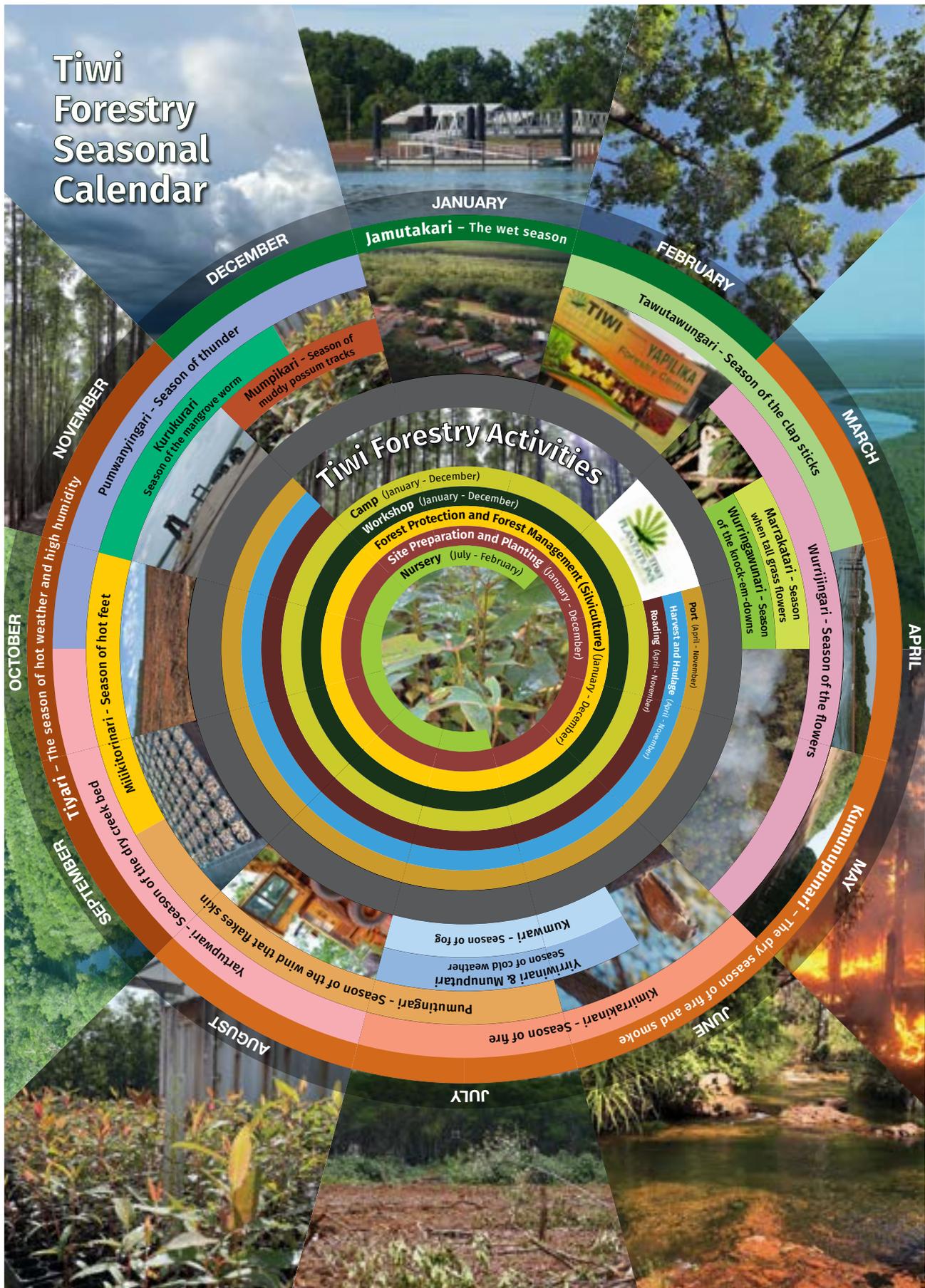
- *Eucalyptus pellita* will take around 25 years to grow to be ready for saw logs. Weaker trees may be removed at younger ages and be harvested for woodchip.
- Harvest teams work together cutting down trees, driving large equipment and operating wood chipping machines.
- Large trucks with many trailers take the wood products to Port Melville.

## Port

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- Large machine operators move wood products around to build large piles. When a ship comes to port to collect the wood products, operators use machines to load wood products onto the ship.
- Wood products are measured for quality and results recorded.

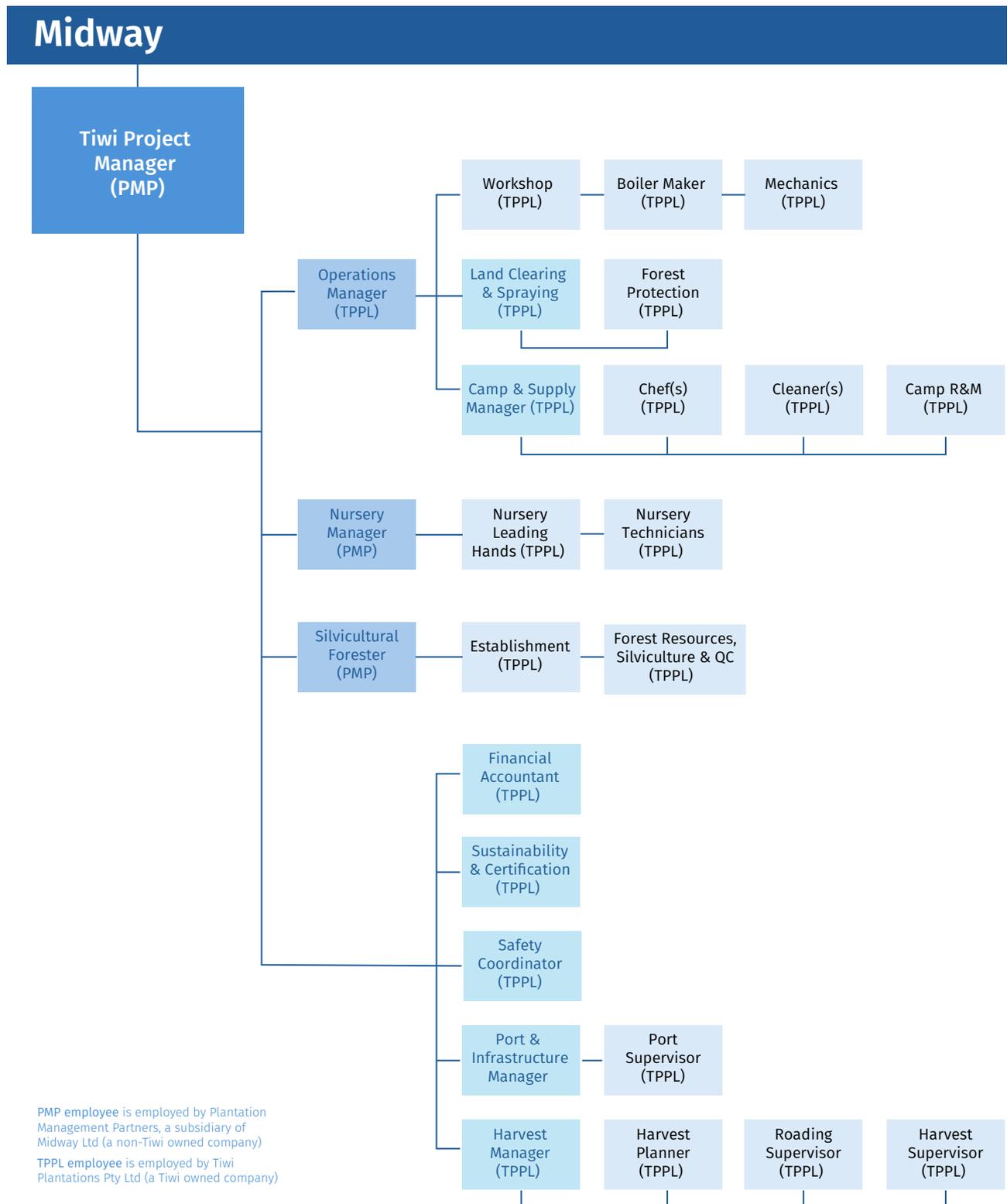
# Tiwi forestry and Tiwi seasons



# Tiwi Forestry Organisational Chart

There are many different types of jobs in Tiwi Forestry. These jobs include entry level jobs that do not require any specific skills and knowledge, all the way up to jobs as managers that require specialised skills and knowledge and many years of work experience.

The chart below shows how the jobs are currently structured in Tiwi Forestry. The number of people needed in each of these jobs does change over time. For example, not all jobs are needed while the trees are growing. As more of the plantation is re-planted, more jobs will become available across all areas of the forestry workforce. Harvesting jobs become available when the trees need to be cut down.

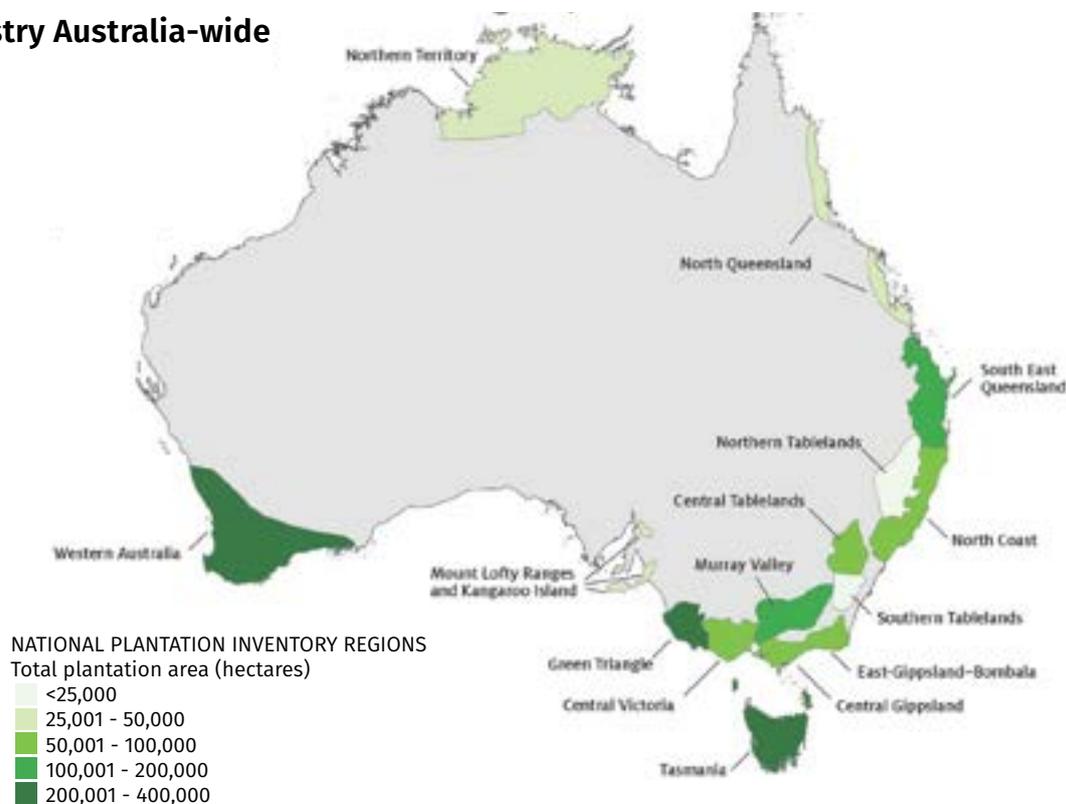


PMP employee is employed by Plantation Management Partners, a subsidiary of Midway Ltd (a non-Tiwi owned company)  
 TPPL employee is employed by Tiwi Plantations Pty Ltd (a Tiwi owned company)

# What Tiwi need to know about working in Tiwi Forestry

- All workers will need to follow all the Tiwi Forestry Code of Conduct rules.
- Tiwi Forestry work is based on a roster. Roster cycles generally vary between 5 and 14 days depending on the job. Roster days can include weekends and public holidays. Full time workers are expected to stay at Yapilika for the duration of their roster. Casual and part time workers will drive-in and drive out each day as they are required.
- Tiwi resident workers will need to be able to get their own way to work at Yapilika in time to begin their roster.
- Single rooms and all meals are provided during the roster cycle.
- All workers will be provided with clothes and boots suitable for working in forestry.
- Work Health and Safety (WHS) and the wellbeing of all forestry workers is important. All workers need to undertake a pre-employment drug screen and be physically fit so they can work safely. Random drug and alcohol tests are conducted to make sure everyone is safe at work in Tiwi forestry.
- All workers will be paid fortnightly into their bank account.
- Having a car driver licence would be good. For some jobs in Tiwi Forestry, workers must have a car driver licence.
- Some jobs are not required all year. If workers are interested, they might be able to do other jobs in Tiwi Forestry when their regular job is not required.
- Jobs in Tiwi Forestry start at entry level with pathways to higher level supervisory and management roles.

## Forestry Australia-wide



Source: *Australia's Sustainable Forestry Plantations - A Snapshot*



# Tiwi Forestry Training and Development

Tiwi can develop skills and knowledge to work in Tiwi Forestry in many ways, depending on how much previous work experience they have.

If they haven't had a job before they might want to start by doing the Tiwi Ready programs offered by TITEB. Or, if they are at secondary school, they might want to try taking some VET for Secondary School units, or even take on a School-based Traineeship or Apprenticeship.

The Tiwi Forestry Workforce Plan 2026-2030 shares some ideas of the training options Tiwi might want to consider if they want to get an entry level job in Tiwi Forestry. It also shows what Tiwi need to do if they want to work towards becoming a manager in Tiwi Forestry.

The skills, knowledge and experience needed builds on job level below. As workers move up from an entry level position they need more skills, more knowledge and more experience.

The Tiwi Forestry Workforce Plan 2026 – 2030 provides information about jobs in:

- Plant nurseries
- Site preparation and planting programs
- Forest protection
- Workshop and machine maintenance
- Workers camp kitchen and accommodation

A new Tiwi Forestry Workforce Plan will be developed for after 2030. It will provide information about additional jobs in:

- Maintaining roads
- Harvest teams
- Haulage/trucking
- Tiwi Port and Marine activities

Regardless of what training and jobs workers have done, before they start work in Tiwi Forestry they will be provided with some on-the-job training to make sure they know the rules about working in Tiwi Forestry and how to work with other people and work safely.

Suggested training and development options have been taken from the following qualifications and courses:

- TITEB Tiwi Ready Programs
- Certificate I, II, III, IV and Diploma in Conservation and Ecosystem Management
- Certificate II in Rural Operations
- Certificate II and III in Horticulture
- Certificate II, III, IV and Diploma in Forest Operations
- Certificate II, III and IV in Business

Before anyone starts work in Tiwi Forestry they will have a Yapilika induction, learn about all the policies and procedures, including manual handling, social media use, drug and alcohol, health, safety and environment, and, what to do in emergencies.

Workers in Tiwi Forestry do a lot of training and development while they are on-the-job, to help them move up into higher level jobs.

## Jobs in Tiwi Forestry

# Nursery

Nursery  
Technician  
Level 1



Nursery  
Technician  
Level 2



Nursery  
Technician  
Level 3



Nursery  
Leading Hand



Nursery  
Manager



## Nursery Workers: What types of jobs do they do?

### Technician (Levels 1, 2, 3)

- Assist with the production and maintenance of seedlings including all aspects of propagation and growing.
- Assist in all other nursery operations including general maintenance and repairs to irrigation.
- Work either individually or in a team environment according to set procedures with an emphasis on the production of high-quality seedlings.
- Assist plantation staff during extreme weather events including fire prevention and control.

### Leading Hand

- Assist the Nursery Manager with the production and maintenance of seedlings including all aspects of propagation and growing.
- Assist in all other nursery operations including general maintenance and repairs to irrigation.
- Teach other staff about nursery work.
- Use computers to record information.



### Manager

- Prepare and manage the Tiwi Nursery budget.
- Manage and direct all nursery operations ensuring best practice.
- Develop and manage training programs.
- Develop proposals to improve nursery techniques.
- Undertake routine silvicultural trials as necessary.
- Prepare and deliver information sessions.



## Nursery: Skills, knowledge and experience required

The skills, knowledge and experience workers need to work in Tiwi Forestry, increase from jobs as a Nursery Technician Level 1 to a Nursery Manager. A worker needs to have all the skills, knowledge, and experience of a lower-level position to be able to move into a higher-level position.



### Nursery Technician Level 1

- Understand written and verbal instructions
- Comply with established work practices
- Monitor plant growth
- Water all nursery areas
- Sterilise pots and trays
- Work in a team
- No previous work experience required

### Nursery Technician Level 2

- Use hand-held power tools
- Carry out basic maintenance
- Use a ride-on or push mower, weed trimmer etc
- Operate small electrically driven equipment
- Previous work experience required

### Nursery Technician Level 3

- Carry out PVC and Poly irrigation repairs and fabrication
- Correctly apply chemicals and fertilisers
- Record details of routine nursery treatments and activities
- Demonstrate knowledge of nursery accreditation practices
- 1 year or more experience working in a nursery

### Nursery Leading Hand

- Have a car driver licence
- Know about propagation principles
- Know about plant diseases
- Use computers to record information
- Assist with research trials as required
- Teach other staff about nursery work
- 2 years or more experience working in a nursery

### Nursery Manager

- Prepare and manage budgets
- In-depth knowledge of all nursery operations
- Demonstrated ability to develop and deliver training programs
- Demonstrated ability to deliver presentations to a variety of audiences
- Have VET/TAFE or University qualifications or training in a relevant field
- 10 years or more relevant industry experience

## Nursery - Training and Development

### Technician Level 1



- Understand written and verbal instructions
- Comply with established work practices
- Monitor plant growth
- Water all nursery areas
- Sterilise pots and trays
- Work in a team
- No previous work experience required

### Getting ready for work

- Tiwi Ready
- Tiwi Tech
- Tiwi Money

### Suggested formal pre-employment training option

- **BSBOPS201** Being effective in the workplace

### Useful formal pre-employment training options

- **AHCCHM201** Apply chemicals under supervision
- **AHCPMG201** Treat weeds
- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **TLID0020** Shift materials safely using manual handling methods
- **11318NAT** Course in Basic Wildfire Awareness
- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **PUAFIR201** Assist with prescribed burning
- Car driver licence

### Extra useful formal pre-employment training options

- **AHCINF207** Maintain properties and structures
- **AHCNSY206** Care for nursery plants
- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **AHCMOM216** Operate side-by-side utility vehicles
- **AHCMOM217** Operate quad bikes
- **HLTAID013** Provide First Aid in remote or isolated site
- **RIIS203E** Use hand and power tools

### On-the-job training

- Using hand-held power tools
- Doing basic maintenance tasks
- Using equipment like mowers and weed trimmers

## Nursery - Training and Development

### Technician Level 2



- Understand written and verbal instructions
- Comply with established work practices
- Monitor plant growth
- Water all nursery areas
- Sterilise pots and trays
- Work in a team
- Use hand-held power tools
- Carry out basic maintenance
- Use a ride-on or push mower, weed trimmer etc
- Operate small electrically driven equipment
- Previous work experience required

### Suggested formal pre-employment training options

- **BSBOPS201** Being effective in the workplace
- **FSKRDG007** Read and respond to simple workplace information
- **FSKWTG006** Write simple workplace information

### Useful formal pre-employment training options

- **AHCPMG201** Treat weeds
- **AHCCHM201** Apply chemicals under supervision
- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **TLID0020** Shift materials safely using manual handling methods
- **11318NAT** Course in Basic Wildfire Awareness
- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **PUAFIR201** Assist with prescribed burning
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### Extra useful formal pre-employment training options

- **AHCINF207** Maintain properties and structures
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- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **AHCMOM216** Operate side-by-side utility vehicles
- **AHCMOM217** Operate quad bikes
- **HLTAID013** Provide First Aid in remote or isolated site
- **RIIS203E** Use hand and power tools

### On-the-job training

- Repairing and making parts for nursery irrigation systems
- Applying chemicals and fertilisers
- Keeping records of nursery activities
- Learning about the standards required to operate a quality nursery

## Nursery - Training and Development

### Technician Level 3



- Understand written and verbal instructions
- Comply with established work practices
- Monitor plant growth
- Water all nursery areas
- Sterilise pots and trays
- Work in a team
- Use hand-held power tools
- Carry out basic maintenance
- Use a ride-on or push mower, weed trimmer etc
- Operate small electrically driven equipment
- Carry out PVC and Poly irrigation repairs and fabrication
- Correctly apply chemicals and fertilisers
- Record details of routine nursery treatments and activities
- Demonstrate knowledge of nursery accreditation practices
- Share know-how and skills with other Tiwi staff
- 1 year or more experience working in a nursery

### Suggested formal training options if not previously undertaken

- **AHC BIO204** Follow site biosecurity procedures
- **AHC CHM304** Transport and store chemicals
- **AHC CHM307** Prepare and apply chemicals to control pest, weeds and diseases
- **AHC MOM202** Operate tractors
- **AHC WHS202** Participate in workplace health and safety processes
- **ACH WRK211** Participate in environmentally sustainable work practices
- **AHC WRK213** Participate in workplace communications
- **FSK DIG002** Use digital technology for routine and simple workplace tasks
- **BSB TEC202** Use digital technologies to communicate in a work environment
- **TLI LIC0003** Licence to operate a forklift truck
- **FWP COR2206** Work effectively in the forest and wood products industry
- **FWP COR2208** Communicate and interact effectively in the forest and wood products industry
- **FWP COR2209** Follow environmental protection procedures in forest and wood products operations
- **FWP COR2210** Follow workplace health and safety policies and procedures in forest and wood products operations
- **FWP COR2211** Develop knowledge of the forest and wood products industry
- **FWP NYS2004** Prick out and transplant tree seedlings
- **HLT AID009** Provide cardiopulmonary resuscitation
- **HLT AID013** Provide First Aid in remote or isolated site
- Car driver licence

### Suggested additional formal training options

- **AHC NSY308** Maintain nursery plants
- **AHC IRG346** Operate pressurised irrigation systems
- **AHC PCM305** Implement a plant nutrition program
- **AHC WRK215** Collect and record production data
- **HLT AID009** Provide cardiopulmonary resuscitation
- **PRM PFES05B** Use portable fire-fighting equipment

### On-the-job training

- Learning about plant growing techniques
- Learning about plant diseases
- Using computers to record information
- Assisting with research trials
- Teaching other staff about Tiwi Forestry nursery work

## Nursery - Training and Development

### Leading Hand



- Have a car driver licence
- Understand written and verbal instructions
- Comply with established work practices
- Monitor plant growth
- Water all nursery areas
- Sterilise pots and trays
- Work in a team
- Use hand-held power tools
- Carry out basic maintenance
- Use a ride-on or push mower, weed trimmer etc
- Operate small electrically driven equipment
- Carry out PVC and Poly irrigation repairs and fabrication
- Correctly apply chemicals and fertilisers
- Record details of routine nursery treatments and activities
- Demonstrate knowledge of nursery accreditation practices
- Share know-how and skills with other staff
- Know about propagation principles
- Know about plant diseases
- Use computers to record information
- Assist with research trials as required
- Teach other staff about nursery work
- 2 years or more experience working in a nursery

### Suggested formal training options if not previously undertaken

- **AHC BIO203** Inspect and clean machinery, tools and equipment to preserve biosecurity
- **AHC PMG202** Treat plant pests, diseases and disorders
- **FWP NYS2004** Prick out and transplant tree seedlings
- **AHC PMG302** Control plant pests, diseases and disorders
- **BSB PEF202** Plan and apply time management
- **BSB PEF301** Organise personal work priorities
- **BSB TEC201** Use business software applications
- **HLTA ID009** Provide cardiopulmonary resuscitation
- **HLTA ID013** Provide First Aid in remote or isolated site
- **TAESS00013** Enterprise Trainer – Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set

### On-the-job training

- Learning how to prepare and manage budgets
- Developing an in-depth knowledge of all Tiwi Forestry nursery operations
- Developing and delivering simple training programs to Tiwi Forestry workers
- Delivering presentations
- Working towards a VET/TAFE or University qualification in a field related to nursery work in Tiwi Forestry



## Nursery - Training and Development

### Manager



- Understand written and verbal instructions
- Comply with established work practices
- Monitor plant growth
- Water all nursery areas
- Sterilise pots and trays
- Work in a team
- Use hand-held power tools
- Carry out basic maintenance
- Use a ride-on or push mower, weed trimmer etc
- Operate small electrically driven equipment
- Carry out PVC and Poly irrigation repairs and fabrication
- Correctly apply chemicals and fertilisers
- Record details of routine nursery treatments and activities
- Demonstrate knowledge of nursery accreditation practices
- Share know-how and skills with other staff
- Know about propagation principles
- Know about plant diseases
- Use computers to record information
- Assist with research trials as required
- Prepare and manage budgets
- In-depth knowledge of all nursery operations
- Highly developed organisational and time management skills
- Demonstrated ability to develop and deliver training programs
- Demonstrated ability to deliver presentations to a variety of audiences
- Have VET/TAFE or University qualifications or training in a relevant field
- 10 years or more relevant industry experience

### Suggested additional formal training options if not previously undertaken

- **AHCBUS518** Prepare and monitor budgets and financial reports
- **AHCWRK513** Write and present reports
- **BSBFIN501** Manage budgets and financial plans
- **BSBHRM413** Support the learning and development of teams and individual
- **BSBLDR413** Lead effective workplace relationships
- **BSBLDR414** Lead team effectiveness
- **BSBOPS402** Coordinate business operational plan
- **FWPCOT5213** Contribute to and implement a community engagement plan
- **FWPCOT5214** Communicate forestry and forest science with stakeholders and the community

### Examples of Higher Education (Australian Universities)

- Bachelor of Science/Environmental Science (ANU)
- Master of Forests (ANU)
- Bachelor of Science (SCU)
- Bachelor of Science (Ecosystem Science) (UniMelb)
- Bachelor of Science/Environmental Science (UniSA)
- Bachelor of Environmental Management (USC)
- Bachelor of Science (UTAS)
- Bachelor of Horticulture (Charles Sturt)
- Bachelor of Horticulture (Western Sydney)
- Bachelor of Agriculture (Hort Major) (UQ)
- Bachelor of Agriculture (Uni Melb)

## Jobs in Tiwi Forestry

# Site Preparation and Planting

Site Preparation and Planting  
Worker Level 1

Site Preparation and Planting  
Worker Level 2

Site Preparation and Planting  
Worker Level 3

Site Preparation and Planting  
Leading Hand

Site Preparation and Planting  
Supervisor

Site Preparation and Planting  
Manager



## Tiwi Forestry Site Preparation and Planting Workers: What types of jobs do they do?

### Workers (Levels 1, 2, 3)

- Assist with windrow burning.
- Assist with pre-planting weed control.
- Assist with routine maintenance and repair of site preparation equipment.
- Assist with planting small trees.
- Assist with post-planting weed control.
- Assist with fertilising small trees.
- Carry out survival counts.
- Assist with research trials.
- Operate machinery and equipment.

### Leading Hands

- Carry out a wide range of field activities, including leading work crews and the operation of machinery and equipment in accordance with operating procedures and documented standards.
- Assist in the co-ordination of operational activities within the Tiwi Island Forestry Project (TIFP).
- Supervise, mentor and assist in the training of other Tiwi employees.
- Lead work crews undertaking a range of plantation establishment activities that may include windrow burning, pre-planting weed control, planting small trees, post-planting weed control, fertilising small trees and carrying out survival counts.
- Liaise with Traditional Owners and communities to foster good relationships and positive outcomes for the Project and local communities
- Assist with routine maintenance of site preparation and planting equipment.



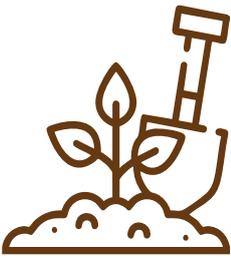
## Supervisor

- Carry out a wide range of field activities, including the provision of labour and the operation of machinery and equipment in accordance with operating procedures and documented standards.
- Assist in the co-ordination and management of operational activities within the Tiwi Island Forestry Project (TIFP).
- Take a leadership role in the engagement of Tiwi in the forestry project.
- Supervise, mentor and assist in the training of other employees.
- Supervise a range of plantation establishment activities that may include windrow burning, pre-planting weed control, planting small trees, post-planting weed control, fertilising small trees and carrying out survival counts.
- Liaise with Traditional Owners and communities to foster good relationships and positive outcomes for the Project and local communities.
- Assist with routine maintenance of site preparation and planting equipment.
- Assist in the management of cultural issues affecting employment conditions and performance with Tiwi employees.
- Facilitate the provision of training sessions on Tiwi culture, heritage and traditions to employees.
- Participate in community events and where required, undertake public speaking appearances.

## Manager

- Provide overall leadership and direction for Site Preparation and Planting activities on the Tiwi Island Forestry Project (TIFP). This includes compliance with all legislative, ISO9001, AS4801, AS4708, AS4707 & FSC Controlled Wood Status requirements.
- Ensure compliance with the Company's Health, Safety and Environment (HSE) Management System, and applicable legislation, and actively develop, implement and promote the system.
- Recruit and manage operational staff.
- Assist to develop and manage budgets.
- Manage Tiwi recruitment, retention, training, career and development strategies.
- Actively manage cultural issues affecting employment conditions and performance with Tiwi employees.
- Plan for all site preparation and planting activities.
- Maintain close working relationships with contractors.
- Liaise with Traditional Owners, Port Operating Company and communities, as required, to foster good relationships and positive outcomes for the Project.
- Participate in community events and where required, undertake public speaking appearances.





## Tiwi Forestry Site Preparation and Planting: Skills, knowledge and experience required

The skills, knowledge and experience workers need to work in Tiwi Forestry, increase from jobs as a Site Preparation and Planting Worker Level 1 to a Site Preparation and Planting Manager. A worker needs to have all the skills, knowledge, and experience of a lower-level position to be able to move into a higher-level position.

### Site Preparation and Planting Worker Level 1

- Understand written and verbal instructions
- Comply with established work practices
- Assist with windrow burning
- Assist with planting small trees
- Assist with weed control and fertilising small trees
- Work in a team
- No previous work experience required

### Site Preparation and Planting Worker Level 2

- Carry out survival counts
- Assist with research trials as needed
- Previous work experience required

### Site Preparation and Planting Worker Level 3

- Operate machinery and equipment in accordance with operating procedures and documented standards
- Assist with routine maintenance of site preparation equipment
- Provide feedback to supervisors
- 1 year or more experience working in forestry

### Site Preparation and Planting Leading Hand

- Have a car driver licence
- Lead crews during site preparation and planting operations
- Teach other staff about site preparation and planting work
- Carry out Quality Assurance (QA) checks on field operations
- 2 years or more experience working in forestry

### Site Preparation and Planting Supervisor

- Supervise crews during site preparation and planting operations
- Assist in the development, resourcing and implementation of site preparation and planting plans
- Assist with the operational performance and compliance of staff and contractors
- Conduct weekly and monthly checks of stocktakes and preventative maintenance
- 3 years or more experience working in forestry

### Site Preparation and Planting Manager

- Overall management of the development, resourcing and implementation of site preparation and planting plans
- Manage the operational performance and compliance of staff and contractors
- Oversee weekly and monthly checks of stocktakes and preventative maintenance
- 10 years or more experience working in forestry

## Site Preparation and Planting - Training and Development

### Worker Level 1



- Understand written and verbal instructions
- Comply with established work practices
- Assist with windrow burning
- Assist with planting small trees
- Assist with weed control and fertilising small trees
- Work in a team
- No previous work experience required

### Getting ready for work

- Tiwi Ready
- Tiwi Tech
- Tiwi Money

### Suggested formal pre-employment training option

- **BSBOPS201** Being effective in the workplace

### Useful formal pre-employment training options

- **AHCCHM201** Apply chemicals under supervision
- **AHCPMG201** Treat weeds
- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **TLID0020** Shift materials safely using manual handling methods
- **11318NAT** Course in Basic Wildfire Awareness
- **AHCPCM204** Recognise plants
- **AHCFAU202** Recognise fauna
- **AHCLPW201** Operate a handheld GPS device
- **AHCMOM213** Operate and maintain chainsaws
- **FWPCOT2273** Trim and cut felled trees
- **FWPCOT2274** Fell trees manually (basic)
- Car driver licence

### Extra useful formal pre-employment training options

- **AHCINF207** Maintain properties and structures
- **AHCNSY206** Care for nursery plants
- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **AHCMOM216** Operate side-by-side utility vehicles
- **AHCMOM217** Operate quad bikes
- **HLTAID013** Provide First Aid in remote or isolated site
- **RIIS203E** Use hand and power tools

### On-the-job training

- Doing basic maintenance tasks

## Site Preparation and Planting - Training and Development

### Worker Level 2



- Carry out survival counts
- Assist with research trials as needed
- Previous work experience required

### Suggested formal pre-employment training option

- **BSBOPS201** Being effective in the workplace
- **FSKRDG007** Read and respond to simple workplace information
- **FSKWTG006** Write simple workplace information

### Useful formal pre-employment training options

- **AHCCHM201** Apply chemicals under supervision
- **AHCPMG201** Treat weeds
- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **TLID0020** Shift materials safely using manual handling methods
- **11318NAT** Course in Basic Wildfire Awareness
- **AHCPCM204** Recognise plants
- **AHCFAU202** Recognise fauna
- **AHCLPW201** Operate a handheld GPS device
- **AHCMOM213** Operate and maintain chainsaws
- **FWPCOT2273** Trim and cut felled trees
- **FWPCOT2274** Fell trees manually (basic)
- Car driver licence

### Extra useful formal pre-employment training options

- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **PUAFIR201** Assist with prescribed burning
- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **RIISAM203E** Use hand and power tools
- **AHCMOM217** Operate quad bikes
- **AHCMOM216** Operate side by side utility vehicles
- **AHCSAW203** Conduct erosion and sediment control activities
- **HLTAID013** Provide First Aid in remote or isolated site
- **FWPCOT3325** Operate a 4-wheel drive on unsealed roads
- **FWPCOT3326** Recover 4-wheel drive vehicle
- **FWPSIL2002** Plant trees by hand
- **FWPSIL2001** Select and mark trees for tending operations

### On-the-job training

- Using hand-held power tools
- Doing basic maintenance tasks
- Using equipment like mowers and weed trimmers

## Site Preparation and Planting - Training and Development

### Worker Level 3



- Operate machinery and equipment in accordance with operating procedures and documented standards
- Assist with routine maintenance of site preparation equipment
- Provide feedback to supervisors
- 1 year or more experience working in forestry

### Suggested formal training options if not previously undertaken

- **FWPCOR2206** Work effectively in the forest and wood products industry
- **FSKRDG007** Read and respond to simple workplace information
- **FSKWGTG006** Write simple workplace information
- **FWPCOR2208** Communicate and interact effectively in the forest and wood products industry
- **FWPCOR2210** Follow workplace health and safety policies and procedures in forest and wood products operation
- **FWPCOR2209** Follow environmental protection procedures in forest and wood products operations
- **AHCBIO204** Follow site biosecurity procedures
- **FWPCOR2211** Develop knowledge of the forest and wood products industry
- **FSKDIG002** Use digital technology for routine and simple workplace tasks
- **BSBTEC202** Use digital technologies to communicate in a work environment
- **AHCLPW201** Operate a handheld GPS device
- **HLTAID009** Provide cardiopulmonary resuscitation
- **HLTAID013** Provide First Aid in remote or isolated site
- Car driver licence

### Further formal training options

- **AHCMOM306** Ground spread fertiliser and soil ameliorant

### On-the-job training

- Using computers to record information
- Assisting with research trials

## Site Preparation and Planting - Training and Development

### Leading Hand



- Have a car driver licence
- Lead crews during site preparation and planting operations
- Teach other staff about site preparation and planting work
- Carry out Quality Assurance (QA) checks on field operations
- 2 years or more experience working in forestry

### Suggested formal training options if not previously undertaken

- **BSBPEF202** Plan and apply time management
- **FWPSIL2004** Collect forest data or samples for assessment and analysis
- **AHCBIO203** Inspect and clean machinery, tools and equipment to preserve biosecurity
- **AHCCHM307** Prepare and apply chemicals to control pest, weeds and diseases
- **AHCCHM304** Transport, handle and store chemicals
- **AHCLPW306A** Undertake sampling and testing of water
- **TLILIC0003** Licence to operate a forklift truck
- **RIIWH5204E** Work safely at heights
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set

### Further formal training options

- **FWPHAR3230** Operate skidder
- **RIIMPO318F** Conduct civil construction skid steer loader operations
- **AHCMOM206** Conduct grader operations
- **AHCMOM207** Conduct front-end loader operations
- **AHCMOM208** Conduct excavator operations
- **AHCMOM209** Conduct dozer operations
- **RIIMPO317F** Conduct roller operations

### On-the-job training

- Teaching other staff about Tiwi Forestry site preparation and planting work
- Using computers to record more complex information
- Leadership skills

## Site Preparation and Planting - Training and Development

### Supervisor



- Supervise crews during site preparation and planting operations
- Assist in the development, resourcing and implementation of site preparation and planting plans
- Assist with the operational performance and compliance of staff and contractors
- Conduct weekly and monthly checks of stocktakes and preventative maintenance
- 3 years or more experience working in forestry

### Suggested formal training options if not previously undertaken

- **AHCCHM307** Prepare and apply chemicals to control pest, weeds and diseases
- **AHCCHM304** Transport, handle and store chemicals
- **AHCPMG201** Treat weeds
- **AHCPMG202** Treat plant pests, diseases and disorders

### Further formal training options

- **FWPCOR3205** Apply safety, health and environmental requirements in forest and wood products operations
- **FWPCOR4204** Monitor safety, health and environmental requirements in forest and wood products operations
- **BSBPEF301** Organise personal work priorities
- **BSBTEC201** Use business software applications
- **BSBFIN302** Maintain financial records
- **BSBTEC303** Create electronic presentations
- **BSBXTW401** Lead and facilitate a team
- **BSBHRM413** Support the learning and development of teams and individuals
- **BSBCMM411** Make presentations
- **FWPCOT3351** Fell trees manually (advanced)

### On-the-job training

- Learning how to prepare and manage budgets
- Developing an in-depth knowledge of all Tiwi Forestry site preparation and planting operations
- Developing and delivering simple training programs to Tiwi Forestry workers
- Delivering presentations
- Working towards a VET/TAFE or University qualification in a field related to site preparation and planting in Tiwi Forestry



## Site Preparation and Planting - Training and Development

### Manager



- Overall management of the development, resourcing and implementation of site preparation and planting plans
- Manage the operational performance and compliance of staff and contractors
- Oversee weekly and monthly checks of stocktakes and preventative maintenance
- 10 years or more experience working in forestry

### Suggested formal training options if not previously undertaken

- **AHCBUS518** Prepare and monitor budgets and financial reports
- **AHCWRK513** Write and present reports
- **BSBFIA412** Report on financial activity
- **BSBFIN501** Manage budgets and financial plans
- **BSBHRM415** Coordinate recruitment and onboarding
- **BSBCMM412** Lead difficult conversations
- **BSBLDR413** Lead effective workplace relationships
- **BSBLDR414** Lead team effectiveness
- **BSBOPS402** Coordinate business operational plan
- **BSBTEC301** Design and produce business documents
- **BSBTEC302** Design and produce spreadsheets
- **BSBSTR301** Contribute to continuous improvement
- **BSBSTR402** Implement continuous improvement
- **FWPCOT5213** Contribute to and implement a community engagement plan
- **FWPCOT5214** Communicate forestry and forest science with stakeholders and the community
- **FWPCOR4205** Monitor and improve forestry operations
- **AHCLPW404** Produce maps for land management purposes
- **AHCNRM507** Manipulate and analyse data within geographic information systems

### Examples of VET/ Higher Education (Australian)

- Diploma of Forest Operations
- Bachelor of Science/Environmental Science (ANU)
- Master of Forests (ANU)
- Bachelor of Science (SCU)
- Bachelor of Science (Ecosystem Science) (UniMelb)
- Bachelor of Science/Environmental Science (UniSA)
- Bachelor of Environmental Management (USC)
- Bachelor of Science (UTAS)
- Bachelor of Horticulture (Charles Sturt)
- Bachelor of Horticulture (Western Sydney)
- Bachelor of Agriculture (Hort Major) (UQ)
- Bachelor of Agriculture (Uni Melb)

## Jobs in Tiwi Forestry

# Forest Protection and Management (Silviculture)

Forest Protection and Management  
Worker Level 1

Forest Protection and Management  
Worker Level 2

Forest Protection and Management  
Worker Level 3

Forest Protection and Management  
Leading Hand

Forest Protection and Management  
Supervisor

Forest Protection and Management  
Manager



## Tiwi Forestry Forest Protection and Management Workers: What types of jobs do they do?

### Forest Protection and Management Workers

- Assist with fire management.
- Assist with water monitoring.
- Assist with biodiversity monitoring.
- Assist with threatened species surveying and monitoring.
- Assist with weed control.
- Carry out rehabilitation tasks.
- Assist with research trials.
- Operate machinery and equipment.

### Forest Protection and Management Leading Hands

- Carry out a wide range of field activities, including leading work crews and the operation of machinery and equipment in accordance with operating procedures and documented standards.
- Assist in the co-ordination of operational activities within the Tiwi Island Forestry Project (TIFP).
- Supervise, mentor and assist with the training of Tiwi employees.
- Lead work crews undertaking a range of forest protection and management activities that may include implementing the Fire Management Plan, annual fuel reduction burning program, leading wildfire suppression, water monitoring, biodiversity monitoring, threatened species surveys and monitoring, executing obligations under the Environment Protection Act and research trials.
- Liaise with Traditional Owners and communities to foster good relationships and positive outcomes for the Project and local communities.
- Provide feedback to supervisors.
- Conduct routine maintenance and repair of forest protection and management equipment.



## Forest Protection and Management Supervisor

- Supervision of the fire crew, prescribed burning program and wildfire response.
- Assist in the development, resourcing and implementation of the Fire Management Plan.
- Take a leadership role in the engagement of Tiwi in the forestry project.
- Supervise, mentor and assist in the training of other Tiwi employees.
- Supervise a wide range of forest protection and management activities that may include the annual fuel reduction burning program, leading wildfire suppression, water monitoring, biodiversity monitoring, threatened species surveys and monitoring, executing obligations under the Environment Protection Act and research trials.
- Liaise with Traditional Owners and communities to foster good relationships and positive outcomes for the Project and local communities.
- Conduct routine maintenance and repair of forest protection and management equipment.
- Assist in the management of cultural issues affecting employment conditions and performance with Tiwi employees.
- Facilitate the provision of training sessions on Tiwi culture, heritage and traditions to employees.
- Participate in community events and where required, undertake public speaking appearances.
- Provide feedback to managers.

## Forest Protection and Management Manager

- Provide overall leadership and direction for Forest Protection and Management activities on the Tiwi Island Forestry Project (TIFP), including the development, resourcing and implementation of the Fire Management Plan.
- Ensure compliance with the Company's Health, Safety and Environment (HSE) Management System, and applicable legislation, and actively develop, implement and promote the system.
- Recruit and manage operational staff.
- Assist to develop and manage budgets.
- Manage Tiwi recruitment, retention, training, career and development strategies.
- Actively manage cultural issues affecting employment conditions and performance with Tiwi employees.
- Liaise with Traditional Owners, Rangers and communities, as required, to foster good relationships and positive outcomes for the Project.
- Participate in community events and where required, undertake public speaking appearances.





## Tiwi Forestry Forest Protection and Management: Skills, knowledge and experience required

The skills, knowledge and experience workers need to work in Tiwi Forestry, increase from jobs as a Tiwi Forest Protection and Management Worker Level 1 to a Forest Protection and Management Manager. A worker needs to have all the skills, knowledge, and experience of a lower-level position to be able to move into a higher-level position.

### Forest Protection and Management Worker Level 1

- Understand written and verbal instructions
- Comply with established work practices
- Assist with fire management
- Assist with water monitoring
- Assist with biodiversity monitoring
- Assist with threatened species surveying and monitoring
- Work in a team
- No previous work experience required

### Forest Protection and Management Worker Level 2

- Operate machinery and equipment in accordance with operating procedures and documented standards
- Assist with the annual fuel reduction burning program and wildfire responses as required
- Assist with routine maintenance of forest protection and management equipment
- Assist with weed control
- Carry out rehabilitation tasks
- Assist with research trials as needed
- Previous work experience required

### Forest Protection and Management Worker Level 3

- Have a car driver licence
- Spray firebreaks
- Carry out *Acacia Mangium* wildlings surveys and control
- Assist to execute obligations under the Environment Protection Act
- Provide feedback to supervisors
- 1 year or more experience working in forestry

### Forest Protection and Management Leading Hand

- Lead crews during forest protection and management operations
- Teach other staff about forest protection and management work
- Carry out Quality Assurance (QA) checks on field operations
- 1 year or more working in fire management
- 2 years or more experience working in forestry

### Forest Protection and Management Supervisor

- Supervise crews during forest protection and management operations
- Assist in the development, resourcing and implementation of forest protection and management operations
- Assist with the operational performance and compliance of staff and contractors
- Conduct weekly and monthly checks of stocktakes and preventative maintenance
- 2 years or more working in fire management
- 3 years or more experience working in forestry

### Forest Protection and Management Manager

- Overall management of the development, resourcing and implementation of forest protection and management operations
- Manage the operational performance and compliance of staff and contractors
- Oversee weekly and monthly checks of stocktakes and preventative maintenance
- 5 years or more working in fire management
- 10 years or more experience working in forestry

## Forest Protection and Forest Management - Training and Development

### Worker Level 1



- Understand written and verbal instructions
- Comply with established work practices
- Assist with fire management
- Assist with water monitoring
- Assist with biodiversity monitoring
- Assist with threatened species surveying and monitoring
- Work in a team
- No previous work experience required

### Getting ready for work

- Tiwi Ready
- Tiwi Tech
- Tiwi Money

### Suggested formal pre-employment training option

- **BSBOPS201** Being effective in the workplace

### Useful formal pre-employment training options

- **AHCCHM201** Apply chemicals under supervision
- **AHCPMG201** Treat weeds
- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **TLID0020** Shift materials safely using manual handling methods
- **11318NAT** Course in Basic Wildfire Awareness
- **AHCPCM204** Recognise plants
- **AHCFAU202** Recognise fauna
- **AHCLPW201** Operate a handheld GPS device
- **AHCMOM213** Operate and maintain chainsaws
- **FWPCOT2273** Trim and cut felled trees
- **FWPCOT2274** Fell trees manually (basic)
- Car driver licence

### Extra useful formal pre-employment training options

- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **PUAFIR201** Assist with prescribed burning
- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **RIISAM203E** Use hand and power tools
- **AHCMOM217** Operate quad bikes
- **AHCMOM216** Operate side by side utility vehicles
- **HLTAID013** Provide First Aid in remote or isolated site
- **AHCSAW203** Conduct erosion and sediment control activities
- **FWPCOT3325** Operate a 4-wheel drive on unsealed roads
- **FWPCOT3326** Recover 4-wheel drive vehicle

### On-the-job training

- Doing basic maintenance tasks

## Forest Protection and Management - Training and Development

### Worker Level 2



- Operate machinery and equipment in accordance with operating procedures and documented standards
- Assist with the annual fuel reduction burning program and wildfire responses as required
- Assist with routine maintenance of forest protection and management equipment
- Assist with weed control
- Carry out rehabilitation tasks
- Assist with research trials as needed
- Previous work experience required

### Suggested formal pre-employment training options

- **BSBOPS201** Being effective in the workplace
- **FSKRDG007** Read and respond to simple workplace information
- **FSKWTG006** Write simple workplace information

### Useful formal pre-employment training options

- **11318NAT** Course in Basic Wildfire Awareness
- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **PUAFIR201** Assist with prescribed burning
- **PUAEQU001** Prepare, maintain and test response equipment
- **AHCCHM201** Apply chemicals under supervision
- **AHCPMG201** Treat weeds
- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **TLID0020** Shift materials safely using manual handling methods
- **AHCPCM204** Recognise plants
- **AHCFAU202** Recognise fauna
- **AHCLPW201** Operate a handheld GPS device
- **AHCMOM213** Operate and maintain chainsaws
- **FWPCOT2273** Trim and cut felled trees
- **FWPCOT2274** Fell trees manually (basic)
- Car driver licence

### Useful formal pre-employment training options

- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **RIISAM203E** Use hand and power tools
- **AHCMOM217** Operate quad bikes
- **AHCMOM216** Operate side by side utility vehicles
- **HLTAID013** Provide First Aid in remote or isolated site
- **AHCSAW203** Conduct erosion and sediment control activities
- **FWPCOT3325** Operate a 4-wheel drive on unsealed roads
- **FWPCOT3326** Recover 4-wheel drive vehicle

### On-the-job training

- Using hand-held power tools
- Doing basic maintenance tasks
- Using equipment like mowers and weed trimmers

## Forest Protection and Management - Training and Development

### Worker Level 3



- Have a car driver licence
- Spray firebreaks
- Carry out *Acacia Mangium* wildlings surveys and control
- Assist to execute obligations under the Environment Protection Act
- Provide feedback to supervisors
- 1 year or more experience working in forestry

### Suggested formal training options if not previously undertaken

- **FWPCOR2206** Work effectively in the forest and wood products industry
- **FSKRDG007** Read and respond to simple workplace information
- **FSKWTG006** Write simple workplace information
- **FWPCOR2208** Communicate and interact effectively in the forest and wood products industry
- **FWPCOR2210** Follow workplace health and safety policies and procedures in forest and wood products operation
- **FWPCOR2209** Follow environmental protection procedures in forest and wood products operations
- **AHC BIO204** Follow site biosecurity procedures
- **FWPCOR2211** Develop knowledge of the forest and wood products industry
- **FSKDIG002** Use digital technology for routine and simple workplace tasks
- **BSBTEC202** Use digital technologies to communicate in a work environment
- **HLTAID009** Provide cardiopulmonary resuscitation
- **HLTAID013** Provide First Aid in remote or isolated site
- **AHCLPW201** Operate a handheld GPS device

### Further formal training options

- **AHCMOM306** Ground spread fertiliser and soil ameliorant

### On-the-job training

- Using computers to record information
- Assisting with research trials

## Forest Protection and Management - Training and Development

### Leading Hand



- Lead crews during forest protection and management operations
- Teach other staff about forest protection and management work
- Carry out Quality Assurance (QA) checks on field operations
- 1 year or more working in fire management
- 2 years or more experience working in forestry

### Suggested formal training options if not previously undertaken

- **BSBPEF202** Plan and apply time management
- **FWPSIL2004** Collect forest data or samples for assessment and analysis
- **AHCBIO203** Inspect and clean machinery, tools and equipment to preserve biosecurity
- **AHCLPW306A** Undertake sampling and testing of water
- **TLILIC0003** Licence to operate a forklift truck
- **RIIWH5204E** Work safely at heights
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set

### Further formal training options

- **FWPHAR3230** Operate skidder
- **RIIMPO318F** Conduct civil construction skid steer loader operations
- **AHCMOM206** Conduct grader operations
- **AHCMOM207** Conduct front-end loader operations
- **AHCMOM208** Conduct excavator operations
- **AHCMOM209** Conduct dozer operations
- **RIIMPO317F** Conduct roller operations
- **TLILIC2016** Licence to drive a heavy rigid vehicle

### On-the-job training

- Teaching other staff about Tiwi Forestry forest protection and forest management (silviculture) work
- Using computers to record more complex information
- Leadership skills

## Forest Protection and Management - Training and Development

### Supervisor



- Supervision of the fire crew, prescribed burning program and wildfire response
- Assist in the development, resourcing and implementation of the Fire Management Plan
- Take a leadership role in the engagement of Tiwi in the forestry project
- Supervise, mentor and assist in the training of other Tiwi employees
- Supervise a wide range of forest protection and management activities that may include the annual fuel reduction burning program, leading wildfire suppression, water monitoring, biodiversity monitoring, threatened species surveys and monitoring, executing obligations under the Environment Protection Act and research trials
- Liaise with Traditional Owners and communities to foster good relationships and positive outcomes for the Project and local communities
- Conduct routine maintenance and repair of forest protection and management equipment
- Assist in the management of cultural issues affecting employment conditions and performance with Tiwi employees
- Facilitate the provision of training sessions on Tiwi culture, heritage and traditions to employees
- Participate in community events and where required, undertake public speaking appearances
- Provide feedback to managers
- 2 years or more working in fire management
- 3 years or more experience working in forestry

### Suggested formal training options if not previously undertaken

- **AHCCHM307** Prepare and apply chemicals to control pest, weeds and diseases
- **AHCCHM304** Transport, handle and store chemicals
- **AHCPMG201** Treat weeds
- **AHCPMG202** Treat plant pests, diseases and disorders

### Further formal training options

- **FWPCOR3205** Apply safety, health and environmental requirements in forest and wood products operations
- **FWPCOR4204** Monitor safety, health and environmental requirements in forest and wood products operations
- **BSBPEF301** Organise personal work priorities
- **BSBFIN302** Maintain financial records
- **BSBTEC303** Create electronic presentations
- **BSBTEC201** Use business software applications
- **BSBXTW401** Lead and facilitate a team
- **BSBHRM413** Support the learning and development of teams and individuals
- **BSBCMM411** Make presentations
- **FWPCOT3351** Fell trees manually (advanced)

### On-the-job training

- Learning how to prepare and manage budgets
- Developing an in-depth knowledge of all Tiwi Forestry forest protection and forest management (silviculture) operations
- Developing and delivering simple training programs to Tiwi Forestry workers
- Delivering presentations
- Working towards a VET/TAFE or University qualification in a field related to forest protection and management in Tiwi Forestry

## Forest Protection and Management - Training and Development

### Manager



- Overall management of the development, resourcing and implementation of forest protection and management plans
- Manage the operational performance and compliance of staff and contractors
- Oversee weekly and monthly checks of stocktakes and preventative maintenance
- 10 years or more experience working in forestry

### Suggested additional formal training options if not previously undertaken

- **AHCBUS518** Prepare and monitor budgets and financial reports
- **AHCWRK513** Write and present reports
- **BSBFIA412** Report on financial activity
- **BSBFIN501** Manage budgets and financial plans
- **BSBHRM415** Coordinate recruitment and onboarding
- **BSBCMM412** Lead difficult conversations
- **BSBLDR413** Lead effective workplace relationships
- **BSBLDR414** Lead team effectiveness
- **BSBOPS402** Coordinate business operational plan
- **BSBTEC301** Design and produce business documents
- **BSBTEC302** Design and produce spreadsheets
- **BSBSTR301** Contribute to continuous improvement
- **BSBSTR402** Implement continuous improvement
- **FWPCOT5213** Contribute to and implement a community engagement plan
- **FWPCOT5214** Communicate forestry and forest science with stakeholders and the community
- **FWPCOR4205** Monitor and improve forestry operations
- **AHCLPW404** Produce maps for land management purposes
- **AHCNRM507** Manipulate and analyse data within geographic information systems

### Examples of VET/ Higher Education (Australian)

- Diploma of Forest Operations
- Bachelor of Science/Environmental Science (ANU)
- Master of Forests (ANU)
- Bachelor of Science (SCU)
- Bachelor of Science (Ecosystem Science) (UniMelb)
- Bachelor of Science/Environmental Science (UniSA)
- Bachelor of Environmental Management (USC)
- Bachelor of Science (UTAS)
- Bachelor of Horticulture (Charles Sturt)
- Bachelor of Horticulture (Western Sydney)
- Bachelor of Agriculture (Hort Major) (UQ)
- Bachelor of Agriculture (Uni Melb)

# Camp Kitchen and Accommodation

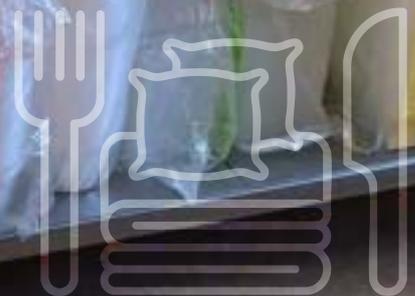
Camp Kitchen or  
Accommodation  
Attendant Level 1

Camp Kitchen or  
Accommodation  
Attendant Level 2

Camp Kitchen or  
Accommodation  
Attendant Level 3

Chef or Accommodation  
Supervisor

Camp Kitchen or  
Accommodation  
Manager



## Tiwi Forestry Camp Kitchen and Accommodation: What types of jobs do they do?

### Camp Kitchen or Accommodation Attendant

- Comply with established work practices for routine kitchen operations
- Clean of kitchen, service and dining areas
- Refill food and drink items in self-service areas
- Assist with food preparation
- Removal of rubbish in kitchen, service, dining and accommodation areas
- Internal and external cleaning of bedrooms, bathrooms, walking paths, office and laundry areas
- Prepare bedrooms for new rotation arrivals
- Wash towels and linen
- Use hand-held power tools
- Safely operate machinery and equipment

### Chef or Accommodation Supervisor

- Carry out a wide range of camp kitchen or accommodation-related activities, including leading teams and the operation of machinery and equipment in accordance with operating procedures and documented standards.
- Supervise, mentor and assist in the training of other employees.
- Lead teams undertaking a range of camp kitchen or accommodation-related activities that may include assisting with food preparation, rubbish removal, facilities cleaning, room preparation and washing of towels and linen.
- Liaise with Traditional Owners and communities to foster good relationships and positive outcomes for the Project and local communities
- Assist in the management of cultural issues affecting employment conditions and performance with Tiwi employees.
- Facilitate the provision of training sessions on Tiwi culture, heritage and traditions to employees.
- Participate in community events and where required, undertake public speaking appearances.



## Camp Manager

- Plan all camp-related activities
- Overall management of the development, resourcing and implementation of camp administrative and operational plans
- Overall management of the camp to ensure all activities are effectively undertaken
- Management of the operational performance and compliance of staff and contractors
- Ability to complete work tasks and activities to meet agreed deadlines
- Recruit and manage operational staff.
- Assist to develop and manage budgets.
- Manage Tiwi recruitment, retention, training, career and development strategies.
- Actively manage cultural issues affecting employment conditions and performance with Tiwi employees.
- Maintain close working relationships with contractors.
- Liaise with Traditional Owners, Port Operating Company and communities, as required, to foster good relationships and positive outcomes
- Participate in community events and where required, undertake public speaking appearances.





## Tiwi Forestry Camp Kitchen and Accommodation: Skills, knowledge and experience required

The skills, knowledge and experience workers need to work in Tiwi Forestry, increase from jobs as a Camp Kitchen or Accommodation Attendant Level 1 to a Camp Manager. A worker needs to have all the skills, knowledge, and experience of a lower-level position to be able to move into a higher-level position.

<b>Camp Kitchen or Accommodation Attendant Level 1</b>	<ul style="list-style-type: none"> <li>• Understand written and verbal instructions</li> <li>• Comply with established work practices</li> <li>• Cleaning of kitchen, service and dining areas</li> <li>• Kitchen, service and dining area and/or accommodation area rubbish disposal</li> <li>• Internal and external cleaning of bedrooms, bathrooms, walking paths, office and laundry areas</li> <li>• Work in a team</li> <li>• No previous work experience required</li> </ul>
<b>Camp Kitchen or Accommodation Attendant Level 2</b>	<ul style="list-style-type: none"> <li>• Refilling of food and drink items in self-service areas</li> <li>• Assistance with food preparation</li> <li>• Preparing bedrooms for new rotation arrivals</li> <li>• Washing towels and linen</li> <li>• Previous experience working in remote areas</li> </ul>
<b>Camp Kitchen or Accommodation Attendant Level 3</b>	<ul style="list-style-type: none"> <li>• Interpret written and verbal instructions</li> <li>• Ability to complete work tasks and activities to meet agreed deadlines</li> <li>• As requested, oversee and mentor staff in particular learning, training and development tasks</li> <li>• Provide feedback to supervisors</li> <li>• Previous experience working in a camp environment (1 year or more)</li> </ul>
<b>Chef or Accommodation Supervisor</b>	<ul style="list-style-type: none"> <li>• Have a car driver licence</li> <li>• Chef requires completion of Certificate III in Commercial Cookery (Trade Certificate)</li> <li>• Ability to complete work tasks and activities to meet agreed deadlines</li> <li>• Lead kitchen or accommodation teams</li> <li>• Teach other staff about working in the kitchen and/or accommodation areas</li> <li>• Previous experience working in a camp environment (2 years or more)</li> </ul>
<b>Camp Manager</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in administration, finance, human resource management or project management</li> <li>• Overall management of the development, resourcing and implementation of camp operational plans</li> <li>• Management of the operational performance and compliance of staff and contractors</li> <li>• Previous experience in management of a broad range of personnel support services</li> <li>• Experience in supplier negotiation &amp; management</li> <li>• Previous experience working in a camp environment (5 years or more)</li> </ul>

# Tiwi Forestry Camp Kitchen and Accommodation - Training and Development

## Attendant Level 1



- Understand written and verbal instructions
- Comply with established work practices
- Cleaning of kitchen, service and dining areas
- Kitchen, service and dining area and/ or accommodation area rubbish disposal
- Internal and external cleaning of bedrooms, bathrooms, walking paths, office and laundry areas
- Work in a team
- No previous work experience required

## Getting ready for work

- Tiwi Ready
- Tiwi Tech
- Tiwi Money

## Suggested formal pre-employment training option

- **BSBOPS201** Being effective in the workplace

## Useful formal pre-employment training options

- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **SITHIND005** Use hygienic practices for hospitality services
- **TLID0020** Shift materials safely using manual handling methods
- Car driver licence

## Extra useful formal pre-employment training options for Camp Kitchen and Dining

- **SITHCCC023** Use food preparation equipment
- **SITHCCC024** Prepare and present simple dishes
- **SITHCCC025** Prepare and present sandwiches
- **SITHCCC026** Package prepared foodstuffs
- **SITHKOP009** Clean kitchen premises and equipment

## Extra useful formal pre-employment training options for Camp Accommodation

- **SITHIND005** Use hygienic practices for hospitality services
- **SITHACS009** Clean premises and equipment

## On-the-job training

- Doing basic maintenance tasks

# Tiwi Forestry Camp Kitchen and Accommodation - Training and Development

## Attendant Level 2



- Refilling of food and drink items in self-service areas
- Assistance with food preparation
- Preparing bedrooms for new rotation arrivals
- Washing towels and linen
- Previous experience working in remote areas

## Suggested formal pre-employment training options

- **BSBOPS201** Being effective in the workplace
- **FSKRDG007** Read and respond to simple workplace information
- **FSKWTG006** Write simple workplace information

## Useful formal pre-employment training options

- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **SITHIND005** Use hygienic practices for hospitality services
- **TLID0020** Shift materials safely using manual handling methods
- Car driver licence

## Extra useful formal pre-employment training options for Camp Kitchen and Dining

- **BSBTWK201** Work effectively with others
- **SITXWHS005** Participate in safe work practices
- **SITXFSA005** Use hygienic practices for food safety
- **SITHCCC023** Use food preparation equipment
- **SITHCCC024** Prepare and present simple dishes
- **SITHCCC025** Prepare and present sandwiches
- **SITHCCC026** Package prepared foodstuffs
- **SITHKOP009** Clean kitchen premises and equipment

## Extra useful formal pre-employment training options for Camp Accommodation

- **BSBTWK201** Work effectively with others
- **SITXWHS005** Participate in safe work practices
- **SITHIND005** Use hygienic practices for hospitality services
- **SITHACS009** Clean premises and equipment

## On-the-job training

- Food preparation and kitchen practices
- Using hand-held power tools
- Doing basic maintenance tasks
- Using equipment like mowers and weed trimmers

# Tiwi Forestry Camp Kitchen and Accommodation - Training and Development

## Attendant Level 3



- Interpret written and verbal instructions
- Ability to complete work tasks and activities to meet agreed deadlines
- As requested, oversee and mentor staff in particular learning, training and development tasks
- Provide feedback to supervisors
- Previous experience working in a camp environment (1 year or more)

### Suggested formal training options if not previously undertaken

- **FSKRDG007** Read and respond to simple workplace information
- **FSKWTG006** Write simple workplace information
- **SITHIND005** Use hygienic practices for hospitality services
- **AHC BIO204** Follow site biosecurity procedures
- **FSKDIG002** Use digital technology for routine and simple workplace tasks
- **BSBTEC202** Use digital technologies to communicate in a work environment
- **BSBPEF202** Plan and apply time management
- Car driver licence

### Suggested formal training options for Camp Kitchen and Dining if not previously undertaken

- **BSBTWK201** Work effectively with others
- **SITXFSA006** Participate in safe food handling practices
- **SITXFSA005** Use hygienic practices for food safety
- **SITHCCC023** Use food preparation equipment
- **SITHCCC025** Prepare and present sandwiches
- **SITHCCC026** Package prepared foodstuffs
- **SITHKOP009** Clean kitchen premises and equipment

### Suggested formal training options for Camp Accommodation if not previously undertaken

- **BSBTWK201** Work effectively with others
- **SITXWHS005** Participate in safe work practices
- **SITHACS009** Clean premises and equipment

### Further formal training options for Camp Kitchen and Dining

- **SITXCCS009** Provide customer information and assistance (for the purpose of qualification attainment only)
- **TLIE0009** Carry out basic workplace calculations

### Further formal training options for Camp Accommodation

- **SITXCCS009** Provide customer information and assistance (for the purpose of qualification attainment only)
- **BSBPEF202** Plan and apply time management
- **TLIE0009** Carry out basic workplace calculations
- **CPPCLO3100** Maintain cleaning storage areas
- **CPPCLO3102** Clean hard floors
- **CPPCLO3103** Clean and maintain amenities
- **CPPCLO3105** Clean glass surfaces
- **CPPCLO3112** Clean walls, ceilings and fittings
- **SITHACS011** Prepare rooms for guests
- **SITHACS012** Launder linen and guest clothes
- **RIISAM203E** Use hand and power tools
- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **TLID0020** Shift materials safely using manual handling methods

### On-the-job training

- Using computers to record information



## Tiwi Forestry Camp Kitchen and Accommodation - Training and Development

<p><b>Chef or Accommodation Supervisor</b></p> 	<ul style="list-style-type: none"> <li>• Have a car driver licence</li> <li>• Certificate III in Commercial Cookery (Minimum requirement for Chef)</li> <li>• Ability to complete work tasks and activities to meet agreed deadlines</li> <li>• Lead kitchen or accommodation teams</li> <li>• Teach other staff about working the kitchen and/or accommodation areas</li> <li>• Previous experience working in a camp environment (2 years or more)</li> </ul>
<p><b>Required Prior Training (For Chef)</b></p>	<ul style="list-style-type: none"> <li>• <b>SIT30821</b> Certificate III in Commercial Cookery</li> </ul>
<p><b>Suggested formal training options if not previously undertaken</b></p>	<ul style="list-style-type: none"> <li>• <b>AHCBIO204</b> Follow site biosecurity procedures</li> <li>• <b>FSKDIG002</b> Use digital technology for routine and simple workplace tasks</li> <li>• <b>BSBTEC202</b> Use digital technologies to communicate in a work environment</li> <li>• <b>BSBXTW401</b> Lead and facilitate a team</li> <li>• <b>TAESS00013</b> Enterprise Trainer - Mentoring Skill Set</li> <li>• <b>TAESS00020</b> Workplace Trainer Skill Set</li> </ul>
<p><b>Suggested formal training options for Camp Kitchen and Dining if not previously undertaken</b></p>	<ul style="list-style-type: none"> <li>• <b>BSBTWK201</b> Work effectively with others</li> <li>• <b>BSBPEF301</b> Organise personal work priorities</li> <li>• <b>BSBTEC201</b> Use business software applications</li> <li>• <b>SITHCCC025</b> Prepare and present sandwiches</li> <li>• <b>SITHCCC026</b> Package prepared foodstuffs</li> <li>• <b>SITXINV007</b> Purchase goods</li> <li>• <b>TLIE0009</b> Carry out basic workplace calculations</li> </ul>
<p><b>Suggested formal training options for Camp Accommodation if not previously undertaken</b></p>	<ul style="list-style-type: none"> <li>• <b>AHCMOM203</b> Operate basic machinery and equipment</li> <li>• <b>AHCMOM204</b> Undertake operational maintenance of machinery</li> <li>• <b>BSBPEF202</b> Plan and apply time management</li> <li>• <b>BSBTWK201</b> Work effectively with others</li> <li>• <b>CPPCLO3100</b> Maintain cleaning storage areas</li> <li>• <b>CPPCLO3102</b> Clean hard floors</li> <li>• <b>CPPCLO3103</b> Clean and maintain amenities</li> <li>• <b>CPPCLO3105</b> Clean glass surfaces</li> <li>• <b>CPPCLO3112</b> Clean walls, ceilings and fittings</li> <li>• <b>RIISAM203E</b> Use hand and power tools</li> <li>• <b>SITHACS009</b> Clean premises and equipment</li> <li>• <b>SITHACS011</b> Prepare rooms for guests</li> <li>• <b>SITHACS012</b> Launder linen and guest clothes</li> <li>• <b>SITXCCS009</b> Provide customer information and assistance (for the purpose of qualification attainment only)</li> </ul>

continued

- **SITHIND005** Use hygienic practices for hospitality services
- **SITXWHS005** Participate in safe work practices
- **TLIE0009** Carry out basic workplace calculations
- **TLID0020** Shift materials safely using manual handling methods

Further formal training options for Camp Kitchen and Dining

- **SITXCCS009** Provide customer information and assistance (for the purpose of qualification attainment only)

Further formal training options for Camp Accommodation

- **TLIE0009** Carry out basic workplace calculations
- **CPPCLO3100** Maintain cleaning storage areas
- **RIISAM203E** Use hand and power tools
- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **TLID0020** Shift materials safely using manual handling methods

On-the-job training

- Teaching other staff about Tiwi Forestry camp kitchen and accommodation work
- Using computers to record more complex information
- Leadership skills



# Tiwi Forestry Camp Kitchen and Accommodation - Training and Development

## Manager



- Have a car driver licence
- Tertiary qualifications in administration, finance, human resource management or project management
- Overall management of the development, resourcing and implementation of camp operational plans
- Management of the operational performance and compliance of staff and contractors
- Previous experience in management of a broad range of personnel support services
- Experience in supplier negotiation & management
- Previous experience working in a camp environment (5 years or more)

## Required training

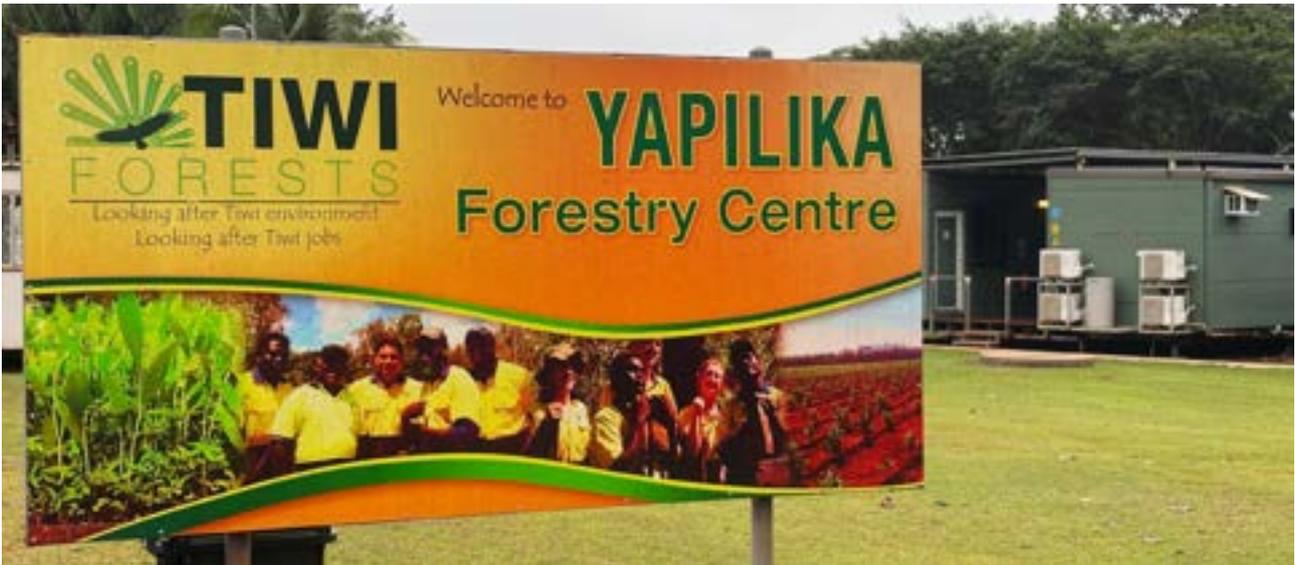
- Tertiary qualifications in administration, finance, human resource management or project management

## Suggested additional formal training options if not previously undertaken

- **AHCBUS518** Prepare and monitor budgets and financial reports
- **AHCWRK513** Write and present reports
- **BSBFIA412** Report on financial activity
- **BSBFIN501** Manage budgets and financial plans
- **BSBHRM415** Coordinate recruitment and onboarding
- **BSBCMM412** Lead difficult conversations
- **BSBLDR413** Lead effective workplace relationships
- **BSBLDR414** Lead team effectiveness
- **BSBOPS402** Coordinate business operational plan
- **BSBTEC301** Design and produce business documents
- **BSBTEC302** Design and produce spreadsheets
- **BSBSTR301** Contribute to continuous improvement
- **BSBSTR402** Implement continuous improvement
- **BSBPMG634** Facilitate stakeholder engagement
- **FWPCOT3346** Communicate effectively with general public or stakeholders concerned about forest practices
- **TLILIC2016** Licence to drive a heavy rigid vehicle
- **HLTPAT005** Collect specimens for drugs of abuse testing

## Examples of VET/ Higher Education (Australian)

- Bachelor of Business
- Bachelor of Project Management
- Certificate IV in Human Resource Management
- Certificate IV in Project Management Practice
- Diploma of Business
- Diploma of Human Resource Management
- Advanced Diploma of Business
- Advanced Diploma of Human Resource Management



# Jobs in Tiwi Forestry Workshop

Workshop Technician  
Assistant - Storeperson  
Levels: 1 - 4

Workshop Mechanic

Boilermaker

Workshop Supervisor

Maintenance Planner

Workshop Manager



## Tiwi Forestry Workshop workers: What types of jobs do they do?

### Workshop Technician Assistant - Storeperson

- Assist workshop mechanics with repairs and maintenance of heavy machinery
- Assist with maintaining the workshop and associated equipment in a safe, clean and tidy condition
- Assist with receiving/dispatching goods and performing regular stocktakes
- Operate machinery and equipment in accordance with operating procedures and documented standards

### Boilermaker

- Fabrication of existing and new equipment in line with all legislation, policies and procedures
- Assist with daily safety and maintenance checks on all vehicles and heavy equipment
- Assist in the maintenance of all vehicles, plant and equipment to specified safety standards

### Workshop Mechanic

- Assist with setting maintenance specifications, resources and reviewing outcomes
- Undertake all mechanical maintenance and repairs to vehicles, plant and equipment
- Ensure maintenance and repairs of all vehicles, plant and equipment to specified safety standards

### Workshop Supervisor

- Management of the maintenance of all plant and equipment for the Tiwi Island Forestry Project (TIFP)
- Setting maintenance specifications, resources and reviewing outcomes
- Evaluation of suppliers, procurement and purchasing of parts and equipment
- Ensure maintenance of all vehicles, plant and equipment to specified safety standards
- Inventory and stock control of required parts and equipment
- Ordering of parts, equipment and consumables for the workshop



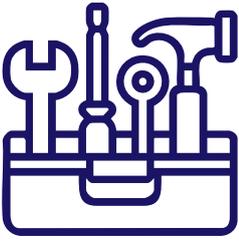
## Maintenance Planner

- Assist Workshop Supervisor in planning and scheduling maintenance and repairs
- Lead and drive improved maintenance planning and scheduling processes to ensure safe, reliable, efficient and effective site maintenance functionality
- Undertake the role of Workshop Supervisor in their absence
- Develop site maintenance plans and schedules for the timely and efficient execution of preventative corrective maintenance work
- Ensure resource requirements for all planned and scheduled works are identified and in consultation with the Workshop Supervisor, ensure resource levels will match the agreed scheduled works.
- Maintain accurate and up to date site equipment files
- Schedule and record statutory inspections as per procedures
- Liaise with contractors/product support to assist the workshop staff with ongoing repairs and diagnostics to fleet
- Submit workshop timesheets, fuel dips and rosters
- Monitor all vehicle and heavy plant registrations
- Ensure workshop staff are tasked with jobs within their skill set and schedule
- Conduct daily pre-start meetings with workshop and inform all staff of their daily duties

## Workshop Manager

- Management of all workshop operations, maintenance of plant and equipment, fabrication and repairs for the Tiwi Island Forestry Project (TIFP)
- Provision of leadership and direction for workshop activities, including legislative compliance ISO9001, AS4801, AS4707 and FSC-STD-40-005 Status requirements Status requirements
- Manage the Procurement and Stores system for the Tiwi Island Forestry Project (TIFP)
- Manage workshop specific systems and overall maintenance expenditure
- Ensure maintenance of all vehicles, plant and equipment to specified safety standards
- Ensure all vehicles, plant and equipment are maintained in good working order and meet target machinery availability goals





## Tiwi Forestry Workshop: Skills, knowledge and experience required

The skills, knowledge and experience workers need to work in Tiwi Forestry, increase from jobs as a Workshop Technician Assistant - Storeperson Level 1 to a Workshop Manager. A worker needs to have all the skills, knowledge, and experience of a lower-level position to be able to move into a higher-level position.

### Workshop Technician Assistant - Storeperson Level 1

- Understand written and verbal instructions
- Comply with established work practices
- Basic numeracy skills
- Work in a team
- No previous work experience required

### Workshop Technician Assistant - Storeperson Level 2

- Operate machinery and equipment in accordance with operating procedures and documented standards
- Assist with routine maintenance and repair of vehicles and equipment
- Previous work experience required

### Workshop Technician Assistant - Storeperson Level 3

- Basic numeracy skills and having the ability to use these with weight, volume and distance measurements
- Ability to perform assigned tasks with minimal supervision
- Share know-how and skills with Tiwi staff to assist them to participate to their fullest potential
- Provide feedback to supervisors
- Previous experience working in a mechanical environment

### Workshop Technician Assistant - Storeperson Level 4

- Have a car driver licence
- Year 12 or equivalent
- Demonstrated mechanical aptitude and the ability to learn and develop
- Demonstrated ability to maintain a high level of housekeeping in a workshop environment
- Ability and willingness to coach and develop Tiwi employees to ensure they perform and reach their full potential
- Previous experience working in a mechanical environment (1 year or more)

### Workshop Mechanic

- Certificate III Heavy Diesel Mechanic/ Certificate III in Mobile Plant Technology/ Certificate III in Engineering (Mechanical Trade)(Minimum requirement)
- Highly developed organisational and time management skills
- Demonstrated 'hands-on' approach to supervising workshop/maintenance activities
- Ability to use Microsoft Word, Excel and PowerPoint
- Assist in the training of Tiwi employees
- Previous experience working in a mechanical environment (5 years or more)
- Previous experience working in a supervisory role in a mechanical environment (2 years or more)

## Boilermaker

- Certificate III Engineering (Fabrication Trade)/Heavy Diesel Mechanic/Mobile Plant Technology (Minimum requirement)
- Ability to use Microsoft Word, Excel and PowerPoint
- Identify and implement cost savings across fabrication and maintenance activities
- Assist in the training of Tiwi employees
- Previous experience working in heavy machinery operations (3 years or more)

## Workshop Supervisor

- Certificate III Heavy Diesel Mechanic/ Certificate III in Engineering (Mechanical or Fabrication Trade) (Minimum requirement)
- High level communication skills, with the ability to consult and negotiate with a diverse range of people across operational areas
- Ability to build professional business relationships that add value to the business and lead to productive working relationships
- Proficiency in Microsoft Word, Excel and PowerPoint
- Ability to learn and become proficient in specialised software, including diagnostics and parts ordering
- As requested, oversee and mentor Tiwi staff in particular learning, training and development tasks
- Participate in community events and where required, undertake public speaking appearances
- Previous experience working in a mechanical environment (5 years or more)
- Previous experience working in a supervisory role in a mechanical environment (2 years or more)

## Maintenance Planner

- High level communication skills, with the ability to consult and negotiate with a diverse range of people across operational areas
- Demonstrated leadership attributes and qualities
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Highly experienced in all areas of maintenance planning and strategy techniques
- Detailed experience and working knowledge of MEX (or similar systems)
- plant maintenance, planning and costing system, including the input/ management of master data
- Previous experience working autonomously or with limited supervision in a workshop maintenance planning function
- Previous experience working in a mechanical environment
- Previous experience working in a similar role (3 years or more)

## Workshop Manager

- Certificate III Mechanical and/ or Engineering fields (Minimum requirement)
- Maintain a close working relationship with contractors and act as an effective communication link regarding operational functions of the Tiwi Island Forestry Project (TIFP)
- Demonstrated ability to achieve safe, efficient and timely operational workshop and mechanical support outcomes
- Supervision of workshop personnel and contractors
- Have a strong understanding of required compliance to health, safety and environmental standards
- Manage the operational performance and compliance of staff and contractors
- Previous experience working in managing and supervising a heavy equipment and heavy transport workshop environment (10 years or more)

# Tiwi Forestry Workshop - Training and Development

## Tech Assistant Storeperson Level 1



- Understand written and verbal instructions
- Comply with established work practices
- Basic numeracy skills
- Work in a team
- No previous work experience required

## Getting ready for work

- Tiwi Ready
- Tiwi Tech
- Tiwi Money

## Suggested formal pre-employment training option

- **BSBOPS201** Being effective in the workplace

## Useful formal pre-employment training options

- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **TLID0020** Shift materials safely using manual handling methods
- **11318NAT** Course in Basic Wildfire Awareness
- **AHCMOM213** Operate and maintain chainsaws
- Car driver licence

## Extra useful formal pre-employment training options

- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **HLTAID013** Provide First Aid in remote or isolated site
- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **RIISAM203E** Use hand and power tools
- **FWPCOT3325** Operate a 4-wheel drive on unsealed roads
- **FWPCOT3326** Recover 4-wheel drive vehicle

## On-the-job-training

- Doing basic maintenance tasks

## Tiwi Forestry Workshop - Training and Development

### Tech Assistant Storeperson Level 2



- Operate machinery and equipment in accordance with operating procedures and documented standards
- Assist with routine maintenance and repair of vehicles and equipment
- Previous work experience required

### Suggested formal pre-employment training options

- **BSBOPS201** Being effective in the workplace
- **FSKRDG007** Read and respond to simple workplace information
- **FSKWTG006** Write simple workplace information

### Useful formal pre-employment training options

- **FSKNUM003** Use whole numbers and halves for work
- **FSKNUM004** Use basic and familiar metric measurements for work
- **HLTAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **TLID0020** Shift materials safely using manual handling methods
- **11318NAT** Course in Basic Wildfire Awareness
- Car driver licence

### Extra useful formal pre-employment training options

- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **HLTAID013** Provide First Aid in remote or isolated site
- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **RIISAM203E** Use hand and power tools
- **FWPCOT3325** Operate a 4-wheel drive on unsealed roads
- **FWPCOT3326** Recover 4-wheel drive vehicle

### On-the-job training

- Using hand-held power tools
- Doing basic maintenance tasks
- Using equipment like mowers and weed trimmers

## Tiwi Forestry Workshop - Training and Development

### Tech Assistant Storeperson Level 3



- Basic numeracy skills and having the ability to use these with weight, volume and distance measurements
- Ability to perform assigned tasks with minimal supervision
- Share know-how and skills with Tiwi staff to assist them to participate to their fullest potential
- Provide feedback to supervisors
- Previous experience working in a mechanical environment

### Suggested formal training options if not previously undertaken

- **FSKRDG007** Read and respond to simple workplace information
- **FSKWTG006** Write simple workplace information
- **FWPCOR2208** Communicate and interact effectively in the forest and wood products industry
- **FWPCOR2210** Follow workplace health and safety policies and procedures in forest and wood products operation
- **FWPCOR2209** Follow environmental protection procedures in forest and wood products operations
- **AURETR103** Identify automotive electrical systems and components
- **AURLTA101** Identify automotive mechanical systems and components
- **AURTTK102** Use and maintain tools and equipment in an automotive workplace
- **AURFAFA001** Use numbers in an automotive workplace
- **AURFAFA002** Read and respond to automotive workplace information
- **AURFA110** Identify routine problems in an automotive workplace
- **AURHTA001** Carry out heavy vehicle pre-repair cleaning
- **AURHTJ001** Inspect heavy commercial vehicle wheels and tyres
- **AURLTJ113** Remove, inspect and refit light vehicle wheel and tyre assemblies
- **AURTTA003** Use and maintain basic mechanical measuring devices
- **AURTTA009** Carry out mechanical pre-repair operations
- **AHCBIO204** Follow site biosecurity procedures
- **FWPCOR2211** Develop knowledge of the forest and wood products industry
- **FSKDIG002** Use digital technology for routine and simple workplace tasks
- **BSBTEC202** Use digital technologies to communicate in a work environment
- Car driver licence

### On-the-job training

- Using computers to record information

## Tiwi Forestry Workshop - Training and Development

### Tech Assistant Storeperson Level 4



- Have a car driver licence
- Year 12 or equivalent
- Demonstrated mechanical aptitude and the ability to learn and develop
- Demonstrated ability to maintain a high level of housekeeping in a workshop environment
- Ability and willingness to coach and develop Tiwi employees to ensure they perform and reach their full potential
- Previous experience working in a mechanical environment (1 year or more)

### Suggested formal training options if not previously undertaken

- **AURPTA101** Carry out pre-repair operations to outdoor power equipment
- **AURPTA102** Carry out minor adjustments to outdoor power equipment
- **AURPTA106** Inspect and service line trimming systems and components
- **AURTTA002** Assist with automotive workplace activities
- **AURASA001** Apply automotive workplace safety fundamentals
- **AURAEA001** Identify environmental and sustainability requirements in an automotive service or repair workforce
- **TLILIC2016** Licence to drive a heavy rigid vehicle
- **TLILIC0005** Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
- **TLILIC0003** Licence to operate a forklift truck
- **RIIWHS204E** Work safely at heights
- **UEESS00174** Electrical Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies Skill Set

### Further formal training options

- **AURAMA001** Work effectively with others in an automotive workplace
- **AURAFA003** Communicate effectively in an automotive workplace
- **AURAFA104** Resolve routine problems in an automotive workplace
- **AURETK001** Identify, select and use low voltage electrical test equipment
- **AURETR001** Remove and tag automotive electrical system components
- **AURTTA001** Remove and tag steering, suspension and braking system components
- **AURTTE003** Remove and tag engine system components
- **AURVTN001** Remove and tag vehicle body components
- **AURETR002** Inspect heavy vehicle battery storage systems
- **AURETR115** Inspect, test and service batteries
- **AURETR146** Remove and refit vehicle batteries
- **AURETR147** Recharge vehicle batteries
- **AURHTD001** Inspect heavy commercial vehicle suspension systems
- **AURHTF001** Inspect heavy commercial vehicle fuel systems
- **AURHTQ001** Inspect heavy commercial vehicle driveline components
- **AURPTA103** Service and repair rotary cutting systems
- **AURTTA127** Carry out basic vehicle servicing operations
- **AURPTE102** Inspect and service outdoor power equipment engines

### On-the-job training

- Teaching other staff about Tiwi Forestry workshop work
- Using computers to record more complex information
- Leadership skills

# Tiwi Forestry Workshop - Training and Development

## Mechanic



- Have a car driver licence
- Certificate III Heavy Diesel Mechanic/Certificate III in Mobile Plant Technology/ Certificate III in Engineering (Mechanical Trade)(Minimum requirement)
- Highly developed organisational and time management skills
- Demonstrated 'hands-on' approach to supervising workshop/maintenance activities
- Ability to use Microsoft Word, Excel and PowerPoint
- Assist in the training of Tiwi employees
- Previous experience working in a mechanical environment (5 years or more)
- Previous experience working in a supervisory role in a mechanical environment (2 years or more)

## Required Prior Training (One of the following qualifications)

- **AUR31120** Certificate III in Heavy Commercial Vehicle Mechanical Technology
- **AUR31220** Certificate III in Mobile Plant Technology
- **MEM30219** Certificate III in Engineering - Mechanical Trade

## Suggested formal training options if not previously undertaken

- **FWPCOT3325** Operate a four-wheel drive on unsealed roads
- **FWPCOT3326** Recover four-wheel drive vehicle (Prerequisite is a C Class Licence or Provisional Licence)
- **BSBPEF202** Plan and apply time management
- **BSBPEF301** Organise personal work priorities
- **BSBFIN302** Maintain financial records
- **BSBTEC201** Use business software applications
- **BSBXTW401** Lead and facilitate a team
- **BSBHRM413** Support the learning and development of teams and individuals
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **11318NAT** Course in Basic Wildfire Awareness
- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **AHC BIO203** Inspect and clean machinery, tools and equipment to preserve biosecurity
- **HLTAAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **HLTAID013** Provide First Aid in remote or isolated site
- **TLILIC0005** Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
- **TLILIC0003** Licence to operate a forklift truck
- **RIIWH5204E** Work safely at heights
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **TLILIC2016** Licence to drive a heavy rigid vehicle
- **UEESS00174** Electrical Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies Skill Set

## On-the-job training

- Teaching other staff about Tiwi Forestry workshop work
- Using computers to record more complex information
- Leadership skills

## Tiwi Forestry Workshop - Training and Development

### Boilermaker



- Have a car driver licence
- Certificate III Engineering (Fabrication Trade)/Heavy Diesel Mechanic/Mobile Plant Technology (Minimum requirement)
- Ability to use Microsoft Word, Excel and PowerPoint
- Identify and implement cost savings across fabrication and maintenance activities
- Assist in the training of Tiwi employees
- Previous experience working in heavy machinery operations (3 years or more)

### Required Prior Training (One of the following qualifications)

- **MEM30219** Certificate III in Engineering - Fabrication Trade
- **AUR31120** Certificate III in Heavy Commercial Vehicle Mechanical Technology
- **AUR31220** Certificate III in Mobile Plant Technology

### Suggested formal training options if not previously undertaken

- **FWPCOT3325** Operate a four-wheel drive on unsealed roads
- **FWPCOT3326** Recover four-wheel drive vehicle (Prerequisite is a C Class Licence or Provisional Licence)
- **BSBPEF202** Plan and apply time management
- **BSBPEF301** Organise personal work priorities
- **BSBFIN302** Maintain financial records
- **BSBTEC201** Use business software applications
- **BSBXTW401** Lead and facilitate a team
- **BSBHRM413** Support the learning and development of teams and individuals
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **11318NAT** Course in Basic Wildfire Awareness
- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **AHCBIO203** Inspect and clean machinery, tools and equipment to preserve biosecurity
- **HLTAAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **HLTAID013** Provide First Aid in remote or isolated site
- **TLILIC0005** Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
- **TLILIC0003** Licence to operate a forklift truck
- **RIIWH5204E** Work safely at heights
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **TLILIC2016** Licence to drive a heavy rigid vehicle
- **UEESS00174** Electrical Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies Skill Set

### On-the-job training

- Teaching other staff about Tiwi Forestry workshop work
- Using computers to record more complex information
- Leadership skills

## Tiwi Forestry Workshop - Training and Development

### Workshop Supervisor



- Certificate III Heavy Diesel Mechanic/ Certificate III in Engineering (Mechanical or Fabrication Trade) (Minimum requirement)
- High level communication skills, with the ability to consult and negotiate with a diverse range of people across operational areas
- Ability to build professional business relationships that add value to the business and lead to productive working relationships
- Proficiency in Microsoft Word, Excel and PowerPoint
- Ability to learn and become proficient in specialised software, including diagnostics and parts ordering
- As requested, oversee and mentor Tiwi staff in particular learning, training and development tasks
- Participate in community events and where required, undertake public speaking appearances
- Previous experience working in a mechanical environment (5 years or more)
- Previous experience working in a supervisory role in a mechanical environment (2 years or more)

### Required Prior Training (One of the following qualifications)

- **AUR31120** Certificate III in Heavy Commercial Vehicle Mechanical Technology
- **MEM30219** Certificate III in Engineering - Mechanical Trade
- **MEM30219** Certificate III in Engineering - Fabrication Trade

### Suggested formal training options if not previously undertaken

- **AHCMOM203** Operate basic machinery and equipment
- **AHCMOM204** Undertake operational maintenance of machinery
- **RIISAM203E** Use hand and power tools
- **TLID0020** Shift materials safely using manual handling methods
- **FWPCOT3325** Operate a four-wheel drive on unsealed roads
- **FWPCOT3326** Recover four-wheel drive vehicle (Prerequisite is a C Class Licence or Provisional Licence)
- **BSBPEF202** Plan and apply time management
- **BSBPEF301** Organise personal work priorities
- **BSBFIN302** Maintain financial records
- **BSBTEC201** Use business software applications
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **11318NAT** Course in Basic Wildfire Awareness
- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **AHCBIO203** Inspect and clean machinery, tools and equipment to preserve biosecurity
- **HLTAAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **HLTAID013** Provide First Aid in remote or isolated site
- **TLILIC0005** Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
- **TLILIC0003** Licence to operate a forklift truck
- **RIIWH5204E** Work safely at heights
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **TLILIC2016** Licence to drive a heavy rigid vehicle
- **UEESS00174** Electrical Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies Skill Set

### On-the-job training

- Learning how to prepare and manage budgets
- Developing an in-depth knowledge of all Tiwi Forestry workshop operations
- Developing and delivering simple training programs to Tiwi Forestry workers
- Delivering presentations

## Tiwi Forestry Workshop - Training and Development

### Maintenance Planner



- High level communication skills, with the ability to consult and negotiate with a diverse range of people across operational areas
- Demonstrated leadership attributes and qualities
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Highly experienced in all areas of maintenance planning and strategy techniques
- Detailed experience and working knowledge of MEX (or similar systems) plant maintenance, planning and costing system, including the input/management of master data
- Previous experience working autonomously or with limited supervision in a workshop maintenance planning function
- Previous experience working in a mechanical environment
- Previous experience working in a similar role (3 years or more)

### Suggested useful qualifications supporting this job role

- **AUR31120** Certificate III in Heavy Commercial Vehicle Mechanical Technology
- **MEM30219** Certificate III in Engineering - Mechanical Trade
- **MEM30319** Certificate III in Engineering - Fabrication Trade
- **TL30321** Certificate III in Supply Chain Operations
- **TLI40324** Certificate IV in Supply Chain Operations
- **TLIB50224** Diploma of Logistics

### Suggested formal training options if not previously undertaken

- **FWPCOT3325** Operate a four-wheel drive on unsealed roads
- **FWPCOT3326** Recover four-wheel drive vehicle (Prerequisite is a C Class Licence or Provisional Licence)
- **BSBPEF202** Plan and apply time management
- **BSBPEF301** Organise personal work priorities
- **BSBFIN302** Maintain financial records
- **BSBTEC201** Use business software applications
- **BSBXTW401** Lead and facilitate a team
- **BSBLDR414** Lead team effectiveness
- **BSBHRM413** Support the learning and development of teams and individuals
- **TLIB5010** Plan and implement maintenance schedules
- **BSBHRM413** Support the learning and development of teams and individuals
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **11318NAT** Course in Basic Wildfire Awareness
- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **AHC BIO203** Inspect and clean machinery, tools and equipment to preserve biosecurity
- **HLTAAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **HLTAID013** Provide First Aid in remote or isolated site
- **TLILIC0005** Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
- **TLILIC0003** Licence to operate a forklift truck
- **RIIWH5204E** Work safely at heights
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **TLILIC0016** Licence to drive a heavy rigid vehicle
- **UEESS00174** Electrical Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies Skill Set

### On-the-job training

- MEX Maintenance Software Training <https://www.mex.com.au/Services/Training>
- Learning how to prepare and manage budgets
- Developing an in-depth knowledge of all Tiwi Forestry workshop operations
- Developing and delivering simple training programs to Tiwi Forestry workers
- Delivering presentations

## Tiwi Forestry Workshop - Training and Development

### Workshop Manager



- Certificate III Mechanical and/or Engineering fields (Minimum requirement)
- Maintain a close working relationship with contractors and act as an effective communication link regarding operational functions of the Tiwi Island Forestry Project (TIFP)
- Demonstrated ability to achieve safe, efficient and timely operational workshop and mechanical support outcomes
- Supervision of workshop personnel and contractors
- Have a strong understanding of required compliance to health, safety and environmental standards
- Manage the operational performance and compliance of staff and contractors
- Previous experience working in managing and supervising a heavy equipment and heavy transport workshop environment (10 years or more)

### Required Prior Training (One of the following qualifications)

- AUR31120 Certificate III in Heavy Commercial Vehicle Mechanical Technology
- MEM30219 Certificate III in Engineering - Mechanical Trade
- MEM30219 Certificate III in Engineering - Fabrication Trade

### Suggested additional formal training options if not previously undertaken

- **BSBFIN302** Maintain financial records
- **AHCBUS518** Prepare and monitor budgets and financial reports
- **AHCWRK513** Write and present reports
- **BSBFIA412** Report on financial activity
- **BSBFIN501** Manage budgets and financial plans
- **BSBHRM415** Coordinate recruitment and onboarding
- **BSBCMM412** Lead difficult conversations
- **BSBLDR413** Lead effective workplace relationships
- **BSBLDR414** Lead team effectiveness
- **BSBOPS402** Coordinate business operational plan
- **BSBTEC301** Design and produce business documents
- **BSBTEC302** Design and produce spreadsheets
- **BSBSTR301** Contribute to continuous improvement
- **BSBSTR402** Implement continuous improvement
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **BSBHRM413** Support the learning and development of teams and individual
- **BSBCMM411** Make presentations
- **TLILIC3018** Licence to drive a multi-combination vehicle
- **11318NAT** Course in Basic Wildfire Awareness
- **PUAFIR201** Prevent injury
- **PUAFIR204** Respond to wildfire
- **AHCBIO203** Inspect and clean machinery, tools and equipment to preserve biosecurity
- **HLTAAID011** Provide First Aid
- **HLTAID009** Provide cardiopulmonary resuscitation
- **HLTAID013** Provide First Aid in remote or isolated site
- **TLILIC0005** Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
- **TLILIC0003** Licence to operate a forklift truck
- **RIIWH5204E** Work safely at heights
- **TAESS00013** Enterprise Trainer - Mentoring Skill Set
- **TAESS00020** Workplace Trainer Skill Set
- **TLILIC2016** Licence to drive a heavy rigid vehicle
- **UEESS00174** Electrical Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies Skill Set

## On-the-job training

- MEX Maintenance Software Training <https://www.mex.com.au/Services/Training>
- Learning how to prepare and manage budgets
- Developing an in-depth knowledge of all Tiwi Forestry workshop operations
- Developing and delivering simple training programs to Tiwi Forestry workers
- Delivering presentations



