

## **Tree Crop Manager – Gisborne, East Coast.**

24 Nov 2021

### **1. Tree Crop Manager**

- Annual forecasting of operational work programmes, inclusive of planting and preparation of required land development
- Preparation of Forest Management Plans
- Preparation of client and company budgets and cash flow forecasting
- Ensure seed stock is pre ordered 12 months prior to planting and regular liaison with the nursery pre lift.
- Operational and project management of land development including tracking, fencing, pre-plant spraying, pest control and land clearance
- Operational and project management of planting and releasing
- Engage a suitably qualified and professional contractor base who qualify in terms of LFSL Health and Safety pre-employment policy.
- Ensure contractual documents are in place prior to work commencing and obligations are strictly adhered to
- Organise quality control, contractor payments, supplier pricing, administration, and reporting
- Liaison with neighbouring property owners, clients and key customers.
- Monthly reporting including Health and Safety management, environmental monitoring, and budget versus actual financial summaries
- Assist with consulting assignments such as feasibility reports, development plans, ETS & Carbon Forestry projects and valuations
- Assistance with GIS mapping

### **2. Forest Management**

- Prepare a pest control management plan with regular communication and block check reporting back to the client
- Liaise with neighbouring property owners to ensure all stock is strictly kept out newly planted trees and fencing provides adequate protection.
- Monitor tree health and growth and report issues
- Undertake access maintenance to ensure access is open and workable particularly in times of high fire danger
- Report on funding milestones to both the fund provider and the customer.
- Ensure adequate Forest Fire protection is place
- Manage recreational activities inclusive of Hunting
- Research Stand Record management systems
- Assist with FSC accreditation process

### **Silviculture**

- Operational management of all silvicultural operations inclusive of pruning and thinning

- Advise on specific species regimes and associated budgets in line with industry recommendations
- Carry out field pre-assessment inventory prior to operations commencing and plan associated silvicultural forecasting and labour requirements
- Engage a suitably qualified and professional contractor base who qualify in terms of LFSL Health and Safety pre-employment policy.
- Ensure contractual documents are in place prior to work commencing and obligations are strictly adhered to
- Organise QC, contractor payments, supplier pricing, administration, and reporting
- Ensure mapping, stand records and GIS files are maintained and updated
- Monthly reporting Health and Safety management and environmental monitoring and budget versus actual financial summaries

### **3. Health and Safety**

- Work in a productive and safe manner at all times.
- Ensure a prestart meeting is carried out prior to starting a new job with all associated documentation including hazard id, vehicle audits etc.
- Ensure that Contractor Health and Safety Inductions and agreements have been completed.
- Complete a hazard ID for each new site. Detail any new site-specific hazards.
- Ensure safety of operations at all times – Appropriate Traffic Management in place – signage, road closed, 2 tree length rule.
- Periodically check paperwork including hazard ID's and tailgate meetings. Monthly check.
- Ensure a monthly H&S summary is completed by all Contractors in a timely manner.
- Ensure an audit schedule is maintained and updates submitted to the Health & Safety Manager. (All audits are completed and ready for signing off in the rainbow sheets compiled and reported on monthly)
- Ensure all Contractor H&S paperwork is completed to the required standard, follow up on any action items and enter all necessary data into Actions Register.
- Ensure all Visitor Inductions are completed, and all are aware of their presence in the Forest – DOC etc
- Quarterly Operational Audits to be carried out on all Operations
- Annual Systems Audits to be carried out on all Contractors.

### **4. Administration**

- Daily timesheet entry and cost input in WorkflowMax (WFM)
- Client invoicing utilising XERO and WFM
- Monthly Contractor area mark-ups and update of mapping
- Accurate record keeping and filing.
- Assistance with reporting and preparation of client reports
- Evaluate own requirements for formal training
- Ensure all chargeable work is properly authorised
- Provide all necessary accounting documentation to meet company deadlines, including but not limited to client details, labour contracts, invoices, time, and mileage entry