

Assessment Report

Sustainable Timber Tasmania

AS/NZS 4708:2021, ISO 14001:2015, ISO 45001:2018

June 2023

Assessment dates	17/04/2023 to 02/06/2023 (Please refer to Appendix for details)
Assessment Location(s)	Hobart (001)
Report Author	██████████
Assessment Standard(s)	AS/NZS 4708:2021, ISO 14001:2015, and ISO 45001:2018



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Executive Summary

This report presents findings from a Migration assessment of Sustainable Timber Tasmania's (STT) management system against the requirements of the Australian Standard for Sustainable Forest Management, AS4708:2021. The audit also included a Surveillance assessment of the organisation's other Standards, ISO 14001:2015 Environmental Management Systems, ISO 45001:2018 Safety Management Systems and PEFC ST 2002:2020 Chain of Custody. Findings from the Chain of Custody assessment are presented in a separate report.

The aim of this assessment was to verify conformance with the requirements of AS4708:2021 and the Standards for Environment and Safety. The scope of the audit included remote assessment of the development, implementation and maintenance of the centrally managed system at the organisation's Hobart Head Office, and onsite assessment at forest management activities in the Northwest Region (Eastern area), Perth complex and Northeast Region (Western Tiers), and Southern Region (Central Highlands and Huon Valley). The assessment was conducted in two parts:

1. Remotely, in April 2023, and focussed on the organisation's management system processes; and
2. On-site in May/June 2023, where the focus was the application of STT's management system at field operations, to assess compliance with the requirements of the Standards.

The Teams platform was used to communicate with staff remotely; there were no issues using the Teams platform with documents readily available for review. The audit focused on assessing the effectiveness of the organisation's risk management framework particularly in the planning for, and execution of forest management activities incorporating biodiversity integration into forest management, harvesting operations including windthrow salvage, weed control and impacts on neighbours, illegal activities, monitoring processes, fire planning and management, roading and crossing infrastructure, traffic management and road closure processes, regeneration processes including burning and seeding. The audit also included assessment of stakeholder consultation and engagement processes.

The scope of certification is unchanged.

Key system strengths

- Forest Practices Plan (FPP) planning framework and processes, including Variations.
- Project Management Framework.
- Flexibility of STT staff to implement change, including in forest salvage operations.
- Survey of STT Staff.
- Continuing attention to Truck Overload Management.
- Chain of Custody docket management system used to track wood sales to market.
- Research framework
- Focus on Swift Parrot monitoring and habitat management.
- Internal Audit processes.

Significant improvements

- Cadetships for younger people.
- FOS Plan development for Contractors.
- Vault: now includes a prompt to review the effectiveness of corrections/action plans.
- Construction of the 'Perth Road' to remove heavy trucks and light vehicles away from STT's Perth office operations.
- Stakeholder engagement across a wide spectrum, Lake Echo and Farmhouse Creek bridge closures, and
- Windfarm proposal management, and Consultation Manager reporting system.

- Electronic system to improve field monitoring processes, including for fuel moisture measurement

The two non-conformances from the previous assessment have now been closed. No new non-conformances were identified at this audit.

Consistent with the findings from the previous report, this assessment has verified that STT operates a Forest Management System that conforms with the requirements of the AS/NZS4708:2021 Standard, and this report includes a recommendation for certification to this Standard.

This audit also verified the STT Forest Management System conforms with the requirements of the ISO14001:2015 and ISO45001:2018 Standards and the system is supporting staff and contractors to manage risks-based processes.

Opportunities for improvement are described in this report and can be considered as ways of improving STT's forest risk management system outcomes.

Thank-you to all Staff and Contractors involved in this audit for their active, open and transparent participation throughout the audit. Thanks also go to the organisation's Stewardship Manager for the effective preparation and planning for the audit, and the scheduling of key staff and contractors during the audit, which contributed to the effectiveness of the audit process.

Changes in the organization since last assessment

There is no significant change of the organization structure and key personnel involved in the audited management system.

No change in relation to the audited organization's activities, products or services covered by the scope of certification was identified.

There was no change to the reference or normative documents which is related to the scope of certification.

Assessment objective, scope and criteria

The objective of the assessment was to verify conformance with the requirements of the nominated Standards.

The scope of the assessment is the documented management system with relation to the requirements of AS4708:2021, ISO14001:2015 and ISO45001:2018 and the defined assessment plan provided in terms of locations and areas of the system and organisation to be assessed.

The audit criteria were: AS/NZS 4708:2021, ISO 14001:2015 and ISO 45001:2018

Forestry Tasmania T/A Sustainable Timber Tasmania management system documentation

Statutory and regulatory requirements

Statutory and regulatory requirements are clearly identified in the Forest Management System. The company has effective processes for monitoring changes in statutory and regulatory requirements.

Assessment Participants

Position	Role	Opening Meeting	Closing Meeting	Int. (proc)
Stewardship Manager	Manager and employee (general) – both permanent and temporary		X	X
Senior Certification Advisor	Contractor manager or employee		X	X
WHS Manager	Top management (legal responsibility for H&S)		X	X
Executive General Manager, Corporate Services	Manager and employee (general) – both permanent and temporary		X	
Forest Operations Manager, South	Manager and employee (general) – both permanent and temporary		X	X
Regional Manager, North	Manager and employee (general) – both permanent and temporary		X	X
Forest Operations Manager	Manager and employee (general) – both permanent and temporary		X	X
General Manager, Commercial	Manager and employee (general) – both permanent and temporary		X	
Land & Property Officer, South	Manager and employee (general) – both permanent and temporary			X
Manager, Land & Property	Manager and employee (general) – both permanent and temporary			X

People & Culture Manager	Manager and employee (general) – both permanent and temporary			X
Project Manager	Manager and employee (general) – both permanent and temporary			X
Business Development Manager	Manager and employee (general) – both permanent and temporary			X
Strategy Manager	Manager and employee (general) – both permanent and temporary			X
Fire Management Manager	Manager and employee (general) – both permanent and temporary			X
Senior Conservation Manager	Manager and employee (general) – both permanent and temporary			X
Senior Forest Resource Planning Analyst	Manager and employee (general) – both permanent and temporary			X
Senior WHS Advisor	Responsible for health monitoring			X
WHS Advisor, South	Employee H&S representative			X
Harvest & Transport Manager, Burnie NHPL	Manager and employee (general) – both permanent and temporary			X
Contracts & Administration	Manager and employee (general) – both permanent and temporary			X
Program Manager, Plantations	Manager and employee (general) – both permanent and temporary			X
Domestic Sales Manager	Manager and employee (general) – both permanent and temporary			X
WHS Advisor, Northwest	Manager and employee (general) – both permanent and temporary			X
Harvest & Roding Coordinator	Manager and employee (general) – both permanent and temporary			X
Reforestation Coordinator	Manager and employee (general) – both permanent and temporary			X
Harvesting Forest Officer	Manager and employee (general) – both permanent and temporary			X
Roding Coordinator	Manager and employee (general) – both permanent and temporary			X
Roding Coordinator	Manager and employee (general) – both permanent and temporary			X
Harvesting Supervisor	Manager and employee (general) – both permanent and temporary			X
Forest Manager, North	Manager and employee (general) – both permanent and temporary			X
Perth Nursery Manager	Manager and employee (general) – both permanent and temporary			X
STT SFO Planning	Manager and employee (general) – both permanent and temporary			X
STT Senior Forest Officer	Manager and employee (general) – both permanent and temporary			X
Planning Coordinator	Manager and employee (general) – both permanent and temporary			X
Supervisor	Contractor manager or employee			X

SFO, Forest Management	Manager and employee (general) – both permanent and temporary			X
Harvesting Coordinator	Manager and employee (general) – both permanent and temporary			X
STT Forest Officer	Manager and employee (general) – both permanent and temporary			X
Contractor Representative	Contractor manager or employee			X
SFO Roding	Manager and employee (general) – both permanent and temporary			X
STT Trainee	Manager and employee (general) – both permanent and temporary			X
SFO Operational Planning	Manager and employee (general) – both permanent and temporary			X
STT Harvesting Supervisor	Manager and employee (general) – both permanent and temporary			X
STT Roding Coordinator	Manager and employee (general) – both permanent and temporary			X
Chief Executive Officer	Top management (legal responsibility for H&S)		Apology	
General Manager, Land Management	Manager and employee (general) – both permanent and temporary		Apology	
General Manager, Operations	Manager and employee (general) – both permanent and temporary		Apology	

BSI assessment team

Name	Position
	Team Leader

Assessment conclusion and recommendation

Assessment conclusion

The audit objectives have been achieved and the certificate scope remains appropriate. The audit team concludes based on the results of this audit that the organization does fulfil the standards and audit criteria identified within the audit report and it is deemed that the management system continues to achieve its intended outcomes.

Recommendation

RECOMMENDED - The audited organization has been found in general compliance with the audit criteria and is **recommended for certification** to the nominated standards.

Use of certification documents, mark / logo or report

The use of the BSI certification documents and mark / logo is not in accordance with the BSI "Logo Guidance". Refer to Logo Use later in this report.

Findings from previous assessments

Finding Reference	2288502-202208-N1	Certificate Reference	OHS 603481
Certificate Standard	ISO 45001:2018	Clause	10.2
Location reference	0047483115-001		
Assessment Number	8977930		
Category	Minor		
Area/Process:	Improvement		
Details:	Processes for ensuring the effectiveness of actions taken to address non-conformities are not always inconsistent with STT procedures.		
Objective Evidence:	When a non-conformity occurs, a review of the effectiveness of corrective actions has not been undertaken for incidents of moderate consequence and above as per STT Incident Reporting and Investigation Procedure.		
Cause			
*			
Correction/containment			
*			
Corrective action			
STT Corrective Action #5561 Proposed to re-introduce its system for assessment of effectiveness of corrective actions.			
Closed?:			
Yes			
Justification	STT Corrective Action #5661 STT Effectiveness of Corrective Actions generally implemented only after significant events. Completed action, 30.04.2023: A review of events to occur each month, any significant adjustments to systems or changes to the way things are undertaken a follow up date is populated in Vault. STT document 'Effectiveness of Corrective Actions implemented after significant non-conformances 2022/2023' included 6 events and comment about corrective actions.		

Finding Reference	2288502-202208-N2	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	AS4708:2021 11.6.3
Location reference	0047483115-001		

Assessment Number	8977930
Category	Minor
Area/Process:	Cultural engagement
Details:	There is currently no process in place to consult with relevant Indigenous peoples or their representatives: to identify and record the significance of Indigenous peoples' cultural places and values.
Objective Evidence:	The identification of Indigenous cultural places and values is confined to searches of AHA Database and site surveys undertaken by FPO of tangible sites, known or unknown. Intangible places or values are not considered nor knowledge held by indigenous peoples.
Cause	
*	
Correction/containment	
*	
Corrective action	
This Minor Non-conformance was withdrawn following the 2022.08 audit, and replaced with another Minor Non-conformance. Comment in the 2022 report in relation to this change included: '2288502-202208-N2 (orig) Withdrawn Non-conformance'.	
Closed?:	
Yes	
Justification	<p>While the 2288502-202208-N2 (orig) was withdrawn, a Minor Non-conformance '2288502-202208-N2 (new)' was raised for 'Operational controls at the Perth Nursery were inconsistent with the requirements of the Standard'. This Minor Non-conformance however, was not picked up in the preparation of the e-Report template for the 04.2023 Surveillance Audit. STT's Actions for the evidence identified at the audit is described below, taken from STT document 'AFS audit corrective actions including completed 2022'.</p> <p>STT prepared the following items in response to the Minor Non-conformance. '2288502-202208-N2 (new)' and based on this evidence, the Non-conformance is closed.</p> <p>#5654: Concrete decking placed along embanked some 60years ago will remain in situ to stabilise bank and help protect from flooding. Timber and misc materials have been removed from site. Termed malicious waste / discarded plants and potting media has been removed from site.</p> <p>#5655: Labels intact, sufficient bunding in place for current storage requirements.</p> <p>#5656: Items tagged out of service</p> <p>#5657: Honda quad bike removed from site.</p>

	<p>#5658: Operators informed when using ride on JD lawn mower tractor ear protection must be used or worn during operation, staff inductions to pick up on this point.</p> <p>#5659: Fabricated steel frame and stand to house the air purifier.</p>
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Findings from this assessment

4 Context of the forest manager

Standard References:

- 4.1 Understanding the forest manager and its context
- 4.2 Understanding the needs and expectations of stakeholders
- 4.3 Determining the scope of the certified forest management system
- 4.4 Forest management system

Objective evidence:

Processes observed/demonstrated

- determining, monitoring and reviewing external and internal issues
- determining the interested parties and their relevant needs and expectations
- determining compliance obligations
- determining the scope of the certified forest management system
- determining the activities, services and products; the point of sale or transfer of its products; and its authority and ability to exercise control and influence.

Related documentation

- Statement of Corporate Intent
- Scope of Certification Procedure

Records validating processes

- STT Forest Management Plan, 2019
- STT Corporate Plan, 2021 – 2024
- STT Annual Report 2023
- www.sttas.com.au
- STT Communication and Stakeholder Engagement Policy, 07.2017
- STT Stakeholder Engagement Operational Approach, 17.11.2020
- Forest Activity Permit [REDACTED], [REDACTED], 24.02.2023
- Forest Activity Permit [REDACTED], [REDACTED], 16.03.2023
- Forest Activity Permit [REDACTED], [REDACTED], [REDACTED], 30.03.2022
- Land lease site audit, Licence [REDACTED], 09.08.2022
- STT, Tasmanian Beekeepers Australian and Australian Honey Bee Industry Council, MOU 16.10.2019
- Apiary site audit, Apiary site MU1148, Argents Track, 08.03.2023 Apiary Licence [REDACTED], 10 years
- Email letter to the Licence holder 15.03.2023
- Forest Activity Permit, Drill Performance, Filming of a Dance Production, 11.01.2022
- Forest Activity Permit, First Weapons, Filming documentary, Permit [REDACTED], 20.07.2022.

Interviews with key personnel

Stewardship Manager, Land & Property Officer, South, and Manager, Land and Property

Comments*Context of the forest manager*

Stewardship Manager

Context of the organisation is described in the STT Forest Management Plan (FMP) and the STT Corporate Plan. The Corporate Plan is an internal document, and the Statement of Corporate Intent provides a public summary of the organisation's activities, products and services. The FMP and Statement of Corporate Intent are available on STT's website.

The FMP includes requirements of the Forest Management System (FMS).

STT FMP 2019 describes the organisation is a Government Business Enterprise that manages all Permanent Timber Production Zone (PTPZ) land in Tasmania. Key functions are described for managing Tasmania's public production forests for the long term, and its FMS to manage 'social, economic and environmental values while meeting statutory and contractual log supply obligations'.

The document references the Forest Management Policy and Head Office is described for Level 1, 99 Bathurst Street, Hobart, TAS., 7001.

STT Corporate Plan 2021 – 2024 describes the organisation's key planning for its operations for this period.

Key Sustainable Yield discussion is included at Element 11.5 Forest productive capacity, and includes comment on these documents and processes:

- STT Strategic Model, 90 year sustainable harvest volume
- Tasmania Regional Forest Management Agreement, Section 98
- Sustainable high quality eucalypt sawlog supply from Tasmania's PTPZ Land, 02.2022 No6.
- STT Planning window 2021-2106
- Sustainable Yield Review Audit, [REDACTED] 09.05.2022
- Tactical Scenario for Eucalyptus Native Forest Wood Supply in Southern Region, 12.2019
- Three Year Wood Production Plan, 2022/23 to 2024/25, 07.2022
- Hardwood Three Year Wood Production Plan 2022/23 to 2024/25
- Standard Operating Procedure, Three Year Production Plan 03.02.2023 v2.0

STT Annual Report 2023 describes key outcomes from the organisation's 2023 year, and confirms:

- Our values: Respect, Responsibility, Growth and Excellence.
- Our corporate objectives, including professionally manage public production forests to maintain wood resources and other environmental, cultural and economic values.
- Working with the Apiary industry.
- Corporate governance, through Principles 1-8, that include Principle 7: recognise and manage risk.

The audit observed a strong link between STT's Context, Planning activities relevant to this, and Reporting on outcomes including in the Annual Report 2023.

Needs and expectations of stakeholders

New STT initiatives

Land & Property Officer, South

Manager, Land and Property

STT Land and Property now has organisation wide responsibility for issuing licences and managing processes and documentation associated with these activities conducted by Stakeholders:

- Acquisitions and property sales, Property transactions.
- Facilitate access to PTPZ land.
- Permit System, prescriptions relating to an activity.
- Third party activity, eg Mountain bike endurance, Telco for a tower site.

General information about Access and Permits is available at www.sttas.com.au at Access + Permits for Hunting, Leases and licences, Road and track closures, Forest activity permits and Firewood collection. STT demonstrated a wide variety of activities it now manages on PTPZ lands on behalf of the Tasmanian Government. Examples of these activities are described below.

STT demonstrated an extensive understanding of its Stakeholders needs and expectations in the many and varied examples of 'Stakeholder' projects and activities on PTPZ lands on behalf of the Tasmanian Government.

Key STT documents include:

- STT Communication and Stakeholder Engagement Policy, 07.2017.
- STT Stakeholder Engagement Operational Approach, 17.11.2020.

Access and Permits to STT controlled Permanent Timber Production Zone (PTPZ) land.

Firewood

STT allows the gathering of Firewood under a Firewood Permit system, which is regionally based. Individuals are issued a Personal Permit.

Illegal 'Wood hooking' activities occur and STT co-ordinates management with Regional staff, Tasmanian Parks and Tasmania Police.

Mountain bike track

Derby, 2014, Licence issued to local council, new agreement planned for 2024. There are other tracks that have been developed with external groups.

Landslide on Tasmania Parks land, access via STT land.

Forest Activity Permit [REDACTED], issued to [REDACTED], 24.02.2023, Stabilisation works associated with the landslide, and re-instatement of track (named), General Conditions included STT regulations associated with harvest and haulage activities, safety requirements, insurance requirements,

geotechnical engineer on site, care for flora and fauna, regeneration of the site, hygiene issues, use of fuels and oils, aboriginal heritage issues. Regional Manager, North signed.

Forest Activity Permit [REDACTED], issued to [REDACTED], 16.03.2023, Partial re-alignment of a track, timeline for the permit 03.2023-02.2024

Assessment of activities relevant to the Permit, are managed through routine visits/inspections.

New Windfarm proposal

A new proposal for a Windfarm in Tasmania's South is being reviewed by STT because the transmission lines will require a corridor on STT land. We will follow-up on this project at the next audit.

'Alone' TV series

Forest Activity Assessment, Forest Activity Permit [REDACTED], issued to [REDACTED], [REDACTED] Australia, 30.03.2022, for the 'Alone' TV series.

South options: deemed not suitable because Harvesting operation several kilometres from the site, noise could impact camera work. Site chosen in the North. Specific Conditions (added by STT based on the FAA) included comment on Site remediation, Eagle breeding, Argents Track road users including [REDACTED] [REDACTED], Mining Lease Holders), Falling trees only <0.15m, Copy of the Special Purposes Wildlife Permit, Fires only in campfires and relevant training, Drone use in relation to Raptor species.

Map/Legend, key information included Alone Site Locations, Argents Road, Land tenure described eg STT and Parks, also Alone Site locations in relation to an Eagle nest/sighting.

Land lease site audit, Licence [REDACTED], Conducted on 09.08.2022.

9-Aug-2022- PRID [REDACTED] Site Inspection

Site Inspection at [REDACTED], Murdunna, TAS., 7178, a 3-yearly assessment was conducted in 08.2022, with results recorded on iAuditor, based on pre-determined questions, requiring a Yes/No response. Where a 'No' response was recorded, information relevant to the 'No' is included. 'No' was recorded for 1. PRID shape needs updating, 2. Is there a current FAA covering the area?, and 3. Have all outstanding issues been followed up? 38 photographs described the area and issues identified. The assessment process was observed robust and well described, with a Score 70 and Actions 3.

A Breach Notice was issued on 02.09.2022 following the inspection; it described issues associated with Firewood gathering, Garden patch, Bee hives and Fires.

Apiary

STT, Tasmanian Beekeepers Australian and Australian Honey Bee Industry Council, Memorandum of Understanding 16.10.2019, guides current practices.

Apiary site audit, Apiary site [REDACTED], Argents Track, 08.03.2023 Apiary Licence [REDACTED], 10 years.

Audit issues identified in iAuditor: Signage relevant to the site was not present, Site licenced for 50 hives (described in a photograph) on the site, and there were 100 hives present. iAuditor identified only 1 'No', when there were 2.

Email letter to the Licence holder sent on 15.03.2023 outlining these issues and the potential for a formal breach notice to be issued for non-compliance if the matters were not addressed.

Tasmanian Government now requires Bee Keepers to be registered: STT Apiary Licensees list has been developed.

STT's Annual Report 2023 describes the organisation's support for Tasmania's Apiary industry and its Bee keepers.

Other Forest Activity Permits

Other Forest Activity Permits and documentation were sighted for:

- Drill Performance, Filming of a Dance Production, 11.01.2022, between 20-28.01.2022, at Sumac Road and Que Road sites, signed 13.01.2022. a Map of the area and STT Unsupervised Visitor Safety and Environment Information were provided to Drill Performance.
- First Weapons, Filming documentary, Permit [REDACTED], 20.07.2022, Filming using a drone, Permit Holder Black Key TV, Locations described BU137A or BU138A, described on a map, also STT Unsupervised Visitor Safety and Environment Information were provided.

Scope

Scope of certification is unchanged:

'Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products.

The defined forest area consists of six forest management units: hardwood plantations; softwood plantations; wet eucalypt forests; dry eucalypt forests; blackwood forests and rainforest in Tasmania as described in the organisation's Forest Management Plan'.

Assessment conclusion

Processes have been implemented effectively.

5 Leadership

Standard references:

- 5.1 Leadership and commitment
- 5.2 Sustainable forest management policy
- 5.3 Roles, responsibilities and authorities

Objective evidence:

Processes observed/demonstrated

- defining responsibility and accountability
- alignment of the policies and management system with the strategic direction of the organisation and business processes
- taking overall responsibility for the effectiveness of the forest management system;
- ensuring that the resources needed for the forest management system are available;
- promotion of continual improvement
- reporting on the performance of the forest management system

Related documentation & Records validating processes

- STT Forest Management Plan, 2019
- STT Corporate Plan, 2021 – 2024
- Sustainable Forest Management Policy, 07.2022
- www.sttas.com.au
- STT policy documents, various
- Chain of Custody Policy, 07.2022
- Pesticide Policy, 05.2022
- Permanent Native Forest Policy, 03.2021.

Interviews with key personnel

People & Culture Manager, and Stewardship Manager

Comments*Leadership and commitment**Roles, responsibility and authorities*

STT Leadership demonstrated leadership and commitment to meeting its Sustainable Forest Management Policy and Forest Management Plan objectives through:

- STT organisational review, post-COVID19.
- STT Employee Conference scheduled for 27.07.2023.
- Planning for the next Enterprise Bargaining Agreement due in 2025.
- Remuneration Policy and Framework update.
- Position Description reviews.
- Corporate Services, Project Management Framework review.
- Extensive research projects, Refer 9.3.1.
- Forest Management System Internal Audit 5 year strategic plan 03.2021, implemented.
- Management Review conducted in 08.2022.

Refer Element 7. Support, where these initiatives relate to the organisation's focus now to identify key organisational development requirements 'post-COVID19', and how these will be achieved, are described in more detail.

Policies

STT Sustainable Forest Management Policy, 07.2022 is endorsed by the Chief Executive Officer, and content meets requirements of the Standard.

STT has developed and implemented many policy documents relevant to its business activities, products and services. These are available at www.sttas.com.au and across the organisation's offices, and a selection includes:

- Communication and Stakeholder Engagement Policy, 07.2017
- Chain of Custody Policy, 07.2022
- Pesticide Policy, 05.2022
- Permanent Native Forest Policy, 03.2021
- Complaints Policy, 27.05.2022
- Procurement Policy, 15.09.2023.

Assessment conclusion

Processes have been implemented effectively.

6 Planning**Standard references:**

- 6.1 Actions to address obligations, risks and opportunities
- 6.1.2 Compliance obligations (Determination of legal requirements and other requirements)
- 6.2 Management objectives
- 6.2.1 Planning actions to achieve management objectives

Objective evidence:*Processes observed/demonstrated*

- determination of risks and opportunities
- determination of compliance obligations
- ensuring compliance
- establishing forest management objectives
- planning to forest management objectives
- managing changes to the system/s

Related documentation

- STT Corporate Services, Project Management Framework

Records validating processes

- STT Forest Management Plan, 10.2019
- STT Corporate Plan, 2021 – 2024
- STT GMT Meeting 29.07.2022, PMF Review (Report), 'Recommendations', 29.07.2022
- NDA Training Tasmania, 15.03.2023 & 22.03.2023
- PMF PowerPoint 03.2023
- TOM Project Sizing, 08.2020
- TOM Project Charter 09.2020
- TOM Project Plan 17.09.2020
- Risk Management Plan HVNL, 12.10.2020
- Perth Redevelopment Project, Project ID 6, Stage A, 28.03.2023
- STT Contractor Performance Reviews, 07-08.2022
- Roads and Landings Agreement, 2022
- Roads and Landings Agreement, 17.04.2023, [REDACTED], Location 6C
- Internal Audit: STT Log Truck Audit, Truck registration MYT650, Part 2 Construction & Review
- STT Overload Report 17.03.2023-17.04.2023; Email 13.04.2023, STT to [REDACTED], Overload 05.04.2023, HML, 2.08 tonnes overload.

Interviews with key personnel

Project Manager, and Stewardship Manager

Comments

Planning

STT Forest Management Plan describes the organisation's approach to its management of PTPZ land in Tasmania. The plan describes key functions for managing Tasmania's public production forests for the long term, and its forest management system to manage 'social, economic and environmental values while meeting statutory and contractual log supply obligations'.

STT Corporate Plan 2021 – 2024 describes the organisation's key planning for its operations for this period.

Strategic planning

Project Management Framework

STT Corporate Services, Project Management Framework (PMF) oversees the organisation's planning for, and delivery of, corporate projects. The PMF is reviewed and implemented over a 4 year window. In 2022 STT conducted a review of projects, which included conducting a survey of STT staff.

STT GMT Meeting 29.07.2022, PMF Review (Report), 'Recommendations' described initiatives that included: brief and detailed Project Plans are combined, the Change Management Procedure is to be included in PMF, and others. The Report included these key areas to implement and review the effectiveness of the PMF for projects and its processes:

- Step 4: Training and Communication Strategy.
- Step 5: Continuous Improvement and Internal Audit.

NDA Training Tasmania conducted training for a wide cross-section of STT staff on 15.03.2023 in Hobart and on 22.03.2023 at Perth in these modules:

- Basics of Project Management Framework.
- Apply PMF at STT. Next course is planned for 05.2023.

PMF PowerPoint 03.2023, was used for Training across STT. It included information on these topics:

- What is it?
- STT approach: Tools and governance to deliver a STT project.
- Projects under the PMF.
- Fire recovery, Diligent, Intranet/Wiki platform, ELMO, Perth Site Redevelopment and other
- Why? (use the PMF)
- PMF is improving STT processes, and describes Structure to project management, Defined scope and timeframes, Allocation of resources, Stakeholder engagement/Change management strategy, Regular reporting, Holistic approach
- Project Management, Key steps
 - Step 1. Business case and Approvals.
 - Step 2. Planning your project – Governance, Sizing template, Charter, Project Plan (that includes Purpose, Reasons for the plan, Outcomes, Constraints, Stakeholders, Risks,

Financial, Dates and Timing, Change Management, Project Team and Roles, Revision History and References and Documents), Risk Management.

- Step 3. Execution of the project – Implementation, Weekly Project Review, Risk Register / Matrix, Reporting (to GMT),
- Step 4. Closing the project, includes Project Closure (PowerPoint) and Project Evaluation processes.

Truck Overload Management (TOM) Project

Key project components included:

- Project Sizing, 08.2020: Small, Medium, Large, Political Strategy and Complexity.
- Project Charter 09.2020: Inputs, Processes, Outputs: 1-6, Utilisation and Outcomes.
- Project Plan 17.09.2020: Reasons, Outcomes/Benefits, Constraints eg technical complexity in interpretation NHV law (NHVL), Stakeholders included STT Board and GMT, Contractors, STT staff and others, Financial, Dates and Timing, Project Team and Roles, Project Sponsor and PMF, Project Manager and others, Training and Communication Strategy included engaging an external contractor who could engage with regional staff and contractors.

Risk Management Plan HVNL, 12.10.2020, described Description of Risk, Treatment Plan, Risk Owner, Resource requirements, and Key Review Dates.

Perth Redevelopment Project

Perth Redevelopment Project, Project ID 6, Stage A, 28.03.2023, Excel document described STT's approach to managing the Perth Redevelopment Project, Stage A using the PMF with the following worksheets:

- Purpose.
- Weekly Status Report.
- Milestones.
- Risk.
- Risk Instructions.

The process and data/information observed demonstrated an improved/more mature approach to managing STT projects using its PMF.

Compliance obligations

Chain of Responsibility

Current STT system to meet Burnie NHPL requirements is described and includes Chain of Responsibility (CoR) Policy, and related processes to manage and monitor overloads. A significant overload is described as 1 tonne over the legal limit.

STT has recorded a reduced number of overloads in the past 3 months.

Reported overloads are entered into Vault, the Contractor then reports on the incident, and subsequently STT assesses and responds to the Contractor response.

STT conducts Contractor Performance Reviews, which are an annual process, with the most recent being conducted in 07-08.2022.

Roads and Landings Agreement was introduced in 2022 and is being rolled out now and includes:

- Determining between Harvest and Haulage contractors to confirm for example:
 - Road alignment.
 - Landing placements/levels.
 - Turnaround.
- Roads and Landings Agreement came out of STT's Safety Circle Training in 2022 with Harvest contractors that was followed up with Haulage contractors.

Roads and Landings Agreement, 17.04.2023, sighted for [REDACTED], at Location 6C.

Route map evaluation process developed and identified risks along the STT preferred route, which can include the Contractors' knowledge base, that when included, can improve safety along the route.

Safety Circle, Harvest and Haulage Contractors: Training conducted STT H&S Manager

STT has commenced Harvest audits:

- Internal Audit: STT Log Truck Audit, Truck registration [REDACTED], Part 2 Construction & Review: 3/3, STT Staff signed x2, Contractor to sign
- STT Overload Report 17.03.2023-17.04.2023, lists actual load v tare; Email 13.04.2023, from STT to [REDACTED], Overload 05.04.2023, HML, 2.08 tonnes overload.

STT is introducing audits of Haulage operations: this will be followed up at the next audit.

Assessment conclusion

Processes have been implemented effectively.

7 Support

Standard references:

- 7.1 Resources
- 7.2 Competence
- 7.3 Awareness
- 7.4 Stakeholder communication and engagement
 - 7.4.4 Public summary
 - 7.4.5 Chain of custody claims
- 7.5 Documented information

Objective evidence:

Processes observed/demonstrated

- provision of resources including external providers
- determination of required competencies
- awareness and communication
- management of documentation and records
- stakeholder engagement

- management of complaints and disputes
- chain of custody claims
- monitoring of overloads (LOGR)

Related documentation

- STT's Ethics Framework
- STT Woodchip Chain of Custody Procedure, 08.2022, v7

Records validating processes

- STT Code of Conduct Policy 11.2017 v2.4
- STT Organisation, People & Culture, Organisational structure 2017
- STT Board Paper 06.2022, Workforce Capability and Organisational Review
- Sustainable Timber Tasmania Organisational Review PowerPoint
- Enterprise Bargaining Agreement, Expires 06.2025
- STT GMT Meeting, Remuneration Policy and Framework 03.2023
- Position Description documents
- Elmo, Human Resource Information Tool, Learning portal
- People and Culture Manager, Training course records since 10.2022
- STT Communication and Stakeholder Engagement Policy, 07.2017
- STT Complaints Policy, 27.05.2022
- Management Review 08.2022
- STT Contractor Alert, Responsible Wood Standard Audit, 29.05-01.06.2023
- Internal Audit Schedule 2022/2023

Interviews with key personnel

People & Culture Manager, Business Development Manager, and Stewardship Manager

Comments

Outcomes are also included at Element 11.7

Resources, Capacity building

STT during-COVID

During COVID, many changes were made to meet State and Federal government requirements. One of these related to vaccinations. There were several unvaccinated STT employees; however, STT's policy was 'to be vaccinated'. The organisation determined it needed to 'find a way' and 'working from home' provided a solution for the issue and meet the organisation's Values: Respect, Growth, Excellence and Responsibility.

STT engaged an external health provider to describe what needed to happen for the person to return to work with colleagues.

STT Code of Conduct Policy is being reviewed now, focus is 'Doing the right thing', and including consideration of ethics, psychosocial issues, sexual harassment, and discrimination focus. And that STT's Ethics Framework will be integrated into Codes of Practice, so that ethical decision making is part of STT's Code of Practice processes.

STT organisation review, post-COVID

STT focus post-COVID is for people to be 'comfy at work', and include consideration of remuneration, being valued, with the right skills for right job.

STT Organisation, People & Culture, Organisational structure 2017, changed from Forestry Tasmania to STT, and is about to undergo another review.

STT People and Culture Manager PD / role KPIs include responsibility for Organisational development.

STT Board Paper 06.2022, Workforce Capability and Organisational Review, provides insights on:

- What resources do we have now?
- What resources do we need in the future?
- Demographics information, graphs of age classes.
- Gender Diversity focus to increase women in Forestry.
- Skillset requirement has changed: key current/new skillsets include Natural capital, Carbon accounting, Cyber, Landscape management, Communications, Safety, Fire management and Project management

Sustainable Timber Tasmania Organisational Review PowerPoint, included:

- Phase 1 – Plan, until 30.06.2023.
- Phase 2 – Do, from 27.07.2023.
- STT Employee Conference is scheduled for 27.07.2023 when the 'Do' information 'sharing and actions relevant to their work and the business', will be rolled out.

Enterprise Bargaining Agreement (EBA)

Expires 06.2025. Negotiations are planned to commence soon for the next EBA.

Initial issues within People and Culture to be raised/discussed include STT's broadband structure of skillsets and remuneration.

Remuneration Policy and Framework update

STT GMT Meeting, Remuneration Policy and Framework 03.2023, describes the organisation's initiative to engage with organisations to assist in developing /updating STT's remuneration policy and framework. Final selection expected by EOFY2023.

Remuneration Policy and Framework Consultant has been engaged and has commenced evaluating the scope: this will include the review processes that will inform the EBA 2025 process.

Position Descriptions

Position Description (PD) documents describe STT skillsets requirements for all roles and their associated responsibilities. PD documents reviewed were routinely reviewed and updated.

Competence and awareness

ELMO, Human Resource Information Tool, and STT's Learning portal, includes:

- An extensive list of coursework available to STT staff.
- Records of STT staff and the coursework they have completed.

Staff have the opportunity to complete required competencies and nominate for others that may not necessarily be 'required'. Current training focus includes:

- Public Safety in Firefighting Operations, Certificate II.
- Discrimination and Equal Employment Opportunity (EEO) for Managers.

Training course records for coursework completed by the People and Culture Manager since 10.2022 included:

- Sexual Harassment at Work 24.02.2023 Fair Work Commission training, External.
- Aboriginal cultural awareness, Takara nipaluna – Walking tour, External, 24.02.2023.
- Provide First Aid – 2 day course, External, 08.12.2022.
- Mentoring others, Miscellaneous, 04.11.2022.
- Operate a 4WD on unsealed roads and Recovery South, External, 21.10.2022.
- Mindfulness Training Program South, External, 24.08.2022.
- Fire Refresher Day, Southern 2022, 15.08.2022.
- Operate and Maintain Chainsaws, 31.01.2022.
- Fatigue Management, OH&S, 06.05.2022.

Stakeholder engagement activities

STT Communication and Stakeholder Engagement Policy, 07.2017 guides the organisation's processes.

Refer comments about STT engagement with Stakeholders in this report at Elements 4.2, 11.2, and Sites 5, 6, 10, 11, 12, 13, 17 and 19. There may be others.

Processes were observed effectively implemented.

External communication

STT has not been required to report to the Regulator since the previous audit.

Complaints and disputes

STT's Complaints Policy, 27.05.2022 guides the organisation's processes.

Refer comment about STT Complaints at Element 10.

Chain of custody processes and claims

Business Development Manager

Management Review 08.2022, confirmed Chain of Custody was reviewed and commented on in the previous report. And that there were no changes to current arrangements.

STT Woodchip Chain of Custody Procedure, describes the organisation's processes.

Internal Audit Schedule 2022/2023, lists Region audits for Woodchip, Chain of Custody Burnie; audits are scheduled annually.

Chain of Custody evidence of effective implementation of processes and claims can be found at Elements 7 and 9, also Field sites 1, 11, 15 and 18.

Assessment conclusion

Processes have been implemented effectively.

8 Operation**Standard references:**

- 8.1 Operational planning and control
- 8.2 Emergency preparedness and response

Objective evidence:

Processes observed/demonstrated

- operational planning and supervision
- stakeholder engagement in the operational planning phase
- emergency preparedness and response

Comments

Operational planning, Emergency preparedness

Refer Site inspection comments in relation to Operational planning and supervision, Stakeholder engagement in the operational planning phase and Emergency preparedness and response processes.

Assessment conclusion

Processes have been implemented effectively.

9 Performance evaluation**Standard references:**

- 9.1 Monitoring and evaluation
- 9.2 Internal audit
- 9.3 Management review

Objective evidence:

Processes observed/demonstrated

- Monitoring, measurement, analysis and performance evaluation
- Evaluation of safety and environmental management compliance
- Internal audit planning, scheduling and execution
- Management review

Related documentation & Records validating processes

- Final Internal Report – Draft, Experimental Natural Capital Account for Sustainability
- Physical Flow Account
- National Institute for Forest Products Innovation, Draft, The Forestry Natural Capital Handbook, 2022.
- State of the Forests, Tasmania, 2022 Data report.
- Annual estimated carbon stock on native forest and plantation on PTPZ
- STT Quality Standards Manual, Native Forest, 18.10.2022

- Forest Operations Database
- STT Quality Standards, Statewide Results 2021-2022, Native Forest
- STT Quality Standards, Plantations, 30.06.2022
- PowerBI reporting, State-wide/Regional Summary data/information
- STT Document Management Procedure 01.05.2020
- Forest Management System Internal Audit, 5-year Strategic Plan 03.2021
- Internal Audit Schedule 2022/2023
- Internal Audit, Fleet (Management System), 22.03.2023
- Internal Audit, System Element Conformance Audits: Competence
- Management Review, 08.2022

Interviews with key personnel

STT Strategy Manager

Stewardship Manager

Senior Certification Advisor

Comments

Monitoring, measurement, analysis and performance evaluation

STT Strategy Manager outlined areas of work/projects that involve monitoring performance across the organisation's business including .

Natural Capital Accounting

STT Research role, STT Natural Capital Accounting (NCA), Carbon Emissions Reduction programs. STT focus has been to gather and report data necessary for STT's NCA.

Final Internal Report – Draft, Experimental Natural Capital Account for Sustainability, describes progress of gathering and reporting data against key criteria in a series of tables:

- Table 7: Forest extent on PTPZ land: categories included Tall native forest, Short native, Rainforest, Other, Hardwood plantation, Softwood plantation, Non-forest, Total, included changes.
- Table 8: Age class distribution of forests on PTPZ land: describes age class distribution for STT forests.
- Table 9: Disturbance on PTPZ land.
- Table 10: Forest health in productive forest on PTPZ land.
- Table 11: Carbon on PTPZ land (Biomass).
- Accounts measured/monitored over 4 year period to describe extent and change.

Physical Flow Account describes services from the land including timber, water, recreation and cultural services. Data provides information on a wide range of metrics including.

- Timber is the largest income generator.
- Firewood and Apiary services provide significant income to the community.
- Tree mortality, percentage dead trees.
- Average canopy density reduction, appears to be a flatline.
- Average Epicormic score.

National Institute for Forest Products Innovation, Draft, The Forestry Natural Capital Handbook, A practical guide to corporate natural capital accounting, assessment, risk assessment and reporting, 2022, developed to guide how to develop natural capital accounting exercise.

STT plans to approach CSIRO to use the handbook for STT and for FCNSW, signoff is imminent.

Carbon Accounts

State of the Forests, Tasmania, 2022 Data Report, outcomes are based on data sourced from the Department of Environment and Climate Change. The report describes:

- Annual estimated carbon stock on native forest and plantation on PTPZ land: the carbon stock currently is growing.
- Annual net flow of carbon expressed as emissions of carbon on PTPZ land: Negative flow represents carbon sequestered.
- Annual carbon flow by mode Harvesting, Growth, Wildfire, Prescribed burns: Sequestered carbon is described 'below the line'.

#Digital Forests outline STT activities in the forest, what's happening next?

Key research projects (also included at Element 11.3 Biodiversity) in STT's activities being planned/considered now include:

- Long-range wide area network (LoRaWAN).
- Eagle: Eagle Eye Project NIFPI Forico FPA collaboration, sensors technology being used to gather data, Web-based dashboard data available.
- Eagle: Eagle Ear Project, monitoring of endangered forest megafauna using eco-acoustics and the Internet of Things. ARC Linkage proposal.

Fuel moisture sensors – several trials

Several trials are being implemented:

- STT is trialling an 'Automated approach' to measuring fuel moisture, where electronic sticks are strategically located, and fuel moisture is measured and recorded remotely, in real time.
- Weather stations will be located remotely in coupes that are planned for burning.
- Fire dashboards, with data for fuel moisture readings that are available 'live' (in real time), provides opportunity to determine moisture more accurately and appropriately for decision making purposes.

Soil moisture sensors

Soil dryness sensors are being used to develop a soil moisture index across STT sites.

Improved Fuel moisture and Soil moisture measurement and monitoring systems will operationalise moisture assessment to better support decision making.

Mountain bike counters

Counters are being strategically located in multiple-use forests on public land eg Derby track. 'Numbers' data provides ability to determine the number of people at Derby on any given day: this can be used to determine community benefit (value of the ecosystem service).

Data can also be used in planning for traditional STT activities, including burn planning, road construction and harvest planning.

Fire detection cameras

STT has implemented a 'change in approach' by using cameras to detect fire events. Initially, 3 cameras are being/have been placed in Tasmania's Parks and on STT land and the 'feedback' will be centrally monitored.

Minderoo Foundation is supporting STT in this endeavour.

Mammal browsing detection

Detection devices have been installed to improve detection of, and understanding about mammals in, for example, newly planted forests and in established forests. Again, the data can be used to better support decision making in newly planted forests, the level of detection could influence the method used to control browsing.

Illegal activity detection

Improved systems processes are being considered to address illegal activities on STT controlled and managed lands. Refer Element 4, 9.1 and Field site 6 for additional information about Illegal firewood.

STT Research Project Register will be available at the next audit.

Quality Standards

Senior Certification Advisor

Quality Standards relate to re-growing the forest in both Native and Plantation forests, and measuring performance in these forests.

STT Quality Standards Manual, Native Forest, 18.10.2022, describes eight Standards including Site Preparation; Quality Standards assess operations on the ground and measure performance.

Forest Operations Database (FOD) houses all Quality Standards outcomes.

STT Quality Standards, Statewide Results 2021-2022, Native Forest, included:

- Site Preparation: Target 95% of the area treated, achieved 90.4% against previous 5 years that achieved >97%
- Seed Provenance: Target 70% of coupes to be sown with same seed; achieved 73.3% against previous 5 years 59-78%.

'Results Summary' described outcomes for the eight Standards and the subsequent Review identified these outcomes:

- Issues, Native Forest:
 - Burn season, Increasing carry overs, refer Native Forest, Results for High Intensity Burn, not achieved Standard.
 - Partial harvest damage, PHA Standard.
 - Wattle PSR.
 - FIRS Support.

- Issues, Plantations:
 - Sourcing cultivation equipment.
- Actions, Native Forest:
 - New action to Develop Quality Standard for Wattle PSR operations.
- Actions, Plantations.

STT Quality Standards, Plantations, 30.06.2022, describes Quality Standards that describe requirements beginning to end of a rotation.

PowerBI reporting, State-wide/Regional Summary data/information for each of the Standards, data is sourced from FOD, and houses all outcomes.

Quality Standards Document Management System, 4 GM responsibilities (Library), for:

- Operations.
- Conservation & Land Management.
- Corporate Services.
- Commercial.

STT Document management

STT Document Management Procedure, 01.05.2020, provides guidance in managing documents.

STT staff members are assigned responsibility for reviewing and updating documents; this process/structure is now managed in Sharepoint/Library and describes, for example:

- Monthly Reports (that include):
 - Documents due for review, sent to General Managers for action.
 - Document Last Reviewed date is linked to/creates the next Review Date, by Document Librarian.
 - New/reviewed Documents, 03.2023.

Internal audit

Stewardship Manager

GMT 2021 proposal informs the organisation's current approach to auditing its management system against requirements of the Standard.

Forest Management System Internal Audit, 5-year Strategic Plan 03.2021, informs the organisation's annual schedule.

Internal Audit Schedule 2022/2023, lists Region audits, System audits, and Business units, eg IST.

Audits are described by Location, Content to be assessed - What to audit?, Auditor(s), Reason eg 5-year, and scheduled audits in 2022/2023 include:

- Quarry records, Roding including structure assessments.
- Woodchip Export Chain of custody Burnie, scheduled annually.
- Forest health and Pest management.
- Fleet management.

- Competence (Forest Practices system training).
- Boundary management (based on experience in 2021/2022).
- IST Chain of Custody, Group scheme, external provider Bruckner Leach, annual requirement.

STT x2 staff have completed Lead Auditor Training, based on the BSI ISO14001 course; ELMO records for this training were not yet available for review.

Internal Audit, Fleet (Management System), 22.03.2023, STT Fleet is about 150 vehicles, key Fleet Management issues:

- Vehicle selection, based on metrics including Fit for purpose and Fleet age (as low as reasonable possible).
- Servicing vehicles (confirmed on time).
- Servicing trailers (gap identified, database did not confirm routine servicing had been completed).
- Fleet emissions reduction emissions (hybrid vehicles have been purchased, STT is part of a State government group looking at this issue).

Internal Audit, System Element Conformance Audits: Competence: the audit has commenced, but is not finished.

STT's Stewardship Manager has developed a 'justification process' that is being considered as a way of informing how STT can develop its strategic internal audit plan; this is a different approach, an 'Audit Plan Re-think' where 'System Elements' of the Standard are described, and for each of these, STT's thinking and approach to auditing each System Element, against requirements of the Standards is described.

The process will likely result in not all System Elements will be included in STT's internal audit plan for assessment to confirm compliance with requirements of the Standards, and the thinking about 'Why? a System Element is excluded, is described. This will be followed-up at the next audit.

OFI

It is not clear STT's 'justification approach' to developing its strategic internal audit plan meets all Element 9.2 requirements.

Management review

Stewardship Manager

Management Review was most recently conducted in 08.2022 (Q1 of each STT year): outcomes from this review were reported in the previous BSI Group report.

STT has not changed the 'Management Review' processes it uses to gather information and report on performance.

STT's Management Review routine processes that contribute to the annual review in Q1 were observed, and included:

- SMT Monthly meetings.
- Board Meeting, monthly, also Sub-committees for:

- Finance Audit and Risk.
- Environment Safety and Health (ESH).
- Communications.
- Environment Safety & Health Quarterly Agenda and Minutes, 23.02.2023, included comment on:
 - Safety Report.
 - Psychosocial habits.
 - Hazardous Trees, Draft Hazardous Trees Procedure review.
 - Environment Report 01.11.2022-31.01.2023, included:
 - 3-month summary.
 - 14 environmental incidents.
 - Minor boundary breach, Skidder crossed boundary 40m Contractor self-reported, no damage observed.
 - Soil / Water damage, STT Forest Officer reported, excessive water and mud on road.
 - Compliance event, construction of a landing spur road that was not approved in the Forest Practices Plan (FPP). Trends in Environmental incidents, mostly external 3rd parties, KPI's 2021/2022 for the following (and others):

▪ Harvest boundary breaches	0
▪ Breaches soil/water	1
▪ Environmental values	0
▪ FPA Audit results	tbc
▪ Escaped planned burn affecting	0
▪ Comment 'confirm end of program' Scope 1,2 Fossil fuel, CO2 emissions	<25 Reported end of year.
 - Legal and Compliance Summary
 - 3 events (refer above)
 - Review and update process, EnviroEssentials information source
 - Swift Parrot Management, new initiative, project being undertaken by Department of Natural Resources and Environment Tasmania (NRET), STT a Stakeholder. STT swift Parrot plan.
 - Certification Report 23.02.2023:
 - Update on BSI report
 - Non-conformance follow-up
 - FPA Audit Results.
 - Research, update.
 - Certification Manager reports:
 - Environmental Report. Refer previous comments re 3 incidents.
 - Certification Report, includes comment about Swift Parrot project.
- General Management Team Meeting (Monthly) Minutes 02.2023, information/reports included:
 - Strategic and Corporate Plan
 - Quarterly Report by each GM

- Compliance
- Safety
- Swift Parrot
- Reversion to Native Forest, Blue Gum plantation
- General Managers Meeting, Field Operations (Monthly), Agenda 20.04.2023

Assessment conclusion

Processes have been implemented effectively.

11 Sustainability criteria

11.1 Maintain forests and carbon

Objective evidence:

Processes observed/demonstrated

- 11.1.1 Maintain carbon stocks
- 11.1.2 Climate positive practices
- 11.1.3 Conversion of natural ecosystems
- 11.1.4 Conversion of degraded native vegetation to plantation
- 11.1.5 Reforestation

Related documentation & Records validating processes

- Final Internal Report – Draft, Experimental Natural Capital Account for Sustainability
- Physical Flow Account
- National Institute for Forest Products Innovation, Draft, The Forestry Natural Capital Handbook, 2022
- State of the Forests, Tasmania, 2022 Data Report

Interviews with key personnel

Strategy Manager
Stewardship Manager

Comments

Maintain carbon stocks – carbon estimates

Strategy Manager

Refer comment at Element 4.

STT Research role, STT Natural Capital Accounting (NCA), Carbon Emissions Reduction programs. STT focus has been to gather and reporting data necessary for STT's NCA.

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- Annual carbon flow by mode Harvesting, Growth, Wildfire, Prescribed burns: Sequestered carbon is described 'below the line'.

Climate positive practices

Other STT projects that could have climate positive outcomes include:

- Fuel moisture sensors trial.
- Weather stations, located remotely in coupes planned for burning.
- Fire dashboards, fuel moisture readings available live.
- Soil moisture sensors.
- Fire detection cameras

These are described in detail at Element 9.1.

And a new Windfarm proposal in Tasmania's South is being reviewed by STT.

Conversion of natural ecosystems

STT confirmed the organisation has not converted natural ecosystems since the previous audit.

Assessment conclusion

Processes have been implemented effectively.

11.2 Forest ecosystem health

Objective evidence:

Processes observed/demonstrated

- 11.2.1 Identify and manage forest ecosystem health
- 11.2.2 Invasive and pest species
- 11.2.3 Integrated pest management
- 11.2.4 Pesticides
- 11.2.5 Fertiliser
- 11.2.6 Planned fire
- 11.2.7 Impacts of damage agents
- 11.2.8 Salvage operations
- 11.2.9 Rehabilitate degraded native vegetation
- 11.2.10 Unauthorised and illegal activities
- 11.2.11 Waste management

Related documentation & Records validating processes

- STT Strategic Fire Management Plan, 09.2022
- STT Tactical Fire Management Plan, 09.2022
- STT Fire Management, PowerPoint 03.2023
- Firewood Permit system
- Site Inspection A9, Murdunna, PRID 18655, 09.08.2022 STT Breach Notice 02.09.2022

Interviews with key personnel

Fire Management Manager and Stewardship Manager

Comments

Planned fire

STT's approach is implemented and managed through these plans:

- STT Strategic Fire Management Plan 09.2022.
- STT Tactical Fire Management Plan 09.2022, Fire management areas in Tasmania management approach.

STT Fire Management Team, STT Staffing: Previously 6, now 11 Staff, State wide. STT is part of a statewide Tasmanian approach to preparing for and managing its fire season, and includes:

- Tactical Working Group, made up of:
 - STT Fire Management Manager.
 - Assistant Director, State Operations TFS.
 - State Fire Manager, Parks Tasmania.
- Strategic Group: comprised of:
 - CEO STT.
 - Chief Officer TFS.
 - Deputy Secretary Parks Tasmania, met 18.04.2023

STT demonstrated an intimate and detailed interface with other government/private business in Tasmania that have a focus to improve fire-fighting capability. This was demonstrated in the STT Fire Management, PowerPoint 03.2023 described the current approach, thinking and implementation.

Main Fire Management Planning categories included for:

- Prevention.
- Preparedness.
- Response.
- Recovery.

Regeneration burns planning capability and delivery across Tasmania described and included:

- Capability & Capacity, 200 firefighters, >70% staff trained, >120 appliances, Access to heavy plant and Aircraft.
- Preparedness and Response: October-April fixed period of availability. Organisation chart showing responsibility(ies).
- Collaboration (resource) arrangements in place though Inter agency Bushfire Management Protocol, Fuel Reduction Program and AFAC.
- Bushfire Response: +1200 fires Campfires 46% and Arson 31%, Lightning 10% but 73% of area.
- Planned Burning:
 - Fuel reduction: Spring 6 burns / 1200ha, and Autumn 10 burns / 1200ha
 - Regeneration Burning: 207 coupes

Current Projects (that support improved fire management planning) include:

- Internet of things electronic fuel moisture sensors and weather stations, office based surveillance available to decision making
- Satellite Detection, Aurora Tech, Inter-agency, Developing technology, National opportunity
- Fire detection cameras: refer previous comment.
- Forest Observatory Tool: Inter Agency with Minderoo, Phase 1 Proof of concept, Phase 2 NSW ACT Tasmania
- Arena database, Aircraft Heavy Plant:
 - Aircraft: identified and location, availability of Aircraft, deploy/despatch when required
 - Heavy Plant equivalent, being developed now.
- Resource to Risk
 - National project
 - DST Aircraft allocation
 - Tasmanian Working Group
- High Risk Lightning
 - Inter-agency with Minderoo
 - Data support tools
 - Identifying/Prioritising the high-risk strikes
 - Real potential and requires funds
- Recovery, Google Earth Engine fire severity mapping tool

Strategic Initiatives that support improved fire management planning include:

- Fire fleet configuration: workforce has changed, aging fleet.
- Capability and Capacity 2027: changing including Hardwood plantation.
- Strategic Firebreaks: road network has changed, transfers to FPPF.
- Mechanical Fuel Treatment.

- Machinery Management.
- Fire Management Training: career pathway, reviewing and making more holistic approach.
- Fire Detection Strategy: camera approach, interface with other agencies

Going Forward (refer comment elsewhere that STT is involved in)

- Further rollout of Cameras; e-Fuel moisture sensors, Weather stations, Remote sensing – Forest Observation Tool; Access for first attack; Cultural burning.

Inter-Agency Fuel Reduction Burn Program, Autumn and Spring

- Spring program: Fuel reduction only
- Autumn program: Regen and Fuel reduction
 - Smoke management issues in the previous burn program, burns planned/delivered closer to requirements.
 - Vineyard/winery owners/managers, these will/can affect planned burns.
 - Bike Park and locals at Maydena, STT deferred burn program 2 weeks
 - Stakeholder Communication Group(s) becoming more involved in the process of Spring and Autumn burn programs.

Salvage operations

Refer field sites 1 and 5 for comment on STT's management of Salvage operations.

Unauthorised and illegal activities

Firewood

STT allows the gathering of Firewood under a Firewood Permit system, which is regionally based. Individuals are issued a Personal Permit. Illegal 'Wood hooking' activities occur and STT co-ordinates management with Regional staff, Tasmanian Parks and Tasmania Police.

On 09.08.2022 STT conducted a Site Inspection at ■■■, Murdunna, TAS., 7178, at PRID ■■■■. A Breach Notice was issued on 02.09.2022 following the inspection; it described issues associated with Firewood gathering, Garden patch, Bee hives and Fires.

Refer other comments at Element 4 and 9.1, also Field site 6 for additional information.

Assessment conclusion

Processes have been implemented effectively.

11.3 Biodiversity

Objective evidence:

Processes observed/demonstrated

- 11.3.1 Identification of significant biodiversity values at clear risk of adverse impacts
- 11.3.2 Actions to maintain or enhance significant biodiversity values
- 11.3.3 Maintain native vegetation types and structure
- 11.3.4 Landscape scale diversity
- 11.3.5 Maintain habitat diversity within the harvest unit
- 11.3.6 Infrastructure
- 11.3.7 Monitor biodiversity
- 11.3.8 Utilisation of threatened species

Related documentation & Records validating processes

- STT's Swift Parrot Management Plan, and associated records
- Bruny Island, Habitat Regeneration, and associated records

Interviews with key personnel

Senior Conservation Planner and Stewardship Manager

Comments*Identification of significant biodiversity values**Monitoring biodiversity*

Senior Conservation Planner

Biodiversity Management on PTPZ land, Swift Parrot

STT's Swift Parrot Management Plan has included establishing a monitoring program to better understand Swift Parrots' use of PTPZ land, and evaluate the effectiveness of habitat retention strategies.

An 'adaptive management approach' is being pursued for Swift Parrot; a number of strategies have been developed in conjunction with these key stakeholders:

- Collaborating with NRM on Sugar Glider research on species occupancy.
- Collaborating with UTAS on call recogniser for key species.

Regional Forest Agreement CAR Reserve System requires 45% be maintained in reserves and FPPF land.

STT currently maintains 12% in PTPZ land, 50% in public CAR.

Landscape scale, Instruments

- Management Decision Classification System, land classification system, PTPZ land protection or production zone, plus additional layer of Special Management Zones (>118 SMZ's. Examples of SMZ's FaSp Swift Parrot.
- HCV Management Plan, describes STT's approach to HCV's and SBV's, applied at strategic tactical and FPP planning. Reported in Annual Report.
- Alignment between SBV's and HCV's: 1-11 SBV categories, detailed description of SBV's and HCV categories relevant to each SBV.
- Forest Practices Code 2020
 - Biodiversity provisions at the landscape scale for Permanent native forest estate policy, Wildlife habitat strips.
 - Applied / Checked at 3 year planning stage: Green Book and 3YP Environmental Compliance Report that is published annually.
- Landscape Context Planning System (way of implementing a biodiversity landscape approach), 3 objectives: Long term retention objective (1km scale), Dispersal objective (1km context scale) and Mature habitat objective.

Operational Management

- Identification tools: FPA tools, and STT tools include Conserve, MapComposer maps, Natural and Cultural values

- Management planning tools: FPA tools and STT tools including HCV Management Plan, Mature forest retention initiatives, LCP system, Threatened and under reserved communities management procedure

FPP Planning and Implementation process

- Planning documents including Biodiversity Evaluation form, FPA Notification database, FPP Preparation procedure, FPP Peer review checklist

Monitoring processes (refer Element 9.1)

- STT Annual Reporting.
- STT Monitoring Projects, Habitat retention Swift parrot and others.
- FPA research and monitoring.

Habitat retention trials: Aim trialling initiatives to increase mature habitat features. Trials include:

1. Wet forest habitat (dispersed) retention trial.
2. Swift Parrot habitat retention trial.
3. Large trees >2.5m.
4. Dry forest habitat retention.
5. Coarse woody material

Habitat retention monitoring, Aim, Method, and Results described including for 7 coupes assessed, that indicated more monitoring (required), in particular for:

- Variable retention rates 0.5-9.5 sph retained.
- Variable post burn survival rates.

Swift Parrot field monitoring project, the species is a nomadic species.

- Aim: Establish monitoring program, Better understand the Swift Parrot's use of PTPZ land, Evaluate effectiveness of habitat retention strategies.
- Methodology of the project work described for 2021-22 season.
- Seasonal activity (Early, Mid, Late season) map describes locations, boundary of a presence area, colour disc size relates to numbers of sightings.
- 2022-23 season data recently collected.
- Acoustic monitoring, 14 recorders, located on rotating basis.
- Aim: Verify breeding activity in scheduled coupes and new areas, Evaluate effectiveness of habitat retention strategies, Collect reference data to build recognises. Method described in detailed.
- Results for Lannonvale forests: DN009G – BB2, BB40, RU034B – RU31, Outcome to date: the process has confirmed presence – absence, with limited data to confirm.

Bruny Island, Habitat Regeneration

STT is planning for the establishment of about 60ha of *Eucalyptus globulus* and *Eucalyptus ovata* for planting in Spring 2023. Progress on this project will be followed up at the next audit.

FPA's research program, STT's input and possible influence could include:

- Eagle.
- Devils and Quolls.

Review, Changing (STT) management for Swift Parrot

Adaptive management approach is being pursued for Swift Parrot, a number of strategies have been developed and implemented. They include:

- New FPA prescription for Brookers Gum, STT Planners/FPO's trained.
- Interim approach to apply to Lonnavele forests.
- NRET reviewing current approach to managing Swift Parrot.
- STT Swift Parrot management plan.
- STT Blue Gum plantings on Bruny Island.
- Collaborating with NRM on Sugar Glider research on species occupancy.
- Collaborating with UTAS on call recogniser for key species.
- Collaborating with UTAS to use multi-spectral imagery to identify *Eucalyptus globulus* and other species.

#Digital Forests outline STT activities in the forest, what's happening next?

Repeated from Element 9.1, but relevant to 11.3 Biodiversity.

Key research projects in STT's activities being planned/considered now include:

- Long-range wide area network (LoRaWAN).
- Eagle: Eagle Eye Project NIFPI Forico FPA collaboration, sensors technology being used to gather data, Web-based dashboard data available.
- Eagle: Eagle Ear Project, monitoring of endangered forest megafauna using eco-acoustics and the Internet of Things. ARC Linkage proposal.

Infrastructure

Refer Field site 4 in relation to meeting upstream and downstream disturbance limits of 20m in the construction of a stream crossing. Other examples of road construction and the associated management of water flows are described in the Field site inspections.

Assessment conclusion

Processes have been implemented effectively.

11.4 Soil and water resources

Objective evidence:

Processes observed/demonstrated

- 11.4.1 Identify soil and water values
- 11.4.2 Protect soil properties
- 11.4.3 Maintain water values
- 11.4.4 Infrastructure

Comments

Refer Field sites for comment on issues associated with protection of / management of soil and water resources.

Assessment conclusion

Processes have been implemented effectively.

11.5 Forest productive capacity

Objective evidence:

Processes observed/demonstrated

- 11.5.1 Identify forest products
- 11.5.2 Harvest rate
- 11.5.3 Manage non-wood products
- 11.5.4 Damage to growing stock
- 11.5.5 Infrastructure
- 11.5.6 Species selection
- 11.5.7 Silviculture

Related documentation & Records validating processes

- STT Strategic Model, 90 year sustainable harvest volume
- Tasmania Regional Forest Management Agreement, Section 98
- Sustainable high quality eucalypt sawlog supply from Tasmania's PTPZ Land, 02.2022 No6.
- STT Planning window 2021-2106
- Sustainable Yield Review Audit, [REDACTED] 09.05.2022
- Tactical Scenario for Eucalyptus Native Forest Wood Supply in Southern Region, 12.2019
- Three Year Wood Production Plan, 2022/23 to 2024/25, 07.2022
- Hardwood Three Year Wood Production Plan 2022/23 to 2024/25
- Standard Operating Procedure, Three Year Production Plan 03.02.2023 v2.0
- Draft Three Year Plan, Snapshot of the Three Year Plan

Interviews with key personnel

Senior Forest Resource Planning Analyst

Comments:

Identify forest products, Harvest rate

Senior Forest Resource Planning Analyst

Sustainable Yield

Key data is available at www.sttas.com.au

STT Strategic Model provides a 90-year view of sustainable harvest volumes.

Tasmania Regional Forest Management Agreement, Section 98, requires STT review the Sustainable Yield every 5 years.

Report titled 'Sustainable high quality eucalypt sawlog supply from Tasmania's PTPZ Land, 02.2022 No6' describes the 6th review since the Tasmanian Regional Forest Management Agreement was signed.

Analysis for the review commenced in 2021 with a snapshot taken in 07.2021, as the basis for predicting the 90-year forward view. Data was then used to develop these models:

- Northern Region Model.
- Southern Region Model.
- Statewide Plantation Model

Outcomes in the report were informed with the previous 5 years of actual harvest volumes data.

- Figure 7. Predicted yield of 137,000m³ high quality eucalypt sawlogs can be available from PTZ land.

Log sources include Eucalypt native forest, Eucalypt plantation coming on stream from existing forest, and replant + native and the planning window is 90-year view 2021-2106

- Figure 8. Predicted yield of 137,000m³ eucalypt peeler logs from PTPZ land
- Figure 9. Predicted yield of arisings from PTPZ land

STT engaged an external provider to conduct a review of its Sustainable Yield, described in 'Sustainable Yield Review Audit, [REDACTED]', dated 09.05.2022. Executive Summary includes reference to long-term data, also the new plantation resource coming on stream and concern over the Site Index and yield table estimates were responded to with precise data for short to medium term, which have been developed, and a reference to develop new models for longer term sustainable yield calculations. And concluded the information used to calculate sustainable yield for 2022 'are reasonable and adequate for the purpose'.

Tactical Planning

STT and Regional Planning Co-ordinators work together to evaluate options for future Annual 3-Year Plans.

Tactical Scenario for Eucalyptus Native Forest Wood Supply in Southern Region, 12.2019, describes discussion between Southern Region Planners and STT that incorporated response information relating to the 2018/2019 bushfires. Outcomes from the Tactical Scenario include comment on High Quality Sawlog, Peeler log and Arisings, Total Area for Harvest 38423ha not including 1970's aged re-growth, Total of 179kms of road construction. Also the Tactical Scenario was assessed against Landscape Context Planning System, and found largely compliant. Three special projects are referenced (thin aged-regrowth, profitable harvest and transport 205Km³, Dedicated mobile yarder 'Yoder') and comment confirms 'the Tactical Scenario will be reviewed each year as part of an annual work program'.

Three Year Wood Production Plan

Three Year Wood Production Plan is available at www.sttas.com.au

Three Year Wood Production Plan, 2022/23 to 2024/25, is dated 07.2022.

Hardwood Three Year Wood Production Plan 2022/23 to 2024/25, Sawlog and Veneer Log and Pulpwood, by Region including North East region and for South Region.

Northeast Region, lists Coupes and the Scheduled Volumes by year, sighted 2022/23, by Natural Forest and by Plantation.

Development of the STT Three Year Wood Production Plan is managed/guided by the Standard Operating Procedure, Three Year Production Plan 03.02.2023 v2.0, 5 stage process 1. Planning (Green and Red Books, 2. Development of Draft Plan, 3. Approval of the Three Year Plan 4. Communication and Publication of the Three Year Plan and 5. Additions to the Three Year Plan.

Current process in train, step by step description of the process and timeline including Green Book (Guidelines) 11.2022 and Red Book (Targets) 12.2022

Draft Three Year Plan, Snapshot of the Three Year Plan, taken and current status is mid-March

Approval of Three Year Plan expected in 06.2023, and includes notification to the FPA by 01.06.2023.

4. Communication and Publication of the Three Year Plan, includes notification requirement for these STT staff Communications Manager, Manager Planning & Resources, Regional Planning Co-ordinator and Planners.

Email from 01.07.2022 General Manager Operations notifying STT staff of the Three Year Wood Production Plan, with reference to the spatial data at Access Map.

Assessment conclusion

Processes have been implemented effectively.

11.7 Social and economic benefits

Objective evidence:

Processes observed/demonstrated

- 11.7.1 Human rights and needs
- 11.7.2 Health and safety
- 11.7.3 Workers' rights
- 11.7.4 Equal employment
- 11.7.5 School-aged workers
- 11.7.6 Remuneration and conditions
- 11.7.7 Ethical behaviour
- 11.7.8 Local procurement
- 11.7.9 Optimal use
- 11.7.10 Local industry support and development

Related documentation & Records validating processes

- STT Enterprise Bargaining Agreement process
- STT Remuneration Policy and Framework 03.2023
- STT Forest Operations Safety Plan (FOS Plan), & associated records
- PowerPoint, STT New Employee SMS Induction, 18.04.2023 & associated records
- PowerPoint, Contractor Safety & associated records
- ELMO
- ChemWatch
- Critical Risk Control Management
- Management and Safety in Quarries
- STT – SWP, PMHMP-10 Ground/Strata Instability, 10.2022
- Safety and Environment Committee, Statewide, 09.03.2022
- Safety & Environment Improvement Register 10.2022
- Hazardous Trees
- Harvest & Haulage Contractors, Supply chain arrangements
- PowerPoint, Forest Products 08.2022
- Powerful PowerApps (workflow) and PowerBI (reporting tool)
- Contractor Qualification App V2
- Contractor Qualification 03.2023
- STT Contracts Due for Review, 03.2023
- Silvicultural Contract 5375, Silviculture, Feral Management Solutions, 06.2022.
- PowerPoint, Forest Products 08.2022
- STT Annual Report 2023

Interviews with key personnel

WH&S Manager, Senior WHS Advisor, WHS Advisor, South; Stewardship Manager; Harvest and Transport Manager, Burnie NHPL; People & Culture Manager; General Manager, Commercial Contracts and Administration; and STT Domestic Sales Manager

Comments*Human rights and needs*

People & Culture Manager

Stewardship Manager

Refer comment on STT's commencement for its EBA due in 2025, at Element 7, repeated here.

Enterprise Bargaining Agreement (EBA)

Expires 06.2025. Negotiations are planned to commence soon for the next EBA.

Initial issues within People and Culture to be raised/discussed include STT's broadband structure of skillsets and remuneration.

Remuneration Policy and Framework update

GMT Meeting, Remuneration Policy and Framework 03.2023, describes the organisation's initiative to engage with organisations to assist in developing /updating STT's remuneration policy and framework. Final selection expected by EOFY2023.

Remuneration Policy and Framework Consultant has been engaged and has commenced evaluating the scope: this will include the review processes that will inform the EBA 2025 process.

Workers' rights, Equal employment, Remuneration and conditions

People & Culture Manager

Refer Element 7, part repeated here.

Enterprise Bargaining Agreement

Expires 06.2025. Negotiations are planned to commence soon.

Initial issues within People and Culture to be raised/discussed include STT's broadband structure of skillsets and remuneration. Follow-up at the next audit(s).

Position Descriptions

Position Description documents describe STT skillsets requirements.

Remuneration Policy and Framework Consultant evaluating the scope, includes the current review processes that will inform the EBA process.

GMT Meeting, Remuneration Policy and Framework 03.2023 describes the organisation's initiative to engage with organisations to assist in developing /updating STT's remuneration policy and framework. Final selection by EOFY.

Health and safety

WH&S Manager

Senior WHS Advisor

WHS Advisor, South

STT has been busy developing and implementing improvements to its Work Health & Safety Management System. Key initiatives and improvements are described here. These could also be included at Element 10 Improvement (not assessed at this audit).

Forest Operations Safety Plan (FOS Plan)

Changes in Tasmania's Forest Safety Code 2021 required STT prepare a Forest Operations Safety Plan (FOS Plan) for Contractors. STT's processes to develop and implement a FOS Plan with its Contractors has included the following tasks / steps / milestones.

STT 'Folder structure' includes 10. Improvement 10.3 Continual improvement, which is a 'FOS Plan'. A FOS Plan includes:

- Consultation
 - FOS Plan Project Phase Schedule Rev02.
 - Consultation Record.
 - Baseline FOS Field Introduction.
- Field Operations Review.
- Documents Phase 1.
- Documents Phase 2.

Harvesting Team, Consultation Record, included information under these headings: Region, Date, Attendance, Barriers to success, Show Stoppers, Comments, Contractor selected, Date of Field Trial conducted in the three STT regions:

- NW, 20.06.2022. Contractor selected [REDACTED].
- NE, 21.06.2022.
- South, 07.07.2022.

Barriers to success were identified and included: It's new, Pushback, Phase 1 is bulky, Contractor reps, Time restraints. Comment was similar across NE, NW and South.

Consultation described Baseline (Code, 5 hazards), Phase 1 (Risk Assessment in line with Forest Safety Code) and Phase 2 (Controls listed in the FOS Plan, in SWP format, focus for contractor operations). STT has included a 'Gate' between Phase 1 and Phase 2.

FOS Plan template developed and implemented.

STT Harvesting Forest Operations Safety Plan, Phase 1, 09.2022, Rev00

Introduction, site information.

Emergency Action Plan includes Vehicle/Machinery Damage.

Emergency Meeting Point, including Location of Air Ambulance meeting point, 'What 3 Words'

Risk Matrix

- Section A: STT describes Activities, Hazards, Risk, Controls and Control Effectiveness. Activities include Pushing trees (High), Load restraint
- Section B: Contractor describes additional hazards.
- Section C: Describes numbers of Activities/Hazards, e.g. Site access and roading, Manual falling, Felling hazardous trees, Steep harvesting, Landing, Loading etc (taken directly from the Forest Safety Code 2021).

STT Harvesting Forest Operations Safety Plan, Phase 2, developed / published on 29.06.2022, Rev6,

STT Baseline Risk Management Assessment 09.2022 Rev00, includes known Risk activities, also 'Information Gathering' that includes contractor inputs to the process and 'historical knowledge' relevant to an operation. And signoff Roding and Landing Agreement, Carting Route Hazard Notification.

Contractor and Landowner/Forest Manager signoff confirms ability to assess and manage risk associated with a particular activity, excellent.

SWP Landings and Stockpiles, 03.2023 Rev00 (Safe Work Tasmania template, with STT details relevant to Phase 1 information for specific activities).

Industry rollout processes included the following:

- Phase 1 End of 02.2023, all contractors have achieved Phase 1.
- Phase 2 End of 06.2023, process is underway by STT to support contractors to achieve Phase 2.
- STT FOS Plan Compliance Verification Audit, annual schedule, describes audits/assessments schedule monthly for the various activities for contractors to assess
- Letter to contractors, 21.04.2023 [REDACTED] Bulk Haulage, Forest Operations Safety Plan (FOS) describes the journey Phase 1 and move to Phase 2, includes Contractor Performance Monthly Audits / Inspections, and provides STT's WHS Advisor contacts.

STT Employee Induction

WH&S Advisor, South

Certification Folder, STT Employee induction

PowerPoint, New Employee SMS Induction, 18.04.2023, includes:

Certifications.

Safety Communication Processes, includes various meeting platforms.

Vault, including access.

Hazard ID Risk assessment and Controls includes Risk Matrix and reference to a Risk register, ChemWatch (new) that talks about management of chemicals.

Critical Risks that include Driving and Working in remote areas.

Safe Work Procedures (SWP's) for all High Risk activities.

Pandemic (COVID-19), including SWP's for work sites and fire management activities.

Take 5, Stop Think Identify Plan and Proceed (STT tool provides opportunity to use a Mobile)

Safety Culture, previously iAuditor.

Safety Circle, training package.

Health & Wellbeing, STT EAP provider PeopleWorks, can include regular health checks monthly, also Flu vaccinations and annual firefighter medicals.

PowerPoint, Contractor Safety

PowerPoint slides included:

- STT Safety Manual, Version 3 is due for release in 2023 (Forest Safety Code, Contractor info etc)
- New Employee 'buddy' system.
- Search and Locate SOP Simple In/Out process.
- Emergency Management and lists a number of specific emergency procedures
- Fatigue Management (and references the relevant procedure/module on ELMO)
- PPE relevant to various work types.

- Workers Compensation and associated processes include nonwork-related injuries.
- Contacts for the STT WHS Team x4.

PowerPoint includes links to more information for each part of the management system.

ELMO

ELMO (new), Welcome to Safety Circle Induction, 'Leader Introduction' presented by [REDACTED] GM Operations.

ELMO, Notification of Completion New Employee Safety Management System for MS, 18.04.2023

ChemWatch

ChemWatch, recently introduced to STT, internal initiative, with separate datasets for Fire Ground, NE, NW and South, and lists chemicals for each of these. ChemWatch data is available via App on device Southern includes sites/locations across the region eg Geeveston Central, Geeveston IST and Lampton Chemical Storage Shed.

ChemWatch Smarter Suite App available for STT. STT delivering training to gain access to and use ChemWatch system, includes Manifest and Regions, Lists and Search function for chemicals. Audit of the implementation of ChemWatch is planned by end of 06.2023.

Critical Risk Control Management

Critical Risk, previously Fatal Risks, managed by SWMS and other controls. Forest Safety Code update prompted STT's review.

STT's new approach to Critical Control Management includes Bowtie MUE's process 31.03.2023, eg for Vehicle incident likely resulting in significant injuries, STT identified Causes (Preventative controls), Impacts described (Mitigations controls), Critical Controls/Standard controls described, also Improvement Tasks for Preventative and Mitigation

SWP Critical Risk Controls, CRC#1 Safe Driving (Poster), includes Critical Risk Controls and Standard Risk Controls, also STT Document References.

STT Safe Work Procedure, SWP Safe Driving, Critical Risk Activity (Safe Work Tasmania template), Draft, 10.2022, includes signoff table - Date, Company, name and Signature. Document includes various activity risk categories eg Driving in remote /Isolated areas and specific requirement eg Driver trained in FWPCOT3259 Operate a 4WD vehicle on unsealed roads.

Critical Risk Control Management (CCM) PowerPoint presentation 20.04.2023, made to Field Operations and GMT, includes Draft STT MUE's for activities that include Driving, Working in Remote / Isolated Areas (S&E Committee rec), Hazardous Trees and others.

Process described that has been followed to develop the STT Safe Work Procedure, SWP Safe Driving, Critical Risk Activity.

Critical Risk Schedule 20.04.2023, Critical Risks, described, SME's described and a Timeline 04-2023-02.2024 Workshops are planned for Driving and for Working in Remote / Isolated Areas, both in Draft form.

AFPA initiative, Critical Risks in Forestry

Management and Safety in Quarries

EH&S Committee, set an Objective: to develop Quarry Safety Management Plan.

STT Quarry Safety Management Plan, 02.2023 Rev01, Work Safety Tasmania reviewed and provided update included defining roles and responsibilities, and the interface between a contractor and STT.

Quarry SOP and Quarry Management Procedure (mainly environmental) available on STT intranet.

3 regions with varying numbers of quarries, including active and inactive quarries that includes quarries being rehabilitated.

WHS management team, STT Rooding Supervisors and Board, researched current quarry activities, including operators, consulting

Training and Competency, identified RII301120 Cert III in Surface Extraction Operations (about to undertake this in Tasmania), and other requirements of the STT Safety Manual.

Site Entry Signage described

Principal Mining Hazard Management Plan, manages all High Risk activities and their risks

- Ground/Strata Instability (and associated SWP, refer below)
- Relationship to other hazards
- Identification methods
- Communication, consultation and training
- Risks register (format), includes Risk identified, and for each of these, information about, Risk, Risk Assessment, Controls and Responsibility; and References including relevant STT SWP.

Same/similar approach described for other key risks including:

- Inundation and Inrush
- Roads, Vehicle operation areas, Access, and Traffic management
- Air Quality, Airborne contaminants includes Risk – Silica, Respirable Dust
- Explosives
- Fixed and Mobile Plan
- Electricity

STT – SWP, PMHMP-10 Ground/Strata Instability, 10.2022, High Risk Activity, (Work Safe template), similar process to previous.

Safety Committee

WH&S Advisor, South

Senior WH&S Advisor

WH&S Manager

Safety and Environment Committee, Statewide, with representatives from the regions, meets bi-monthly First meeting under the new format was conducted on 09.03.2022. Committee makeup includes Silviculture, Harvesting, Rooding, Fleet, Environment, Fire, Planning, Administration, Safety rep, Senior Manager and Head Office.

Safety & Environment Committee, Trello platform, Agenda items and other activity facilities/options, essentially identifying and describing what committee members want from the committee, and includes:

- S&E Charter to be updated (completed 07.2022 Rev4.0)
- Event Analysis:
 - Initiatives updates: Safety Circle Leadership program, new FOS Plan, Forest Safety Code 2021 being rolled out, Update STT Safety Manual
 - Improvements:

- Incident trends
- Contractor LTIFR
- Improve safety culture
- Specific S&E Committee intranet
- Availability of these concerns available to staff
- Environmental performance indicators.
- What do we want from this committee?
 - Change culture, being proactive.
 - Faster turnaround, quantify.

Safety & Environment Improvement Register 10.2022, includes Effort v Reward assessment, Date raised, By whom, Initiative/Improvement, Proposal, Stakeholders, S&E Champion.

Describes Initiative/Improvement:

- 09.03.2022 Take 5 Process, now Safety Culture, implemented/completed 08.2022
- 09.03.2022 Coupe hazard
- 09.03.2022 Vehicle / equipment maintenance process
- 14.04.2022 Near Hit reporting
- 01.07.2022 Footwear – potential to use hiking footwear

Hazardous Trees

08.2021 Fatality associated with a Hazardous tree, contractor trying to bring it down by machine.

Committee formed 11.2021

STT Hazardous Tree Procedure, developed by a group that included by STT, [REDACTED], [REDACTED], [REDACTED], Safety Circle. Key information described under these headings:

Responsibilities/General Requirements in relation to managing a Hazardous tree

Payment for management of hazardous trees

Hazardous tree characteristics

Hazardous tree management including marking hazardous trees (paint and tape zone)

Hierarchy to Manage Hazardous Trees

- Option 1 Fell by machine
- Option 2 Manual fell with assistance by Machine
- Option 3 Isolate and Record
- Option 4 Blasting

Review and Approval process

Appendix 1 SWP

Appendix 2 Hazardous Trees Identification Tool

Appendix 3 Hazardous Tree Falling Risk Assessment (refer the FOS Plan), includes Risk Matrix

Appendix 4 Hazardous Tree Photo Guide

Appendix 5 Hazardous Trees – Decision Process

Appendix 6 Hierarchy to Management Hazardous Trees

Appendix 7 Safety Bulletin, Number 2022-1, Machine digging of roots and pushing standing trees.

*Local procurement, and Local industry support and development***Harvest & Haulage Contractors, Supply chain arrangements**

Harvest and Transport Manager, Burnie NHPL
Stewardship Manager

STT's Harvest & Haulage Contractor supply arrangements remain in place until 06.2027, and are a legacy from the Tasmania Forest Agreement in 2013; Supply arrangements are based on log supply volume marketing arrangements with STT's Customers.

STT is reviewing its Harvest & Haulage Contractor processes. Key focus areas confirmed include:

- Native harvest volume is being maintained; however, there is a change in log supply product mix that will affect contract rates and locality ability to marry log resource and markets.
- New contract tenders: window is through to 06.2027.
- 5 Year Strategic Plan 04.2023, Draft; information has been provided from the regions, sawlogs to pulpwood, and STT is marrying log volumes to contractor capacity, in both native forest and plantation forest estates.
- Reduction in native due to availability, mainly high quality sawlogs.
- *Eucalyptus nitens* plantation log volumes will become part of the hardwood log mix.
- Part pruned, part unpruned, sawlog and pulpwood volumes.
- Decisions to be made with Harvesting equipment, machinery and operation method: focus on no manual tree felling, mechanical tree-felling only. Extraction function assessment includes a short log and longer log length set of options.
- STT is providing Contractors with relevant log volume data.
- 3 Year Plan Wood Production Plan (Forest Practices Act requirement), publicly available document, updated annually.
- Contractor workforce/fleet now includes 17 Harvest contracts and 12 Haulage contracts.
- Haulage contractors: are currently over-committed, with no additional capacity.
- Risks: attracting people into the industry as Operators, rather than Contractors.
- Strategic Risk Register in place, includes Contractor risks.
- Operational Risk Register in place.
- Operational Risk Register does not include risk associated yet with the new plantation resource that will require Contractors change to harvest the new/different resource.
- Headwinds identified include lack of people wanting to work in the forest harvesting sector, obtaining finance from the major banks, contractor knowledge of operational costs.
- STT developing tools that will provide better information for contractors, including haul distance
- Contracts include a review mechanism clause. STT has developed a new approach matrix that reflects:
 - Harvest current contractors workforce, manual v mechanical harvest, its different
 - Fuel percentage for Harvest and Haulage contractors have changed.

Contract Management, Harvest and Haulage

General Manager, Commercial
Contracts and Administration

Contractor Management, STT has developed a Qualification Process for STT people and Contractors.

Powerful PowerApps (workflow) and PowerBI (reporting tool) are key to recording, storing and retrieving data.

STT engages 93 Contractors who perform Forest Operations on STT land, some of these are High risk activities. These Contractors are now qualified and data managed, and include Employment declarations are now in place.

Contractor Qualification App V2, lists all STT Contractors and Records of performance, for example Insurances, Competencies etc. Fit for purpose. App information for each Contractor includes General Content, Contract specific content (Environment, National Heavy Vehicle Law, Fire response), and Attachments that includes records.

ADH, Smithton, App describes series of questions and their responses, which are subsequently assessed.

Contractor Qualification 03.2023, lists 7 new applications 2 applications approved including Qualification status include Rejection for some contractors.

Qualification process is managed through the App, not including approvals for the about 30 businesses at 31.03.2023

STT Circle of Excellence now embraces a wider skillset described in the App processes that are required in order to provide services to STT.

STT 'Contracts Due for Review, 03.2023', lists Contractors and their tenure/review period, Contract Management Site, and other information.

Silvicultural Contract 5375, Silviculture, Feral Management Solutions Pty Ltd, General Services Contract, Annual Review Date August, Schedules relevant to the task, Contract Cover Sheet, Sign/Approval 06.2022.

Future focus is for other types of contracts that include:

- Non Forest Operations Contract
- Cleaning operations
- Bridge Design, and others.

STT now considering application of the App and its processes on these other types of contracts.

Logs, Forest products, Supporting local communities.

STT Domestic Sales Manager

Stewardship Manager

PowerPoint, Forest Products 08.2022 (key focus points)

Legislated STT must supply 137,000m3 of High-Quality Sawlogs (HQSL) annually to its customers.

Major Customer contracts, annual volumes: 122,000 HQSL, 97,000 Domestic Peeler logs, 5000 Utility poles, 6200 'Special species'.

In 2021/2022:

- Native forest HQSL 115000
- Hardwood Plantation 186000
- Softwood Plantation 223000

Domestic peeler billets and logs changed due to lower demand by STT's existing customer.

STT has contracted providers to deliver wood products to STT's customers.

Recovering products from the STT forest estate returns \$60 million to Harvest and Transport contractors annually.

Monitoring of the forest products:

- Delivering Products to Customers, Logs:
 - Describes STT's customer base, which is relatively constant,
 - 2 initiatives/change over the past 18 months:
 - Sales to [REDACTED] for Pallet manufacture and
 - Sales to [REDACTED] near Launceston, both a result of reduced market in the South.
- Delivering Products to Customers, Pulpwood, relatively unchanged.

Volume and Finance to Tasmania:

- Annual Volume 1.5 million tonnes all products.
- Payment by STT to Tasmanian businesses \$111 million.
- Number of businesses paid by STT 700.

Local Industry Support and Development

- Small sawmillers: 2021/2022 Volumes 100-2500m3.
- Native forest
 - Southwood EOI: Factory closed ~2019 following the bushfire. EOI process resulted in
 - [REDACTED] (diversified to Pallet market) and
 - [REDACTED], additional processing.
 - Additional parties expressed interest in remaining volume.

Plantation projects, current and coming on stream

- FY2023 volumes 6500m3, pruned and unpruned

Supply to regional businesses

- HQSL sold in Tasmania: 115,869m3
- LQSL sold in Tasmania: 43,343m3
- Total: 159,000m3

STT Annual Report 2023 comments on STT's business and the benefits that flow to Tasmania and its communities through:

- Produced 1.2 million tonnes of forest products; Sold \$103 million of forest products, and Paid \$120 million to Tasmanian goods and services providers.
- Providing value to Tasmania's regional communities, through Regeneration of forests for the next generation.
- Producing high quality timber for Tasmania.
- Understanding or Eucalypt hardwood plantations, an additional wood resource.
- International firefighting deployment.
- Recreation and forests 'at Woods Lake' and 'Lake Echo Boat Ramp.
- Working with the Apiary industry.

Some of these activities and the benefits they provide were observed at this audit.

Assessment conclusion

Processes have been implemented effectively.

Logo use

Objective evidence:

Processes observed/demonstrated

- Use of BSI Logos and certification marks

Related documentation and records validating processes

- Logo use: STT policy documents
- Logo use: www.sttas.com.au website, page 'Our Responsibilities, Certification'.
- Logo use: STT Annual Report, back page.

Interviews with key personnel

Stewardship Manager

Comments

STT uses the PEFC and Responsible Wood logos and BSI Group logos on various documentation. However, use of the BSI Group logo does not meet all requirements on these documents as described in BSI's 'Marks of Trust' document.

- STT's Policy documents for Sustainable Forest Management, Work Health Safety & Wellbeing, and for Customer Service include BSI Group logos for AS4708, AS/NZS4801:2001 and ISO14001:2015, but do not include STT's respective certificate number under each logo, and the AS4801:2001 Standard no longer applies.
- www.sttas.com.au website shows at the bottom of the webpage 'Our Responsibilities, Certification', PEFC and Responsible Wood logos used with their respective certificate numbers. However, BSI Group logos for AS4708, AS/NZS4801:2001 and for ISO14001 do not include the respective BSI certificate number under each logo. And the AS/NZS4801 Standard no longer applies.
- STT Annual Report, back page shows BSI Group logos for ISO45001 and for AS4708; however, they do not include the respective BSI certificate numbers under each logo.

The AS/NZS4801 Standard no longer applies and should be removed and replaced with the ISO45001:2018 logo.

On OFI has been raised for this.

Assessment conclusion

Processes have been implemented effectively.

Site/Project/Process assessments

Northwest Region, Eastern section

Site 1: LG007B, Eucalypt plantation windthrow salvage, Gunns Plains.

Objective evidence:

Processes observed/demonstrated

- [REDACTED], Danger/Warning signage
- [REDACTED], Eucalypt plantation salvage harvest planning.

- Site induction
- Emergency planning and emergency scenarios

Related documentation

- [REDACTED] H&S Manual

Records validating processes

- [REDACTED], Danger/Warning signage
- Forest Practices Plan (FPP) DRT0649-01 11.02.2022 update 18.10.2022.
- LG007B Road and landing agreement (electronic version), multiple data described
- FPP DRT0649-01, Variation Conservation of other values, Wedge tail eagle nest, 05.2023
- Chain of Custody, Weighbridge Delivery Docket, STT docket no: 7352846
- STT Log Truck Audit: v3, Northwest STT [REDACTED] / [REDACTED], Score 100%.

Interviews with key personnel

Stewardship Manager

WHS Advisor NW

Forest Operations Manager also Planning functions.

Harvest & Roading Coordinator

Reforestation Coordinator

WHS manager

Harvesting Forest Officer

[REDACTED] Bush Boss

[REDACTED] Harvester Operator.

[REDACTED] Logging, Truck driver

Comments

29.05.2023

[REDACTED], Risk management

[REDACTED], Risk management, Danger/Warning signage on entry to the harvest area included:

- Danger, Unauthorised access prohibited, UHF channel 21, Smile you're on camera.
- Danger, Continuous operating disc saw, Chain shot, Flying debris.
- Tree felling in operation, and required PPE described in blue icons.

[REDACTED] H&S Manual, visitor induction conducted, instruction sheet described behaviour requirements in the forest adjacent to the company's operations.

Included strict observance with a safe distance from machinery, all signs and hazard notices strictly adhered to.

Emergency plan instructions included emergencies described for serious injury, chemical spill uncontrolled fire and coupe invasion.

STT Forest Practices Plan (FPP) DRT0649-01 11.02.2022

STT FPP DRT0649-01 11.02.2022 updated 18.10.2022 described planning processes. Electronic documentation included: LG007B Road and landing agreement (complete), Boundary marking record (in progress), Operational coupe notes (in progress), Harvesting induction template (complete), Cartage route hazard notification (In progress). Each of these portal entries could be opened to read comments.

STT planning a year ago included a helicopter assessment to determine scope of the windthrow impact; subsequently developed FPP DRT0649-01 to salvage harvest patches of windthrow, then link patches. FPP included salvage areas, also adjacent areas of native forest. At the time a Wedge tail nest search was not done in the native forest, subsequently a variation was made when a nest was identified.

Text included multiple coloured information types, 'black' general information, 'blue green' for native forest and 'red' for Wedge tail eagle nest search.

Harvesting of timber included general conditions described in 'purple' colour.

Potential harvest areas/windthrow patches were identified in the Southern boundary of the eastern most area, and boundaries for these were confirmed.

Northern boundary area, Spur three was added to the FPP and a variation approved.

Prescriptions for landings, extraction tracks, streamside management, described for areas of windthrow plantation and native forest.

Application for variation to the FPP (conservation of other values) was made for a known Wedge tail eagle nest in the area that was identified and documented. The variation was approved in 05.2023

Conservation of other values, included comment for various fauna including Wedge tailed eagle, Grey goshawk, Giant freshwater crayfish, and Parrot.

Cultural heritage: no specific descriptions, same for Landscape and Apiculture.

Chain of Custody

██████████, Truck driver, spoke confidently about his company's commitment to STT's Chain of Custody processes, including the 'COC Defined route' for this coupe.

Weighbridge Delivery Docket, Responsible Wood, STT and PEFC, ██████████, included traceability information for software version, machine ID, printed date and time, STT docket no:

██████████, Harvest contractor, Product (P/W Eucalypt Plantation), DA ██████████, Coupe LG007B, Route limit, Operation Manager STT, Delivered to ██████████, Customer reference ██████████, Species Shining gum, Spaces available for weight data and 100% AFS/PEFC certified material AFS 603478.

STT Log Truck Audit: v3, Northwest STT ██████████ / ██████████, Score 100%.

Assessment conclusion.

Processes have been implemented effectively.

Site 2: LG010C Native forest regeneration, 1yo, Burn & sow

Objective evidence:

Processes observed/demonstrated

- Planning for burn followed by aerial sowing
- Silvicultural criteria and timeline for burn and aerial sowing

Related documentation & Records validating processes

- Coupe Map LG10C
- Regen survey, FIRS 04.2023

Interviews with key personnel

Stewardship Manager; WHS Advisor NW; Forest Operations Manager also Planning functions.
Harvest & Rooding Coordinator; Reforestation Coordinator; WHS manager; and Harvesting Forest Officer

Comments

Reforestation Coordinator

Coupe Map LG10C, described / observed native forest regeneration results at approx 1yo:

- Green dot: Stocked.
- Red dot: Not stocked (small, localised sections).

Harvest debris was burned and seed sown aerially in Autumn April May and included a pre-determined species mix of *Eucalyptus delegatensis* 70 *Eucalyptus obliqua* 30.

STT silvicultural requirement is seed must be sown less than 21 days post burn: this was achieved (checked, recorded).

Regen survey: conducted by contractor, FIRS in 04.2023, and recorded an excellent outcome of 96%, observed due to a 'good burn and rainfall, also a higher sowing rate. Browsing survey to follow.

Assessment conclusion

Processes have been implemented effectively.

Site 3: LG20B Burn and sow 2023**Objective evidence:***Processes observed/demonstrated*

- FPP processes, Burn and Aerial application of seed

Related documentation & Records validating processes

- FPP and Forest Operations Plan, Regeneration Burn 03.04.2023.
- STT Contractor Job Specification, Firebreak construction, STT, 25.08.2022
- STT Contractor Job Specification, Firebreak construction, [REDACTED] 09.03.2023
- STT Regeneration Burn, Forest Operation Plan 14.03.2023, Sector Commander date 03.04.2023
- STT Contractor Job Specification, Aerial sowing, 04.05.2023, 40.1ha, Start 0730, Wind speed 0-3kph
- Chopper application record including aerial travel path/lines, 04.05.2023.

Interviews with key personnel

Stewardship Manager; WHS Advisor NW; Forest Operations Manager; Harvest & Rooding Coordinator; Reforestation Coordinator; WHS Manager; and Harvesting Forest Officer.

Comments

Reforestation Coordinator

- FPP prepared, sighted.
- Firebreak boundary constructed 5m; and 10m where sensitive area Flora reserve identified and described. Post-harvest slash was significant. Special Values described in detail.
- STT Contractor Job Specification, Firebreak construction, STT, 25.08.2022.
- STT Contractor Job Specification, Firebreak construction, [REDACTED] 09.03.2023
- Forest Operations Plan, Regeneration Burn: 14.03.2023, Sector Commander date 03.04.2023, Burn Risk & Consequence Assessment completed Total Score 32.

- STT Contractor Job Specification, Aerial sowing, 04.05.2023, 1.2kg/ha, 40.1ha, Start time 0730, Wind speed 0-3kph
- Seed *Eucalyptus obliqua*.
- Chopper application record including aerial travel path/lines, 04.05.2023.

Site inspection of the burn area showed stream reserves were excluded. Also, the burn provided a 'good outcome' (from a low intensity burn) that reduced (the significant) amount of slash significantly and provided a good seed bed for the aerial sowing operation.

Assessment conclusion

Processes have been implemented effectively.

Site 4: LW015A Lower Wilmott, New road construction and stream crossing construction

Objective evidence:

Processes observed/demonstrated

- Planning processes for new road construction
- Planning processes for stream crossing construction
- Variation for a change to initial data, Drainage line

Related documentation & Records validating processes

- FPP 10/2021, LW015A Lower Wilmott, various planning information
- Variation 31.03.2023, Drainage line

Interviews with key personnel

Stewardship Manager; WHS Advisor NW; Forest Operations Manager; Harvest & Roding Coordinator; Reforestation Coordinator; WHS Manager; and Harvesting Forest Officer.

Comments

Roding Coordinator

FPP 10/2021, LW015A Lower Wilmott followed traditional template approach, sections completed where required, signoff steps completed. Key planning information included:

- Variation 31.03.2023 Drainage line, previously described as a Class 4 but subsequently determined to be a 'Drainage depression'. Change made and documented.
- Variable colour-coded information/comment included:
 - Black font: normal prescription.
 - Blue font: relevant precaution statements described for
 - Grey Goshawk.
 - Giant Freshwater Crayfish.
- Biodiversity Evaluation Sheets LW015A described.
- Floristic community assessment, Non-priority communities identified.
- Construction inside streamside reserve: planning limit of 20m wide maximum width. focus was to be less than 20m wide construction zone and this was achieved.
- STT induction with Contractor and included Dozer, Excavator, Vibrating roller machinery and Tree Faller function (to remove trees/fallen tree/log material required to facilitate construction of

the road and crossing, also to prepare timber stringers). Relevant competency documents available.

- Culvert spacing along the road alignment determined as 70m, calculation based on slope and soil type.

Road construction processes observed were effectively implemented: road alignment is appropriate for the location, slope / soil type met the required specifications; surface pavement was well-constructed and included relevant camber and super elevation considerations. Constructed table drain, culvert pipe installation (black plastic corrugated) and significant culvert pipe outfall anti-erosion measures, met specifications. The final road can be expected to meet its intended purpose with appropriate maintenance of the table-drain and gravel pavement surface, also culvert pipe outfall anti-erosion measures.

Stream crossing was constructed using local timber stringers, abutments and cross members, also geo-textile filter fabric overlay to reduce/eliminate soil erosion and to support road pavement gravel materials. Crossing edge included local rock wall construction, water diversion channels/drains. Minimal upstream and downstream disturbance was observed and met the 20m requirement, streamflows were observed clear.

Tree stems and other timbers removed to facilitate the road and stream crossing construction were stored close by for alternate use/removal.

Road monitoring form completed during the construction phase.

Assessment conclusion

Processes have been implemented effectively.

Site 5: CA162 Foxglove weed control, Stakeholder engagement

Objective evidence:

Processes observed/demonstrated

- Planning for Weed control operation.
- Stakeholder engagement
- Salvage harvest wind salvage

Related documentation

- STT Good Neighbour Agreement

Records validating processes

- Agreement Organic
- STT Contractor Job Specification - Ground Spraying CA162A.
- STT Pesticide Application Monitoring (template) 10.02.2023.
- STT Operational Map CA162
- Consultation Manager, Event 5109, 02.12.2022
- Consultation Manager, Event 5323, 02.04.2023

Interviews with key personnel

Stewardship Manager; WHS Advisor NW; Forest Operations Manager; Harvest & Roding Coordinator; Reforestation Coordinator; WHS Manager; and Harvesting Forest Officer.

Comments

Processes observed included:

- Stakeholder engagement in a meaningful way.
- STT planning for Salvage harvest and Weed control operations.

Stakeholder engagement processes observed effective following a Salvage harvest / wind salvage operation near the Neighbour's property; and in planning for a Weed control operation to control Thistle and Foxglove weed, again in forested land adjacent to the Neighbour's property.

Neighbour requested STT establish a buffer for chemical application for their Blackwood plantation: this request was implemented.

Key documentation cited/sighted:

- Agreement Organic status
- STT Good Neighbour Agreement.

STT agreed to hand pull weed plants immediately adjacent to the Neighbour's property.

A proposed drone chemical treatment was not pursued because some weed species plants did not eventuate.

STT confirmed it would re-visit the area to confirm 'what's next?'

Various discussions with the Stakeholder were documented and available for review.

STT Contractor Job Specification - Ground Spraying CA162A, Contractor: [REDACTED], describes chemicals required, active ingredient and application rate, 21.11.2022. Application date 31.12.2022 signed by the Contractor and STT.

STT Pesticide Application Monitoring (template) completed on 10.02.2023, to the area treated on 31.12.2022. Outcome described Score 90% and Flagged items x1, in relation to Operator briefing and sign on the FOP / Contractor Job Specification.

STT Operational Map showing 2m buffer Blackwood, Hand pulled area, Chemical mixing site for the various operations, and location of STT and Stakeholder properties and boundaries.

Consultation Manager, Stakeholder contact records

Consultation Manager platform, CA162A Stakeholder name included, initial contact/communication was in 2016.

Event 4962, 08.2022, Tree across a fence, this was removed.

Event 5109, 02.12.2022, Comment includes Contact from Stakeholder, Foxglove issue on STT land adjacent to the Stakeholder's property, requesting STT plan for the operation to control Foxglove weed. STT confirmed it would inspect the plant population to confirm flowering and use drone treatment. Outcome was the flowering did not occur in the coupe, but a spot spray was implemented along the property boundary.

Assessment conclusion

Processes have been implemented effectively.

Site 6: CA117C 13 Mile Road Illegal harvesting

Objective evidence:

Processes observed/demonstrated

- Illegal activity management
- Engagement with Tasmania Police

Related documentation and Records validating processes

- Statutory Declaration Tasmania Police, 03.2023

Interviews with key personnel

Stewardship Manager; WHS Advisor NW; Forest Operations Manager; Harvest & Roding Coordinator; Reforestation Coordinator; WHS Manager; and Harvesting Forest Officer.

Comments

Illegal activities identified on STT managed land were discussed and strategies designed to manage these activities outlined. Key illegal activities included:

- Arson.
- Drugs cultivation.
- Wood getting by illegal 'wood hookers'.

STT has installed cameras x2, obtained photographs of illegal activities and the people committing an offence; once evidence has been collected, STT staff completed a Statutory Declaration Tasmania Police, 03.2023, with the relevant information including vehicle registration numbers, and provided this to Tasmanian Police.

Options being pursued by STT as a deterrent for illegal activities include:

1. Prosecution.
2. Issue an alternative to prosecution.
3. Fines (a fine has been paid by one of those identified in photographs).

Consultation Manager, Stakeholder contact records

Consultation Manager, CA117C Police and Parks information in folder Statutory Declaration, described 2 options.

Assessment conclusion

Processes have been implemented effectively.

Site 7: WI103G [REDACTED], Native forest, Clearfall harvesting

Objective evidence:

Processes observed/demonstrated

- STT and Harvest Contractor Clearfall harvesting planning

Related documentation & Records validating processes

- STT FPP DRT 0621, Var2
- STT Harvesting Forest Operations, FOS Plan, 13.04-19.05.2023
- Various Contractor Competency records incl FOLS [REDACTED] Exp 02.03.2024

- Emergency Action Plan, various documents

Interviews with key personnel

Stewardship Manager; Contractor; and Harvesting Supervisor

Comments

■■■■■ documentation included:

- Warning signage on entry to the harvesting coupe.
- Danger sign, UHF21 on Coupe Emergency Plan Instructions.
- HSE Loss Control Reference Manual.
- Var1: Add 'Establishing Forests (Reforestation) Burning.
- Var2: Add informal reserve White Bellied Sea Eagle near reserve.

STT Harvesting Forest Operations, FOS Plan, sign-on sheet, 13.04-19.05.2023, included ■■■■■ and STT staff names, their signatures, and the dates they came to site during this period. Key risk identified/described included:

- Access and Roading: Low powerline – Ingram Creek Road near gate, Requires a spotter when driving a float with machine loaded under the line.
- Cracks in spoil near eastern landing , Instability of edge: Tape off area with hazard tape before harvest commences.

Key FPP DRT0621 features, and operational requirements described included:

- Ingrams Creek Road location, Moderate Soil Class, Town water catchment.
- Harvest Area 42.6ha
- Clearfall harvest followed by Sowing of Native seed (3 prescriptions)
- Boundary edge marked with purple dots and blue tape on the ground.
- Informal reserves / Waterbodies / Mapped Old growth / Topographic features / Machinery exclusion zone / Roads and tracks.
- Wedge Tailed Eagle exclusion area clearly marked.
- Competencies
 - FOLS ■■■■■ Exp 02.03.2024
 - PR, Bushfire Awareness
 - Excavator harvesting
 - Feller bunched operations.
 - Fire weather evaluating processes.
 - Forest Practices Code (sighted for ■■■■■ crew members) for:
 - Machine operators
 - Log grader operator
 - Machine familiarisation
 - Mechanical processor
 - Skidder operation.
 - First Aid competency requirements described for:
 - HLTAID001 Provide CPR
 - HLTAID003 provide first aid.
 - Operate and maintain chainsaw.
 - Harvesting Operations Safely, ■■■■■ 11.04.2023

- Emergency Meeting Point: Porcupine Hill – Jon Forth Road & Forthside Road
- Emergency Action Plan included four sectors: unauthorised personnel on coupe, chemical spill, serious injury and unplanned fire, also vehicle machinery damage. Safety plan included a risk matrix and a traditional red, yellow green whistle assessment.

Assessment conclusion

Processes have been implemented effectively.

Site 8: Perth, Site Inspection, Nursery office and Nursery seed/seedling processes.

Objective evidence:

Processes observed/demonstrated

- Perth Nursery, Site Inspection, Risk management processes
- Perth Nursery, Office inspection
- Perth Nursery, Chemical storage
- Nursery seed management and seedling raising processes.
- Driscoll's Contract site operation/interface with STT

Related documentation & Records validating processes

- Noticeboards
- Perth Building Evacuation Plan
- Reportable incident 04.2023 Contractor incident

Interviews with key personnel

Regional Manager North; Forest Manager North; Nursery Manager; Stewardship Manager; Senior Certification Advisor; Senior WHS Advisor; and, SFO Planning

Comments

Perth Site inspection - Nursery Manager

The Perth office now houses an additional Communication advisor, Decentralised App developer, and IT Trainee who commenced in 05.2023. Site FMS and WHS equipment and information included:

- First Aid Box(es) across the site, sign clearly visible, routinely inspected and refreshed: First Aid Kits and Supplies, Riverside TAS Serviced 09/2022
- Noticeboards with relevant information:
 - STT Sustainable Forest Management Policy 04.2021
 - STT Work Health Safety & Wellbeing Policy 02.2020
 - STT Customer Service Policy, 31.05.2018
 - Emergency information:
 - Emergency Action Guide, In case of Emergency, DO THIS.... For 'Evacuation' and for 'Fire'.
 - First Aiders includes more than 30 names and phone extensions (mobile numbers).
 - Emergency Numbers (Perth Site) including local Fire / Police / Ambulance, Doctor, Launceston / St Vincents / St Lukes Hospitals, Telstra, Gas leaks.

- After hours (Contact names and mobile numbers described).
- Perth Building Evacuation Plan.
- Emergency, Wardens and AED (located on the wall, Lunchroom).
-

OFI

Perth Building Evacuation Plan, includes prompt for 'Date Issued' and 'Valid to': However, there are no dates described. Also, the aerial photograph 'Site Plan and Assemble Area' showing the office, carpark and 'Assembly Area', is not current with the construction of the road access for Driscoll's heavy vehicles. There may be other changes.

Driscoll Nursery has leased 42ha, and invested in the STT site, and is looking to extend the site contract in 2025.

STT Senior WHS Advisor, has been appointed to a statewide role with 3 reports.

Commented on a Reportable incident 04.2023, Contractor incident, reported appropriately.

Sowing shed

Fire extinguisher, most recent check conducted on 05.2023, same date for other extinguishers across the site.

Repetitive strain issues are now managed, part days, and changing staff around to reduce long periods doing the same task.

Compressor Total Air Supplies Intermatic Tas 22.11.2022 Exp 22.11.2023

Electrical Test & Tag, 11.2023

Soil batching area / Potting mix

Fire extinguisher 05.2023 Dry chemical

OFI

Perth Conveyor risk assessment is not complete, also Feed conveyor for the sowing line.

Perth Site, Road infrastructure development

A recently constructed road provides access for Driscoll's staff and contractors to Driscoll's facilities and operations. The road directs trucks away from STT's office area and STT foot traffic. Excellent

Maintenance Shed

Maintenance shed, includes Flammable Gas decal on the outside wall/door.

Storage space includes fire hoses, and many small mobile pumps and engines for tanker slip on units.

Chemical storage includes chemical associated with firebreak maintenance, Flash 20 1A /1B foam, Phoscheck 20lit, WD881, Unleaded fuel 20lit jerrycan identified with 'Unleaded fuel' tag.

OFI

Chemicals Flash 20 1A and Flash 20 1B are corrosive materials but there are no corrosive decals to identify/highlight this risk, including on the front of the shed they are stored in.

Electrical Test & Tag, sighted on various equipment, eg Extension lead, expiry 29.11.2023.

Equipment items in the shed, including a drill press drop saw and grinder have been tagged out.

OFI

Electrical Test & Tag, PEK Services Tasmania removed an 'out of service tag' and replaced it with the Test & Tag for the electrical lead attached to the equipment. This is not appropriate: STT has identified this and will reinstate the out of service tags pending disposal of the items.

Switchboard breaker test, 29.05.2023

STT is undertaking thermal imaging assessments of switchboards to determine fit for purpose. Excellent.

PPE notification notices sighted around the workshop including for foot, eye, hand and hearing protection (that must be worn).

Seed Centre

Enhancements have included:

- Airfield Trace and unit now sitting on a purpose-built steel frame.
- A new trailer, purpose-built to handle and manage twigs containing seed and seed pods has been built, includes electronic jockey wheel, and a fully opening rear tailgate, also tips up to reduce risk of removal from the trailer.
- An additional seed extraction facility has been constructed to provide additional seed extraction capability, constructed by Bondor.
- A rotating cylinder on a trolley that's easily manoeuvrable and allows easy entry to kiln drying area and extraction from this area. The rotating drum also has a mobile tray underneath it to catch seed.

OFI

Perth Seed Centre enhancements that include new equipment have not yet been risk assessed.

OFI

Step ladder has not been checked 'Fit for purpose' by being included in the routine, checking monitoring processes.

The area of land in between the seedling sheds has been filled in with material so that the area is now flat and allows safe for transport transit by for example forklift.

Chemical storage, Pressure cylinders

External signage: Danger, Chemical Storage Area, Unauthorised Personnel Keep Out.

Fuel containers are now tagged for example 'Unleaded'.

Cylinder: Pressure cylinder, Trades, Master 12, checked 22/11/2022. Expiry date, 11/2023.

Oil and Fuel Spill Response Kit includes SDS sheets for the Depot, A to K, L to Z and is fully stocked with absorbent material and includes a dustpan.

Workshop battery charger, drop grinder and Alec battery charger, all Electrical Test & Tag expires in 11.2023

Heritage.

STT is planning to conduct an assessment of the Heritage of the area as part of the new road/access way that will result in Driscoll's trucks bypassing the STT office precinct

Old bricks found in the planning/construction of the new Fire shed have been collected resulting from the heritage assessment of the new road area and have been stored in the shed. Plan is to gift them to Tasmanian archaeological society for use in appropriate project.

OFI

Perth site closed out a Minor Non-conformance from the previous audit for 'Operational controls at the Perth Nursery were inconsistent with the requirements of the Standard'. However, other and related equipment and processes have been identified OFI at this audit that were also 'inconsistent with requirements'. It is not clear how STT Perth ensures all risks have been identified, scheduled for assessment, and controls implemented and routinely reviewed.

Site 9: CE331Y Native Forest thinning, Stumpage sale

Objective evidence:

Processes observed/demonstrated

- Interface between STT and [REDACTED]
- [REDACTED] planning, Native forest thinning
- Non-conformance reporting

Related documentation and Records validating processes

- STT FPP MSC0152-01, 05.01.2022 Updated 22.02.2023, Chestnut Road
- Forest Practices Authority, Application for Variation to Certified FPP MSC0152, Variation 2, 04.05.2023

Interviews with key personnel

Stewardship Manager; Senior Certification Advisor; Forest Operations Manager, South; WHS Manager; Forest Operations Manager; [REDACTED] Forester; [REDACTED], Contractor to [REDACTED]; STT SFO; and STT Senior WHS Advisor.

Comments

STT FPP, MSC0152-02 05.02.2023, signed 22.02.2023. STT Stumpage sale to [REDACTED]

Forest Practices Authority, Application for Variation to Certified FPP MSC0152, Variation 2, 04.05.2023:

- Section 3: Stream management and water protection measures.
- Section D: Biodiversity:
 - Eastern Barred Bandicoot: avoid disturbance to high density of potential den sites eg tussock grasses
 - Swift Parrot: Report evidence immediately, Cease operations criteria, Retain large diameter hollow bearing trees, and Harvesting crew coached to identify specific tree species.

Key issues identified and described in the FPP and on the associated map included:

- Soil Erodibility Class – Moderate, Majority Slope 5 degrees.
- Net Operational Area 176ha, Area to be Reforested 176ha.
- Emergency Meeting Point: Chestnut/Ritters and Jon Meander Road and Lake Highway.
- Biodiversity issues identified and described that included:
 - Eagles nest, described red hatched area, exclusion area, completed 01.07.2023
- Heritage issues.
- Quarry site.
- Class 4 streams
- Heritage sites x3: Heritage reserve shown on the map.
- Stream crossing.
- FPP Variation (refer above).

- Prescription 12-16 achieved.
-

processes

██████████, monthly Safety & Environment assessment, recorded on 29.05.2023 in Coupe CA331Y for Contractor Rouse. Comments included Boundary incursion/breach being investigated (2.6) and good results from plots consistently 12 to 14 Basal area achieved, and crew moving to landing number 15, Samaria. The form was signed by the assessing officer and dated 29.05.2023.

██████████ / Incident Report, for incident on 17.05.2023 Sharman Road, describing 2 trees were cut down 'that were beyond the taped boundary'. Comment included for 'What were the causes of the accident?', and 'What action has been taken to prevent a recurrence?' Employee name described, signed and dated the day after the incident. Not all boxes on the document were completed. While the cause of the incident was described as 'marking tape was inadequate', the action taken to prevent recurrence is appropriate.

██████████ Forest Safety Plan risk assessment process shows a traditional approach of Likelihood and Consequence, and outcomes are colour coded (red, orange, yellow and green). The document was signed initially on 17.03.2023, and the most recent entry for STT Senior WHS Advisor, 30.05.2023.

Assessment conclusion

Processes have been implemented effectively.

Site 10: Huntsman HU304Y 2023 Burn and sow, Stakeholder engagement

Objective evidence:

Processes observed/demonstrated

- STT Planning Regeneration Burn planning
- Stakeholder engagement, pre-burn planning, 'on the day' observance.

Related documentation & Records validating processes

- STT Regeneration Burn Forest Operation Plan, HU304Y, 28.02.2023, various records
- STT Seed Crop Evaluation HU304Y
- STT Contractor Job Specification, Aerial Sowing, HU304Y
- HU304Y Aerial Sowing 11.04.2023
- Consultation Manager

Interviews with key personnel

Forest Operations Manager, Northeast; Senior Certification Advisor; Stewardship Manager; Regional Manager, North; Planning Coordinator; Roding Coordinator; SFO Planner; and Forest Traineeship

Comments

STT Regeneration Burn, Forest Operation Plan, Plan approved 28.02.2023

Extensive planning considerations included / described:

- Informal Reserves (WHC)
- Slope >30 degrees
- Landscape SMZ Visual Landscape Planning included.
- Eagle nest influenced: No

- Apiary sites within 1500m: No
- Adjacent boundaries and risks of escape of the burn: described for all boundaries Low (with 1 H)
- Beyond adjacent lands and risks of escape of this burn: Low
- Fire Breaking: All boundaries, Dozer track, 5m wide, to be completed 15.03.2023.
- Fuel Treatment: described for S, SE and E boundary, and for 'All other boundaries'. Dated 31.03.2023.
- Smoke Management: Described for Population centres (Meander, Deloraine, Westbury and Longford/Perth; for Managed locations / Community events (Hagely Rupertswood Crop Maize, Westbury Park Run 17km) and for Highways /Roads (described for 3 roads including Highland Lakes Road).
- Lighting Strategy: Ignition method described, also a second method if required. Actual method used Hand ignition upper section, 04.04.2023 windrows, aerial downslope Sticks 14 coupe 18 bush. Ten 17-18, RH 57-62, Wind 0-5
- included in planning.
- Suppression method, described if needed, including Water Points.
- Weather Observations: 02.04.2023 Section 1, 1130-1600.
- Pre-Operational Briefing, 03.04.2023, 12 staff signed.
- Lighting Details: Sections A/B from 1245-1500, and time completed 1330-1520.
- Post burn Evaluation: No exceedances.
- Burn Operation Signoff: completed 12.04.2023.
- Neighbour and Stakeholder notification: substantial list >40 with contact details.
- STT Commencement of the planned burning season, 01.01.2023, letter sent to all on the list for the HU304Y including map of the area.
- Burn risk and consequence assessment: Score 34
- Map: HU304Y HIB FOP Map, 03.03.2023

Seed sowing

Species percentage determined based on species makeup records.

STT Seed Crop Evaluation HU304Y

- 35% *Eucalyptus delegatensis*.
- 10% *Eucalyptus viminalis*.
- 55% *Eucalyptus obliqua*
-

STT Contractor Job Specification, Aerial Sowing, HU304Y

Records showed 'Failed Quality Standard for seed provenance for Obliqua and Delegatensis, might be compensated by edge trees of these species'.

Key Contractor documents included:

- HU304Y Mix Form.
- Despatch Note.
- Contractor [REDACTED].
- Operations Locations.
- HU304Y Aerial Sowing records including flight paths 11.04.2023
- Monitoring plots have been located but data not yet collected.

Stakeholder issues described / included (for Stakeholders 1-4 and their specific issue):

- S1 Water issues.
- S2 Access via road not possible on the day of the burn.
- S3 Visual impact and engagement process. Formal complaint, STT addressed in previous audit.
- S4 Burn escaping, agreed to notify day prior to burn. Discussed strategies to avoid unacceptable outcomes.
- On the day of the burn, S4 parked on-site; others also came on site.

STT conducted subsequent meetings with Stakeholders, to enable their concerns to be aired: these concerns included water source contamination and heritage issues. For example, a hut, that subsequently was not found by STT.

STT investigated notification process including for wildlife issues.

Stakeholder TC tendered a formal complaint with Responsible Wood; this was sent on to BSI and STT and recorded in STT's Consultation Manager system. The complaint record was sighted, and steps taken to address this, including communications.

Consultation Manager, Stakeholder contact records

Consultation Manager, Huntsman HU304Y

STT review of Stakeholder complaints and documentation describing review of these complaints was observed to be appropriate and comprehensive.

Event 5323, 02.04.2023, Contact by Stakeholder, comment received that the burn is out of control and will contact [REDACTED] (TFS). Stakeholder entered STT property, STT requested he leave the property and view the burn from outside the boundary fence.

Event 5284, 12.05.2023, Stakeholder visited STT office and expressed concerns about being notified about the operation, area of property (being burned), potential impact on drinking water, vermin control/management. A phone contact record was maintained for the various conversations.

STT document 'Effectiveness of Corrective Actions implemented after significant non conformances 22_23', included comment about Event 4928, in relation to 'Multiple Complaints regarding HU304Y Significant stakeholder concern over stakeholder engagement processes and visual nature of harvesting at HU304Y'. STT's documented processes were observed detailed and appropriate and included:

- Some issues with STT systems were identified.
- Corrective Actions Taken, included:
 - Comprehensive investigation undertaken.
 - Communicated as incident learning at Toolbox meetings, including importance of Consultation manager.
 - Visual landscape training delivered to relevant staff.
 - Reviewed planned sequencing of operations in Quamby bluff area.
 - Captured additional stakeholders for Huntsman area in consultation manager.
 - Increased focus on managing burn process of coupe, including stakeholder consultation and Notice of Intents.
 - Responded to complainants.
- Additional Corrective actions still to be undertaken included:
 - Train GIS staff in visual modelling skills.
 - Add RFA aesthetic values layer to coupe planning process.
 - Advertise 3-year plan more widely in Regional newspapers.
 - Review timing of planning notice of intent letters.

A review of the effectiveness of these actions is planned; however it was recorded 'the increased focus on stakeholder engagement regarding additional operations at the Huntsman coupe has been effective in communicating STT's plans and operations'. Processes implemented and outcomes from this review

of Event 4928, were appropriate and comprehensive, and described strategies relevant to preventing a recurrence.

Assessment conclusion

Processes have been implemented effectively.

Site 11: LR447A Native Forest, partial harvest

Objective evidence:

Processes observed/demonstrated

- STT Harvest operation planning
- [REDACTED] harvest operation planning
- Stakeholder engagement

Related documentation & Records validating processes

- FPP LR447A 18.04.2023
- [REDACTED], Plastic folder: Induction process
- STT Harvesting FOS plan, 02.05.2023.
- Emergency Drill, 'Serious injury', 24.05.2023

Interviews with key personnel

Stewardship Manager; Senior Certification Advisor; Forest Operations Manager, North; WHS Manager; Planning Co-ordinator; Forest Operations Manager; [REDACTED] Supervisor; [REDACTED], Driver

Comments

[REDACTED] Supervisor, [REDACTED], Plastic folder: Induction process that included Emergency meeting point, Helicopter landing location and other information eg First Aid kits, Spill kits.
Silviculture strategy: Select Fall Coupe

FPP LR447A 18.04.2023

STT Harvest Forest Operations Safety (FOS) Plan, template

STT Harvesting FOS plan was signed on 02.05.2023 by STT and on 03.05.2023 by [REDACTED], 8 signatures. [REDACTED] staff included [REDACTED], [REDACTED], [REDACTED] [REDACTED] and [REDACTED]

[REDACTED], Emergency Action Plan, described Emergency scenarios for Unauthorised personnel on coupe, Chemical spill, Serious injury and Unplanned fire.

Emergency Drill conducted on 24.05.2023, Emergency scenario was 'Serious injury'. While comment on the drill was described, outcomes from the drill are not clear because the Evaluation Form was not completed.

STT Mapping included:

- Slope map 18.04.2023, showing significant areas 19-26 and 26-35 degrees.

Contractor Competency

[REDACTED], FOLS ID [REDACTED], Expiry 31.01.2024, FOLS Type Full FOLS, Endorsements included CertIII Harvesting and Haulage; Chainsaw Trim and cut harvested trees; Evaluate Fire Potential; Excavator Operations with Grab; Falling Advanced, Harvesting; Skidder operations; and First Aid. There are others relevant to the operation.

Load & Haulage

████████████████████, Driver, interviewed re prescribed travel route to market, also Chain of Custody understanding.

Machine ID ending ██████; Printed date 30.05.2023; STT Docket No: ██████, ██████, P/W EUC NF, DA ██████, Coupe LR447A, Operation ID ██████ Sustainable Timber; Customer Reference: ██████ Species Mixed species. Document signed, printed with 1`00% AFS/PEFC Certified material AFS 603478.

Roading

Stakeholder engagement / comment included reference to ████████████████████ and STT's upgrade of the road.

Assessment conclusion

Processes have been implemented effectively.

Site 12: WW032D Regeneration burn 2023**Objective evidence:***Processes observed/demonstrated*

- STT planning, Regeneration burn
- Stakeholder engagement / notification
- Post fire assessment

Related documentation & Records validating processes

- STT Regeneration Burn Plan, Forest Operations Plan 18.01.2021, Reviewed 18.01.2022
- Tasmania Fire Service, Permit to Burn B30577, 20.03.2023.
- Post fire assessment 27.03.2023.

Interviews with key personnel

SFO Forest Management; Regional Operations Manager; Harvesting Coordinator; Stewardship Manager; and Senior Certification Advisor

Comments

FPP WW032D Silvicultural strategy: Aggregate retention burn.

STT Regeneration Burn Plan, Forest Operations Plan 18.01.2021, Reviewed 18.01.2022

Key planning information described included:

- Special values described for Flora reserve, Wildlife habitat strip, Horne's Dam, Forest aggregates, and ██████████ plantation.
- Measures taken to reduce the potential impact included measurement of fuel moisture, differential assessment and tracking of ██████ controlled land.
- Boundary adjacent lands at 'risk of escape' from Bernborough was assessed as 'Low'.
- FWI 40/ha Total 1400.
- On site, pre-burn preparation, included not constructing a fire line around the area to mineral earth, also routine rain measurement, a gauge was installed on the coupe also moisture sticks, fire behaviour was able to be predicted with a prescription that included metrics for temperature, humidity and wind speed, prior to the burn.
- Metrics on the day included Temperature 16, Relative Humidity 68% and above, and Wind speed 0-10, and met requirements.

Tasmania Fire Service permit to burn reference ██████, 20.03.2023.

STT Regeneration Burn Plan, Forest Operations Plan 18.01.2022

Tasmania Fire Service, Permit to Burn [REDACTED], 20.03.2023.

Onsite pre-burn preparation, completed 23.02.2023

STT Pre-fire Checklist, 21.03.2023

Weather observations 1100-1515hrs 21.03.2023

Lighting details: Aerial ignition, time commenced 1430, time completed 1515

Neighbour Notification, completed, refer below, included had written notes / times/ contacts

Post fire assessment 27.03.2023.

STT Pre-fire Checklist completed, STT staff names and signatures completed on 21.03.2023.

Key information included Neighbour notification with Neighbours listed as [REDACTED], [REDACTED] (Forest Manager), and another Tasmanian network with date and time of contact and the type of contact described / sent.

WW032D total risk score for the coupe was assessed at 29.

Post fire assessment included: Unburned 20%, Moderate burn 78% and Hot burn 2%, and Total created seabed 80%, dated 27.03.2023.

Assessment conclusion

Processes have been implemented effectively.

Site 13: Horne's Dam Road, Regeneration harvest

Objective evidence:

Processes observed/demonstrated

- STT Harvest operation planning, cord construction
- Stakeholder [REDACTED], Power transmission line

Related documentation & Records validating processes

- Stakeholder [REDACTED] Power transmission line consultation 20 & 27.03.2023
- STT QA Basal area 9.2m²/ha

Interviews with key personnel

Regional Operations Manager; Stewardship Manager; Senior Certification Advisor; STT Forest Officer and Contractor representative

Comments

Horne's Dam Road

Internal forest road travelling to the next operation showed excellent road pavement construction / formation; also, effective culvert placement and table drain drainage structures in place to take water away from the road pavement.

Harvest operation, Wentworth 40, Contractor representative

Harvest operation completed at Wentworth 40, Shelterwood.

Restoration works completed included Grip to divert water off the main extraction track.

Significant planning and operational issues were identified and described.

- Cross drains across extraction tracks constructed to remove water away from the downstream direction.

- Cord crossing created across the Class 4 stream, location of this was subsequently moved to enable three identified crossing sites to be consolidated into one and subsequently, corded. Cord material was removed following the harvest operation.
- Cord wood was removed and relocated 30-50m from the Class 4 crossing.
- Felling technique, Manual faller, technique generally good. A couple of stems / stumps showed inadequate distance between the back cut and the front cut, also the back cut angled downwards into the front cut, potentially reducing the amount of hinge wood used to direct the tree when it falls, and to stop the falling tree from moving backwards towards the Faller as it falls.
- Stakeholder [REDACTED] Power transmission line located adjacent to the boundary of the harvest area.
 - 20.03.2023 [REDACTED] contacted STT working adjacent the conductor.
 - 27.03.2023 Met [REDACTED] who approved STT Contractor approach to remove mature trees back 1 tree length from the conductor. Documented the process and outcomes.

STT QA Basal area calculated at 9.2m²/ha across the coupe; this figure included plots located in the area adjacent to the conductor and met requirements.

Assessment conclusion

Processes have been implemented effectively.

Site 14: WW040A

Objective evidence:

Processes observed/demonstrated

- STT harvest operation planning
- Contractor warning signage and Visitor induction to site

Related documentation & Records validating processes

- Coupe WW040A

Interviews with key personnel

Stewardship Manager; , Regional Operations Manager; Senior Certification Advisor; Forest Officer; Tree Faller, [REDACTED]; Operator, [REDACTED]; Bush Boss, [REDACTED] [REDACTED]

Comments

[REDACTED], Bush Boss conducted the Induction, Visitor Induction.

Site inspection focused on the main extraction track and remedial works to divert water away from the track. The bars constructed across the extraction track were appropriately spaced, but exceeded STT's height specification, did not always divert water away from the track being blocked at the one end, and 'a lot of dirt was moved' to create the bar (and could have been less).

Assessment conclusion

Processes have been implemented effectively.

Site 15: CZ020D Clarence Forest Block, Central Highlands

Objective evidence:

Processes observed/demonstrated

- STT harvest operation planning
- Contractor warning signage and induction to site
- Contractor personnel competence documentation
- Chain of Custody, Log haulage docket process

Related documentation & Records validating processes

- FPP CZ020D, Clarence Forest Block, Central Highlands, 19.03.2021
- Coupe CZ020D, STT FOS Plan, 08.05.2023
- Tree Faller, FOLS skills verification program, Expiry date, 31.10.2022
- Bush Boss, FOLS skills, Verification program Expiry date 20.08.2025

Interviews with key personnel

Stewardship Manager; Senior Certification Advisor; Forest Officer; Tree Faller, Operator and [REDACTED].

Comments

[REDACTED], Bush Boss, spoke about Danger signage located at the entry to the harvest coupe; Radio call channel UHF33; appropriate Danger/Warning signage in place.

Well designed and constructed road into the coupe, road camber and drainage effective in moving surface water off the road surface and along the road to a culvert.

Contractor crew included 3 staff / operators:

- Tree Faller.
- Operator.
- Bush Boss.

Induction conducted by Bush Boss, traditional template approach with key risks identified and described; also, how to avoid injury while on site.

FPP CZ020D, Clarence Forest Block, Central Highlands, 19.03.2021, described key information for Habitat clumps, Steep banks, Rocky terrain and for 'Manual falling'. Prescriptions included for Extraction track rehabilitation requirements, Logging equipment, Streamside reserve, Restoration works, Conservation of natural and cultural values that describe the floristics community in the harvest area to the Northwest.

Fauna: describes Eastern quoll, Spotted tail quoll and Tasmanian Devil. Devil prescriptions are included if required and for Wedge tailed eagle – known management confirms one Wedge tailed eagle nest joins the harvest area.

Harvest area and prescriptions are described, and the contract requires the Contractor will leave the area by 30.06.2023 (to meet Wedge tailed eagle requirements).

STT Coupe CZ020D, STT FOS Plan, 08.05.2023. Harvesting method described is Partial First Cut, and follows the STT template, with Emergency action plans described for Unauthorised personnel on coupe, Unplanned fire, Chemical spill, and Serious injury.

Harvest crew competencies included:

- Tree Faller, FOLS skills Verification program.
- Expiry date, **31.10.2022**, and endorsements included Falling, Advanced harvesting, Bushfire awareness, Cable advanced, Cable choker, Cable rigging, Chainsaw harvesting, and a number of other endorsements for Excavator, Fire weather, Cable operations, Machine operations, Log classification, and Skidder operations.
- Bush Boss, FOLS skills, Verification program, Expiry date 20.08.2025 and FOLS type is 'Full' with endorsements for Dozer, Excavator, Faller not harvesting, Fire weather evaluation, Environmental care, Log classification for Sawlog, WHS and Skidder. FOLS license number [REDACTED]

Bush Boss is undergoing training through Tas TAFE, a three-year course that includes on-site training in Forest operations. another Employee is undertaking training in Machine operation and Chainsaws, Chemical Certification, and Chemical Certificate re-accreditation. [REDACTED] demonstrated a commitment to ensuring its staff skillsets were current and relevant to the business and its activities, including in Chemical Certificate re-accreditation.

Coupe CZ020D, STT FOS Plan, 08.05.202 was initially signed on 19.05.2023 by [REDACTED] [REDACTED] Bush Boss and subsequently on 23.05.2023 by 4 employees including the Bush Boss and Tree Faller.

OFI

[REDACTED], Tree Faller, FOLS skills verification program, Expiry date, 31.10.2022.

Chain of Custody

STT Log Delivery Docket, reader machine generated, Machine ID ending [REDACTED], 29.05.2023, Coupe CZ020D, Docket No [REDACTED], Customer [REDACTED], [REDACTED], DA [REDACTED], Harvest / Carter Rogers, Docket Vol: 25.09m3, and each 'Whole Log' dimensions described for Product (Cat1 App), Log ID, Length, SE Diameter, Volume, Species and TCO.

Assessment conclusion

Processes have been implemented effectively.

Site 16: BD060B Bradys60B, Forest harvest & Road construction

Objective evidence:

Processes observed/demonstrated

- Forest harvest & Road construction works planning.

Related documentation & Records validating processes

- FPP BD060B (referenced only).
- STT Road and Landing Agreement

Interviews with key personnel

Harvesting Coordinator; SFO Roading; Forest Officer; Stewardship Manager; and Senior Certification Advisor

Comments

STT FPP CAW0035-01, Coupe BD060B

Forest harvest (Shelterwood system) & Road construction works planning and outcomes briefly reviewed.

Initial recce was conducted to identify and define grade & alignment requirements / specifications to prepare the FPP. Outcomes observed fit for purpose.

STT Road and Landing Agreement BD060B, 31.01.2023 prepared that described various works in two stages:

- Phase 1 works.
- Phase 2 works.

Planning included Variation 1 associated with Draft map incorrectly certified.

Road construction, culvert installation observed effective with 4m pavement, placed rock edge, and the road structure included extensive table drains to remove water from the pavement / road alignment.

Assessment conclusion

Processes have been implemented effectively.

Site 17: Lake Echo, Large Bay Boat Ramp, Stakeholder engagement

Objective evidence:

Processes observed/demonstrated

- Stakeholder engagement, recreational area

Interviews with key personnel

Regional Operations Manager; Harvesting Coordinator; Stewardship Manager; Senior Certification Advisor

Comments

Regional Operations Manager spoke about STT Stakeholder engagement processes.

Post 2019 fire, harvesting stopped, and future harvesting was compromised.

STT's road into a popular tourist destination, Echo Lake, provides access to the lake and boat ramp.

Recreational users are generally well behaved. However, other groups were observed not well behaved.

STT placed large stones across some tracks to deter access to 'locals' homes'; however, this was not always effective.

Regional Operations Manager met Stakeholders to discuss relevant issues.

STT installed a gate and would open / close it for seasonal use for example, Year-end fishing season, Deer season involved a mix of groups including licensed group.

Visited boat ramp at the end of the STT road.

STT road requires some work; STT staff commented funds could be available from Community Service Obligation (CSO) Funds.

Assessment conclusion

Processes have been implemented effectively.

Site 18: LU019E Plantation harvest

Objective evidence:

Processes observed/demonstrated

- Contractor induction to site

Related documentation & Records validating processes

- [REDACTED], Emergency Management Plan
- STT FPP KAS0022-01, 31.03.2023 Coupe LU019E
- [REDACTED], Emergency Plan, STT A3 template, includes FOS Plan.
- Emergency Response Training 14.06.2022 Fuel nozzle did not shut off.
- Emergency Response Training 14.12.2022 Harvester blew a hose.
- STT Docket [REDACTED] 31.05.2023

Interviews with key personnel

Senior Certification Advisor; STT Trainee; WHS Advisor Southern; Forest Operations Manager; SFO Operational Planning; Harvesting Supervisor, Operator and Bush Boss [REDACTED]

Comments

[REDACTED], Bush Boss

Contractor [REDACTED], Bush Boss, conducted the Induction that included confirming details described in the site Emergency Management Plan, that described key WHS information for:

- Muster point 146.
- UHF28.
- First Aid kit in the truck.
- Spill kit, stocked.

STT FPP KAS0022-01, created 21.02.2023, updated 31.03.2023, described key planning details including Not within town water catchment, Net Operational Area / Area to be reforested / Area to be harvested 75.2ha, C. Harvesting of the Timber (Landings, Landing management, Extraction tracks, Felling, Logging equipment, Streamside management including requirements for falling trees to meet FPC Section 7.2, and Restoration work requirements described for landings and drainage systems. Old landslip backwall has a machinery exclusion zone.

Map, 1:10,000 LU019E, KAS0022, described FPP boundary, Class 4 Stream, Extraction direction, and Landing sites.

Emergency Meeting Point: 146 Hastings – JCN Hastings Caves Road & Old Hastings Road.

Contractor documentation included Class 4 Stream described: a cord is planned. And key risks described include mud, wind, and working around machines.

Contractor operations spread over 4 days per week.

11-hour work & 4 hours travel to from New Norfolk, Total workday 15 hours.

Main extraction track generally covered with a healthy layer of slash so the machines 'can ride over the ground and minimise soil disturbance and damage'; outcome observed to be effective. Slash heaps

were prepared nearby to facilitate this process. Some sections of the track could be covered more fully, including the entry/exit point into the rest area and adjacent to the roadside log stack.

Log recovery effective from fallen stems down to 80mm sedub.

Emergency Plan, STT A3 template, includes FOS Plan.

Emergency Response Training / Testing Procedure (a drill or actual event) conducted 6 monthly:

- 15.06.2022 Harvester blew a hose.
- 14.12.2022 Feller bunched operator filling machine and nozzle did not shut off.

Both exercises were well described including determining 'why' the incident occurred. Signed by 4 staff.

Chain of Custody

STT docket for Machine ID ending [REDACTED], 31.05.2023, STT Docket [REDACTED], Harvest Contractor LWE3, Product P/W EUC Plantation, DA [REDACTED] Coupe LU109E, Operation ID [REDACTED], Customer STT, Delivered to [REDACTED] STT, Customer Ref [REDACTED], Signed. Sighted [REDACTED] [REDACTED] delivery summary 26.05.2023 -01.06.2023 that described Truck Registration, Date, Driver name, Customer [REDACTED] Weight/M3, Docket No.

Assessment conclusion

Processes have been implemented effectively.

Site 19: KAS0021, Harvest operation & Traffic management

Objective evidence:

Processes observed/demonstrated

- STT Harvest operation planning
- Traffic management, Esperance River Road
- Stakeholder engagement

Related documentation & Records validating processes

- STT 'Notice of Intent according to Forest Practices System' on 18.06.2020
- [REDACTED], Traffic Management Plan
- Signage, Esperance River Road Closed, Monday – Friday due to Forest Operations
- Various correspondence: STT, [REDACTED], Parks re Esperance Road closure
- Harvesting Induction Template iAuditor, 30.05.2023
- STT Induction, 05.06.2023

Interviews with key personnel

Senior Certification Advisor; STT Trainee; WHS Advisor Southern; Forest Operations Manager; SFO Operational Planning; and Harvesting Supervisor

Comments

Traffic management

Traffic management, Esperance River Road to Esperance River Conservation Area

Neighbours sent STT letter 'Notice of Intent according to Forest Practices System' on 18.06.2020, and again recently, Stakeholder communication viewed on iPad included contacting the Contractor

contacting Parks on 16.05.2023 to advise the road closure, also STT's Senior Engagement Officer, highlighting private residences that would be affected by the road closure and arranging a key for access to their homes. Email 16.05.2023 STT to Parks and CC to STT's Senior Engagement Officer +1, and response from Parks. Also email STT to STT to put the closure notice on STT's website. Email 07.05.2023 [REDACTED] to STT confirming closure of the road, also requesting STT gate and sign the far western side of the road.

Neighbour engagement included:

- N1 OK, surveyed by Registered Surveyor to confirm boundary. These are now clear.
- N2 House adjacent, concerned
- N3 OK
- N4 OK Boundary now defined.

Engaged Consultant to complete identification.

New landowners identified and new letter sent 'Commencement of road construction, Harvesting and Reforestation operations', 09.03.2023.

Road construction completed in 04.2023.

Harvesting Management Plan

Stakeholder engagement on STT and Parks, refer above.

Harvesting Induction Template iAuditor, commenced 30.05.2023

STT Induction commenced, and will be completed on 05.06.2023

Assessment conclusion

Processes have been implemented effectively.

Site 20: Arve AR026I Plantation harvesting & Stump spray

Objective evidence:

Processes observed/demonstrated

- STT Harvest operation planning

Related documentation & Records validating processes

- STT FPP JNB0086-01, AR0261, Clearfall followed by Softwood Plantation 04.10.2019

Interviews with key personnel

Senior Certification Advisor; STT Trainee; WHS Advisor Southern; Forest Operations Manager; STT Harvesting Supervisor; Harvesting Supervisor, Operator and Bush Boss - [REDACTED]

Comments

STT FPP JNB0086-01, AR0261, Clearfall followed by Softwood Plantation 04.10.2019

Arve AR026I Plantation harvesting & stump spray.

Conway's Spur, and Conway's Road

Net Operational Area / Area Reforested / Area Harvested 85ha.

Reforestation Estimated end date 30.06.2022.

Reforestation Assessment end date 30.06.2023

B. Building access: included comment about upgrading 60m of firebreak in the NE corner.

C Harvesting of the Timber: included comment 9 Class 4 Streams & 2 Class 3 Streams; also 6 Stream crossings approved for use.

C. Conservation of natural and cultural values: comment included Fauna description and specifications if identified for the various species. Landscape: No prescriptions required.

Map showed Machinery exclusion zones, Protected Areas, and Harvest area, also other criteria described in the Legend.

Contractor Photo Guide to Natural and Cultural Values page included.

Variation No1: 12.09.2022, described numbers of changes including change to the current version of the Forest Practices Code, and other governance changes eg Extend the life of the plan to 31.08.2026, also Operational changes for Sections A, Section C, Landings, Streamside management, Section D Update prescriptions for Wedge Tailed Eagle and White Bellied Sea Eagle; and other changes. This list is extensive.

Net Operational Area 94.8ha had been increased and included a new area SE of and adjacent the previous area of 85ha.

Variation No2: 06.10.2022, described an Amendment to Section C for Streamside management, addition of 1 Class 4 Stream.

Variation No3: 15.02.2023, Update total area to be harvested to 94.1ha, replace all Class 4 Streams with updated drainage as per Variation 3 Map.

Contractor: [REDACTED]

Danger signage at the entry to AR0261 included Danger, Tree Harvesting Operations in progress, Quarry Face, Danger Chain shot, Spraying in progress, Danger Tree Felling ahead.

Site Induction process conducted and included Radio UHF21, First Aid kits in all vehicles, All Operators are First Aiders.

Class 4 Stream approved crossing, well-constructed and included matting. Matting is also used on the major extraction track, except for a short section. Well thought out and implemented.

OFI

Contractors generally placed slash where required to reduce the impact on soil, including several major extraction tracks. However, insufficient slash was placed at the major landing at the top of the ridge and resulted in damage to the soil profile. Increased slash and ceasing operations when wet could have reduced this damage.

FOLS Skills Verification Program, [REDACTED], Bush Boss: FOLS ID [REDACTED] Expiry 27.01.2024, Full FOLS, with Endorsements for several Cable competencies, Chainsaw Harvesting, Fire Weather Evaluation, Log Grader, Mechanical processor operations and Skidder operations.

FOLS Skills Verification Program, [REDACTED], Operator: FOLS ID [REDACTED], Expiry 31.07.2022, Full FOLS, with Endorsements for several Excavator operations with grab, Feller buncher operations, Single grip harvester operations, Bushfire awareness, Fire weather evaluation, Log grader and Machine familiarisation.

OFI

Assessment conclusion

Site 21: West Picton Road closure

Processes observed/demonstrated

- ### *Related documentation & Records validating processes*

- ### *Interviews with key personnel*

Comments

Overview:

West Picton Road 1965, Bridge SPC198A has reached its end of life.

Engineering Inspection Regime, Works Register, Engineering assessment conducted by [REDACTED]

Recommendation was made to close the road and place a Gross Load limit of 3tonnes.

Scope of works to be determined to replace the structure.

Stakeholders included Parks, Apiarists, Bush walkers interested in Farmhouse Creek

Notification on STT website

Communication Manager prepared and uploaded relevant information about the issue to STT's website.

Details information for each of these follows.

STT Works Register, Excel spreadsheet, lists these Register details:

- List No.
- Register Date.
- Bridge N0.
- River name.
- Road name.
- Order of cost (S).
- Month (required / planned for).
- Time Priority Scale 7-3

- Description & Comments of Works Category Current.

List Nos 71-77 reference Picton Spur and Picton Road.

List No 74:

- #74: 27.01.2000 SPC198A Riveaux Creek Picton Road \$249,000 Renew
- #74: 20.02.2023 SPC198A Riveaux Creek Picton Road \$500 Rec. Reduce load limit to 3 tonnes, Implement 3 monthly inspections

████████████████████, Inventory, Main Specifications, describes the crossing classification MBA, and an inventory of the parts of the bridge including:

- Bridge Number SPC198A.
- River name: Riveaux Creek.
- Road name: Picton Road
- Last inspection: 20.03.2023.
- Construction year Sub: 1965.
- Construction year Super: 1965
- Deck Renew 0. There are other items including Length and Width, and then
- Design Loading: CR Roadway 3.

████████████████████, Bridge Load Limit Recommendation 24.02.2023, Program 3 Monthly Inspection from Date of Inspection, signed by ██████████ and by STT Senior Forest Officer 01.03.2023.

Map 1:50,000 coloured topographic map titled West Picton Road, Closure, and including West Picton Road and bridge / crossing structure locations marked in blue; also Road Closure location. Map Legend includes Significant all-weather 2 land feeder road, Single lane all weather road, National Park, Conservation area, STT PTPZ land and River.

STT Road and Track Closures, statement available to the public that describes roads that are closed and information about the closure. The process was observed to be informative and comprehensive. The statement includes 'Southern Region' that references 'West Picton Road', and the comment that begins, 'In the interest of public safety West Picton Road is closed just prior to Riveaux Creek to all vehicular traffic due to the deterioration of several structures', and additional information describes alternate tracks that could be used by bushwalkers.

Assessment conclusion

Processes have been implemented effectively.

Opportunities for Improvement

Use of the BSI Group logo

STT uses the PEFC and Responsible Wood logos and BSI Group logos on various documentation.

However, use of the BSI Group logo does not meet all requirements on these documents as described in BSI's 'Marks of Trust' document.

- STT's Policy documents for Sustainable Forest Management, Work Health Safety & Wellbeing, and for Customer Service include BSI Group logos for AS4708, AS/NZS4801:2001 and ISO14001:2015, but do not include STT's respective certificate number under each logo, and the AS4801:2001 Standard no longer applies.

- www.sttas.com.au website shows at the bottom of the webpage 'Our Responsibilities, Certification', PEFC and Responsible Wood logos used with their respective certificate numbers. However, BSI Group logos for AS4708, AS/NZS4801:2001 and for ISO14001 do not include the respective BSI certificate number under each logo. And the AS/NZS4801 Standard no longer applies.
- STT Annual Report, back page shows BSI Group logos for ISO45001 and for AS4708; however, they do not include the respective BSI certificate numbers under each logo.

The AS/NZS4801 Standard no longer applies and should be removed and replaced with the ISO45001:2018 logo.

Element 9.2

It is not clear STT's 'justification approach' to developing its strategic internal audit plan meets all Element 9.2 requirements.

Operations, Perth Nursery

Perth Building Evacuation Plan, includes prompt for 'Date Issued' and 'Valid to': However, there are no dates described. Also, the aerial photograph 'Site Plan and Assemble Area' showing the office, carpark and 'Assembly Area', is not current with the construction of the road access for Driscoll's heavy vehicles. There may be other changes.

Perth Conveyor risk assessment is not complete, also Feed conveyor for the sowing line.

Maintenance Shed: Chemicals Flash 20 1A and Flash 20 1B are corrosive materials but there are no corrosive decals to identify/highlight this risk, including on the front of the shed they are stored in.

Electrical Test & Tag, PEK Services Tasmania removed an 'out of service tag' and replaced it with the Test & Tag for the electrical lead attached to the equipment. This is not appropriate: STT has identified this and will reinstate the out of service tags pending disposal of the items.

Perth Seed Centre enhancements that include new equipment have not yet been risk assessed.

Step ladder has not been checked 'Fit for purpose' by being included in the routine, checking monitoring processes.

Perth site closed out a Minor Non-conformance from the previous audit for 'Operational controls at the Perth Nursery were inconsistent with the requirements of the Standard'. However, other and related equipment and processes have been identified OFI at this audit that were also 'inconsistent with requirements'. It is not clear how STT Perth ensures all risks have been identified, scheduled for assessment, and controls implemented and routinely reviewed.

Operations, Site assessments

Site 15

████████████████████, Tree Faller, FOLS skills verification program, Expiry date, 31.10.2022.

Site 20

Contractors generally placed slash where required to reduce the impact on soil, including several major extraction tracks. However, insufficient slash was placed at the major landing at the top of the ridge

and resulted in damage to the soil profile. Increased slash and ceasing operations when wet could have reduced this damage.

Site 20

FOLS Skills Verification Program, [REDACTED], Operator: FOLS ID [REDACTED] Expiry date has passed 31.07.2022.

Next visit objectives, scope and criteria

The objective of the assessment is to conduct a Re-assessment of the existing certification to ensure the elements of the proposed scope of registration and the requirements of the management standard are effectively addressed by the organisation's management system.

The scope of the assessment is the documented management system with relation to the requirements of the AS4708:2021, ISO14001:2015 and ISO45001:2018 Standards and the defined assessment plan provided in terms of locations and areas of the system and organisation to be assessed.

AS4708:2021, ISO14001:2015 and ISO45001:2018 Standards
Sustainable Timber Tasmania management system documentation

Please note that BSI reserves the right to apply a charge equivalent to the full daily rate for cancellation of the visit by the organisation within 30 days of an agreed visit date.

Next Visit Plan

The next scheduled assessment is a recertification planned for May 2024. The Assessment will cover all requirements of the respective Standards.

BSI will develop an assessment plan in consultation with the client, prior to the assessment.

STT has confirmed that it will discontinue certification to ISO 14001 when the current certificate expires.

Appendix: Your certification structure & ongoing assessment program

Scope of Certification

OHS 603481 (ISO 45001:2018)

Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products.

EMS 603479 (ISO 14001:2015)

Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products.

AFS 603478 (AFS 4708:2013)

Activities associated with the sustainable management of Tasmania's Permanent Timber Production Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products. The defined forest area consists of six forest management units: hardwood plantations; softwood plantations; wet eucalypt forests; dry eucalypt forests; blackwood forests and rainforest in Tasmania as described in the organisation's Forest Management Plan.

Assessed location(s)

The audit was performed at the organisation's Central Office, Permanent Locations, and Temporary sites.

/ AFS 603478 (AFS 4708:2013) / EMS 603479 (ISO 14001:2015) / OHS 603481 (ISO 45001:2018)

Location reference	0047483115-001
Address	Forestry Tasmania T/A Sustainable Timber Tasmania Level 1, 99 Bathurst Street Hobart Tasmania 7000 Australia
Visit type	Continuing assessment (surveillance)
Assessment number	3608810
Assessment dates	17/04/2023
Audit Plan (Revision Date)	14/04/2023
Deviation from Audit Plan	No
Total number of Employees	165
Effective number of Employees	165
Scope of activities at the site	Main Certificate Scope applies.
Assessment duration	10 day(s)

Certification assessment program

Certificate Number - OHS 603481

Location reference - 0047483115-001

		Audit1	Audit2	Audit3	Audit4
Business area/Location	Date (mm/yy):	05.2021	08.2022	05.2023	05.2024
	Duration (days):	16.5	14	14	16.5
4. Context of the organisation		X	X	X	X
5. Leadership		X	X	X	X
6. Planning		X	X	X	X
7. Support		X	X	X	X

8. Operation	X	X	X	X
9. Performance evaluation	X	X	X	X
10. Improvement	X	X	X	X
11.1 Maintain forests and carbon	X			X
11.2 Forest ecosystem health	X			X
11.3 Biodiversity	X			X
11.4 Soil and water resources	X			X
11.5 Forest productive capacity	X			X
11.6 Cultural values	X			X
11.7 Social and economic values	X			X
Use of logos	X	X	X	X
Chain of Custody (BCET)	X	X	X	X
Operations - Huon	X			X
Operations - Derwent	X			X
Operations - Northeast	X			X
Operations - Northwest	X			X
Perth Nursery	X	X	X	X
IST	X			X

Certificate Number - Contract 200615382

Location reference - 0047483115-001

		Audit1	Audit2	Audit3	Audit4
Business area/Location	Date (mm/yy):	05/21	11/22	08/23	05/24
	Duration (days):	16.5	14	14	16.5
4 Context of the organization		X	X	X	X
5 Leadership		X	X	X	X
6 Planning		X	X	X	X
7 Support		X	X	X	X
8 Operation		X	X	X	X
9 Performance evaluation		X	X	X	X
10 Improvement		X	X		X
Use of Logos		X	X	X	X
0.1 Defined Forest Area		X	X		X
0.2 Chain of Custody		X	X	X	X

11.1 Maintain forests and carbon			X	X
11.2 Forest ecosystem health			X	X
11.3 Biodiversity			X	X
11.4 Soil and water resources			X	X
11.5 Forest productive capacity			X	X
11.6 Cultural values			X	X
11.7 Social and economic benefits				
Chain of Custody (BCET)	X			X
Operations - Huon		X	X	X
Operations - Derwent		X		X
Operations - North East	X		X	X
Operations - North West	X		X	X
Perth Nursery	X		X	X

Expected outcomes for accredited certification.

What accredited management system certification means?

To achieve an organization's objectives related to the Expected Outcomes intended by the management systems standard, the accredited management system certification is expected to provide confidence that the organization has a management system that conforms to the applicable requirements of the specific ISO standard.

In particular, it is to be expected that the organization

- has a system which is appropriate for its organizational context and certification scope, a defined policy appropriate for the intent of the specific management system standard and to the nature, scale and impacts of its activities, products and services over their lifecycles, is addressing risks and opportunities associated with its context and objectives;
- analyses and understands customer needs and expectations, as well as the relevant statutory and regulatory requirements related to its products, processes and services;
- ensures that product, process and service characteristics have been specified in order to meet customer and applicable statutory/regulatory requirements;
- has determined and is managing the processes needed to achieve the Expected Outcomes intended by the management system standard;
- has ensured the availability of resources necessary to support the operation and monitoring of these products, processes and services;
- monitors and controls the defined product process and service characteristics;
- aims to prevent nonconformities, and has systematic improvement processes in place including the addressing of complaints from interested parties;
- has implemented an effective internal audit and management review process;
- is monitoring, measuring, analysing, evaluating and improving the effectiveness of its management system and has implemented processes for communicating internally, as well as responding to and communicating with interested external parties.

What accredited management systems certification does not mean?

It is important to recognize that management system standards define requirements for an organization's management system, and not the specific performance criteria that are to be achieved (such as product or service standards, environmental performance criteria etc).

Accredited management systems certification should provide confidence in the organization's ability to meet its objectives related to the intent of the management system standard. A management systems audit is not a full legal compliance audit, and does not necessarily ensure ethical behaviour or that the organization will always achieve 100% conformity and legal compliance, though this should of course be a permanent goal.

Within its scope of certification, accredited management systems certification does not imply or ensure, for example:

- that the organization is providing a superior product and service, or
- that the organization's product and service itself is certified as meeting the requirements of an ISO (or any other) standard or specification.

Definitions of findings:

Non-conformity:

Non-fulfilment of a requirement.

Major nonconformity:

Nonconformity that affects the capability of the management system to achieve the intended results.

Nonconformities could be classified as major in the following circumstances:

- If there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements;
- A number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.

Minor nonconformity:

Nonconformity that does not affect the capability of the management system to achieve the intended results.

Opportunity for improvement:

It is a statement of fact made by an assessor during an assessment, and substantiated by objective evidence, referring to a weakness or potential deficiency in a management system which if not improved may lead to nonconformity in the future. We may provide generic information about industrial best practices but no specific solution shall be provided as a part of an opportunity for improvement.

How to contact BSI

Visit the BSI Connect Portal, our web-based self-service tool to access all your BSI assessment and testing data at a time that's convenient to you. View future audit schedules, submit your corrective action plans and download your reports and Mark of Trust logos to promote your achievement. Plus, you can benchmark your performance using our dashboards to help with your continual improvement journey.

Should you wish to speak with BSI in relation to your certification, please contact your local BSI office – contact details available from the BSI website: <https://www.bsigroup.com/en-AU/contact-us/>

Notes

This report and related documents are prepared for and only for BSI's client and for no other purpose. As such, BSI does not accept or assume any responsibility (legal or otherwise) or accept any liability for or in connection with any other purpose for which the Report may be used, or to any other person to whom the Report is shown or in to whose hands it may come, and no other persons shall be entitled to

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BSI, its staff and agents shall keep confidential all information relating to your organisation and shall not disclose any such information to any third party, except that in the public domain or required by law or relevant accreditation bodies. BSI staff, agents and accreditation bodies have signed individual confidentiality undertakings and will only receive confidential information on a 'need to know' basis.

This audit was conducted through document reviews, interviews and observation of activities. The audit method used was based on sampling the organization's activities and it was aimed to evaluate the fulfilment of the audited requirements of the relevant management system standard or other normative document and confirm the conformity and effectiveness of the management system and its continued relevance and applicability for the scope of certification.

As this audit was based on a sample of the organization's activities, the findings reported do not imply to include all issues within the system.

Regulatory compliance

BSI requires to be informed of all relevant regulatory non-compliance or incidents that require notification to any regulatory authority. Acceptance of this report by the client signifies that all such issues have been disclosed as part of the assessment process and agreement that any such non-compliance or incidents occurring after this visit will be notified to BSI as soon as practical after the event.