

Assessment Report

Sustainable Timber Tasmania

**AS4708:2013; ISO 14001:2015 and
ISO45001:2018**

May 2021

Assessment dates	01/04/2021 to 27/05/2021 (Please refer to Appendix for details)
Assessment Location(s)	Hobart (001), Geeveston (002), Derwent Park (004), Scottsdale (003), Camdale (006), Smithton (008), Perth (009), Burnie (019)
Report Author	██████████
Assessment Standard(s)	AFS 4708:2013, ISO 14001:2015, ISO 45001:2018



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Executive Summary

This report presents the findings of a recertification assessment of Sustainable Timber Tasmania's (STT) Forest Management System (FMS) with respect to the requirements of AS4708:2013, the Australian Standard for Sustainable Forest Management. The audit was conducted concurrently with an assessment of the organisation's complementary Standards, ISO 14001:2015 Environmental Management Systems; ISO 45001:2018 Safety Management Systems and PEFC ST 2002:2013 Chain of Custody. The findings from the Chain of Custody assessment with respect to export operations are presented separately.

This audit also included a migration assessment with respect to the requirements of ISO 45001 Safety Management Systems. The Assessment Report is subdivided into four sections:

- PART A: Common system elements incorporates the high-level structure of the environmental and safety Standards: ISO 14001 and ISO 45001 as well as the corresponding requirements in AS4708;
- PART B: Includes the specific requirements of AS4708;
- PART C: Describes the operational sites and processes that were assessed; and
- PART D Describes the specific requirements with respect to the ISO 45001 migration.

As with the previous assessment, the scope of the audit included the application and implementation of the centrally-managed system at the Hobart Head Office as well as the planning and execution of a range of forest management activities in both the Northern and Southern Regions. This assessment was conducted on-site, with appropriate controls to conform with the organisation's requirements in relation to the COVID-19 situation. Information and communications technology (ICT) was used to communicate with employees in remote locations for the opening and closing meetings and at other times where appropriate.

The audit focused on the effectiveness of the organisation's risk management framework particularly with respect to the planning and execution of a range of forest management activities including roading, harvesting and regeneration activities.

There were no non-conformances to close out from the previous assessment and no new non-conformances were identified during this assessment. STT has reviewed the opportunities for improvement noted in the previous report and has implemented a plan to address each as appropriate. This assessment has identified further opportunities for improvement which are detailed in the report.

The audit provided an opportunity for direct engagement with contractors involved in a range of activities including fencing for protection of regeneration and harvesting and haulage processes.

Strengths of the organisation and its management system identified in this audit include:

- Leadership culture and new structure – mindful of and responsive to change and willingness to take a risk-based and proactive approach to management particularly with respect to biodiversity monitoring and legal implications
- Stable workforce with flexible work arrangements
- Continuing adoption and development of best-available technology
- Corporate focus on safety
- The research framework and industry collaboration with respect to forest health monitoring
- Cadet program
- Corporate support for improvement (natural capital accounting and fire management)
- Effectiveness of stakeholder engagement and relationship building (e.g. Lakes River Road)
- Effective co-regulatory approach

Significant improvements noted in this assessment include:

- Re-development of the Perth site
- Adoption of the Project Management Framework to drive significant project initiatives
- Operational focus on increasing retention of mature forest elements and the development and application of voluntary biodiversity management initiatives, e.g. large tree retention, no clearfelling of old growth and the habitat retention trials.
- Cadetship program and succession planning
- Effectiveness of strategic internal and external communication
- Provision of the new intranet – functionality and accessibility
- Effective use of Operational Coupe Notes and other site records
- Contractor uptake of tablet technology – opportunities for further uptake
- Natural Capital Accounting Project and effectiveness of reporting and communication
- Rationalisation of seed zones based on improved scientific understanding
- Fire Management: upgrade of Incident Control Centres (e.g. Video-link between fire rooms) and fire detection capability - Orora satellite detection and Special Intelligence Gathering (SIG) and provision of training in key functional areas.

As noted in the previous report, the management system is firmly integrated into the organization's business processes and has demonstrated its effectiveness in the identification and management of risks and its capacity for driving improvement at all levels across the business.

The audit has verified that the STT Forest Management System conforms with the requirements of the respective Standards and that the system is supporting both staff and contractors in managing the various processes throughout the business. Accordingly, the report includes a recommendation for certification to ISO 45001 and recertification to the other nominated Standards.

Once again, the active participation and engagement of staff throughout the audit contributed to the effectiveness of this assessment. The auditors would like to thank Sustainable Timber Tasmania for the thorough preparation and planning that preceded the audit and the constructive engagement and participation throughout the audit process.

Changes in the organization since last assessment

The following changes in relation to organization structure and key personnel involved in the certified management system were noted:

Changes have been made in the management structure for improved coordination of activities in the north and south of the state, as well as changes to senior roles for General Manager in relation to Operations and Land Management.

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

Objective:

Verify conformance with the nominated Standards and confirm the successful transition to ISO45001.

Scope:

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.

Criteria:

AS4708:2013; ISO 14001:2015 and ISO 45001:2018

Statutory and regulatory requirements

Statutory and regulatory requirements are described in the Tasmanian Forest Practices System. STT effectively maintains current knowledge of all legal requirements.

Assessment Participants

Name	Position	Opening Meeting	Closing Meeting	Int. (Proc)
[REDACTED]	[REDACTED]	X		X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X		X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X		X
[REDACTED]	[REDACTED]	X	X	X
[REDACTED]	[REDACTED]	X		X
[REDACTED]	[REDACTED]	X		X
[REDACTED]	[REDACTED]			X
[REDACTED]	[REDACTED]			X
[REDACTED]	[REDACTED]			X
[REDACTED]	[REDACTED]			X
[REDACTED]	[REDACTED]			X

...making excellence a habit.™

BSI assessment team

Name	Position
██████████	Team Leader
██████████	Team Member

Assessment conclusion and recommendation**Assessment conclusion**

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, the audit team concludes that the organization continues to fulfil the standards and audit criteria identified within the audit report and 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. The organisation has also successfully migrated its safety management system to ISO 45001:2018 and is recommended for recertification to the nominated standards.

Use of certification documents, mark / logo or report

The use of the BSI certification documents and mark / logo is effectively controlled.

Findings from this assessment**PART A: Common system elements****4 Context of the organization**

Standard References: 14001 Cl 4, 45001 Cl 4

- 4.1 Understanding the organization and its context
- 4.2 Understanding the needs and expectations of workers and other interested parties
- 4.3 Determining the scope of the forestry, safety and environmental management system
- 4.4 OHS and environmental management system/s and processes

Objective evidence:*Processes observed/demonstrated*

- determining, monitoring and reviewing external and internal issues
- determining the needs and expectations of workers and other interested parties
- determining compliance obligations
- determination of scope
- implementation of processes related to the maintenance and continual improvement of the management system

Related documentation

- Draft Corporate Plan, Board Approved, FY21-2022 to FY2024-2025
- Forest Management Plan - 10.19

- Safety and Environment Charter - 09.11.20 v4.1
- Safety Strategy - 19-2023
- Safety Manual V2
- Consultation Manager, STT database
- Community and Stakeholder Engagement Policy
- WH&S Stakeholders - 04.21
- Certification Scope Procedure - 25.03.19, v1
- Certification Scope Summary - 20.04.21, v1.2
- STT Forest Protest Kit - 12.20
- STT Forest Practices Plan - template

Records validating processes

- Responsible Wood (RW): Email STT to RW 22.04.21 - DFA is 744,700ha, unchanged from 20.
- ISO45001 Gap Analysis Report 22.04.21
- Email 22.04.21 Swift Parrot communique to FPO's
- WH&S Stakeholders List

Interviews with key personnel

- Certification Manager and WH&S Advisor, South regarding context of the organisation

Comments

4.1 Understanding the organization and its context

The organisation has demonstrated a high level of awareness of its business requirements and the context in which it operates. The Draft Corporate Plan and the Forest Management Plan describe the organisation and its context. This information is supported by the organisation's website which makes public much of the information in a readily accessible manner.

The Draft Corporate Plan is an internal document and includes Strategic Direction (Internal & External issues), Statutory responsibilities, Principal functions, Review of the previous strategic outcomes, and other businesses e.g. IST, Business Environment includes Political, Markets, Climate change, and Environment.

The Forest Management Plan 10.19 provides the required information with respect to the requirements of AS4708.

The Safety Strategy 19-2023 includes Safety Strategy, Strategic Drivers and Future Reality requirements. The Forest Management Plan is publicly available on the organisation's website.

The Safety and Environment Charter (09.11.20 v4.1) defines responsibilities processes and systems to meet STT's Corporate Policy Objectives.

The Safety Manual V2' includes reference in 1.3 Leadership 'people, contractors, customers and the environment with a mission to 'get home safe and well every day'.

The ISO45001 Gap Analysis 22.04.21, (Roadmap) describes STT documentation and processes for each of the requirements of the WH&S Standard, and includes references to 'Workers and Contractors'.

4.2 *Understanding the needs and expectations of workers and other interested parties*

The Communication and Stakeholder Engagement Policy guides the organisation's direction. STT's Stakeholder engagement system is Consultation Manager. Stakeholders are listed in VAULT in the Compliance Register, and in the Risk Register. WH&S Stakeholders are described separately.

4.3 *Determining the scope of the forestry, safety and environmental management system*

The scope of Sustainable Timber Tasmania's forest management system including its WH&S management systems is defined in Certification Scope Summary Document and is consistent with the scope of certification on the organisation's BSI Group ANZ Certificate, as follows:

All activities associated undertaken by or for Sustainable Timber Tasmania in relation to 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.

4.4 *WH&S and environmental management system/s and processes*

The Safety and Environment Charter, Safety Strategy 19-2023, Safety Manual and associated documents describe the organisation's approach to meeting its WH&S obligations. Requirements in these documents are implemented via the Forest Practices Plan template and associated checklists, monitoring, audit and review processes.

STT documentation was observed to be routinely reviewed and updated and available via the 'Document Library' portal.

Assessment conclusion

STT processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

5 Leadership (and worker participation)

Standard references: 14001 Cl 5, 45001 Cl 5, AS4708 1.2

- 5.1 Leadership and commitment
- 5.2 Forestry, Safety and Environmental policies
- 5.3 Organizational roles, responsibilities and authorities
- 5.4 Consultation and participation of workers (ISO45001)

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 and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities;
- determination of statutory/regulatory requirements
- determination of risks
- promotion of continual improvement

- determining stakeholder expectations
- development, communication and periodic review of forest management, safety and environmental management policies
- assignment of responsibility and authority
- reporting on performance
- managing changes to the systems
- consultation with, and participation of workers

Related documentation

- STT Board Charter
- Safety and Environment Charter V4.1 09.11.20
- Safety Strategy 19-2023
- Sustainable Forest Management Policy- 04.21
- Work Health Safety & Wellbeing Policy - 02.20
- STT Authorisation Matrix Profiles V1.5 - 22.02.21
- Leadership and Commitment to WH&S & Environmental Management - V.2 20
- STT Organisational Structure – April 2020

Records validating processes

- STT Organisational Structure - 22.04.21
- STT Toolbox Meeting NW - 19.04.21 PowerPoint presentation
- Southern Region Safety and Environment Committee - 13.04.21
- Northern Region Safety and Environment Committee - 03.21
- Take 5 Consultation and Participation -22.04.21
- COVID19 Emergency Plan
- Position Description – Certification Manager April 2021
- Position Description – Manager Workplace Health and Safety April 2021

Interviews with key personnel

- CEO, GM Business Development & Strategy; GM Conservation and Land Management and GM Operations regarding the establishment and periodic review of policies, alignment of the policies and management system with the strategic direction of the organisation.
- General Management Team (Leadership Team) about current issues and future challenges.
- Certification Manager and WH&S Advisor, South about COVID19 planning across the organisation.

Comments

5.1 Leadership and commitment

STT Leadership Team outlined the organisation's current issues and future challenges, for each part of the business. Key issues included organisational changes to Production and Land Management, and clarifying reporting lines to remove multiple reporting responsibilities; changing market conditions; and meeting COVID19 obligations in 20.

WH&S Leadership across the organisation demonstrated by inclusion/discussion of 'Safety Moments' discussed at the front end of STT meetings and ESH Committees reviewing trends associated with WH&S obligations and requirements.

STT's organisational commitments are further described in Leadership and Commitment to WH&S & Environmental Management.

5.2 Forestry, Safety and Environmental policies

Sustainable Forest Management Policy incorporates environmental requirements. It has been recently updated with minor changes and endorsed by the CEO.

Work Health Safety & Wellbeing Policy has been endorsed by the STT Board. It includes requirements to 'eliminate hazards and minimise OH&S risks' and is publicly available on the organisation's website.

5.3 Organizational roles, responsibilities and authorities

The STT Organisational Structure describes new reporting responsibilities following changes across STT including:

- Leadership Team includes changes to Production and Land Management functions, and clarifying reporting lines to remove multiple reporting responsibilities.
- Land Management Division includes Certification Manager, Engagement & Land Management Manager, Forest Management Services Manager
- Corporate Services Division People & Culture Manager, Cyber Security Manager.

The Position Description (PD) for the Certification Manager describes accountabilities including responsibility for maintaining conformance to the Forest Management System requirements, and reporting to GMT on conformance to the FMS and EMS requirements.

The PD for the Manager, Workplace Health & Safety includes responsibility to 'Maintain staff safety compliance in accordance with work health and safety legislation and other requirements to achieve corporate safety goals', and other requirements.

The Authorisation Matrix includes levels of approval and authorities for organisational requirements.

5.4 Consultation and participation of workers

The Safety and Environment Charter provides opportunities for all Workers (STT Staff and Contractors) to be engaged via Toolbox meetings. Attendance and participation is compulsory. Workers representatives are included on Regional WH&SE Committees and the Safety Circle culture encourages Workers to report issues.

STT staff are using information and communication technology tools e.g. tablet and iAuditor, to capture information associated with STT staff and contractors e.g. Take 5 assessments.

The Toolbox Meeting NW (19.04.21 PowerPoint presentation 'Guess my Human' included OHSMS and Environment sections, Core Values, WH&S Safety Stats Summary for STT and Contractors, Observations and Take 5, S&E Incidents, COVID19 Vaccination, Fatigue management, Incident Learning, Updates from Regional Manager, Guests and Presentations (Electronic Data Management System).

The Southern Region Safety and Environment Committee - 13.04.21 via Microsoft Teams, includes requirements to attend and if not able to attend, to provide a proxy. Minutes included comment on:

- Safety Circle / Values moment with input by attendees (x3)
- Minutes from previous meetings including action item Harvesting and Roding sections not representative (since been resolved)

- S&E Committee representation: for a proxy if not available
- Statistics: data presented to GMT provided to all staff
- Event Report for March 21: Significant ID in Vault
- Safety Alerts/Incidents learnings
- SWMS review and Emergency procedure
- Positive Observations and Take 5
- General Business
- Vault Training in 05.21

A review of these processes confirmed the range of STT staff involved and contributed to the meeting, and their comments are recorded in minutes. A similar set of minutes sighted for the Northern Region Safety and Environment Committee (03.21 attendees included STT roles across the organisation's management structure WH&S Advisor NW, Manager WH&S, Operations Manager NW, Regional Manager, Land Management NE, Forest Officer, Fire Management NE, Forest Officer Harvesting Supervisor NW, Forest Officer Planning NW, Administration Officer. Comment included 'South needs to do more work on appropriate representation before we can have a state-wide committee'. This matter has been addressed: (refer Southern Region Safety & Environment Committee Minutes). Leadership training is being planned for staff.

STT demonstrated a Take 5 Consultation and Participation activity 22.04.21 on STT device, in relation to an incident where two Contractors were working in close proximity and 'assessing construction conditions'.

In relation to COVID19: The WH&S Advisor South described the organisation's approach to meeting COVID19 requirements, including: How to, Communications, Mental health, Sustainable Me processes.

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

6 Planning

Standard references: 14001 Cl6, 45001 Cl 6

- 6.1 Actions to address risks and opportunities
 - 6.1.1 General – Risks and opportunities
 - 6.1.2 Hazard identification and assessment of risks and opportunities (45001)
 - 6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system
 - 6.1.2.3 Assessment of OH&S opportunities and other opportunities for the OH&S management system
 - 6.1.2 Environmental aspects (14001)
 - 6.1.3 Compliance obligations (Determination of legal requirements and other requirements)
 - 6.1.4 Planning action
- 6.2 Forest management, OH&S and environmental objectives and planning to achieve them
 - 6.2.1 OH&S and Environmental objectives
 - 6.2.2 Planning actions to achieve OH&S and environmental objectives

6.3 Planning and managing changes

Objective evidence:

Processes observed/demonstrated

- determination of risks and opportunities
- determination of environmental aspects that can have a significant environmental impact
- communication of significant impacts
- determination of compliance obligations
- ensuring compliance
- establishing forest management, safety and environmental objectives
- planning to achieve forest management, safety and environmental objectives
- managing changes to the system/s
- process management

Related documentation

- STT Draft Corporate Plan FY21-22 to FY2024-25
- Safety and Environment Charter - 09.11.20 v4.1
- Safety Strategy 19-2023
- Safety Manual - 04.20 v2
- STT Operational Risk Management Overview & Risk Register Management Procedure - 06.20, v3
- STT Risk Matrix' found in the Safety Manual and on 'Take 5' document
- Environmental Compliance Obligations - 10.12.20
- WH&S Legislative Requirements
- VAULT Risk Register
- VAULT Risk Matrix
- STT 10 Point Plan v2
- Yellow Book Report - 03.21
- STT 'Forest Practices Plan'
- Contractor Risk Management - Safety Circle Program
- Contractor Forest Operations Safety Plan - FOS Plan

Records validating processes

- General Management Team Meeting 23.04.21
- Environmental Essentials, Environment Report - 03.21
- WH&S Legislative Requirements
- Environmental Essentials 03.21: website HSE Bulletin

Interviews with key personnel

- Certification Manager, Workplace Health & Safety Manager and WH&S Advisor, South about planning to manage risks and hazards in STT activities.

Comments

6.1 Actions to address risks and opportunities

6.1.1 General – Risks and opportunities

6.1.2 Hazard identification and assessment of risks and opportunities (45001)

6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system

6.1.2.3 Assessment of OH&S opportunities and other opportunities for the OH&S management system

6.1.2 Environmental aspects (14001)

The effectiveness of STT's Risk assessment and review process was demonstrated, as evidenced by:

- The Operational Risk Management Overview and Risk Register Management Procedure provide background for STT's Primary Risk Management processes, its VAULT Risk Register, and includes comment on Strategic risks for Safety and Environment.
- The VAULT Risk Register lists the organisation's risks, Standard Operating Procedures, Safe Work Method Statements, Take 5, Forest Practices Plans (for Environmental risks), and includes Values evaluations, Forest Operations Plans and Contractors Job Specifications. These can apply to more than one activity across a range of sites. Table 1 Activity Groups within the Risk Register includes risks associated with for example Fire, Depots, and Offices.

The VAULT Risk Register describes 48 risk areas for Environment, Safety, Stakeholder and Compliance risk, and for each Risk ID STT has developed a Hazard Report. Examples are:

- Risk ID 50 Stakeholders under the general heading 'General Forest Management Risks', Hazards and Controls assessed, relates to other requirements of the Standards including hazards, risks and opportunities, compliance and stakeholder requirements.
- Risk ID 'Forest harvesting environmental risks' lists risks, controls, documents and supporting documents, and the 'Regulator - Legal requirement.

The Risk Register is under review to incorporate new risks (Drone use) and align with Safety Manual requirements for 1.4 'Fatal risks'.

The Procedure for Identification of Significant Environmental Aspects' includes complying with regulatory requirements, raw risk high or severe and other risks identified by senior management during management review process. Risk is determined using an assessment of Likelihood and Consequence.

A broad spectrum of environmental aspects has been defined. The column 'Sig Env aspect' includes Contractors, Timber haulage, Forest harvesting - Safety, Explosive risk, Forest harvesting – Environmental, Driving and vehicle use, Manual tree falling and chainsaw use, Browsing, Planned burning and Bushfire.

The Risk Matrix and the table attached to the Matrix describes how this Matrix is used to determine risk rating for STT's Operational, Financial, Political/Reputational, Certification, Environment, WH&S, and Legal/Regulatory activities, products and services. Risk is assessed across a range from Insignificant at one end to Extreme at the other.

6.1.3 Compliance obligations (Determination of legal requirements and other requirements)

- Environmental Compliance Obligations are listed by State and Commonwealth, Acts and Codes, Voluntary obligations e.g. Good Neighbour Protocol, Tourism and Forestry Protocol and Forest Industry Fire Prevention at Forest Operations Procedure (all voluntary).
- WH&S Legislative Requirements with tabs Compliance obligations legal and codes, and includes Traffic Act 1925 Mental Health Act, Forest Safety Code (Tasmania) 2007, Browsing control, Fence building & maintenance, Ground based herbicide, Aerial chemical application. Information includes the purpose for each requirements and how STT implements these requirements.

- Environmental Essentials 03.21: website HSE Bulletin, Commonwealth and Tasmania, 04.21, General Biosecurity Duty comment applicable to STT commenced on 31.03.21; 13.04.21 Department of Primary Industries Parks Water and Environmental requirements Forest Biosecurity, assessed and determined compliant through STT's existing processes. 04.21 Environment Report to GMT will include comment about the change associated with this requirement.
- Environmental Essentials, Environment Report included comment in 3.2 Legal Updates on issues relevant to STT, e.g.:
 - o Heavy Vehicle National Regulation about front blind spot mirrors and indirect vision devices
 - o Public Health Act, Smoking obligations

6.1.4 Planning action

- STT 'Forest Practices Plan' template is used consistently to plan the organisation's activities (Refer site comments)
- Contractor 'Forest Operations Safety Plan - FOS Plan) (Refer site comments)

6.2 Forest management, OH&S and environmental objectives and planning to achieve them

6.2.1 OH&S and Environmental objectives

6.2.2 Planning actions to achieve OH&S and environmental objectives

The STT Draft Corporate Plan FY21-22 to FY2024-25 includes a succinct Statement on a Page that describes longer term objectives, priority requirements, KPI's including Contribution to fire fighting and LTI's for STT Employees and Contractors.

The STT 10 Point Plan v2 includes specific initiatives e.g. invest in supply chain capability and resilience and Invest in natural capital.

The Safety Strategy 19-2023 includes works program/objectives for Safety Culture, Governance (reinstating Safety team), Contractors (including Safety Circle); Safety Systems (Training, Documentation, Reporting, and a tool to develop the Strategy).

The Yellow Book 21: includes KPI's and identifies 20 outcome/carried over items, and current status. Examples include:

- o #60: Statewide truck overload applied to 100% of vehicles
- o #61: Increase the statewide proportion of mechanised felling 5% per year
- o #109: Implement Swift Parrot dry forest and wet forest habitat retention trial
- o #98: Complete Safety Circle
- o #100: Produce and implement a Fatigue Management Procedure and Policy, provide training

Progress with respect to achievement is reported quarterly.

The STT Staff Objectives Performance Review Development Performance, Instructions and Overview, a new online processes, currently being reviewed.

The General Management Team Meeting (minutes dated 23.04.21) includes:

- o Safety Report Rolling data 03.21
- o Yellow Book Status

- Safety Initiatives Implementation Work Plan describes progress
- Environmental Report 03.21 Table 1 20/21 Environmental KPI's (subset of Yellow Book)
Escaped burns, Smoke events, Clearfelled native forest coupes <80ha and others.
- Compliance Monitoring Report

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

7 Support

Standard references: 14001 CI 7, 45001 CI 7

- 7.1 Resources
 - 7.1.1 General
 - 7.1.2 People
 - 7.1.3 Infrastructure
 - 7.1.4 Environment for the operation of processes
 - 7.1.5 Monitoring and measuring resources
 - 7.1.6 Organizational knowledge
- 7.2 Competence
- 7.3 Awareness
- 7.4 Communication
 - 7.4.1 General
 - 7.4.2 Internal communication
 - 7.4.3 External communication
- 7.5 Documented information
 - 7.5.1 General
 - 7.5.2 Creating and updating
 - 7.5.3 Control of documented information

Objective evidence:

Processes observed/demonstrated

- Provision of resources including external providers
- Determination of required competencies
- Awareness and communication
- Management of documentation
- Fleet management

Related documentation

- STT Organisational Structure 22.04.21
- Forest Management Policy
- WH&S Policy
- Recruitment and Selection Policy
- Safety and Environment Charter

- Document Management Procedure (05.20)
- Fleet and Facilities – Vehicle Selection Procedure – V.

Records validating processes

- Investigation Training: 03-04.03.21
- PD Certification Manager
- PD Senior WH&S Advisor
- Incident Learnings, Firefighter hit by log while extinguishing a log heap 02.21
- Work Health Safety and Environment Group, Minutes 23.04.21
- Field Operations Meetings, conducted monthly
- WH&S Manager, Letter to Harvest & Transport Contractors, 04.21
- STT Annual Report 20
- WH&S Stakeholders List

Interviews with key personnel

- Certification Manager, WH&S Advisor, South, and WH&S Manager, from STT Camdale office about resources, training and communication.
- Fleet and Facilities Manager regarding fleet and facilities management.
- Communications Manager regarding internal and external communication.

Comments

7.1 Resources

Fleet and facilities management

Procedures for procurement of vehicles are described in the Vehicle Selection Procedure. STT maintains a vehicle database to maintain knowledge of all vehicles and service history. An analysis of the vehicle fleet efficiency has been undertaken with a downward trend for light vehicles (significant improvement) noted over recent years with the introduction of hybrid vehicles. A charging station is planned for Perth. Vehicles are turned over after three years, or if still in good condition and below 100,000km purchased and run for another 12 months. STT has achieved 92% of fleet vehicles meeting the 5-Star ANCAP rating. STT actively monitors driver behaviour and has recorded no driving infringements over 36 months (8.9million km).

Plans have been developed for refurbishment of the Perth Regional Office site with construction due to start in July 21 once all approvals have been given. A new Operations Centre for the Incident management Team has been designed and installed at Perth. All offices have been fitted with COVID-safe facilities (e.g. sneeze-screens) and additional security measures have been provided at Head Office. Other initiatives include:

STT has recognised the resource requirements with respect to fleet and facilities management and is providing additional resources in this regard.

7.2 Competence

Training requirements are identified through the PRDP process.

Specific Investigation Training has been provided to 10 STT staff, conducted by [REDACTED] using Incident Cause Assessment Method (ICAM) Training in assessing incidents.

Individual PDs reviewed include:

- Certification Manager: with Qualifications and Experience requirements, Capabilities – Cost Centre Manager
- Senior WH&S Advisor: includes Certificate IV in OHS and Accreditation as a Safety Auditor, Incident investigation experience, Workers Compensation and Return to Work experience and Experience in overseeing organisational safety systems and working with a diverse range of stakeholders.
- WH&S Manager: KPI includes a requirement to conduct training associated with describing and assessing incidents, to improve outcomes.

7.3 Awareness

STT tools and mechanisms that demonstrate awareness of the organisation's management systems include Toolbox meetings, and preparation of Forest Practices Plans (FPP's), and in Contractor's Forest Operations Plans.

Awareness is raised through a range of formats including: emails, toolbox talks, S&E Committee Meetings and Incident Learnings. As an example: Incident Learnings - an incident report described 'Firefighter hit by log while extinguishing a log heap' 02.21. Information relevant to the incident was collected and assessed by the WH&S Team Fire Safety Team, and outcomes presented at S&E Committee meetings, and Toolbox PowerPoint 03.21, also to Contractors email.

7.4 Communication

Internal Communication

The Safety and Environment Charter describes 'Communication of Safety and Environment Issues'. Other forums for internal communication include:

- Regional Safety and Environment Committee meetings
- Regional Senior Management Team meetings
- Environment Safety and Health Board Sub-committee
- Toolbox Talks
- Safety Walks by the GMT

The Work Health Safety and Environment Group, Minutes 23.04.21 included comment on Incidents, Performance indicators, System Management incl Investigations and ICAM, SWMS/Risk Register review progress, Safety and Workers Compensation, Safety Alerts Incident Learnings (Chainsaw operation, Truck speeding), #28 COVID19, #19 Safety Circle and Toolbox meetings and other items.

The Field Operations Meetings are conducted monthly and provide a forum for review and communication of key issues among senior management members for review and communication to other staff where appropriate. Minutes from 02.21 contain records numbered 1-29 including #5 Environment & Certification Report; #7 Safety Report; #12 Harvesting and Transport Contractor Management Report; and #29 Truck Overload management.

External Communication

STT has engaged a dedicated Communications Manager. The STT website and Contractor Portal are the primary platforms for external communication.

Examples of external communications from the WH&S Manager include a letter to Harvest & Transport Contractors dated 04.21, with comments on Online Contractor induction, Safety Circle program (ongoing) and 'significant milestone' 3 LTI for the rolling 12 months and 'our best result in 19 years'. The letter also included comment about initiatives being undertaken that involve Contractors.

7.5 Documented information

The Document Management Procedure refers to the organisation's Document Library and describes the document review and update process. It also describes requirements for 'Consultation and Approval' for consulting with relevant parties; approval processes and procedures for obsolete documents. The Document Summary and Version Control tables describe outcomes.

STT's Document Library houses the organisation's procedures processes and other documents, and includes Comment; Document Author; Modified by; Review date and Review period (in years). Documents were observed reviewed and current to the relevant Review period.

The STT 'WH&S Stakeholders List' tabs Non-H&T Contractors, H&T Contractors and 'Other Stakeholders' that include Australian Forest Contractors Association (ACFA), WorkSafe Tasmania, Parks and Wildlife, Safety Circle (01.21

STT documents were observed appropriately managed, and routinely updated.

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

8 Operation

Standard references: 14001 Cl 8, 45001 Cl 8

- 8.1 Operational planning and control
 - 8.1.1 General
 - 8.1.2 Eliminating hazards and reducing OH&S risks (45001)
 - 8.1.3 Management of change (45001)
 - 8.1.4 Procurement (45001)
 - 8.1.4.1 General
 - 8.1.4.2 Contractors
 - 8.1.4.3 Outsourcing
- 8.2 Emergency preparedness and response (14001 and 45001)

Objective evidence:

Processes observed/demonstrated

- Operational planning and controls
- Identification of hazards
- Procurement
- Contractor management
- Emergency preparedness and response

Related documentation

- FPP Preparation Procedure
- Harvesting Induction template for iAuditor
- Emergency Preparedness and Response Guidelines - partly reviewed and updated 07.01.21
- Emergency Procedure: Spills (10.2017)

Records validating processes

- STT COVID Safe Plan - 03.21
- Emergency Testing Schedule and Record'
- [REDACTED] Internal Audit, 20/21 - COVID Controls Effective 06.11.21
- Communications Advisor 25.03.21

Interviews with key personnel

- Certification Manager, WH&S Advisor, South and WH&S Manager, from STT Camdale office about operational planning and STT controls including preparation of FPPs' and planning for Emergency situations.

Comments*8.1 Operational planning and control*

The STT FPP Preparation Procedure describes operational planning and control processes. It is supported by a range of process-specific procedures for planning, conducting and supervising forest management activities. Further details of documentation and records in this regard are contained in the Site/Process Assessments later in this report.

8.2 Emergency preparedness and response (14001 and 45001)

The Emergency Preparedness and Response Guidelines list Emergency Situations and Response Procedures for STT's identified Emergency situations. These include:

- o Chemical or Fuel spill
- o Aviation search and rescue
- o Road failure
- o Protester action (and other Emergency situations).

The procedure states that other emergency situations with no significant environmental or safety impact and response procedures are documented and managed as part of STT's forest management system.

Emergency testing

Section 4 of the Emergency Preparedness and Response Guidelines describes the Procedure for testing.

The Contractor Photo Guide to Natural and Cultural Values describes requirements and instructions for Contractors (aimed at preventing damage to significant Natural and Cultural Values). It includes procedures for dealing with a discovery of cultural values.

The Emergency Procedure: Spills (10.2017) describes relevant processes for containment and rectification of spills.

The Emergency Testing Schedule and Record (EXCEL) includes details of these tests/drills and information, based on conducting monthly drills, including: Drill type (description), Responsibility, Scheduled date, and Date carried out. Other drills included:

- 'Protesters', WH&S Advisor South, 09.20 and 16.09.20
- 'Driving' WH&S Advisor South, 12.20 and 18.11.20
- 'EPIRB / SPOTT Tracker Testing', WH&S Advisor, 12.20 and 02.21
- 'Protesters'

In anticipation of protesters in the streets of Hobart in March 21, STT executed a plan to manage this possibility, Outcomes /recommendations described in Evaluation Form (FT 2015) 4. 'What aspects of the EPRP could be improved?' are described in Communications Advisor and dated 25.03.21.

STT's Emergency Preparedness and Response Guidelines have been partly reviewed and updated to remove the reference to Forestry Tasmania.

It is noted that the Emergency Preparedness and Response Guidelines and associated Evaluation Form (dated 2015) are overdue for review. An opportunity for improvement is noted in this regard.

STT has developed and implemented a COVID Safe Plan. Site-specific plans have been developed for all STT premises, e.g. the Bathurst Street Worksite Plan during COVID19. Plans were witnessed at all other sites and activities and STT has also developed plans to cover workers working from home and other work related tasks (Developed 24.03.20, Last reviewed 03.21).

STT engaged an external consultant to undertake an internal audit of its activities in this regard. Refer to Deloitte, Hobart: Internal Audit, 20/21. The report noted that the COVID Controls Effective 06.11.21 Overall rating is 'Satisfactory'.

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

9 Performance evaluation

Standard references: 14001 Cl 9, 45001 Cl 9

9.1 Monitoring, measurement, analysis and performance evaluation

9.1.1 General

9.1.2 Evaluation of compliance

9.2 Internal audit

9.2.1 General

9.2.2 Internal audit programme

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

- STT Environmental Values Monitoring Framework

- Safety Charter
- Internal Audit Procedure - 11.2018, v7
- STT Internal Audit Schedule 20 - Environment and Safety)
- STT Management Review Procedure - 12.2017

Records validating processes

- Office and Depot Inspection Roster 21
- Audit [REDACTED] operation, Harvesting, 19.03.21
- Smithton Office & Depot Safety and Environment Checklist inspection, 16.03.21
- Geeveston Office & Depot Inspection
- GMT 23.04.21, Monthly Meeting, Self-declaration by Managers
- Compliance Reporting Period: 03.21, 95%
- Certificate of Compliance Report, Certification Manager 09.20
- FPP JLR0100-05 for ECO36C
- FPP JLR0150-10 Rooding
- FPP JMB0147-01 Burn
- Internal Audit Report 16.17.09.20
- Internal Audit SEA Significant Safety hazards
- FMS Internal audit program review - 04.21
- STT Field Operations Team Meeting 09.09.20
- Beaumont Safety Management System Audit, iAuditor 17.03.20
- GMT Annual Management System Review 20.08.20
- People and Culture Report 23.04.21
- GMT Management Meeting 23.04.21 Minutes
- [REDACTED] 'Internal Audit, 20/21 - COVID Controls Effective 06.11.21'

Interviews with key personnel

- Certification Manager, WH&S Advisor, South and WH&S Manager, from STT Camdale office and Senior Certification Advisor about STT's monitoring and auditing processes and review of its management systems and operations.

Comments

9.1 Monitoring, measurement, analysis and performance evaluation

The Office and Depot Inspection Roster 21 lists STT sites for calendar year 21, and includes a scheduled inspection every 2 months, involving 24 sites/depots.

Routine inspections are being carried out as planned. For example:

- o [REDACTED] operation, Harvesting, 19.03.21 FPP prepared, 1 item identified in relation to Waste management: Outcome: Contractor will clean up today. iAuditor 2.8 and 2.9 added for 'COVID Plan'
- o Smithton Office & Depot Safety and Environment Checklist inspection, 16.03.21 included an additional 'Section 3 COVID19' and 6 questions, 1 item identified in relation to 11.3 First Aiders names are displayed, 1 item for Inoperable lights.

Further details of monitoring processes are provided in the Site/Process Assessments later in this report.

9.1.2 Evaluation of compliance

STT methods and processes to evaluate compliance include the GMT Monthly Meeting e.g. 23.04.21. Managers provide reports in their respective areas in relation to non-compliance issues in the previous month. This includes reports prepared by the Workplace Health & Safety Manager (Safety Report 02.21) and Certification Manager. Responses for each STT Business Group lists by Group the number of responses and number of breaches by Business Group, followed by a description.

STT also prepares Certificate of Compliance Reports as required under the Forest Practices System. The Certification Manager completed Report on Forest Practices System Compliance 19-20 in 09.20 for the organisation's GMT. The report includes an Executive Summary an evaluation of STT compliance.

With respect to compliance, the report notes that STT lodged 455 (100%) of the 455 required compliance reports with the FPA.

STT also prepares reports of Forest Practices System compliance. The Forest Practices System requires review after completion of an activity to confirm compliance. Examples include:

- FPP JLR0100-05 for ECO36C, Roding, Timber Harvesting, Reforestation, Reforestation Assessment completed by 09.01.21.
- FPP JLR0150-10 Roding 23.07.2010; Timber Harvesting 05.2018; DOP Complied but operational area smaller than planned; Reforestation 08.20 Reforestation Assessment 08.20.

STT actively monitor changes in legal compliance requirements. The WH&S Legislative Requirements, Tasmanian Legislation (EXCEL document) links various legislation with how STT complies, for example *Agricultural and Veterinary Chemicals (Control of Use) Act (Tasmania) 1995* and Compliance - Pesticide Application SOP.

9.2 Internal audit

The Internal Audit Procedure establishes an Internal Audit Program (with comment Objectives, Auditors, Audit Program Planning). The Internal Audit Schedule 20 (Environment and Safety) provides a schedule of audits planned for the current period.

Internal audits are being carried out as planned. The Internal Audit Report 1 for Strachan IST Yard and Teepokana Plateau, Huon Pine Operations aimed to ensure; implementation, maintenance and operational compliance with FMS; elements of FMS are effective; and check legal compliance. One non-conformance in relation to regeneration assessments was identified. Audit findings describe Actions identified including future work associated with addressing the Technical Bulletin No6 regarding revising the organisation's regeneration assessment methods. This example demonstrated appropriate auditing processes and description of findings and actions to address the non-conformance. Findings from audits are entered into VAULT.

The FMS Internal audit program review describes the organisation's FMS Internal Audit 5-Year Plan. It includes:

- STT Production processes
- STT Land management processes
- STT Service processes
- System/Element conformance audits (against Standard requirements)

A supporting document for this paper includes Table 'Process Audit Frequency' that describes 'System / Element conformance audits' for Elements of the Standards.

STT also conducts activity-specific audits including Safety audits: e.g. Harvesting contractor safety audits; Fire audits Skills audits and Systems audits.

A Board Paper reports on Harvesting and Haulage External audits conducted by STT (through an External provider).

Some audits were not carried out as planned as a result of the COVID19 situation.

Systems audits were conducted and assessed over 3 years 2018-20 and Variance factor determined 19-20 and expressed graphically.

9.3 Management Review

Management review is carried out according to the Management Review Procedure. The Management Meeting Review Papers include:

- WH&S Presentation 19-20 PowerPoint presenting slides/comment on:
 - WH&S Team
 - Yellow Book targets
 - Lead and Lag performance indications including Senior Management Walks, Toolbox attendance, Vehicle inspections, LTI and MTIFR, STT Employee Injury Summary, Contractor LTI & LTIFR
 - Legal compliance includes 5 Notifiable Incidents
 - Vehicle incidents STT 10 Contractor 15
 - EAP 75 Employees 7 health checks
 - Workers compensation & Self-insurance permit
 - Proactive rehab
 - Safety improvements including Contractor Reset meeting, Safety Culture meeting
 - Looking forward 20-21 'Common goal' "Home Safe & Well Every day"

The Board and GMT meet monthly and relevant documentation reviewed included:

- Board: ESH issues and trends
- GMT: Field Operations, Land Management, Corporate Services, Business Development & Strategy through monthly reports

The GMT Management Meeting 23.04.21 papers included these items for review:

- Draft Strategic Plan 20-2023
- Safety Report 03.21 (includes Contractor information)
- Yellow Book Report 03.21
- Forest Management System Internal Audit Program Review
- Conservation and Land Management Report 03.21 including Environment Report
- Governance and Compliance Report
- FMS Document Review Summary

The GMT Annual Management System Review 20.08.20 Minutes included:

- Combined operations and systems review of the FMS: GMT meeting process is the platform STT uses to review its operations and management systems and record outcomes in the Action Report.
- Reports from each of Field Operations, Land Management, Corporate services etc. provide a summary of issues and actions for discussion and comment on requirements of the Standards.

The review included information with respect to all requirements of the Standards. The minutes include endorsement of recommendations and noted that the 'FMS is suitable adequate and effective, efficient and comprehensive.

The Forest Management System Review, PowerPoint, included comment about the Review of documentation progress, Incident trends (Vault Corrective Actions), Operation monitoring (iAuditor), Internal audit results, FPA audits, Outputs from the review Implications for strategic review, and Conclusion in relation suitability, adequacy and effectiveness.

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

10 Improvement

Standard references: 14001 Cl 10, 45001 Cl 10

- 10.1 General
- 10.2 Incident, nonconformity and corrective action
- 10.3 Continual improvement

Objective evidence:

Processes observed/demonstrated

- Management of incidents and non-conformances
- Continual improvement

Related documentation

- Incident Reporting and Investigation Procedure - 03.21, v3)
- VAULT Incident management system
- VAULT Notifier App on a tablet
- iAuditor 'Basic Incident Investigation Checklist'
- Fatigue Management Procedure

Records validating processes

- VAULT, Risks, Incidents
- #3379 Contractor crossed Class 3 stream
- #3331 Hazardous tree fell near fire crew
- #3284 Incident, 10.01.21
- Safety Statistics 04.20-03.21

Interviews with key personnel

- WH&S Advisor, South, WH&S Manager from Camdale and Senior Certification Advisor about incident investigation and continual improvement

Comments*10.2 Incident, nonconformity and corrective action*

The Incident Reporting and Investigation Procedure describes the processes for dealing with incidents and events where things have not gone according to planned arrangements. It includes details with respect to near-miss events.

The procedure has been revised to specify requirements for determining the effectiveness of Corrective Actions for incidents that are rated Moderate or higher.

'Table 1: Incident reporting and investigation protocol' describes incidents that rate 'Severity of incident - Insignificant to Extreme), Notification requirements, Nature of the Investigation and Report, and Timelines to complete. This applies to STT incidents and Contractor incidents. It includes Investigation outcomes and Communication of outcomes.

Specific examples of incidents assessed include:

- #3379 Contractor crossed Class 3 stream, Not at right angles: Section 41 Notice of the Forest Practices Act prepared and acted on by Forest Practices Officer 20.04.21,, Environmental incident, Boundary breach – No environmental harm, Severity 'Moderate', Description of the incident and outcomes including 'Restoration of the area has been completed by the Contractor', however the restoration requirements were not described. Findings: Describes 'what happened' not 'Why' it happened. Completion date: 28.04.21, but has not been yet reviewed by the Environment/OHS Team and the Safety and Environmental Committee.
- #3331 Hazardous tree fell near fire crew: Near hit, Severity – Insignificant; Standard Investigation: Potential Risk Description – High; Causal Analysis – ICAM description x2; Corrective action – Incident Learning – 21-03 Hazardous tree fell near fire crew: description of the event followed 'Actions – Individual' and 'Actions – Principals and Management'. Toolbox presentation 19.04.21 'Guess my Human' presentation that included 'Incident Learning' x2, and 'Log slipped off the truck'.
- #3284 Incident, 10.01.21, Description of 'What happened?' well described; Assessment of the incident is in progress, but not complete; Incident Learning 'Firefighter hit by log while extinguishing a log heap'.

10.3 Continual improvement

The management system is effectively managing risk and driving continual improvement throughout the business. The management review framework provides an effective complementary processes that identify and assess risks and opportunities within the organisation; establish priorities for improvement; set clear and measurable objectives with plans for their achievement; effectively monitors progress with respect to achievement; and continually reviews and reports upon progress.

Organisational and system strengths identified in this assessment include:

- Leadership culture – mindful of and responsive to change and willingness to take a precautionary and proactive approach to management particularly with respect to biodiversity monitoring and legal implications.
- Continuing adoption and development of best-available technology
- Corporate focus on safety
- Forest health monitoring framework and industry collaboration
- Research framework
- Cadet program
- Corporate support for improvement (natural capital accounting and fire management)
- Effectiveness of stakeholder engagement and relationship building (Lake River Road)

Significant improvements noted in this report include:

- Adoption of the Project Management Framework
- Cadetship program and succession planning
- Effectiveness of strategic internal and external communication
- New intranet – functionality and accessibility
- Effective use of Operational Coupe Notes and other site records
- Contractor uptake of tablet technology
- Natural Capital Accounting Project and effectiveness of reporting and communication
- Rationalisation of seed zones based on improved scientific understanding
- Fire Management: upgrade of Incident Control Centres (e.g. Videolink between fire rooms) and fire detection capability - Orora satellite detection and Special Intelligence Gathering (SIG) and provision of training in key functional areas.

Other areas of improvement are noted in the Safety Statistics - Improvement in Harvest and Transport Contractors letter, and in particular, fatigue management

The management review framework effectively supports continual improvement.

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

Logo use

Objective evidence:

Processes observed/demonstrated

- Logo use

Documentation and records

- STT website and referenced documents

Comments

STT uses the PEFC, Responsible Wood and BSI Logos on its website. The use is consistent with the requirements.

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

PART B: AS4708 requirements

0.1 Defined Forest Area

Standard references:

- 0.1 Define the area
- 0.2 Make maps publicly available

Objective evidence:*Processes observed/demonstrated*

- Periodic review of DFA
- Provision of DFA details to Responsible Wood
- Managing changes to DFA
- Availability of DFA maps at correct scale

Documentation

- Certification Scope Procedure V.1 25.03.19

Records verifying processes

- DFA maps on STT website

Interviews with key personnel

- Senior Certification Advisor regarding the maintenance and update of the DFA.

Comments:

There has been no change to the defined forest area since the previous assessment. The DFA is currently 744,700 Ha as advised to Responsible Wood on 23 April 21.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

0.2 Chain of Custody

Standard references:

- 0.2.1 Product identification and associated documentation
- 0.2.2 Describe transportation processes and demonstrate control

Objective evidence:*Processes observed/demonstrated*

- Provision of documentation in relation to sales of certified product.

- Controls applied to transport of forest products to point of sale or delivery.

Documentation

- Supply Chain Management System
- Sales SOP
- Safety Alert – Mandatory use of belly chains 13.12.18

Records verifying processes

- NHVR Route Portal
- STT Trucking App
- Overload reports e.g. [REDACTED] 03.04.21 - 03.05.21
- Harvesting Safety Audit [REDACTED] – 11.02.21
- Safety Alert – Log slipped from truck April 21
- iAuditor log truck load inspection form template

Interviews with key personnel

- Coordinator Land Manager and Senior Forest Officer – Harvesting regarding chain of custody processes and heavy vehicle transport.

Comments:

Harvesting operations are generated under a coupe asset and registered in FOD. Haulage routes are determined with the NHVR Route Planner. Permits are obtained by the contractor where required. Permits are subject to STT audit. Delivery dockets are generated on site for each load and hand-written dockets can be used as a fall-back position. Truck drivers have the STT Trucking App to enter their load scale weight before leaving the landing. An iAuditor form has been developed to record inspections of log loading. STT regularly monitors truck loading however there are no recent records of these inspections. The three-monthly safety audits do not include any details of truck loading. An opportunity for improvement is noted in this regard.

Weigh points are established for load checking prior to trucks entering the public road network.

STT is certified to PEFC ST 2002:2013 for its export activities and a separate report is prepared in this regard.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 1: Management System

Standard references:

- 1.1 Policy
- 1.2 Forest Management Plan
- 1.3 Implementation
- 1.4 Monitoring and corrective actions
- 1.5 Review
- 1.6 Research

Objective evidence:*Processes observed/demonstrated*

- Review and update of Forest Management Policy (1.1.1)
- Provision and periodic review of Forest Management Plan (1.2 and 1.5)
 - o Identification of legal and other requirements (1.2.2 a)
 - o Identification and assessment of aspects and impacts (1.2.2 b)
 - o Description of the forest estate, including current condition, inventory and yield forecasts (1.2.2 f)
 - o Define scope and objectives of forest management (1.2.2 e) and describe targets and monitoring processes (1.2.2 c)
 - o Description of forest values to be managed (1.2.2 g)
 - o Description of and rationale for silvicultural regimes (1.2.2 h)
 - o Description of operating conditions (1.2.2 i)
- Implementation of management system, including:
 - o evidence of legal right (1.3.2 a)
 - o operational plans and other documented controls (1.3.2 b)
 - o roles and responsibilities and provision of resources (1.3.2 c)
 - o staff and contractor competencies (1.3.2 d)
 - o communication and documentation procedures including record keeping (1.3.2 f)
 - o contingency/emergency planning and testing (1.3.2 g).
- routine monitoring and evaluation processes; correction of identified deficiencies; checking operational plans for compliance with requirements; periodic audit of operations and system requirements.
- periodic review
- research activities and application of research to forest management.

Documentation

- Forest Management Plan – October 19
- Refer to PART A: Common system elements

Records verifying processes

- STT Tasmanian Research Strategy – 2019
- Research Strategy Update – February 21

Interviews with key personnel

- Research Manager regarding current in-house and collaborative research activities.

Comments:*Forest Management Plan and Policy*

The Forest Management Plan was most recently reviewed in October 19. It provides all the necessary information with respect to the requirements of the Standard. The Plan is publicly available via the organisation's website.

The review and update of Forest Management Policy and Forest Management Plan is addressed in Part A, Section 5.2.

Management system requirements

Part A of this report provides details with respect to the other management system requirements specified above.

Research

STT Tasmanian Research Strategy describes the framework for the various research activities conducted by STT or in collaboration with other parties. The 21 update provides a summary of progress with respect to the strategy. Research objectives for the year are described in the Yellow Book.

Current in-house research initiatives include:

- Eagle nest activity
- Fire stick sensors

Collaborative research projects include:

- wedge-tailed eagle
- giant freshwater crayfish
- masked owl and
- Tasmanian devils and quolls

STT provides cash and/or in-kind support (see External Biodiversity Research Projects – STTEMP database excerpt).

The research program is overseen by the Research Manager.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 2: Stakeholder Engagement**Standard references:**

- 2.1 Identify stakeholders
- 2.2 Stakeholder engagement plan
- 2.3 Stakeholder participation
- 2.4 Stakeholders affected by forest operations
- 2.5 Records
- 2.6 Public disclosures

Objective evidence:*Processes observed/demonstrated*

- identification of stakeholders and development of the Stakeholder Engagement Plan
- seeking stakeholder views on development or review of Forest Management Plan
- processes for managing complaints
- Processes for notification to affected stakeholders prior to commencement and actions to mitigate adverse impacts
- maintenance of records including the outcomes of disputes or complaints

- provision of publicly available information

Documentation

- STT Stakeholder Engagement Operational Approach – V.1.1 November 20
- Complaints Policy - April 19
- Complaints Resolution Procedure - May 19
- STT Customer Service Charter – May 2018
- STT Good Neighbour Protocol
- Tourism Forestry Protocol 2017
- Wine Industry – Forestry Protocol Agreement 2010

Records verifying processes

- Stakeholder engagement records and complaints: Consultation Manager ID 4580 12.02.21 and ID 974 19.05.20

Interviews with key personnel

- Communications Manager and Engagement and Land Management Manager regarding communication, stakeholder engagement and complaints.

Comments:

The Stakeholder Engagement Operational Approach describes all the processes for identification of interested and affected stakeholders. Affected stakeholders are identified through the operational planning process. STT welcomes stakeholders to register their interest with respect to the operations of the business and proactively seeks engagement routinely throughout the year.

STT operates under a 3-Year planning process which is revised and updated each July. Stakeholder input is explicitly sought through this process. Key activities that involve proactive stakeholder engagement include planned burning and chemical applications. Notices of intent are sent to stakeholders in relation to planned activities. This includes individuals who have been identified but may not necessarily have registered their interest.

STT has established a Complaints Policy which clearly states the organisation's commitment to effective engagement and its aim to promptly resolve complaints.

Records of complaints are maintained in Consultation Manager and several records do not show details of completion. An opportunity for improvement is noted in this regard. It is noted that STT is about to undertake an internal audit of stakeholder engagement and complaints.

The STT website provides access to all publicly available information including the Forest Management Plan, maps of the DFA and copies of audit report summaries.

Please refer to Part A, and specifically to section 4. Context of the organisation for more detail on processes in relation to the needs and expectations of interested parties.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 3: Biodiversity

Standard references:

- 3.1 Identify biodiversity priorities
- 3.2 Maintain or enhance biodiversity
- 3.3 Identify significant biodiversity values
- 3.4 Maintain or enhance significant biodiversity values
- 3.5 Monitor biodiversity
- 3.6 Reviews of biodiversity
- 3.7 Regeneration
- 3.8 Introduced genetics

Objective evidence:

Processes observed/demonstrated

- identification of biodiversity and significant biodiversity values
- processes that support the maintenance of significant biodiversity values
- processes for monitoring biodiversity priorities
- documentation of biodiversity monitoring objectives
- periodic review of biodiversity priorities
- regeneration
- genetic pollution

Documentation

- Environmental Values Monitoring Framework – 06.08.19

Records verifying processes

- Bird Monitoring Establishment Report – NE Region Spring 19
- TG025A Retained Habitat Tree working DRAFT REPORT 31Mar21
- TN004C Retained Habitat Tree working DRAFT REPORT updated 21 April 21

Interviews with key personnel

- Senior Conservation Planner regarding biodiversity management and the biodiversity monitoring framework.

Comments:

STT has described a robust monitoring framework which encompasses the full range of forest management activities, and in particular, biodiversity monitoring. This framework incorporates all the various initiatives that have been in place for over ten years, including new initiatives. Environmental values being monitored include: productive and healthy forests; Biodiversity (flora, fauna and habitats); high conservation values; clean air and water. The framework scope includes: implementation, effectiveness and status (trend) monitoring and provides a mechanism to verify management, identify potential non-compliance and detect environmental risk. The framework takes a landscape approach to monitoring where appropriate.

STT has a comprehensive suite of projects that cover their array of biodiversity monitoring priorities, categorized as mature habitat features; general biodiversity; and threatened fauna. These include a mix of projects conducted in-house by STT, as well as projects led by FPA and UTAS, which STT collaborates upon. These projects include:

- Monitoring native birds in the landscape using ornithological field surveys and acoustic recorders (see Bird Monitoring Establishment Report – NE Region Spring 19_updated 30 Sep 20)
- Monitoring habitat trees within 'habitat retention trial coupes' (see TG025A Retained Habitat Tree working DRAFT REPORT 31Mar21, and TN004C Retained Habitat Tree working DRAFT REPORT updated 21 April 21)
- Several research projects on specific threatened fauna species (wedge-tailed eagle, giant freshwater crayfish, masked owl and Tasmanian devils and quolls) that STT provides cash and/or in-kind support (see External Biodiversity Research Projects – STTEMP database excerpt).

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 4: Productive Capacity

Standard references:

- 4.1 Identify productive capacity
- 4.2 Identify harvest rates
- 4.3 Plan and monitor use
- 4.4 Infrastructure
- 4.5 Silviculture
- 4.6 Establishment
- 4.7 Damage to growing stock
- 4.8 Unplanned fire
- 4.9 Non-wood products

Objective evidence:

Processes observed/demonstrated

- identification of productive use of the defined forest area
- determination of harvest rates
- operational planning
- species selection
- provision of infrastructure
- development and review of silvicultural systems
- establishment plan and program
- assessment of stocking rates
- controlling damage to the forest as a result of harvesting operations
- management of extent and impact of unplanned fires

Documentation

- Sustainable high quality eucalypt sawlog supply from Tasmania's PTPZ Land - Review #5 – 2017
- Next Sustainable Yield Review Timeline
- 2017 Review Appendix 1: Auditors statement (ANU)
- Native Forests Quality Standards Manual V3.1 February 20
- Plantations Quality Standards Manual - 2018
- Quality Standards Review 20

- STT Seed Zones Report (Guiding out-of-zone seed transfers for future climate-resilient production forestry in Tasmania) – Figure 1: Map of the 14 new mega seed zones

Records verifying processes

- Quality Standards Records e.g. Styx 34E – Site preparation 30.04.20
- Forest Operations Database (FOD) – quality standards records (Styx 34E – Site preparation 30.04.20)

Interviews with key personnel

- Senior Certification Officer regarding the implementation and review of Quality Standards.

Comments:

Sustainable yield

Estate modelling for the native forest estate is managed through RemSoft Spatial Planning System (Woodstock). The system was demonstrated for the July 20 model for the northern forest (North Region). Changes to the corporate dataset occur regularly and the model is built and updated annually. As reported previously, coupe yield information is generated in an Access database, derived from the forest-type inventory growth model.

Actual yields are compared with projected yields to refine the yield estimates. The Woodstock model generates a list of coupes in a proposed schedule to optimise yield outputs over a given period of time.

STT publishes a 5-Yearly review of the yield estimates and the next review is scheduled for publication in 2022. Work on this has started with the data snapshot due in July 21. The draft report will be subject to external audit of the process prior to publication in July 2022.

Silviculture

The Quality Standards manuals define the aim, objective and target for all parameters. They also provide guidance for assessment and reporting across the full spectrum of silvicultural activities following harvest. All coupes are assessed annually and the results are reviewed through the Quality Standards Review process. Records of quality assessments are recorded in FOD against the relevant operation. The results identify underlying issues and trigger reviews of processes where required. Separate manuals apply to native forest and plantations. There is significant overlap and an opportunity for improvement is noted in this regard.

STT has re-commenced plantation establishment activities and the quality standards are being applied to plantation activities. All coupes are assessed annually and the annual review which includes an action list is consolidated in a report to GMT.

Seed zones

In response to research undertaken by UTAS, STT has rationalised the seed zones. This is noted as a significant improvement.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 5: Forest Health

Standard references:

- 5.1 Identify damage agents
- 5.2 Maintain health
- 5.3 Weeds and pests
- 5.4 Fire and disturbance regimes
- 5.5 Rehabilitate degraded forest
- 5.6 Chemical use
- 5.7 Damage agent salvage operations

Objective evidence:

Processes observed/demonstrated

- identification of potential damage agents
- processes for maintaining forest ecosystem health including damage resulting from forest operations
- identification and control of weeds and pests
- evaluation of effectiveness of current weed and pest control practices
- use of fire to maintain ecosystem health, including periodic review of the effectiveness of current programs
- identification of areas of degraded forest and effectiveness of remediation efforts
- management and use of chemicals
- salvage operations
- management of planned and unplanned fires

Documentation

- Plantation Forest Health Surveillance – methodology, procedures and processes – February 20
- Quarry Hygiene Surveys – February 21
- Methodology for health and integrity assessment of long term retention (LTR) reserves on permanent timber production zone V1.4 August 19
- Environmental Weed Control SOP
- Environmental Weed Control Mapping System
- Environmental Weed Control Strategy
- Insect Pest Monitoring Guidelines
- Pesticide Use Policy – May 20
- Pesticide and Fertiliser Use SOP - V.3 March 20
- Fire Management 2021 – PowerPoint Presentation

Records verifying processes

- 20 LTR reserve monitoring program: Post-wildfire reassessment Franklin, Hastings and Southport – Technical Report February 20
- 20 LTR reserve monitoring photopoint – Technical Report March 20
- Plantation Forests Health Summary – 20
- IPMG Minutes – Technical Forest Services 16.09.20
- FHS Notification – (Windthrow – Derwent District) 19.03.21
- Quarry hygiene reports e.g. Conways Quarry - 26.11.20
- FOD records e.g. Conways Quarry #3099 01.12.20

Interviews with key personnel

- Senior Research Officer regarding forest health.
- Fire Management Manager regarding the fire program.

Comments:*Forest health*

STT monitors forest health with respect to native forests (LTR in PTPZ), plantations and quarries. Procedures are clearly described in the respective manuals and these manuals are all current.

In LTR's, target blocks are identified across four zones, and two or three blocks are assessed in one zone each year. Two Technical Reports are prepared each year: one with general information and the other with a series of photopoints. Reports provide information on a range of parameters including: burnt area; wind damage; weeds; illegal harvest activities; and tree and vegetation condition. Weed occurrences and other forest health issues are able to be displayed spatially in Horizon (the STT visual display platform).

In plantations, data obtained from the forest health monitoring processes is entered into FOD and a summary of data is produced for review at regional level. STT participates in the Tasmanian IPMG in collaboration with other industry partners. This collaborative arrangement facilitates sharing of information with respect to insect activity as well as broader forest health issues. It also enables timely intervention where required.

Quarry management

There has been a complete redraft and update of Quarry Hygiene Survey Procedure & Data Management, and associated survey template. The process now includes data management via FOD and appendices outlining common Phytophthora - susceptible native vegetation and exotic weed species.

A Quarry Hygiene Report is prepared for each active quarry, with all active quarries assessed every five years. Issues identified during quarry assessments are entered into FOD, and the responsible district then incorporates any control requirements into the local weed control strategy and plan.

Biosecurity

There has been an annual update of the leaf beetle monitoring guidelines and ongoing involvement with IPMG Tas.

Coordination and participation

STT is a member of the Forest Health and Biosecurity subcommittee, and the Steering committee R, D & E National Forest Surveillance (HRSS primary and secondary site mapping, MyPestGuide Trees. Liaison DPIPWE, Biosecurity Tas). Staff attended the Biosecurity Emergency Response – Industry Liaison training (PHA/DPIPWE); the annual Plant Surveillance Network Australasia Pacific (PSNAP) workshop; and the National Myrtle Rust Symposium. STT participates in the AFPA Forest Health and Biosecurity Technical Sub-Committee and the Plant Health Australia RD&E National Forest Health Surveillance Program.

Fire management planning

STT has engaged an external party to undertake an extensive internal audit and review of fire management processes. The report is due in early June 21.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 6: Soil and Water**Standard references:**

- 6.1 Identify soil and water values
- 6.2 Water quality
- 6.3 Water quantity
- 6.4 Soil properties
- 6.5 Pollution

Objective evidence:*Processes observed/demonstrated*

- identification of soil and water values
- measures to limit impacts on water quality and quantity
- measures to limit the impact of forest operations on soil properties (compliance with Code requirements)
- drainage of roads and extraction tracks (compliance with Code requirements)
- rehabilitation of landings, roads and extraction tracks
- measures to prevent pollution arising from forest operations, including removal and disposal of wastes generated by contractors.

Documentation

- STT Annual Report 2019-20
- Forest Practices Authority Annual Report 2019-20

Records verifying processes

- Refer site assessment for details.

Interviews with key personnel

- Certification Manager regarding the processes for identification and protection of soil and water values.

Comments:

The Forest Practices System provides a robust framework for identification and protection of soil and water values. STT is implementing the requirements effectively. Refer to the Site Assessments later in this report for details. No instances of unacceptable soil loss were encountered during the audit. STT has identified specific issues with vulnerability to erosion at one site (Site 15: Roding job - TG008E) and has consulted with the FPA on management prescriptions for this site.

Contractors demonstrated effective processes for managing wastes generated through their activities and no instances of pollution were encountered at the various sites.

The STT Annual Report 2019-20 notes that the area designated as unavailable for wood production due to erosion risk is 5,000 hectares and 81,750 ha are managed for soil and geo-conservation values 81,750.

The FPA Annual Report notes that of the 455 FPPs assessed, 96% had full compliance (including 27 inactive sites) and only one site required further investigation.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 7: Carbon**Standard references:**

- 7.1 Carbon cycle
- 7.2 Minimise fossil fuel use
- 7.3 Measurement of carbon storage

Objective evidence:*Processes observed/demonstrated*

- demonstrated commitment to minimise consumption of fossil fuels
- processes for estimating current and future carbon stocks

Documentation

- Forest Management Plan – October 19 (Section 4.4.2.3)
- Sustainable high quality eucalypt sawlog supply from Tasmania's PTPZ Land - Review #5 – 2017
- Experimental natural capital accounts for STT

Records verifying processes

- STT Annual Report

Interviews with key personnel

- Senior Forest Resource Planning Analyst regarding sustainable yield and carbon estimates.

Comments:

Processes for estimation of carbon stocks are described in the Forest Management Plan. The estimates of current and future carbon stocks remain unchanged. The next update is due in 2022.

The Natural Capital Accounting Project will lead to more accurate estimates of current and future carbon stocks.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 8: Cultural Values**Standard references:**

- 8.1 Indigenous peoples' values
- 8.2 Indigenous heritage values
- 8.3 Other heritage values
- 8.4 Legal and traditional uses

Objective evidence:*Processes observed/demonstrated*

- recognition of rights, responsibilities and values of Indigenous people
- identification and protection of Indigenous people's values
- identification and protection other cultural heritage values

Documentation

- Aboriginal Access to Traditional Materials Policy – December 2014
- Aboriginal Heritage Policy – April 2018
- Forest Activity Assessment Guidelines - V.3 July 2017

Records verifying processes

- Refer site reports
- Forest Activity Permit (Myrtle bonsai) Permit # 2039 03.11.20 and (Tea Tree for cray pots) Permit #1984 20.07.20.

Interviews with key personnel

- Communications Manager and Engagement and Land Management Manager regarding Indigenous engagement.

Comments:

Cultural heritage values are assessed and managed according to the requirements established within the Forest Practices System. Refer to the site assessments later in this report for details.

The Aboriginal Heritage Policy includes a specific commitment 'to explore and promote participation, economic and employment opportunities for Aboriginal communities to maintain the link with their heritage.' At present, there are no particular initiatives in this regard and an opportunity for improvement is noted in this regard.

STT provides access to the forest for a range of activities e.g. myrtle collection for bonsai and tea tree collection for cray pots. These activities are controlled through Forest Activity Assessments.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Criterion 9: Social and Economic Benefits**Standard references:**

- 9.1 Regional development
- 9.2 Optimal use
- 9.3 Illegal activities
- 9.4 Skills development
- 9.5 Health and safety
- 9.6 Workers' rights

Objective evidence:*Processes observed/demonstrated*

- identification and description of environmental, economic, social, and cultural role in rural and regional development
- mechanisms for efficient and optimal use of harvested forest products including value-adding of otherwise waste forest products
- prevention of unauthorised or illegal activities
- mechanisms for skills development
- provision of a safe working environment and compliance with relevant workplace health and safety legislation and regulations
- management of Contractor safety systems
- consultation with workers on workplace health and safety
- management of workers' rights including compliance with legal obligations creating minimum employee entitlements

Documentation

- Forest Products Presentation – April 21
- Draft Enterprise Agreement
- Diversity and Inclusion Policy
- PRDP Instruction and Overview - V. 1.3 27.06.18
- Forest Activity Assessment Guidelines - V.3 July 2017
- Planning Guidelines for Apiary Values V.1 May 19
- Tasmanian Apiary Management Guidelines (Tasmanian Beekeepers Association) – April 2016

Records verifying processes

- Email from the unions with respect to the EA -
- STT Website – Using Our Forests
- Forest Activity Permit – Collection of Myrtle seedlings Permit # 2039 03.11.20
- Forest Activity Report – Collection of Myrtle seedlings Report # 2039 31.12.20
- Acknowledgement of permits e.g. Collection of tea tree stakes for craypots Permit #1984 09.08.20

Interviews with key personnel

- General Manager – Operations regarding regional development and optimal use of harvested forest products.
- GM Corporate Services and Manager People and Culture regarding workers' rights and the development of the new Enterprise Agreement.
- Senior Forest Officer – Land Management (South) regarding Forest Activity assessments and apiary management.

Comments:*Regional development*

STT has a legal requirement to make available 137,000 m3 of high quality sawlog annually. It has supply agreements in various parts of the state to support the regional communities. Production is closely monitored and reported monthly. STT engages 22 Contract Principals across the state with 42 crews operating. All harvest operations are fully integrated. STT contributes approximately \$60million in payments to contractors annually and contracts are generally 3 to 6 years duration. The majority of

current contracts have been entered into by renewal. STT does not renew contracts with underperforming contractors.

Contracts specify product specifications, with contractual obligations to segregate and classify harvested materials. STT staff conduct regular audits of contractor performance and there is an annual skills and systems audit undertaken by an external independent provider.

STT delivers approximately 1.5million tonnes of products annually with a contribution of approximately \$1.3billion to the State economy, supporting approximately 700 businesses, most of which are in regional Tasmania.

STT provides access to the forest estate for a range of activities that are not covered under the Forest Practices System. These include for example, recreational activities such as horse-riding, motor sports, collection of forest materials (cut flowers/fillers), apiary management etc. The STT website provides information for proponents and STT assesses each proposal accordingly.

STT prepares a Forest Activity Report prior to issuing a Forest Activity Permit. Proponents are required to sign the permit acknowledging acceptance of the terms and conditions, prior to the activity. The Annual Report includes a statement of the number of activities. STT may charge a fee to a proponent depending upon the nature of the activity. Fees may be charged for commercial activities e.g. mining exploration or construction of utilities.

Regulated activities include hunting, firewood collection and apiary management.

STT issues apiary licences for a period of ten years. Beekeeper Associations are responsible for providing guidance and recommendations to STT with respect to new apiary proposals. STT procedures make reference to the Beekeepers' Association guidelines. Currently, there is no active monitoring of apiary sites, however STT is now introducing a system for annual reporting on the number of sites that have been used, number of hives on the site, duration of occupancy and honey production.

Optimal use

STT has undertaken a number of trials to investigate improved options for product recovery and assist understanding of fuelwood pellet production in the south of the State. With the merchandising trial, the aim was to increase the amount of domestic processing, particularly of lower-grade logs. Trial results demonstrated the value of centralised merchandising. The stem wood pellet trial revealed the value of utilisation happening at the time of harvest.

The closure of the Ta Ann operation provides an opportunity to reset wood supply agreements in the south of the State. STT has sought expressions of interest for new wood supply agreements in this area.

Illegal activities

STT works cooperatively with relevant authorities with respect to management of illegal activities. A significant achievement is noted with respect to the management of illegal hunting at Lake River through the introduction of a permit system.

Skills development

The PRDP process facilitates discussion between employees and their manager with respect to performance and skills development. The process enables self-identification of training needs and is

supportive of such development and career aspirations. The program supports development of soft skills.

ELMO (the Human Resources Information System) was launched in November 20. It supports the learning and development program, provides notifications of expiring qualifications and provides effective reporting capability. The functionality of ELMO was demonstrated.

Health and safety

The Safety Charter describes the organisation's requirements through:

- Safety Audits;
- Monitoring; and
- Workplace Inspections.

Refer to PART A of this report for specific details with respect to safety.

Workers' rights

Refer to 45001 Section 5.4

A new Enterprise Agreement is currently being negotiated. The current EA has broad-band structure (5 bands). STT has evaluated the current structure and determined that it works well and has sought union endorsement (CPSU and AWU) of this approach. The new agreement includes favourable recognition of roles with respect to fire. The current EA expires in November 21 and STT has provided a 2% increase at July 20 outside the current EA.

The current broadband structure is unlikely to change and the remuneration structure supports the Employer of Choice status. The main anticipated change will be codifying practices around fire and the pay-rates associated with fire activities. As an Employer of Choice, the organisation has a very low churn rate (now <4% down from 5.8% in 20). The EA includes provisions for the transition to retirement and associated knowledge transfer and succession planning. The EA makes provision for flexible working arrangements, consistent with the new policy and procedures.

The EA also makes provision for the requirements of the Standard, and specifically recognizes the rights of forest workers to: join a union or organization of workers; participate in collective bargaining; and associate freely.

STT engages school-aged students as part of a cadetship program (one day per week with STT) with approximately 5 individual currently engaged in this arrangement. This is mostly in building skills in regional areas. Students are supported by a mentor through the cadetship and get exposure to a broad range of experience. The cadetship program is quite new and is leading to real employment within the organisation.

Currently, contracts require contractors to pay employees according to agreed industry rates or relevant awards. STT does not currently require any verification of these arrangements and an opportunity for improvement in this regard.

Assessment conclusions:

Processes have been implemented effectively and the outcomes are consistent with the organisation's intentions and the requirements of the Standard.

Part C: Site/process assessments

Site 1: Snow Hill 5C - Native forest thinning (1974 regrowth)

Objective evidence:

Processes observed/demonstrated

- Harvest operation planning: STT and [REDACTED] interaction
- Road maintenance planning
- Contractor induction, focus on WH&S issues
- Contractor mechanical harvest tree selection, Thinning operation
- Harvest log selection/segregation: Sawlog, Hydro poles, Pulp
- Landscape level fire planning

Related documentation

- STT FPP SHO21D

Records validating processes

- [REDACTED] documents:
 - o Danger signage, Tree falling in operation prior to entry to harvest area
 - o Site induction, Visitor sign in page
 - o FOS Plan, including Emergency meeting point
- Progressive Harvest Assessment to confirm basal area outcome
- STT Hazard Notification Form, 20.04.21

Interviews with key personnel

- Planning Coordinator - Southern Region, Planning Forester and Senior Forest Officer – Roading regarding the planning and supervision of harvest operations.

Comments

STT has identified opportunities for improving forest productivity and forest health through thinning regrowth stands that have emerged following previous clearfall activities. This site was cleared in 1974. This trial commenced in 2019. Products are mostly pulp with some poles.

STT has approximately 25,000ha of similar age regrowth, mostly *Eucalyptus delegatensis* with some *E. obliqua*. The aim is to return the forest to an uneven age structure over time.

This was a fully mechanised operation with no manual felling. Habitat clumps were identified on the harvest plan and map. Hazardous trees were identified and assessed prior to removal. Large habitat trees were identified and retained with the contractor closely following the harvest plan prescription for basal area retention. This was closely monitored throughout the operation through a progressive harvest assessment. Damage to the standing forest was assessed as less than 2%. A full compliance assessment will occur at the end of operations.

The operation was conducted by [REDACTED], with STT acting as the landowner. [REDACTED] was responsible for the planning and supervision of contractors. [REDACTED] follows the STT planning processes and uses the same forms. The contractor ([REDACTED]) undertakes tree selection, with thinning aimed at 12-14m²/ha as the residual basal area.

Fire planning is conducted at a landscape level with the aim of keeping fire out of these forests. There is no plan for intentional use of fire.

██████████ operators wore appropriate hi-vis clothing and other PPE.

Site 2: Snow Hill 109, Lake Leake

Objective evidence:

Processes observed/demonstrated

- Site safety induction – Take 5
- Hazard identification and risk assessment
- Harvest operation planning: STT and ██████████ interaction
- Contractor induction, focus on WH&S issues
- Contractor mechanical harvest
- Harvest log selection/segregation: Sawlog, Hydro poles, Pulp
- Site safety induction - ██████████
- Identification of Emergency meeting point
- Basal area sweeps

Related documentation

- STT FPP MSC0124 Coupe SHO12D, Created 03.03.21
- ██████████ 'Harvest Safety Management System', Element 2 'Hazard Identification & Risk Assessment'

Records validating processes

- ██████████ documents:
 - o Danger signage, Tree falling in operation prior to entry to harvest area
 - o Site induction, Visitor sign in page
 - o FOS Plan, 'Coupe Hazard & Risk Assessment', 20.04.21 including Emergency point
 - o 'Worksite Emergency Plan – Harvest Operation': included Emergency travel routes, Emergency personnel, Contact phone numbers, Frequency of testing 02.04.21, 26.04.21, 28.04.21
 - o Workgroup Toolbox 21.04.21 Discussed STT Safety Incident, Signed
- ██████████ 'Harvest Safety Management System' included WH&S Regulation Tasmania, Various policy documents including Consultation with Workers, PPE requirements, Safe Work Operating Procedure, Machine Guarding requirements
- ██████████ Crew member operating licences sighted for:
 - o FOLS TO 13747 Expiry 31.03.2022, Chainsaw and Excavator harvesting, Skidder operation
 - o FOLS TO 25688 Expiry 19.10.2023, Skidder operation, 2017 First Aid/Provide First Aid
 - o FOLS TO 1353, Chainsaw and Excavator harvesting, Skidder operation

Interviews with key personnel

- Harvest Contractor (██████████) Forester Planning ██████████ Planning Co-ordinator, South and Senior Forest Officer – Roading regarding planning and supervision of harvesting operations.

Comments

Site inductions are recorded on paper. Visitors are required to read and sign.

Buffers and boundaries are marked by TFS. Eagle zones, exclusion areas and habitat clumps are hand-marked. The contractor demonstrated effective use of the electronic maps for both management of operations and recording features of interest or requiring special attention, e.g. a stand of Black Gum, *E. ovata*.

This was a highly professional operation with a high level of attention to detail and a clear focus on sustainability. Bump trees are used effectively to limit damage to the standing forest.

This site was also managed by [REDACTED] and the effectiveness of communications between [REDACTED] and STT was demonstrated, particularly with respect to vehicle movements (Float planning to move machinery; Cartage options and Chain of Responsibility requirements). Machinery on site included a Cat 3200 FM Harvester with Waratah Harvesting Head. The machine was equipped with guarding, appropriate warning decals were clearly visible including 'Keep Clear 100m', and a Dry powder fire extinguishers (expiry date 09.21). [REDACTED] operators wore appropriate hi-vis clothing and other PPE. The [REDACTED] 4WD vehicle was equipped with UHF radio, fire extinguishers and a First Aid kit.

Site 4: Culvert construction - Snow Hill 19F Crossins Road

Objective evidence:

Processes observed/demonstrated

- Culvert replacement
- Catchment mapping and floodwater streamflow calculations
- Preparation of Forest Operations Plan for 'Roding Work'
- Emergency planning

Related documentation

- Forest Operations Plan preparation for 'Roding Work' at Crossin's Road, approved 25.11.20 to replace a stream crossing structure
- FPP DJT0192-01 for Quarry material (that was ultimately not required)
- Emergency Plan

Records validating processes

- Site Induction 31.11.20 through to 08.12.20 for STT Staff and Contractor crew

Interviews with key personnel

- Certification Manager, Planning Coordinator South and Senior Forest Officer – Roding regarding planning and supervision of culvert replacement.

Comments

Catchment mapping determined environmental issues including water flow history. Floodwater and streamflow calculations were determined using the Rational Method for 1:20 year rain event. The Forest Operations Plan prepared for 'Roding Work' at Crossin's Road MS14 Spur including consideration of the type of culvert pipe, road pavement design and entry/exit approaches.

Concrete deflectors were included in the design to turn materials into or away from the culvert rather than have them blocking the culvert entry points. The Emergency Plan describes relevant hazards and aspects.

The final design included twin 1200mm pipes.

Site 5: Snow Hill Fire Tower

Objective evidence:

Processes observed/demonstrated

- Tower inspection and maintenance
- Asbestos assessment in tower cabin
- Notification of Asbestos presence to tower users, signage
- Maintenance of tower structure
- Fire Tower Emergency planning

Related documentation

- STT Fire Tower Monitoring Sheet - 26.02.21
- Fire Tower Annual Inspection Form - 14.09.20
- Fire Tower Emergency Plan - 14.09.20

Records validating processes

- STT Fire Tower Emergency Plan, EMP109, 14.09.20
- Notification of Asbestos presence to tower users, signage 'a, Warning Containing Asbestos' stickers located on all 4 walls, clearly visible to users in the tower cabin
- Fire Tower Annual Inspection Form, completed 14.09.20 Score 38/39 97.4%
- Fire Tower Monitoring Sheets sighted for 30.12.20, 28.01.21 and 26.02.21

Interviews with key personnel

- Certification Manager and Senior Forest Officer - Fire Management regarding maintenance and management of fire towers.

Comments

Maintenance of tower structure is actively managed. The Fire Tower Annual Inspection Form was completed on 14.09.20 with a score of 38/39 (97.4%). The Fire Tower Monitoring Sheets (to be completed at the end of every month the tower is in operation) dated 30.12.20, 28.01.21 and 26.02.21, included comment and checks for Road and Tower conditions; Tower structure, Stairs, Landings and Trapdoor; Cabin, Windows and Landings; Equipment and Workplace.

The 'STT Fire Tower Emergency Plan' included Location details; Mobile numbers described; First Aid Kit Location: 'in vehicle'; Fire Extinguisher Location: Cabin; Date prepared: 14.09.20, Authorisation described 14.09.20; Emergency Numbers listed; Evacuation Routes (Primary and Secondary) described including on a scale map; Muster Point, Processes described for Medical emergency, Fire emergency; Training completed 14.09.20.

Site 6: Tooms TO30C: Regeneration assessment - [REDACTED]

Objective evidence:

Processes observed/demonstrated

- STT Regeneration Survey Planning
- Contractor operations and processes

- Identification and management of safety

Related documentation

- [REDACTED] Safety Management Plan (10.11.20)

Records validating processes

- Survey records FIRS DC Plot #43 28.04.21 (11-20)

Interviews with key personnel

- Coordinator Native Forest regarding the regeneration assessment processes.
- Contractor Principal ([REDACTED]) regarding planning and conduct of survey activities, site safety considerations, fatigue management, travel.

Comments

The contractor aims to complete approximately 100 plots per day. Issues with fatigue management were discussed. The contractor demonstrated effective processes for hazard identification and risk assessment. The plot assessment technique was demonstrated and a previously assessed plot was re-visited for the purpose of a quality check.

The [REDACTED] Safety Management Plan includes a commitment to prevent injuries or illness in the workplace and minimise environmental impact. The WHS Policy includes a number of goals and company objectives, as well as responsibilities for management and for workers. It is a very comprehensive document covering a broad spectrum of operational issues, however some information does not apply to [REDACTED]. The document does not provide sufficient guidance about determining what specific hazards/risks exist at this site. For example: a serious injury in an isolated location, away from a vehicle where there is limited or no phone coverage; and potential for heat/cold exposure in an isolated location. An opportunity for improvement is noted in this regard.

Various options for how this might be managed were discussed with the contractor including the use of a 'personal locator device' (PLD) and other methods of communication.

Site 7a: Geeveston Office and depot and IST**Objective evidence:***Processes observed/demonstrated*

- Site Office WH&S processes
- Site Hazard and risk management
- Site Emergency planning
- Site safety induction - paper-based records
- Access to EMP, first aid, defibrillator
- Vehicle monitoring
- Seed collection and storage

Related documentation

- Technical Bulletin 1
- Seed management system – stocklist
- 3-Year Plan

Records validating processes

- Emergency Meeting Point diagram
- Office noticeboard
- Office and Depot: Folder/File containing SDS documentation, current versions available
- Office and Depot: Test & Tag/Fire extinguisher testing
- Office and Depot: First Aid Kits
- Seed records e.g. Cygnet L17/10 OBL 22.4.21
- Calibration records e.g. Scales due Sept 21
- Batch records e.g. Bale Group 243 OBL L19/11 15.04.21
- Seed store - Tin HO627 OBL L17/10 21 18.9 Kg

Interviews with key personnel

- WH&S Advisor- South and Forest Manager – South regarding management of the Geeveston Office and operations from this site.
- Forest Officer regarding management of the seed centre.

Comments*Site safety management*

The Office noticeboard contains a comprehensive assemblage of WH&S information:

- 'Are you working in a Safety Circle?'
- Safety Alert 'Wearing PPE/PPC on the fire-ground'
- ELMO; Safe and Skilled, Forest Commitments' (1-10)
- Work Health Safety and Wellbeing Policy
- Sustainable Me – Monday @9.30, Zoom topic: Diversity and Inclusion
- Driving Fatigued (Forestry Tasmania document)
- Depression; Safe Work Australia
- Managing the risks of Working in Heat
- STT incident Learning: Broken chassis on trailer causes loss of part load 20-03
- COVID19 Hand Washing Procedure 1
- Emergency Procedure and Dangerous Substance folders with relevant information
- Emergency Procedures for Road failure, Protest, Blasting, Forest Operation Accidents, Wildfires, Search and Locate, Aircraft Accident, SDA Sheets

The Depot external fencing was secure and the Emergency Assembly Point described.

The WHS warning signage included: Danger, Restricted Area, High Risk, 3WE Flammable gas 2 and Flammable liquid 3, Oxidising Agent 5.1 Corrosive 8 Dangerous Goods 9, Danger – Chemical Storage Keep out (on cabinet door).

Checks verified the placement and contents of First Aid Kits, Chemical/liquid Spill Kit and SDS within cabinets and SDS. Processes for chemical management were demonstrated as well as the process for Removing Chemical from this Store – process included filling in Stores Register. SDS documentation was readily available on site, legible and clearly visible as required; Depot SDS list is colour coded to match folder location. SDS checked were current, e.g. Fire Fighting Foam SDS with hand-written notes Reviewed 20.04.21 Expires 10.06.2024.

In the Chemical storage shed, correct signage was displayed e.g. Danger Chemical Storage, Dangerous Goods, Danger – Chemicals, Keep Out and First Aid Kit sign. SDS in hard copy were available in a recently reviewed folder. The Fire Extinguishers (3 X Dry Powder) had been recently serviced with tags dated 04.21.

In the Fire Equipment Shed external signage included Neighbourhood Watch and Beware Forklifts. Trailers and Fire equipment undergoing renovation and repairs were appropriately tagged out with relevant notes.

In the Fuel Store, (containing Methanol, Kerosene and Petrol) appropriate signage was displayed on the front door. The floor surface is a bund with a sump point at the back of the building that can be pumped if required. It was noted that the bunding facility has not been required for years, if ever.

The shed contained drip torch fuel and torches, unleaded and diesel fuels in various sized containers; and the SDS Folder with relevant contents, available for use. Phoscheck chemical is also stored in the Fuel Store, however it is noted that this is not a fuel.

Underground Fuel Tank', 'Diesel Fuel' decal signage, Flammable Liquid 3 sign (faded colour), Safe Fill 10,000 litres, Fire extinguishers located close by.

STT is in the process of decommissioning the magazine, previously used for storage of explosives and detonators. Access to the magazine was not possible during the audit, however STT subsequently provided confirmation that the magazine was empty.

Seed store

Processes for collection and storage of seed were also demonstrated at this site.

Site 7b: [REDACTED] Geeveston, Office, Showroom, Sawmill, Dry mill and Log yard areas

Objective evidence:

Processes observed/demonstrated

- Site induction
- Site Office/Showroom WH&S processes
- Site Hazard and risk management: WH&S processes Sawmill, Dry mill, Log yard, Workshop
- Site Emergency planning

Related documentation

- STT Visitor Travel and Health History Declaration
- Emergency Meeting Point diagram

Records validating processes

- IST Sign-in Book, latest entry 28.04.21
- Southern Region Safety and Environment Meeting Minutes 13.04.22
- JSA/SWMS IST Green and Dry Mills 25.03.19
- Test & Tag, Fire extinguishers assessment tags
- Forest Operators Licence e.g. Manager IST, FOLS ID [REDACTED] Expiry 30.04.2023, Chainsaw Harvesting, Loader Operation, Machine Familiarisation, Licence to Perform High Risk Work Licence 680280, Expiry 23.06.2023, Classes LF; and

- FOLS ID T [REDACTED] Expiry 24.05.2022, Chainsaw non-forest harvesting, Civil Wheeled Front End Loader Ops, Machine Familiarisation (all TAS), Licence to Perform High Risk Work Licence [REDACTED], Expiry 16.07.2024, Classes LF

Interviews with key personnel

- Forest Manager, South and WH&S Advisor, South regarding management of the Geeveston site.
- Manager IST regarding management of the [REDACTED] facility.

Comments

Appropriate signage was displayed throughout the site. First Aid kits had been serviced on 29.09.20. Information available included information for Emergency Wardens and First Aiders information, Southern Region Safety & Environment Meeting (Minutes) 13.04.21; and JSA/SWMS for the IST Green and Dry Mills. Hazards, controls, and risk assessments are well described.

The Geeveston Depot Evacuation Plan is available on the noticeboard. It includes Emergency Assembly points x2; External fence line; Flammable Liquids Store; 'You are Here' locator; Saw Shed; Location of fire extinguishers, Fire hydrants and Switchboard; Detonator Magazine; Workshop and Office; Water pond and surrounds.

In the Showroom: external signage included 'Danger, No Entry', required PPE including 'Masks to be worn', Beware of Forklifts; Timber stored appropriately, leaning 'backwards'; Children must be under Adult Supervision; COVID19 notices 'STOP', 'COVID Ready', '10'.

In the workshop, PPE requirements are clearly displayed including 'Masks to be Worn.' The cross-cut saw is appropriately guarded, so too other equipment. The forklift carriageways are clear and the shed is well-lit using laser light type roof fittings; timber neatly stacked behind yellow lines on the concrete floor; Emergency Meeting Point; Compressor: not assessed/tagged; Emergency showers are available.

Site safety is paramount with appropriate signage throughout the site.

Some site documentation is overdue for review: e.g. SWMS for IST Green Mill and Dry Mill (27.03.2016) and Geeveston Depot Evacuation Plan at IST (07.12.2015). An opportunity for improvement is noted in this regard.

Site 8: Regeneration burn planning

Objective evidence:

Processes observed/demonstrated

- Burn Planning
- Smoke management
- Regeneration assessment

Related documentation

- Forest Operations Plan - Regeneration Burn FN028C 31.08.20

Records validating processes

- Forest Operations Plan - Regeneration Burn e.g. AR084G Section 2 12.02.21
- Lighting details and weather observations 07.03.21
- Toolbox briefing (Identification of utilities) 07.03.21

- Neighbours notification e.g. TASNETWORKS
- Burn risk and consequences assessment – Risk score 41

Interviews with key personnel

- Senior Forest Officer - Fire Management regarding burn planning.

Comments

The effectiveness of the regeneration burn planning process was demonstrated. Alternative burn options are considered in the planning process. For a burn plan to go ahead, there is a risk score threshold of 40. Smoke management is controlled by allocating units.

The burn planning process was demonstrated for AR084G Section 2. Burnt late April in 2018, then sown April 2018. Browsing monitoring and control was undertaken before being burnt by wildfire in Jan 2019. The site was re-sown in February 2019 and a regeneration survey was conducted in April/May 2020. The survey confirmed 84% stocked plots, however a low count of stems per hectare was noted.

The regeneration burn planning process is well-managed and delivering the desired outcomes.

Site 9: FN026A Native Forest – Clearfall Fire salvage

Objective evidence:

Processes observed/demonstrated

- Site safety induction
- Hazard identification and risk assessment
- Identification of EMP
- Operational Planning
- Contractor handover
- Boundary marking
- Contractor WHS Management processes

Related documentation

- Forest Practices Plan and variations - TJW0297-01 FN026A 16.10.17 and 10.02.21
- [REDACTED] FOS Plan template

Records validating processes

- Contractor handover – 10.02.21
- Harvest supervision assessment e.g. Operational Coupe Notes Commencing 22.02.21
- Monthly Audit Report - 31.03.21
- Boundary Marking Record - FN026A 10.02.21
- FPA Risk Assessment Form, FPP TWJ0297 026A, Bermuda Road 1, Tasmania Trail
- Operational Planning Advice, Southern Region
- FPP Peer Review by other work teams 10.10.2017
- STT 'Harvesting Induction Template' [REDACTED] No1
- [REDACTED] Induction sign in
- [REDACTED] Danger signage prior to entry to FN 026A
- [REDACTED] landing area included additional Danger signage
- [REDACTED] FOS Plan (folder)
- [REDACTED] 'Contractor Employer Induction Record'

- STT FPP TJW0297
- STT 'Hazard Notification Form' for FN 026A
- [REDACTED] Safety Circle Toolbox Meeting 04.21
- STT Habitat tree photo guide and Natural and Cultural Values guide
- [REDACTED] Site Emergency Plan
- [REDACTED] Bush Boss FOLS Expiry 30.08.2023, Competencies for Bushfire awareness, Chainsaw Harvesting, Dozer Harvesting, Excavator Harvesting and Skidder Operations
- STT Harvest Monitoring Form (Monthly) (template) [REDACTED] 1&2 combined/FN026A, 19.04.2021 / 22.04.2021 1 issue re Waste management, Signed STT & [REDACTED] Bush Boss

Interviews with key personnel

- Engagement & Land Management Manager and Senior Forest Officer Planning regarding planning and supervision of harvesting operations.
- Contractor representatives ([REDACTED]) regarding site safety induction, and fatigue management.

Comments

The contractor handover process was demonstrated as both comprehensive and thorough. Maps have been upgraded to account for readability (colour blindness) and boundaries adjustments have been made for steep country, and streamside buffers. The FPP includes identification of special prescriptions e.g. streamside buffers and crossings, and habitat tree protection procedures. Restoration of crossings will be verified in the coupe clearance. Detailed site diary notes are supported by photos where appropriate.

The [REDACTED] FOS Plan is based on a standardised template, with additional comments hand-written relevant to a specific site, for example, for FN 026A these included on 21.01.2021 Hazards/Risks 'Fire damaged tree, Bermuda Road Public access'; and 'Falling trees across Bermuda'. The FOS Plan is signed by [REDACTED] Bush Boss and 4 crew members.

[REDACTED] Danger signage is in place and displayed to visitors prior to entry to FN 026A harvest area: 'Danger, Tree Felling Ahead, PPE required, UHF Channel 16', also a second sign 'Danger, Tree Felling'.

The landing area included additional Danger signage.

The [REDACTED] FOS Plan (folder) contained

- o [REDACTED] 'Contractor Employer Induction Record', 21.02.2021 and 25.02.2021, signed by 5 crew
- o STT 'Harvesting Induction Template' [REDACTED] No1, FPP TJW0297 FN 026A Bermuda Road 1, 10.02-11.02.2021, completed
- o STT Hazard Notification Form FN 026A describing identified Hazards and Risks 'Fire damaged trees, Bermuda Road Public access'
- o [REDACTED] Safety Circle Toolbox Meeting 04.2021 Agenda included STT 'Incident Learning' for the 'Log slipped off a truck 04.2021'; described 'Whip around' (pre-start) Daily process noted 'Machine No, Fuel, Grease, Oil, Hoses, Seat belts, Wellbeing e.g. Road Safety, Driving a truck, General'; Monthly process was observed to be similar; Incident – Skidder described;
- o STT Habitat tree photo guide and Natural and Cultural Values guide sighted as part of [REDACTED] documentation

- [REDACTED] Site Emergency Plan, Bermuda Plan described communication systems, emergency personnel and contact details, emergency contacts for Voss Logging office and management group
- Emergencies described for Fire, Medical and for Chemical spill/Fuel spill; [REDACTED] Emergency testing is required weekly. No records of Emergency testing drills were available for review and the crew does not document all Emergency drills. An opportunity for improvement has been noted in this regard.
- [REDACTED] Bush Boss FOLS Expiry 30.08.2023, Competencies for Bushfire awareness, Chainsaw Harvesting, Dozer Harvesting, Excavator Harvesting and Skidder Operations

Emergency testing is not always carried out as planned. [REDACTED] requires emergency testing be completed weekly. However, no records of Emergency testing drills for the 3 identified Emergency situations were available for review and the crew commented that it did not document its Emergency drills. An opportunity for improvement is noted in this regard.

Site 10: FN029F - Plantation Clearfall ([REDACTED])

Objective evidence:

Processes observed/demonstrated

- Site safety induction
- Planning and supervision of harvesting operations
- Contractor handover process
- Identification of site-specific hazards
- Use of Avenza for boundary verification
- Stakeholder engagement
- Control of hours of operation
- Contractor WHS Management processes

Related documentation

- [REDACTED] FOS Plan template
- STT FPP DAW0062-01 31.03.2021
- FPP variation V1 19.04.21

Records validating processes

- Harvesting induction - 19.04.21
- Harvesting Monthly Monitoring Form – 26.04.21
- [REDACTED] site signage at site entry and on landing
- [REDACTED], Site induction
- [REDACTED] FOS Plan template, Mechanical Operation Risk Assessment completed 14.04.2021, Sign in by 5 Operators on 19-21-26.04.2021
- [REDACTED] FOS Plan template, Transport Operation
- STT Contractor Induction Record, 23&26.04.2021 for 5 Operators and 2 Drivers 'Hazard Notification Form' for FN 026A
- [REDACTED] Site Emergency Plan
- [REDACTED] Machine Operator FOLS TO19771Expiry 30.06.2022, Competencies for Feller Buncher Operation, Forwarder Operation, Mechanical Processor, Chainsaw Non-forest harvesting, Excavator with grader – Mill yard only

- [REDACTED] Daily Startup Inspection & Daily Docket: sighted for Unit #169-135 and Unit #13445
- [REDACTED] Group Toolbox Meeting minutes 19.04.2021

Interviews with key personnel

- Harvesting & Roding Co-ordinator and Co-ordinator Forest Management regarding planning and supervision of harvesting operations.
- Contractor ([REDACTED] Bush Boss) regarding site safety induction, and fatigue management.

Comments

Site documentation included a variation to the FPP to include new crossing points and correct some wording in relation to operations on steep slopes. A Monthly Monitoring Report including photos provided evidence of compliance. The report included a high level of attention to detail with respect to cordoning and matting, and buffer exclusions.

The operation involved a mechanical harvesting system: Feller buncher, Processors, Forwarders and Loader (Shortwood). The site induction process was demonstrated: the template includes description of the harvest operation, machinery in use, significant hazards, First Aid, and Emergency Point. The FOS Plan included the Mechanical Operation Risk Assessment and worker sign in. The site involves a 10-hour day with workers on site from 0630 to 1630.

The Site Emergency Plan was signed by the operator. Emergency situations are identified and described for Medical, Fire and Chemical/Oil spill. Emergency contacts are described.

Toolbox meetings are used for regular site communications. [REDACTED] Group Toolbox Meeting minutes 19.04.2021 included EMP 325, People/Community driving through the harvest area (main road), Rubbish scattered through the block, Machines to be greased daily, and Gate entry/exit points to be locked. The minutes were signed by 4 operators.

The FOS Plan and site risk assessment has not considered the possibility of chain shot, and risks associated with log loading and load security, however controls were in place.

Emergency drills have not been conducted in the past twelve months. Further, the risk assessment has not considered the potential or likelihood of a machine rollover as an emergency situation. An opportunity for improvement is noted in this regard.

Site 11: Long Hill - Planned fuel reduction burn

Objective evidence:

Processes observed/demonstrated

- Burn Planning
- Inter-agency coordination and cooperation
- Special values assessment

Related documentation

- Low Intensity Prescribed Burning Manual – V1.1 July 2010 (currently under review)
- STT 'Vegetation and Fuel Reduction Burning Manual' (07.2010)
- STT OH&S Lighting Strategy

Records validating processes

- Forest Operations Plan (Fuel reduction) – Long Hill (in draft)
- STT Planned Burn Map 23.04.21
- STT OH&S Lighting Strategy
- Special values assessment

Interviews with key personnel

- Fire Management Co-ordination Planner and Certification Manager regarding the implementation of the planned burn and fuel reduction program.

Comments

Management of planned fuel reduction activities was demonstrated for Long Hill. The planned burn on this 24 hectare site will be carried out by hand lighting. A special values assessment was carried out and STT engaged a threatened species advisor for this activity.

The STT 'Low Intensity Prescribed Burning Manual' and 'Vegetation and Fuel Reduction Burning Manual' describe the process. A special values assessment was conducted to determine when to burn to ensure a cool burn that removes surface fuels after winter. The Low Intensity Prescribed Burning Manual describes planning requirements and includes Objectives (Fuel reduction /Understorey and habitat manipulation), Safety, Selection of Burning unit and boundaries, Preparation of burning plans, Preparation prior to day of Burn, Procedure on the day of the Burn, and Post-burning operational follow-up.

The STT OH&S Lighting Strategy describes a range of factors/considerations taken into account leading up to lighting including on the day as part of STT's state-wide fire planning for lighting (for example, determining and prioritising smoke units management).

Tasmania has a multi-party fuel reduction burning program. The multi-agency planning process involved: stakeholder engagement; safety considerations and smoke management. The Fuel Reduction Program is delivered through a joint planning process with other agencies including Parks Tasmania and Tasmanian Fire Service. The interagency approach has been adopted following the Dunalley Fire.

Site 12: Isandula Road 1 – Illegal activity (asbestos removal)**Objective evidence:***Processes observed/demonstrated*

- STT Planning with Environment Protection Authority (EPA), Asbestos removal
- STT Planning and engagement with Contractor

Related documentation

- AS2601 The Demolition of Structures
- WH&S Act 2012 and associated Regulations
- Safe Work Australia, 'Code of Practice, How to safely remove asbestos' (07.2020)

Records validating processes

- Tasmania Demolition Contractor, Asbestos Removal Licence #17520105
- Tasmania Demolition, Quotation 05.05.2020 Site Remediation Islandula
- Tasmania Demolition, Schedule 1, The Permit Holders, Signed 02.02.2021

- STT Forest Activity Permit, Ref 62552, Permit #FAA2056 26.11.2020 and 31.12.2020, for Tasmania Demolition, signed Forest Manager Northern Region
- ES&D (environmental services) Tasmanian Government, Department of Justice, Visual Clearance Certificate (Asbestos Removal) (AR4) 24.02.2021 Signed by ES&D [REDACTED] Certificated Environmental Practitioner #1679133

Interviews with key personnel

- Co-ordinator Forest Management regarding waste removal and prevention measures.

Comments

Processes for management of illegal rubbish dumping were assessed at this site. Rubbish including asbestos had been dumped at the site and STT coordinated the clean-up in consultation and cooperation with the EPA and local authorities. The aim was to remove and safely dispose of the asbestos material.

[REDACTED] was contracted for this work. The specifications for site remediation included: Securing the site; Lodgement of AR1 and AR2 Control Plan' documents prior to starting work; Provision of Asbestos visual clearance certificate; and Final trim and make good the site. The work was carried out according to AS2601, The Demolition of Structures; WH&S Act 2012'and applicable regulations e.g. the Code of Practice for The Safe Removal of Asbestos.

The Safe Work Australia, Code of Practice provides guidance about removing and disposing of asbestos. The Code requires that the asbestos waste must be disposed of as soon as is practicable at a licensed asbestos disposal site. While the contractor was required (and expected) to do this, STT has not sought verification that the waste was in fact disposed of at a licenced site. An opportunity for improvement is noted in this regard.

STT has installed a remote surveillance camera as a means of detecting future dumping/illegal activities.

Site 13: CA138 - Castra Seed Orchard

Objective evidence:

Processes observed/demonstrated

- Management of the seed orchard
- Contractor engagement
- Maintenance activities including ground spraying of windrows and slashing
- Wood decay monitoring trial
- Fence construction
- Research support

Related documentation

- STT Contractor Job Specification - Firebreak and Track maintenance
- STT Contractor Job Specification - Ground spraying CA 138 Seed Orchard

Records validating processes

- Firebreak and Track Maintenance Specification - Contractor signoff 17.02.21
- Ground spraying Specification fort CA 138 Seed Orchard - Start date 17.11.20
- STT Review and Approval 10.11.20

- Operational Handover 17.11.20
- Contractor Chemical Application Record 21.12.20

Interviews with key personnel

- Coordinator – Forest Management regarding maintenance and management of the seed orchard.

Comments

The STT Contractor Job Specification: Firebreak and Track maintenance includes details regarding communication, prevention of tree damage, planning approval and contractor sign-off. Operational details include location of the Emergency Meeting Point and potential emergency situations. The aim of the job is to reduce fuel loads adjacent to high value assets (seed tree orchard).

The STT Contractor Job Specification: Ground spraying CA138 Seed Orchard includes similar information as above. The purpose of the job is to remove recognised weeds including blackberry. Job specifications include reference to the Forest Practices Code 2015 and Forest Safety Code 2007. The job specification also included requirements for environmental protection, neighbour notification and consideration, activities near waterways, and identification of chemical mixing points and water filling points.

The Safety Hazard Notification noted Jack Jumper ant nests. Records of STT Review and Approval, and Contractor operational handover were available, as were records of chemical applications.

Site 14: Burnie Chip Export Terminal (BCET)**Objective evidence:***Processes observed/demonstrated*

- Chain of custody processes
- Control of stockpiles
- Management of overloads

Related documentation

- See separate report

Records validating processes

- See separate report

Interviews with key personnel

- TasPorts Manager and Business development Manager regarding STT Chain of Custody processes and the management and operation of the BCET.

Comments

Chain of custody processes are effectively managed. Improvement in the automation of processes is noted.

Site 15: Camdale Office and Depot

Objective evidence:

Processes observed/demonstrated

- STT Planning, COVID19
- STT Planning Office and Depot WH&S management

Related documentation

- Camdale Emergency Evacuation Plan
- Camdale Building Evacuation Plan
- STT Camdale Risk Matrix

Records validating processes

- Office Noticeboard communication and information:
 - o Notifiable Incidents
 - o NW Region Toolbox Meeting Minutes 19.04.2021 including Power Point presentation
 - o Incident Learning Circular 2021-02 Firefighter hit by log
 - o Safety Alert 2021-01 - March Madness
 - o Safety and Environment Committee 04.2021 Minutes
 - o Emergency Camdale, Wardens, First Aiders, Automated External Defibrillator (AED)
 - o COVID19 notices: including Front door 51
 - o Medical Incident Notification Checklist
 - o Hydration poster and notes
 - o ELMO Learning Management System 01.2021
 - o Stay Safe Online
- First Aid Kits, assessed 10.2020
- Safety Tagging / Lockout Register
- SDS folder and list
- JSA/SWM's for Depot Management - 12.03.21
- STT Camdale Risk Matrix

Lunchroom

- Camdale Emergency Evacuation Plan
- Camdale Building Evacuation Plan
- COVID Safe Plan
- Testing and tagging e.g. Fire extinguisher #6 tagged 11.2021; Fire blanket 11.2021; Test & Tag Microwave and Toaster expiry 06.2021

Upstairs storage

- Fire extinguisher #14 tested 04.2021

Depot

- Signage - Emergency Assembly Point
- Fuel store: Flammable Liquid x 3 signs
- SDS sheets located in the main office
- Seed shed: 'Powder 2.25' 11.2020
- SDS available for each chemical

Interviews with key personnel

- WH&S Advisor North West regarding management of the Camdale office complex.

Comments

The office noticeboard presented a broad range of site-specific information. It is well-maintained and provides an effective means of communication. All routine checks had occurred e.g. First Aid Kits, assessed 10.2020 by external supplier; Electrical testing and tagging (03.05.2021 Hot water boiler); and fire equipment. The SDS folder includes a list of chemicals on site.

JSA/SWM's for Depot Management covered a range of activities including: Forklift, Overhead crane, Trailer – tandem tipping, wheeled loader, Tractor mower (ride-on). The Camdale Risk Matrix includes explanatory notes and assessment for access/egress, Amenities, Storage functions, Hazardous material storage and handling, Hand-held power tools, Handling and storage of pipes and geo-fabrics, hose tower, Pressure washer, and Underground fuel storage. The matrix also provides reference to relevant Codes of Practice and Legislation.

The Camdale Emergency Evacuation and Building Evacuation Plans are available in the lunchroom. They describe Assembly Points, Emergency Actions, and provide Emergency contact numbers. The COVID Safe Plan includes specific requirements for directional movement within corridors, spacing and the maximum number of people permitted in a room at any time. The AED is readily accessible.

Fire safety equipment has been tested, e.g. extinguisher #6 tagged 11.2021; Fire blanket 11.2021; Test & Tag Microwave and Toaster expiry 06.2021. The fire extinguisher (#14) in the upstairs storage area was tested in April 2021.

In the depot the Emergency Assembly Point signage on the power pole was clearly visible. Entry signage included 'Authorised Personnel Only' Security Notice: Area under 24hr surveillance, HAZCHEM and Flammable Liquid signage. Other signage included information about COVID19.

The Fuel store displayed Flammable Liquid signage. SDS are located in the main office; Spill kits were readily accessible - highly visible yellow plastic, equipped with materials and instructions for use and scheduled for next check 29.10.2021. Fuel containers were labelled with plastic tags e.g. unleaded fuel and diesel, drip torch.

In the vehicle wash-down bay, sump material is collected by Fox Environmental Services.

In the Fire Truck shed #1, signage on the outside wall included 'Danger Beware of Moving Machinery', 'No Entry' and 'No Smoking'. Fire extinguishers are numbered and mapped. The most recent check was conducted in November 2020 (#14). Chemicals on site included- 'Fire Foam Fire Break 315A, SDS available. Lifting gear was assessed by [REDACTED] e.g. Lift chains, 04.2022; D shackles 11.2022; Straps 11.2022. Electrical equipment and leads displayed Test & Tag Expiry 22.04.2022. PPE signage displayed requirements for Eye Protection and Foot Protection sign. The shed also contained roading signage.

Routine checks in the workshop included: Fire extinguisher #15, Tested 05.2020; Universal Spill Response Kit next review 29.10.2021; Electrical Test & Tag Leads and 3-Phase power, Scorpion Cylinder Expiry 06.2021, Bench top equipment 06.2021.

The Scorpion Cylinder does not have a compliance review certificate for the cylinder and an opportunity for improvement is noted in this regard. Tractel equipment was assessed by Webster Lifting and Safety expiry date 22.04.2021. A steel wire rope (tagged Out of Service) is located next to the Tractel gear; Safety around Helicopters' information is displayed on a poster; and a Contaminated Hydrocarbon Waste bin is in use with appropriate signage.

In Fire Shed #2: the Gantry was assessed by Webster Lifting and Safety 22.04.2021 – 04.2022. Fire extinguisher had been checked e.g. #16. Chemicals on site included Chemical CT18 Superwash, and the SDS was readily available and in date. A Veolia Environmental Services General waste bin is located on site.

In the Old Chemical Store: Chemicals included Blazetamer 380, Ethanol 95% HP 10 litres and Flash 21B/21B. SDS for each product were readily available and current.

Site 15: Roothing job - TG008E

Objective evidence:

Processes observed/demonstrated

- Road construction
- Management of road construction/maintenance in highly erodible soils
- planning for species-specific considerations e.g. *E. brookeriana* exclusion areas
- Communication and consultation with regulator (FPA)

Documentation

- Tasmanian Threatened Native Vegetation Communities – *Eucalyptus brookeriana* wet forest (DPIPWE – May 2017)

Interviews with key personnel

- Harvesting & Roothing Co-ordinator and Planning Co-ordinator NW regarding planning and supervision of road construction, identification of soil erodibility and stabilisation of batters.
- Senior Conservation Planner regarding threatened species protection.

Comments

This site provided evidence of STT capacity to manage roadworks where highly-erodible soils are involved. An FPA Audit, which included the involvement of a soils specialist, had been undertaken with a focus on STT management of high-risk issues: The report noted a score of 97% noting erosion over a small area, outside 30 day limit. The report also noted that this was a very good outcome. Site inspection confirmed this finding, noting extensive remedial work aimed at preventing table drain erosion.

The road was completed in advance of the harvest operation, post-harvest remedial works were completed to manage water movements and minimise erosion potential.

A secondary issue noted on this site was the occurrence of *Eucalyptus brookeriana*. *E. brookeriana* wet forest is listed as a threatened community - Community16: Schedule 3A *Nature Conservation Act 2002*. Management of this community at this site was consistent with the requirements.

Site 16: Togari TG025A – Habitat Retention harvesting and post-harvest burn

Objective evidence:

Processes observed/demonstrated

- Habitat tree retention harvesting operations
- Planning and supervision of harvest operations and post-harvest burn
- Application for Variation process
- Regeneration planning - aerial sowing
- Contractor engagement and management

Related documentation

- FPP DRT0550-01 07.07.2020
- Habitat tree retention monitoring report - TG025A Post harvest / pre-burn 24.03.21
- Dispersal Retention Harvesting Trial - NW (TG025A, KAO04B and TP041G) January 21

Records validating processes

- FPP DRT0550-01 EMP 254 Britton's Swamp – Britton's Link Road and Bass Highway
- STT Application for Variation to Certified FPP for FPP DRT0550-01, 18.09.2020
- STT Safety Circle – Retention of large trees - for Contractors
- Revised STT Prescription
- STT Contractor Job Specification, Aerial Sowing 2019
- Various maps: DRT0315 Remedial Sow Area CH018C; TAB0032 Wildfire Sow Area CH018C; CCB0011 Variation 1 CH025

Interviews with key personnel

- Senior Conservation Planner and Harvesting & Roading Co-ordinator regarding planning and supervision of habitat retention harvesting operations.

Comments

This site demonstrated STT efforts to trial a new retention practice aimed at retaining older trees. The trials are being undertaken at 10 sites across the state, largely in response to stakeholder expectations. This is an innovative change with requirements for greater retention within the coupe. It was recognised that this would present challenges with respect to regeneration. Retention of large habitat trees was required where practical, with the aim of retaining as many as possible. Sites in these trials will be monitored.

The harvesting operation was fully mechanised, with the first pass aimed at taking out smaller trees. The site was yielding approximately 260 tonnes per hectare. Site records indicated the potential for masked owl activity on this site.

The original FPP felling prescription for clearfall was changed to dispersed retention through a variation. The Public Safety Risk Assessment was changed (based on the risk assessed of public traffic travelling within the forest area) to 'Harvesting will be by CF within boundaries marked by blue tape', and 'Trees will be felled away from the boundary when safe. This subsequently changed the operation from clearfall to dispersed retention. The Application for variation to the FPP included comment on Felling Prescription, Site Preparation Procedure, and Burning and Sowing requirements.

Planning for this trial included consideration of: Safety First/Safety Issues (with the changed prescription), Productivity issues, Variation in pre-Harvest tree stocking; Post-Harvest variation in density of residual tree stocking throughout the harvest area; Burn operation, Regeneration targets, Aerial sowing operation; STT Habitat Tree Photo Guide used to educate/instruct Contractor staff about Habitat, trees Old age, Visible hollows, Deadwood, Fire scarring, and Hollows x6 types.

Other documentation on site included:

- STT Safety Circle – Retention of large trees - for Contractors.
- The STT Contractor Job Specification, Aerial Sowing 2019, Christmas Hills Wildfire Remedial, Sowing Date 04-05.2019, STT Review and Approval 09.04.2019
- Various maps: DRT0315 Remedial Sow Area CH018C; TAB0032 Wildfire Sow Area CH018C; CCB0011 Variation 1 CH025B; included Sow Rate data.

STT planning and implementation of the change in harvest prescription were observed to be comprehensive, well communicated to Contractors, and the outcome in the forest provided opportunity for the future harvest, albeit from a changed starting point. WH&S issues were well thought out and implemented due to the change in prescription. Potential for random site access was noted: a member of the general public was observed travelling into the forest and passed the audit party which had stopped to discuss the operation/activity.

Site 17: TG026D Riseborough Road - Blackwood Fence Construction -

Objective evidence:

Processes observed/demonstrated

- Operational planning – fence construction for browsing control
- Special values assessment - grey goshawk nest
- Fenceline clearing
- Contractor engagement
- Contractor safety planning and management

Related documentation

- FPP DRT0417 10.03.2017

Records validating processes

- Site handover and Contractor Job Specification 13.01.21
- STT Application for Variation to Certified Forest Practices Plan, DRT0417 TG026D
- STT Email: Intention to fence the Blackwood component on TG026D 09.11.2018
- STT Contractor Job Specification, Blackwood Fence Construction, TG026D Riseborough Road
- [REDACTED] FOS Plan

Interviews with key personnel

- Co-ordinator Forest Management regarding browsing control and fence construction.

Comments

At this location, a fence was being constructed to help manage threats to the regenerating blackwood seedlings by controlling browsing. A dozer was used to push a 3.7km fence line.

It was noted that the contractor was using Avenza, however STT had not provided an electronic copy of the map from the Operations Plan. An opportunity for improvement is noted in this regard.

STT prepared an Application for Variation to Certified Forest Practices Plan, DRT0417 TG026D to add 0.6ha of E. obliqua, bringing the total area.

██████████ workday was from 0830-1700 including travel. Operators were wearing appropriate PPE including hi-vis vest, protective footwear and headwear.

Contractor licences were checked, e.g. Contractor Principal, FOLS T18443 Expiry 31.07.2023, Full, Chainsaw Non-forest harvesting, Fire Weather evaluation.

The following issues were identified with this contractor:

- The First Aid qualification for the Principal is not current
- Protective headwear is damaged
- The contractor operates an ATV however this is not included on the FOLS.

These issues had not been identified in any routine checks and an opportunity for improvement is noted in this regard.

The STT Contractor Job Specification included the following:

- Objective: To construct a wire netting fence to aid in forest establishment
- Specifications: Comply with FPP, Forest Practices Code, Forest Safety Code, Work classified 'High Risk' and will need to comply with Forest Industry Fire Prevention and Forest Operations Procedure
- Approval dated 13.02.2021, Operational Handover 13.02.2021 and included 4. Fence Specifications, and aerial picture showing the location of the fence

The ██████████ FOS Plan: includes:

- Coupe Risk Assessment and Risk Matrix
- Working with Excavator 'H', and with 3 controls reduced to 'L'
- 4 Employees inducted

Toolbox Safety Meeting/Pre-start meeting are conducted routinely e.g. 13.04.2021. Issues discussed included Firewood permit, (wood getters may be in the area), Boundary and potential hazardous trees along the boundary; Changing conditions, Powerlines nearby. However, although this had been discussed in toolbox talks, it was noted that working near powerlines was not included in the risk assessment and there was no copy of the relevant Tasmanian 'Working near powerlines' guidelines/requirements available on site. This had not been identified in previous checks and an opportunity for improvement is noted in this regard.

Site 18: SU033B – Clearfall harvesting - ██████████

Objective evidence:

Processes observed/demonstrated

- Harvest planning and supervision
- Site safety induction
- Hazard identification and risk assessment

- Special values identification and assessment
- Habitat tree retention
- Seed tree identification
- Product segregation
- Use of Avenza maps
- Boundary identification, marking and verification
- Storage of oils
- STT Contractor engagement and handover process
- Contractor FOS Planning and WH&S processes

Related documentation

- FPP MGR0101 04.03.21
- [REDACTED] HSE Loss Control Reference Manual

Records validating processes

- FPP MGR0101-01 24.02.2021, Coupe SUO33B
- [REDACTED] (Contractor) Danger signage
- [REDACTED] Visitor induction 'Induction – Instruction Sheet'
- [REDACTED] FOS Plan 19.03.2021
- [REDACTED] Risk Matrix
- [REDACTED] Risk Register
- [REDACTED] Bush Boss FOLS ID TO18580

Interviews with key personnel

- Harvesting & Roding Co-ordinator and Planning Co-ordinator NW regarding planning and supervision of harvesting operations.
- Contractor regarding site safety induction, boundary marking, identification and protection of exclusion zones and use of Avenza maps.

Comments

This operation was being carried out on a karst landscape and areas of old growth had been identified. These areas were marked on the FPP.

On entry to the site, signage displayed included:

- Unauthorised Access Prohibited
- UHF 21
- Tree Felling in Operation and
- Continuous Operation Disk Saw, Chainshot Flying Debris
- Communications
- PPE required on site
- COVID19 Safe Plan

Site safety induction was by means of printed Visitor Induction – Instruction Sheet, which visitors were required to read and sign. No explanation or discussion of the site risks was given. This highlighted an inconsistency in the effectiveness of visitor induction processes generally, and as this had also been observed at several other sites. This inconsistency has not been identified through any routine STT checks and an opportunity for improvement is noted in this regard.

The [REDACTED] FOS Plan includes a Risk Matrix and notes additional updated hazards e.g. Wedge-tailed eagle, Eastern Spotted Quoll and Tasmanian Devil, plus other hazards. It includes controls specific to each Hazard.

The Hazard ID Checklist includes People hazards, Environmental and Material Hazards, and Log Truck Transport.

The [REDACTED] Risk Matrix includes Likelihood and Consequence assessment and outcomes are determined by assessing each of these in turn. However, the Risk Matrix interpretation in the Risk Register understates the assessed level of Risk. There is no explanation of how to use the Risk Matrix, and the outcome is not always described and information 'S' is not described. It is unclear how STT determines the effectiveness of the risk assessment processes being implemented by contractors and an opportunity for improvement is noted in this regard.

The [REDACTED] Risk Register does describe safeguards and controls well for its identified Hazards. The Register includes Risk associated with 'Roads, Traffic Management and Transport'. However, the Hazard ID Checklist does not include any reference to Log Truck Transport or any checks of required controls. This has not been identified through any routine checks and an opportunity for improvement is noted in this regard.

Competency checks included: [REDACTED] Bush Boss FOLS ID TO18580 Expiry 02.03.2024, with these competencies: CPR 2017, Excavator Harvesting (No Loading) 2014, Feller Buncher 2014, Fire weather evaluation 2014, FPC for Machine Operators 2014, Log Grading 2010, Machine Familiarisation 2014, Mechanical Processor Operation 2014, 2017 Provide First Aid 2017 and Skidder Operations 2014.

First Aid training had been provided by [REDACTED] RTO 90674 and included:

- HLTAID001 Provide Cardiopulmonary Resuscitation 16.10.2020
- HLTAID003 Provide First Aid 16.10.2020, and
- Operate and Maintain Chainsaws AHC MOM213 15.03.2021

The site visit included verification of the effectiveness of boundary marking and the use of Avenza maps for accurate on-ground information. A walk to the south-western boundary confirmed the mapped boundary and the identification and protection of other exclusion areas.

Site 19: Derby MO107F Aggregated retention harvesting - [REDACTED]

Objective evidence:

Processes observed/demonstrated

- Planning and supervision of harvesting operations
- Site safety induction
- Hazard identification and risk assessment
- Removal of hazardous trees
- Special values identification and assessment
- Contractor handover
- Contractor safety inductions

Related documentation

- FPP EJL0196 26.02.21 and variations 1 (01.04.21 and 2 (30.04.21

- [REDACTED] Safety Manual
- [REDACTED] Safety Management System Manual 03.2020

Records validating processes

- FPP ELJ 0196-01
- [REDACTED] Site Emergency Plan – 19.04.21
- [REDACTED] FOS Plan and Risk Register – 19.04.21
- Forest Operations Risk Assessment 19.04.2021
- STT Induction for [REDACTED] -19.04.2021
- Notes to FOS Plan dated 04.05.21
- Contractor Bush Boss FOLS TO19995 Expiry 12.11.2022
- First Aid Certificate - FWP000848 Expiry 08.08.2023

Interviews with key personnel

- Senior Forest Officer Harvesting regarding planning and supervision of harvesting operations.
- Contractor regarding site safety induction

Comments

This is a mechanical harvest operation, with no manual falling. Harvesting machinery was in excellent condition - virtually as new. The operation involved the identification and removal of hazardous trees in proximity to the road. Pre-operational planning included a survey for wedge-tailed eagles conducted on 14.02.20 and an assessment of cultural values. The latter identified cultural values (water races) that occurred on the site and the harvest plan was amended accordingly. The planning process also included the identification and demarcation of streamside reserves. This was confirmed on site. Site documentation included copies of correspondence with the FPA, noting approval for the plan dated 29.04.21. Contractors at this site ([REDACTED]) advised that they were working a 14 hour day, door to door.

The [REDACTED] Safety Management System Manual 03.2020 includes:

- 1. WHS Policy 24.03.2020 [REDACTED]
- 2. Hazard Identification & Risk Management Assessment including Hierarchy of Controls
- 3. Compliance Register
- 4. Organisational responsibilities

Signage on entry to the site ([REDACTED]) included: 'Danger, Tree Felling Ahead', 'Danger, Keep out of Chain Shot Zones', 'You are entering a Chain Shot Zone'

The site induction processes included description of the key Hazards Trees with Wasp nests, STF's and Skidder Operation (no tree felling).

The site handover process was conducted on 19.04.2021. The STT Harvest Induction Template and Hazard Notification Form, included water races, rocky outcrop(s), public traffic, dry headed trees, and another contractor ([REDACTED]) operating in the same coupe.

The Site Emergency Plan included relevant WH&S details, including Hazard identification, Risk assessment and controls for the Hazards.

The [REDACTED] FOS Plan included a Forest Operations Risk Assessment that followed a relevant template format; including comment about the condition of the road into and out from the coupe; a wattle tree near the landing and wasp trees near the creek.

Contractor qualifications checked included: Bush Boss FOLS TO19995 Expiry 12.11.2022 Competencies for Falling Advanced, Follow EnviroCare procedures, Follow WH&S policies and procedures, First Aid, Bushfire awareness, Chainsaw Harvesting, Excavator Harvesting, Fire Weather Evaluation, FPC for Machine Operations, Log Classification – Sawlog, Log Grader and Skidder Operations. Also, First aid – certificate # FWP000848 Expiry 08.08.2023.

The contractors commence work on site at around 4.00am. The Risk Register does not include controls for fatigue management or conducting operations in the dark. An opportunity for improvement is noted in this regard.

Controls with respect to working in proximity to the wasp nest, (i.e. a requirement to tape 2 tree lengths away in order to clearly define the wasp trees danger area) had not been applied consistently. An opportunity for improvement has also been noted in this regard.

Site 20: Cascade CC119A and CC105 Roding job – stakeholder engagement

Objective evidence:

Processes observed/demonstrated

- Planning and execution of road construction for harvesting operations
- Public access and stakeholder engagement – bike tracks and sports groups in forest areas
- Habitat and seed tree retention
- Erosion hazard identification and risk assessment
- Effectiveness of regeneration from previous harvest operation

Related documentation

- FPP Roding Plan JMB0147 18.02.21

Records validating processes

- Forest Operations Plan for Roadworks – Mutual Road 1CC119A AND CC105A 15.03.21

Interviews with key personnel

- [REDACTED] Senior Forest Officer, Forest Harvesting; Senior Forest Officer, Forest Management; Senior Forest Officer, Roding; Co-ordinator Harvest and Sales and Forest Manager – North regarding the planning and supervision of the harvesting operations and road construction effectiveness of the regeneration burn activity.
- Senior Conservation Planner regarding biodiversity conservation measures and environmental monitoring.

Comments

A new road has been constructed to provide access to CC119A. An alternative route had been designed to avoid damage to large trees. The proposed harvest operation due to commence in November 2021 aims to retain habitat and seed trees to assist with regeneration. Due to the proximity to the nearby bike recreational area, there was extensive stakeholder engagement, resulting in retention of a 50-

metre buffer alongside the new road. The road also provides access to the bike track located in part on PTPZ land.

The effectiveness of the regeneration from the previous harvesting operations was noted.

The road also included construction of new culvert (6m x 375mm). Planning also included erosion hazard identification and risk assessment. The road was well-constructed and appropriate drainage had been installed.

The harvest planning process for future crop regeneration included consideration of requirements for both Wet Forest and Drier Forest' areas and the difference this had on the Harvest prescription - STT focus: Seed tree or Advanced Tree Selection. Wet forest areas required a High intensity burn strategy and Dry forest a Low intensity burn strategy. Planning documentation confirmed this.

This audit confirmed the effectiveness of the stakeholder engagement processes implemented by STT. STT responded to the interests and concerns of multi-user stakeholder groups, including: modification to road access, preparation for harvesting, protection of water quality, and consideration bike groups and local community concerns.

Site 21: Cascade 104B – Burn planning and regeneration assessment

Objective evidence:

Processes observed/demonstrated

- Planning and supervision of harvesting operations
- Planning and supervision of planned burns
- Aerial sowing

Related documentation

- Regeneration Burn - Forest Operations Plan, Expiry date 31.08.2020

Records validating processes

- STT On-site pre-burn preparation 11.04.2017 – 27.04.2017
- Regeneration assessment, 'Fail' at 12 months 41%
- Stakeholder list and contacts
- STT Daily Aerial Sowing List 03.05.2017
- STT Forest Operations Plan, Aerial Sowing 03.05.2017
- Mutual Road, Forest Operations Burn Plan approved 24.03.2018

Interviews with key personnel

- Senior Forest Officer, Forest Harvesting; Senior Forest Officer, Forest Management; Senior Forest Officer, Roading; Co-ordinator Harvest and Sales and Forest Manager – North regarding the planning and supervision of the regeneration burn activity.
- Senior Conservation Planner regarding biodiversity conservation measures and environmental monitoring.

Comments

A regeneration burn was conducted at this site in April 2017. The Post-Burn Evaluation conducted 12 months later determined that the regeneration did not meet specifications (41% stocked plots). Parts of

the area were re-seeded. A subsequent post-burn evaluation was conducted in 2019. This found that the re-seeding had been successful with the site now displaying 81% stocked plots.

A Special Values Assessment was undertaken as part of the planning process. The assessment identified values in relation to recreational use and blackwood rainforest. The plan was modified to include a 25metre firebreak in proximity to the Blue Derby Mountain Bike Trail, and consideration of the Blackwood Forest Rainforest area.

A separate regeneration burn was conducted on the opposite side of Mutual Road. The Forest Operations Burn Plan approved included the Lighting Plan, Stakeholder list and contacts.

Site 22: Roses Tier RT117C Shelterwood harvest operation

Objective evidence:

Processes observed/demonstrated

- Shelterwood removal – post-fire harvest
- Habitat tree retention trials
- Installation of grips
- Identification of WTE nest
- E del and e dal photo
- Protection of growing stock
- Manual tree-falling
- Identification of large habitat trees

Related documentation

- FPP # GLL0032 10.12.20

Records validating processes

- Coupe induction and handover
- Site audits
- Coupe notes
- Coupe planning summary - GLL0032 29.10.20

Interviews with key personnel

- Senior Forest Officer- Planning and Planning Coordinator regarding planning and supervision of harvesting operations.

Comments

This is a flat, high elevation and very cold site. Trees in this locality are very slow growing. STT has applied an adaptive silvicultural approach. The focus was on shelterwood removal with production of poles (manual tree falling) and protection of growing stock. Large habitat trees were identified and retained as part of the STT habitat tree retention trials. There was no burning of bark heaps. The site was clearly sufficiently stocked.

Operational planning identified a wedge-tailed eagle nest which was appropriately buffered. Roads and tracks were in good condition and grips had been installed correctly.

Site 22: Lake River – Stakeholder engagement

Objective evidence:

Processes observed/demonstrated

- Stakeholder engagement

Related documentation

- Lake River Road Locality Map – February 21

Records validating processes

- Big Den Ballot Annual Meeting 24.09.20

Interviews with key personnel

- Senior Forest Officer, Forest Management regarding management of private property incursions.

Comments

STT demonstrated the effectiveness of its stakeholder engagement processes in relation to the management of the Lake River area. This project has been reported previously and STT has developed an effective working relationship with local landowners to better manage and control illegal hunting activity in the area. This relationship-building exercise has resulted in the establishment of a highly valued ballot and permit system, developed in consultation and cooperation with the Tasmanian Deer Advisory Committee and DPIPWE. The minutes of recent meetings validate the effectiveness of the arrangements and the good relationship that has been developed with the police.

Site 23: Ben Ridge Road, 'Km' markers

Objective evidence:

Processes observed/demonstrated

- STT Safety in the forest, Log truck transport
- Communications

Comments

STT has installed distance markers on Ben Ridge Road to enable log truck drivers to call up as they pass each marker. The aim is to notify on-coming drivers of their location on the road network. This is noted as an improvement in communications and safety within the forest.

Site 24: Camden CD118F, Regeneration Burn and Sow

Objective evidence:

Processes observed/demonstrated

- Planning and supervision of harvest operations
- Excavator heaping
- Planning a regeneration burn

Related documentation

- FPP CD118F

Interviews with key personnel

- Senior Forest Officer, Forest Harvesting; Senior Forest Officer, Forest Management; Senior Forest Officer, Roding; Co-ordinator Harvest and Sales and Forest Manager – North regarding the planning and supervision of the regeneration burn activity.

Comments

This site is dominated by *E. delegatensis*. The harvest operation was completed in September 2020. The silvicultural approach aimed to reduce the basal area ensuring the retention of seed trees and potential sawlog trees. Silvicultural options included: Advanced Growth Retention (AGR); Potential Sawlog Retention (PSR); and Shelterwood Retention: a) SW1– thin BA to open the forest, nurse trees protect against frost and b) SW2 where removal of trees left from SW1 and an even aged crop remains well established. An excavator was used to heap residual material away from where the burn may damage retained seed trees. The excavator was also creating disturbance to assist the regeneration. The heaps were planned for burning in autumn 2021.

Site 25: Camden CD118D, Regeneration Burn and Sow**Objective evidence:***Processes observed/demonstrated*

- Regeneration burn planning
- Browsing control assessment

Related documentation and Records validating processes

- STT Browsing plot including 'Control' and 'No Control' plots

Interviews with key personnel

- Senior Forest Officer, Forest Harvesting; Senior Forest Officer, Forest Management; Senior Forest Officer, Roding; Co-ordinator Harvest and Sales and Forest Manager – North regarding the planning and supervision of the regeneration burn activity.

Comments

STT conducted regeneration burn, followed by aerial sowing of tree species mix according to seed zone requirements. A browsing trial has been established to assess controlled browsing within the browsing plot and not controlled browsing outside and alongside the browsing plot. STT has also installed transects across the coupe to determine general browsing once the seedlings have grown.

Site 26: Perth Nursery, depot and office**Objective evidence:***Processes observed/demonstrated*

- COVID19 Planning and management
- Nursery practices including storage and use of chemicals
- Contract management
- New Building development and management

Related documentation

- Perth Building Evacuation Plan
- Perth Nursery Emergency Procedure dated 10.2019
- COVID19 Safety Plan
- STT Annual Maintenance Statement
- Emergency Procedure Spills' – V.4 Oct 2017
- Asbestos Register & Risk Assessment and Asbestos Management Plan 26.06.2019 (prepared by Asbes-Tas Pty Ltd)
- STT Seed Coolroom Lockup Procedure
- Procedure for Receiving, Extracting and Storing Seed – August 2014

Records validating processes

- Site signage: e.g. HAZCHEM,, COVID Ready - COVID19 Safety Plan, AED, Directions for couriers, Restrictions on the number of people permitted in the building at any one time.
- Noticeboard information includes 'Take 5, STT Emergency Numbers, Incident Communications Protocol; First Aiders and Wardens list
- Lunchroom and Noticeboard – Sanitiser dispenser, COVID19 notices, Social distancing and Emergency contacts
- Boiler Room: electrical test and tagging conducted in May 2021 and fire extinguishers tested and checked April 2021.
- Chemical Storage Shed: Safety signage and SDS Folder (SDS stored in Spill kit in adjacent maintenance building.
- Trailer Safety Check 01.04.2020
- Seed Centre safety and calibration checks e.g.: Overhead crane - SWL 500kg; Calibration Certificate for Master Cylinder - Certificate Number: CO2_0001 08.11.2019; and Chain lift - tested and tagged 12.2020 (Tas Lifting)
- SDS: Amistar 250SC, Fusillade, Agritane 750 Herbicide, Nordox Copper fungicide 750 WG, Fire Break Class A Foam, Flash 21A/21B

Interviews with key personnel

- Nursery Manager, Assistant Nursery Manager and Certification Manager regarding management of the Nursery site.

Comments

The Perth site is owned by STT and part of the site is leased to a separate business. While there is a commercial agreement in place that governs the lease, there is no overarching Site Safety Plan (or similar Emergency Plan) that covers all activities at the site, and in particular, any overlap between the two businesses. An opportunity for improvement is noted in this regard.

The –Perth Building Evacuation Plan (undated) shows the locations of First Aid kits, Defibrillator, AB(E) Powder Fire Extinguishers, Fire Hose Reels, and Emergency Information. Traffic on site is restricted to 20km/hr.

Safety information is communicated effectively through site signage and various noticeboards. A COVID Safe Plan is in place. Emergency equipment is accessible throughout the site and routine testing is occurring. An asbestos management plan has been developed by a consultant and the plan is being implemented with remediation works in the potting shed. An Asbestos Register has been created.

The Fire Shed (formerly the Workshop) is being re-purposed for an alternate function. Site safety signage is displayed, electrical testing and tagging has occurred (next test 11. 2021), fire extinguishers have been tested (April 2021). The spill Kit includes SDS folder. Fuel cans appropriately labelled, and Trailer Safety Check carried out 01.04.2020.

Safety improvements at the Seed Centre include: dust extraction (x3 locations), and provision of a guard rail for the steps. A hand sanitiser dispenser is available. Safety signage is displayed e.g. 'Beware, Isolate Drum before opening the door' for the seed extraction process.

SDS were readily available and checked for a number of products including: Amistar 250SC, Fusillade, Agritane 750 Herbicide, Nordox Copper fungicide 750 WG, Fire Break Class A Foam, Flash 21A/21B

A new Chlorine/Acid Facility for irrigating purposes has been installed to replace the chlorine gas on site. Safety signage is clearly displayed e.g. 'Danger Chlorine' and 'Danger Acid' 'Danger Chemical Storage Area' 'PPE' requirements for eye, hand, face; Corrosive 8 decal, current version, 'Chlorine, Toxic Gas 2', 'Oxidising Agent 5.1', 'Danger No Smoking No Naked Flames,' and 'HAZCHEM.

A number of other changes have been made at the Perth site and further changes are currently in train. These changes include: moving fire tankers across the site, re-purposing the Operations Workshop, and renovation/refurbishment of old buildings. These changes have been planned and implemented in a manner consistent with ISO 45001 Clause 8.1.3 Management of change.

Other opportunities for improvement noted at the Perth Nursery include:

Document control and maintenance of records

- The Perth Building Evacuation Plan does not include the issue or expiry, however there are fields for this information.
- The boiler certificate was not readily available.
- Seed Centre has undergone a number of changes/improvements over the past 5-6 years, in particular to WH&S hazards: it maybe that these changes have not been included in 'Procedure for Receiving, Extracting and Storing Seed' because it was last reviewed in 2014.
- Processes are in place to validate that SDS are not more than five years from the date of publication. It is unclear whether STT undertakes any checks for updates or revisions to ensure that SDS on hand are still the current version. No instances of out-of-date SDS were found.

Safety equipment

- Not all fire extinguishers were accompanied by correct signage.

Risk assessment

- There has not as yet been a risk assessment for the recently installed Urbinati potting machine. It is noted that the machine is not as yet in use.

Routine testing

- The Overhead crane at the Seed Centre now sports a tag showing Safe Weight Limit (SWL) 500kg'. However, there is no testing certificate to verify this weight claim, and it is not clear if this item is included on the site's routine testing/assessment program.
- The Calibration Certificate for the Master Cylinder shows the Date of Calibration as 08.11.2019, and notes the Certificate Validity for 12 months. However it also states the Certificate is valid to May 2021.

Site 27: Tahune Air Walk - Post-fire Rehabilitation**Objective evidence:***Processes observed/demonstrated*

- Tahune Air Walk post-fire planning, various agencies and businesses
- Fireground planning
- Bridge repair planning
- Tahune Airwalk structure repair planning
- Tourism safety planning
- Remnant forest safety issues

Records validating processes

- Site safety signage e.g. Emergency Assembly Point on fencing leading to the Tahune Air Walk structure
- Flood Level sign
- Historical data for 2007, 2009, 2016

Interviews with key personnel

- Senior Forest Officer – Land Management (South) regarding the restoration of the Tahune Airwalk.

Comments

Following the recent fires, STT has undertaken a range of measures to get the Tahune Airwalk site fully operational. The site is well-signed with appropriate safety information and directions for users. A new walkway has been constructed with signage telling the story of the impact of the fire and subsequent rebuild processes.

The rebuild involved engaging engineering expertise to determine the extent of the damage and the required remediation. All guy ropes and nuts and bolts were replaced and welds were repainted with cold galvanising. Dangerous trees have been removed and extensive landscaping has also been undertaken.

Legal issues and protest management**Objective evidence:***Processes observed/demonstrated*

- Stakeholder engagement
- Legal compliance

Related documentation

- High Court of Australia – Notice of Filing 03.03.21
- RFA Legal Challenge Summary – 26.04.21
- STT Forest Protest Kit (12.20)

Records validating processes

- Email from FPA to STT 22.04.21

Interviews with key personnel

- General Manager Land Management and Engagement & Land Management Manager about current legal issues and protest management.

Comments

Discussions with the General Manager Land Management and Engagement & Land Management Manager demonstrated the organisation's mindfulness and affirmed the organisation's commitment to being responsive to and taking appropriate action including a precautionary approach. There is a clear corporate commitment to proactive management and doing things well.

The Bob Brown Foundation mounted a legal challenge to the RFA in the Federal Court on 20.08.20. On 3 February 2021 the full Federal Court made the decision: The question reserved under s 25(6) of the Federal Court of Australia Act 1976 (Cth) for hearing and determination by the Full Court being:

The Federal Court determined that the question, 'Is the Tasmanian RFA (as referred to in the Applicant's Amended Concise Statement at [7]) an "RFA" or "Regional Forest Agreement" for the purposes of the Regional Forest Agreements Act 2002 (Cth) and s38(1) of the Environment Protection and Biodiversity Conservation Act 1999 (Cth)?' be answered "Yes". It is noted that on 3 March 2021, the Bob Brown Foundation applied for leave to appeal the decision before the High Court. At the time of the audit, the High Court is yet to assess the application.

The Bob Brown Foundation sought an undertaking in relation to Swift Parrot. STT proposed alternate foraging community for Swift Parrot *E. brookeriana*. STT also moved its harvest operations, and deferred planned operations pending the outcome from the assessment.

The Forest Practices Authority and DIPWE are currently assessing this: Email 22.04.21 Swift Parrot commune to FPOs. The commune notes that 'The FPA are currently reviewing the information on *E. brookeriana* in the Eastern Tiers and Sustainable Timbers Tasmania are providing additional information to assist with the review process.'

Procedures for managing protests are described in the STT Forest Protest Kit.

Protest events are recorded in Vault. STT Authorised Officers are appointed. The protest occupied 9 days in STT Operations, partial or full protest, activities recorded on site Protest Situation Report Form (in Forest Protest Kit). Section 5 includes steps to be followed by STT staff.

STT met with CEO Work Safe Tasmania in relation to management of protest activities.

The STT process does not describe the trigger point for contact with Tasmania Police. There is no prompt in the Protest Situation Report Form that triggers the need for police involvement. Likewise, the process for training or mentoring in the use of the Kit is not clearly described. An opportunity for improvement is noted in this regard.

The Bob Brown Foundation sought approval for a forest activity (protest) in relation to the Tarkine Ultra Marathon. In this instance, STT decided not to endorse the event.

Project management framework

Objective evidence:

Processes observed/demonstrated

- Project management

Related documentation

- Project Management Framework (PMF) PowerPoint Presentation
- STT Project Management Framework (Manual) V.1 09.01.19
- Project Sizing Template and Project Sizing Fact Sheet
- Project Plan (Template)
- Risk Management Plan
- Project Charter
- Project Register (current) – updated March 21

Records validating processes

- Completed project records: e.g. ID7 - Intranet Project (completed May 20)
- Monthly Project Update – 20 April 21
- Project Closure Presentation (Intranet Project) May 20
- Project Evaluation (Intranet Project) – May 20

Interviews with key personnel

- Project Manager regarding the Project Management Framework.

Comments

STT has developed and adopted a Project Management Framework for identifying and managing projects to achieve outcomes aligned with the Corporate Strategy and the State Government's commitments. The project planning process commences with a sizing assessment to determine the nature and scope of the project. The planning process includes definition of scope and resource needs, stakeholders and risks, change management and financial implications, timing and costs. Approved projects are detailed in the Yellow Book and progress is monitored by the Certification Team. Diverse project teams meet regularly and meetings are chaired by the Project Manager of PMF Administrator.

Seven projects were delivered in 20 under the PMF, of which six were IT-related with one project related to customer management. These projects are all complete and have been closed. Current projects include:

- Perth Site re-development
- Office 365 implementation
- EDMS Stage 2
- Contracts and procurement
- FSC
- Truck Overload Management System (TOMS)
- Natural Capital Accounts

A monthly project update is provided to the GMT. The update reports on milestones and status and identifies any associated risks. All PMF projects are recorded in the PMF Register and governance documents files are maintained in the respective project folder. The Project Closure Presentation presents the outcomes of the project including an evaluation of achievement of the project objectives. Following the Closure Presentation, the project is signed off by the Project Manager, Project Sponsor, ISSC (if Tech-related) and the GMT.

The project evaluation process looks at the achievement of outcomes; identifies what went well and any areas for improvement.

The Project Management Framework is providing the organisation with a robust structure for project management and a high level of confidence in effective project management. This is noted as significant improvement.

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

Heavy Vehicle Overload Project / Policy

Objective evidence:

Processes observed/demonstrated

- Truck Overload Management System Procedure
- Processes for monitoring and managing overloads
- Management of interface with Transport Contractors to resolve issues with overloads

Related documentation

- Truck Overload Management System Procedure, Process for Overloads (In draft)
- STT Contractor Portal
- Project Management Framework

Records validating processes

- Overload Reporting 01.03.2021-30.04.2021 Sawlog
- Vault entry #3365
- Corrective Action for Non-Compliance 14.04.2021; Unit No PM91; Coupe: MZ1264; 3.95t overload
- STT email to Contractor regarding compliance; and Corrective Action for Non-Compliance 11.03.2021
- Overload Reporting 01.03.2021-30.04.2021 Pulpwood
- STT Contractor Portal
- Contractor Performance Review Form

Interviews with key personnel

- Acting GM Forest Products and Forest Products Support Officer regarding management of overloads.

Comments

STT has developed a Truck Overload Management System Procedure, and Process for Overloads. This document is in draft, awaiting formal approval. It establishes STT protocols for management of overloads.

STT did a Safety Reset about 18 months ago with Harvest and Transport Contractors that included the Safety Circle process, Safety Manual, ICAM Training, and Safety Learnings processes.

The STT Contractor Portal provides an opportunity for Contractors to manage all activities associated with their business activities with STT. STT now requires NHVAS Accreditation in its Contracts. Contractor Fleet. The Portal provides an opportunity for contractors to maintain information on Truck / Trailer Configuration, DA Permits (DAID number) DA Permits DN009K to e.g. revise haulage route, NHVR Permits for all Contractors and their vehicles.

STT has provided a Training portal to assist contractors in using the Portal.

Overload Reporting (for Pulpwood) includes: GVM, Landing weight, Calculated GVM, GML Max, HML Max, Calculated Overload weight, Graphs of Over/Under weight measurements.

STT uses the Contractor Performance Review Form to assess contractor performance and review the interactions between both parties. The review includes: Contractor Performance of the Contract Services for Safety management, Environmental management, Quality of Services Provided, Delivery Outcomes/Timeliness and Administration. The review concludes with Acknowledgement and Agreement. An example of the review process was [REDACTED] 28.07.20.

Assessment conclusion

Processes have been implemented effectively and outcomes are consistent with the requirements of the Standard.

PART D: ISO45001 migration requirements

This Part covers the Scheme-specific requirements for migration from AS4801 to ISO 45001.

Pre-Certification Activities

Requirement:

All clients need to have provided BSI with a completed Client Information Form: G 9.1.1

Response:

STT provided the relevant form to BSI Group, prior to this assessment.

Audit Duration

Requirement:

G 9.1.4 The audit time of OH&SMS audits shall be determined in accordance with IAF MD5.

Response:

Audit time was determined in accordance with IAF MD5 requirements.

Representative Interviews

Requirement:

G 9.4.4.2 The audit team shall interview the following personnel:

- i) the management with legal responsibility for Occupational Health and Safety,
 - ii) employees' representative(s) with responsibility for Occupational Health and Safety,
 - iii) personnel responsible for monitoring employees' health, for example, doctors and nurses.
- Justifications in case of interviews conducted remotely shall be recorded,
- iv) managers and permanent and temporary employees.

Other personnel that should be considered for interview are:

- i) managers and employees performing activities related to the prevention of Occupational Health and Safety risks, and
- ii) contractors' management and employees.

Response:

Interviews were conducted with relevant STT Staff with responsibility for WH&S management including:

- CEO
- WH&S Manager
- WH&S Advisor, South
- WH&S Advisor North East
- General staff involved in the planning and supervision of forest operations

The Board actively considers and monitors safety performance as a priority.

The Opening meeting and subsequent interview with senior management included a Leadership presentation, which described the organisation's COVID response and highlighted initiatives to

support corporate safety objectives e.g. Physical, financial and mental health – communication and culture. The organisation has also implemented a 'Sustainable me' program.

Critical Incidents

Requirement:

G 8.5.3 The legally enforceable arrangements shall also require that the certified client informs the Certification Body, without delay, of the occurrence of a serious incident or breach of regulation necessitating the involvement of the competent regulatory authority.

Response:

Audit reviewed the STT VAULT system for incident management and close-out and determined incidents were routinely entered and effectively addressed and closed out.

Incident in VAULT: #3284 Incident, 10.01.2021, Description of 'What happened?' well described; Assessment of the incident is in progress, but not complete; Incident Learning 'Firefighter hit by log while extinguishing a log heap'.

Closing Meetings

Requirement:

G 9.4.7.1 Attendance at closing meeting

- management legally responsible for occupational health and safety;
- personnel responsible for monitoring employees' health; and
- the employees' representative(s) with responsibility for occupational health and safety.

Response:

The closing meeting was attended by:

- GM Operations for CEO
- WH&S Manager
- WH&S Advisor, South
- WH&S Advisor North East
- Regional Manager, North
- Regional Manager, South

Regulatory Obligations and Efforts to comply

Requirement:

G 9.4.5.3 The Certification Body shall have procedures detailing the actions to be taken in the event that it discovers a non-compliance with relevant regulatory requirements. These procedures shall include a requirement that any such non-compliances are immediately communicated to the organization being audited.

G 9.6.4.2 Independently from the involvement of the competent regulatory authority, a special audit may be necessary in the event that the Certification Body becomes aware that there has been a serious incident related to occupational health and safety, for example, a serious accident, or a serious breach of regulation, in order to investigate if the management system has not been

compromised and did function effectively. The Certification Body shall document the outcome of its investigation.

G 9.6.5.2 Information on incidents such as a serious accident, or a serious breach of regulation necessitating the involvement of the competent regulatory authority, provided by the certified client (see G 8.5.3) or directly gathered by the audit team during the special audit, (G 9.6.4.2) shall provide grounds for the Certification Body to decide on the actions to be taken, including a suspension or withdrawal of the certification, in cases where it can be demonstrated that the system seriously failed to meet the OH&S certification requirements. Such requirements shall be part of the contractual agreements between the CAB and the organization.

Response:

This audit verified a comprehensive approach to defining, reviewing and updating its legal requirements and other requirements; and a detailed and appropriate methodology to assess and confirm compliance with these requirements.

This audit verified that the organisation clearly demonstrated its capacity to manage safety and that relevant processes have been implemented effectively and outcomes are consistent with the requirements of the Standard, and Appendix A. Refer Element 6.1.3 comment in this report.

Opportunities for improvement from this assessment:

Documentation and records management

Finding Reference	2068300-202104-I1	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	1.3
Location reference	0047483115-001		
Category	Opportunity for Improvement		
Area/Process:	Document and records management		
Details	<p>The following issues were identified in relation to management of documents and records:</p> <ol style="list-style-type: none"> 1. The Emergency Preparedness and Response Guidelines and associated Evaluation Form documents are overdue for review. 2. The Quality Standards Manuals for Plantations and Native Forests contain much duplicated information. 3. The compliance certificate for the Scorpion Cylinder at the Camdale depot was not readily available. 4. The boiler certificate for the boiler at the Perth Nursery was not readily available. 5. Some site documentation is overdue for review: e.g. SWMS for IST Green Mill and Dry Mill (27.03.2016) and Geeveston Depot Evacuation Plan at IST (07.12.2015). 		

	6. The Perth Building Evacuation Plan does not include the issue or expiry dates, however there are fields for this information.
	7. Processes are in place at the Perth Nursery to validate that SDS are not more than five years from the date of publication. It is unclear whether STT undertakes any checks for updates or revisions to ensure that SDS on hand are still the current version. No instances of out-of-date SDS were found.
	8. The Calibration Certificate for the Master Cylinder at the Perth Nursery fire shed shows the Date of Calibration as 08.11.2019, and notes the Certificate Validity for 12 months. However it also states the Certificate is valid to May 2021.
	9. While records of complaints are routinely maintained in Consultation Manager, several records do not include details of completion.
	10. At the Perth Nursery Seed Centre the Procedure for Receiving, Extracting and Storing Seed was last reviewed in 2014.
	11. The Safe Work Australia, Code of Practice provides guidance about removing and disposing of asbestos. The Code requires that the asbestos waste must be disposed of as soon as is practicable at a licensed asbestos disposal site. While the contractor was required (and expected) to do this, STT has not sought verification that the waste was in fact disposed of at a licensed site.

Chain of Custody - heavy vehicle management:

Finding Reference	2068300-202104-I2	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	0.2
Location reference	0047483115-001		
Category	Opportunity for Improvement		
Area/Process:	Chain of Custody - heavy vehicle management		
Details	STT regularly monitors truck loading, recent records of these inspections are not always maintained. Additionally, truck loading is not currently included in the three-monthly safety audits.		

Workers' rights - remuneration:

Finding Reference	2068300-202104-I3	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	9.6
Location reference	0047483115-004		
Category	Opportunity for Improvement		
Area/Process:	Workers' rights - remuneration		

Details	Currently, contracts require contractors to pay employees according to agreed industry rates or relevant awards. STT does not currently seek any verification of these arrangements.
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Indigenous engagement:

Finding Reference	2068300-202104-I4	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	9.1
Location reference	0047483115-001		
Category	Opportunity for Improvement		
Area/Process:	Indigenous engagement		
Details	The Aboriginal Heritage Policy includes a specific commitment 'to explore and promote participation, economic and employment opportunities for Aboriginal communities to maintain the link with their heritage.' At present, there are no particular initiatives in this regard.		

Contractor management - Safety management (operations) - effectiveness of routine checks:

Finding Reference	2068300-202104-I5	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	9.5
Location reference	0047483115-001		
Category	Opportunity for Improvement		
Area/Process:	Contractor management - Safety management (operations) - effectiveness of routine checks		
Details	<p><i>Contractor support - provision of documentation</i></p> <p>It was noted that the contractor at TG026D (fencing job) was using Avenza, however STT had not provided an electronic copy of the map from the Operations Plan.</p> <p><i>Internal checks on contractor performance have not identified the following issues:</i></p> <p>The [REDACTED] Safety Management Plan identify all hazards/risks that exist at this site. For example: the potential for a serious injury in an isolated location, away from a vehicle where there is limited or no phone coverage; and potential for heat/cold exposure in an isolated location.</p> <p>[REDACTED] requires Emergency testing be completed weekly. However, no records of Emergency testing drills for the 3 identified Emergency situations were available for review and the crew commented that it did not document its Emergency drills.</p>		

At the [REDACTED] operation, the risk assessment has not considered the potential or likelihood of a machine rollover as an emergency situation.

At TG026D ([REDACTED]) the following issues were identified with this contractor:

- The First Aid qualification for the Principal is not current
- Protective headwear is damaged
- The contractor operates an ATV however this is not included on the FOLS.

These issues had not been identified in any routine checks.

Although working near powerlines had been discussed in toolbox talks, it was noted that this was not included in the risk assessment.

However, the risk was effectively managed by unloading on the other side of the road with machinery that was going nowhere near the powerlines.

At SU033B ([REDACTED]) the site safety induction was by means of printed Visitor Induction – Instruction Sheet, which visitors were required to read and sign. No explanation or discussion of the site risks was given. This highlighted an inconsistency in the effectiveness of visitor induction processes generally, and as this had also been observed at several other sites. This inconsistency has not been identified through any routine STT checks

The [REDACTED] Risk Matrix includes Likelihood and Consequence assessment and outcomes are determined by assessing each of these in turn. However, the Risk Matrix interpretation in the Risk Register understates the assessed level of Risk. There is no explanation of how to use the Risk Matrix, and the outcome is not always described and information 'S' is not described. It is unclear how STT determines the effectiveness of the risk assessment processes being implemented by contractors.

The [REDACTED] Risk Register does describe safeguards and controls well for its identified Hazards. The Register includes Risk associated with 'Roads, Traffic Management and Transport'. However, the Hazard ID Checklist does not include any reference to Log Truck Transport or any checks of required controls. This has not been identified through any routine checks

At MO107 ([REDACTED]) controls with respect to working in proximity to the wasp nest, (i.e. a requirement to tape 2 tree lengths away in order to clearly define the wasp trees danger area) had not been applied consistently. This has not been identified in recent checks.

The contractors ([REDACTED]) commence work on site at around 4.00am. The Risk Register does not include controls for fatigue management or conducting operations in the dark. This risk has not been identified in any routine safety checks.

Safety management - signage, risk assessments and routine testing:

Finding Reference	2068300-202104-I6	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	9.5
Location reference	0047483115-004		
Category	Opportunity for Improvement		
Area/Process:	Safety management - signage, risk assessments and routine testing		
Details	<p><i>Signage</i></p> <p>At the Perth Nursery site, not all fire extinguishers were accompanied by correct signage.</p> <p><i>Risk assessment</i></p> <p>There has not as yet been a risk assessment for the recently installed Urbinati sowing line machine. It is noted that the machine is not as yet in use.</p> <p><i>Routine testing</i></p> <p>The Overhead crane at the Seed Centre now sports a tag showing Safe Weight Limit (SWL) 500kg'. However, there is no testing certificate to verify this weight claim, and it is not clear if this item is included on the site's routine testing/assessment program.</p> <p>The Perth Nursery site is owned by STT and part of the site is leased to a separate business. While there is a commercial agreement in place that governs the lease, there is no overarching Site Safety Plan (or similar Emergency Plan) that covers all activities at the site, and in particular, any overlap between the two businesses.</p>		

Protest management:

Finding Reference	2068300-202104-I7	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	1.4 Emergency preparedness and testing
Location reference	0047483115-001		
Category	Opportunity for Improvement		
Area/Process:	Protest management		
Details	<p>The STT process does not describe the trigger point for contact with Tasmania Police. There is no prompt in the Protest Situation Report Form that triggers the need for police involvement. Likewise, the process for training or mentoring in the use of the Kit is not clearly described.</p>		

Next visit objectives, scope and criteria

Objective:

Verify conformance with the nominated Standards.

Scope:

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.

Criteria:

AS4708:2013; ISO 14001:2015 and ISO 45001:2018

Next Visit Plan

The next assessment is scheduled for February 2022. Planning for this assessment will be undertaken in cooperation with the client, noting the difficulties with an assessment during the fire season.

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.

Appendix: Your certification structure & ongoing assessment program

Scope of Certification

OHS 603481 (AS/NZS 4801:2001)

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 Central Office, Permanent Locations and Temporary sites.

/ AFS 603478 (AFS 4708:2013) / EMS 603479 (ISO 14001:2015) / OHS 603481 (AS/NZS 4801:2001)

Location reference	0047483115-001
Address	Forestry Tasmania

	T/A Sustainable Timber Tasmania Level 1, 99 Bathurst Street Hobart Tasmania 7000 Australia
Visit type	Re-certification Audit (RA Opt 2)
Assessment reference	8835048
Assessment dates	01/04/2021
Deviation from Audit Plan	No
Total number of Employees	250
Effective number of Employees	250
Scope of activities at the site	Main Certificate Scope applies.
Assessment duration	14 day(s)

/ AFS 603478 (AFS 4708:2013) / OHS 603481 (AS/NZS 4801:2001) / EMS 603479 (ISO 14001:2015)

Location reference	0047483115-002
Address	Sustainable Timber Tasmania Geeveston Office, Depot and Island Specialty Timber Cemetery Road Geeveston Tasmania 7116 Australia
Visit type	Re-certification Audit (RA Opt 2)
Assessment reference	3428184
Assessment dates	29/04/2021
Deviation from Audit Plan	No
Total number of Employees	25
Effective number of Employees	25
Scope of activities at the site	Main Certificate Scope applies.
Assessment duration	2 day(s)

/ AFS 603478 (AFS 4708:2013) / OHS 603481 (AS/NZS 4801:2001) / EMS 603479 (ISO 14001:2015)

Location reference	0047483115-004
Address	Sustainable Timber Tasmania Southern Region Office and Depot Building 2, 26 Lampton Avenue Derwent Park Tasmania 7009 Australia
Visit type	Re-certification Audit (RA Opt 2)
Assessment reference	3428187
Assessment dates	28/04/2021
Deviation from Audit Plan	No
Total number of Employees	25
Effective number of Employees	25
Scope of activities at the site	Main Certificate Scope applies.
Assessment duration	2 day(s)

Hobart / OHS 603481 (AS/NZS 4801:2001)

Location reference	0047483115-001
Address	Forestry Tasmania T/A Sustainable Timber Tasmania Level 1, 99 Bathurst Street Hobart Tasmania 7000 Australia
Visit type	Migration - Option 3
Assessment reference	3430246
Assessment dates	23/04/2021
Deviation from Audit Plan	No
Total number of Employees	25
Effective number of Employees	25
Scope of activities at the site	Main Certificate Scope applies.
Assessment duration	1.5 day(s)

Certification assessment program

Certificate Number - Contract 200615382

Location reference - 0047483115-001

		Audit1	Audit2	Audit3	Audit4	Audit5
Business area/Location	Date (mm/yy):	05/21	02/22	11/22	08/23	04/24
	Duration (days):	16.5	15	15	15	18
4 Context of the organization		X	X	X	X	X
5 Leadership		X	X	X	X	X
6 Planning		X	X	X	X	X
7 Support		X	X	X	X	X
8 Operation		X	X	X	X	X
9 Performance evaluation		X	X	X	X	X
10 Improvement		X	X	X	X	X
Use of Logos		X	X	X	X	X
0.1 Defined Forest Area		X	X	X	X	X
0.2 Chain of Custody		X	X	X	X	X
Criterion One: Forest Management Plan		X	X	X	X	X
Criterion 2: Stakeholder engagement		X	X	X	X	X
Criterion 3: Biodiversity		X	X	X	X	X
Criterion 4: Productive capacity		X	X	X	X	X
Criterion 5: Forest health		X	X	X	X	X
Criterion 6: Soil and water		X	X	X	X	X
Criterion 7: Carbon			X			X
Criterion 8: Cultural values		X	X	X	X	X
Criterion 9: Social and economic benefits		X	X	X	X	X
Safety management systems		X	X	X	X	X
Chain of Custody (BCET)		X				X
Operations - Huon			X			X
Operations - Derwent			X			X
Operations - North East		X				X
Operations - North West		X				X
Perth Nursery		X				X

Mandatory requirements – re-certification.

Review of assessment finding regarding conformity, effectiveness and relevance of the management system:

Sustainable Timber Tasmania has maintained and continually improved its management system over the past three years. The relatively small number of issues identified through audits during this time is testament to the strength and effectiveness of the management system. During this time, the organisation has undergone a significant restructure with a significant reduction in staff numbers and re-alignment of the organisational structure and responsibilities. The management system has demonstrated its robustness throughout these changes, in particular in support of management of change within the organisation.

Management system strategy and objectives:

The management system is effectively supporting the organisation in the achievement of its strategic objectives. The systematic approach to management of the organisation effectively supports the functioning of the business. Key processes such as risk identification and assessment; development of strategic and operational objectives to more effectively manage identified risks; effectiveness of monitoring and reporting processes; effectiveness of measures to identify and manage non-conformances when they occur; internal audit processes and management review are effectively supported by the management system.

Review of progress in relation to the organisation's objectives:

As above.

Review of assessment progress and the re-certification plan:

The three-year assessment program is based on the minimum requirements for each of the nominated Standards and associated schemes. Reductions in audit duration have been applied, consistent with the scheme rules, acknowledging the fact that there is considerable duplication of key system processes with each of the Standards.

The 3-Year Plan includes provision for all the business activities at the nominated locations.

BSI client management impartiality and surveillance strategy:

The Client Manager and other assessor have all the relevant codes. The audit team always includes a member with safety-specific codes. Auditor impartiality has been maintained by the inclusion of additional team members. The three-year assessment plan applies a 9-month return cycle to accommodate variations in seasonality of operations.

Certification cycle

Continue with the current Total assessment days / Cycle.

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 rely on the Report. If you wish to distribute copies of this report external to your organisation, then all pages must be included.

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.