

Assessment Report

Sustainable Timber Tasmania

AS 4708:2013; AS4708:2021;
ISO 14001:2015, and
ISO 45001:2018

September 2022

Assessment dates	08/08/2022 to 29/09/2022 (Please refer to Appendix for details)
Assessment Location(s)	Hobart (001)
Report Author	[REDACTED]
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Executive Summary

This report presents the findings of **a routine surveillance assessment of Sustainable Timber Tasmania's (STT) Forest Management System (FMS)** with respect to the requirements of AS4708:2021, 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.

The aim of this assessment was to verify conformance with the requirements of AS4708:2021 and also verify conformance with the requirements of the other nominated Standards.

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 Northern and Southern Regions. This assessment was conducted on-site, with appropriate controls to conform with the **organisation's requirements in relation to the continuing 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. The assessment also included processes for stakeholder consultation and engagement and specifically an **assessment of the organisation's response to a recent complaint in relation to operations recent harvesting activities in HU304Y.**

There were no non-conformances to close out from the previous assessment. Two minor non-conformances have been identified in relation to:

- Review of effectiveness of corrective actions; and
- Operational controls at Perth Nursery and Seed Centre

STT has reviewed the opportunities for improvement noted in the previous report and has implemented a plan to address each as appropriate. Further opportunities for improvement have been identified in relation to the timeliness of review of some system documentation and standards for construction and maintenance of drainage on snig tracks.

The audit provided an opportunity for direct engagement with contractors involved in a range of activities including thinning and clearfall activities. Discussions with contractors focused on the effectiveness of the site handover process and safety in forest operations including the effectiveness of hazard identification and risk assessment and fatigue management.

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

- System governance and sound economic management
- Research framework
- Operational planning framework
- Forest management activities (Biodiversity, forest health and yield modelling)
- Key system processes (internal audit and management review)
- Contractor management framework
- Stakeholder engagement – all activities

Significant improvements noted in this assessment include:

- Safety: Development of the Quarry Safety Management Plan; Documentation to support hazard identification and risk assessment in forest operations; and continued implementation and roll-out of safety circle
- Recording property inspections for leased areas at time of review / renewal

- Internal audit of FPPs and response to findings

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 staff and contractors in managing the various processes throughout the business. Accordingly, the report includes a recommendation for continued certification to the nominated Standards as well as a recommendation to migrate the certification to AS4708:2021.

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

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

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

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

Your next steps

NCR close out process

There were no outstanding nonconformities to review from previous assessments.

2 nonconformities requiring attention were identified. These, along with other findings, are contained within subsequent sections of the report.

A nonconformity relates to a single identified lapse, which in itself would not indicate a breakdown in the management system's ability to effectively control the processes for which it was intended. It is necessary to investigate the underlying cause of any issue to determine corrective action. The proposed action will be reviewed for effective implementation at the next assessment.

Please refer to Assessment Conclusion and Recommendation section for the required submission and the defined timeline.

Assessment objective, scope and criteria

Objective:

Verify conformance with the requirements of the nominated Standards.

Scope:

As per certificates.

Criteria:

AS4708:2013 and AS4708:2021

ISO14001:2015

AS4801:2001

ISO45001:2018

Statutory and regulatory requirements

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

Assessment Participants

Position	Role	Opening Meeting	Closing Meeting	Int. (proc.)
Certification Manager	Top management (legal responsibility for H&S)	X	X	X
CEO	Responsible for health monitoring	X	X	X
Safety Manager	Employee H&S representative	X	X	X

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

Recommendation

RECOMMENDED - Corrective Action Plan Required ('Minor' findings only): The audited organization is recommended for certification to AS4708:2021 based upon the acceptance of a satisfactory corrective action plan for all 'Minor' findings as shown in this report. The effectiveness of the actions taken will be reviewed during the next surveillance audit.

You are required to identify the cause and implement corrections and corrective actions required to address all nonconformities before your next BSI assessment relating to the certificate against which the nonconformities were raised.

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

4 Context of the forest manager

Standard References:

- 4.1 Understanding the forest manager and its context
- 4.2 Understanding the needs and expectations of stakeholders including workers
- 4.3 Determining the scope of the certified forest management system (including EMS and SMS)
- 4.4 Forest management system

Objective evidence:

Processes observed/demonstrated

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

Related documentation

- STT Forest Management Plan – April 2019
- Corporate Plan 2021 – 2024
- Statement of Corporate Intent –
- Scope of Certification Procedure –
- Certification Scope Summary – V1.3 23.08.22

Records validating processes

- Conformance Evidence Register – current
- Communication and Stakeholder Engagement Policy –
- Stakeholder Engagement Operational Approach
- Consultation manager
- Land Property Site Inspection – Property ID 18655 09.08.22

Interviews with key personnel

- Executive Leadership Team (ELT), Certification Manager and WH&S Manager
- regarding context of the organisation; the needs and expectations of interested parties, including workers; and the scope of the management system.

Comments

Context of the forest manager

The Tasmanian government has been returned following the recent election and a new Minister appointed to the Forestry portfolio.

Whilst there have been no changes to the Executive Leadership Team, a key position has been established, namely, Manager, Harvesting and Transport.

The ban on log exports to China and closure of [REDACTED] has led to a narrowing of product markets. Woodchip and high-quality sawlog markets have been maintained.

Eucalypt plantations are maturing, and the strengthening of forest management systems is proposed to support plantation harvesting and establishment operations. Climate change risks are being identified as part of the transition to reliance on plantations by 2027.

Safety performance for STT staff remains effective. Take 5, Safety Walks and Toolbox Meetings continue to support engagement. Further, improvements in contractor performance have been progressing including continued implementation of the Safety Circle Program.

A formal complaint has been received in relation to visual amenity.

The Tasmanian Government has committed to implementing a Net Zero by 2030 strategy. STT is reviewing implications for the location of renewable projects on the forest estate

The context of the organisation is clearly described in two key documents: the Forest Management Plan and the Corporate Plan. The Corporate Plan is an internal document, and the Statement of Corporate Intent provides a public summary. The FMP and Statement of Corporate Intent are both publicly available on the STT website.

The Forest Management Plan reflects consideration of all the requirements of the forest management system.

Needs and expectations of stakeholders

The Stakeholder Engagement Operational Approach provides a framework for identification of the needs and expectations of interested parties including workers.

Swift Parrot continues to maintain a high level of external media interest. The National recovery plan is in draft. STT has developed its own Swift parrot Management Plan. STT continue to implement prescriptions to support populations as part of Forest Practice Plans.

There have been minor changes to stakeholder agencies including Private Forests Tasmania and Forest Practice Authority with new Chair and Chief Forest Practices Officer. STT continues to respond to changes required under the Forest Practices Code 2020, including refining performance monitoring systems.

A Reconciliation Action Plan is being developed to support collaborative partnerships with Reconciliation Australia.

Quarry Safety Plans are being enhanced to support compliance following findings from regulator audits. STT received a small grant to support its diversity programs including Woman in Forestry program.

Scope

The certification scope summary provides details of the scope of certification. The scope of certification is:

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.

Defined forest area

The Certification Scope Summary provides the framework for reviewing and updating the DFA.

The Defined Forest Area is currently 795,870 hectares advised to Responsible Wood on 23 August 2022.

STT has leased land within the DFA. Property agreements are reviewed prior to renewal. A Land Property Site Inspection is carried out during the renewal process. The aim is to identify any issues in relation to that property. Records of property inspections were readily assessable.

Assessment conclusion

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

5 Leadership

Standard references:

- 5.1 Leadership and commitment
- 5.2 Sustainable Forest Management Policy (incl. safety and environmental management)
- 5.3 Roles, responsibilities and authorities
- 5.4 Consultation and participation of workers (ISO 45001)

Objective evidence:

Processes observed/demonstrated

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

Related documentation

- STT Corporate Plan -2023-2026
- HSE Committee Charter –
- STT Organisational Structure – August 2022
- Sustainable Forest Management Policy – July 2022
- Communication and Stakeholder Engagement Policy – June 2017
- STT Board Environment, Safety & Health Committee Charter V 8 9 Aug 2021
- Sustainable Forest Management Policy
- Work Health Safety & Wellbeing Policy

Records validating processes

- Position Description: Senior Systems Administrator – June 2022

- Position Description – Certification Manager

Interviews with key personnel

- Executive Leadership Team, Certification Manager and WH&S Manager regarding leadership and commitment; policies; responsibility and authority.
- People and Culture Manager and Senior People and Culture Business Partner regarding organisational structure, roles and responsibilities.

Comments

Leadership and commitment

The Board is responsible for overall governance of the organisation. The CEO chairs the General Management Team which has responsibility for the day-to-day running of the business. The CEO reports directly to the Board.

STT Board has a number of Committees with specific responsibilities, including:

- ESH Committee
- Finance, audit and risk
- Remuneration and nominations

Each committee is supported by a Charter which sets out the responsibilities and reporting arrangements.

The Corporate Plan is reviewed and updated annually. The four values are Respect, Responsibility, Growth and Excellence.

Values plus behaviour equals culture.

The General Management Team (GMT) reports directly to the Board via the CEO.

Policies

The SFM Policy has been recently reviewed and updated. It includes all commitments as required by the Standard. STT acknowledges the positive contribution of stakeholders and makes a commitment to proactive engagement with stakeholders in the Communication and Stakeholder Engagement Policy. Policies are communicated to employees and contractors during the induction process and are publicly available on the **organisation's website**.

There has been no change to the WHS Policy. It includes all commitments required by the Standard.

STT maintains a register of policies and ensures that policies are regularly reviewed.

Responsibility and accountability

Organisational Charts reflect current reporting arrangements. Individual Position Descriptions specify the purpose of the position (aligning with corporate or divisional objectives) as well as the roles and responsibilities of that position. Each member of staff has a Performance Review Development Plan (PRDP) which sets specific development objectives.

STT has a strategic initiative to invest in people to support the maintenance of organizational knowledge and grow human resources, which includes a trainee program.

The ELT support initiatives that develop and promote culture to achieve the intended outcomes of the safety management system. The review of specific initiatives includes improved contractor compliance and skills gap analysis.

STT has conducted a review of the Safety Circle program including participation from contractors as part of workshops that support a safety culture.

STT has also undertaken a review of governance structure that supports the safety management system including ESH Committee and Health and Safety Charter. There are monthly updates to the STT Board regarding safety and environmental performance.

EHSE Committee operates under a charter with a workplan and schedule of meetings.

The Committee provides monthly operational updates to the board.

The Certification Manager is responsible for maintaining certification to the nominated Standards and reporting on the performance of the forest management system.

Assessment conclusion

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

6 Planning

Standard references:

- 6.1 Actions to address obligations, risks and opportunities
 - 6.1.1 General
 - 6.1.2 Compliance obligations (Determination of legal requirements and other requirements)
 - 6.1.2/3 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)
 - 6.1.4 Planning action (45001)
- 6.2 Management objectives
 - 6.2.1 Planning actions to achieve management objectives

Objective evidence:

Processes observed/demonstrated

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

Related documentation

- Operational Risk Management Overview and Vault Risk Register Management Procedure – V.2 June 2020
- Standard Operating Procedures
- Safe Work Method Statements
- Environmental Compliance Obligations Summary – V.3 December 2020
- NHVL Compliance Report
- Carter Trucking App
- Truck Overloading Monitoring System (TOMS)
- Mass management Policy and Procedure
- 2021-22 Truck Overload performance
- Carter Trucking App Usage (2019/2020)
- DRAFT CoP Log Haulage -National
- Overloading Report - Rego F27AZ; XT20AZ
- Vault Event 3836 Rego F27AZ
- Quarry Safety Management Plan

Records validating processes

- Strategic Risk Register
- Vault Risk Register
- Take 5 Assessments
- Forest Practices Plans
- Special Values Assessment
- Forest Operations Plans and Contractor Job Specifications
- ES&H Environmental Report – July 2022
- Review of current performance for truck overloads being 2.8% or 608 loads.
- Contractor Portal established for managing contractor compliance where truck configurations, truck registration, NHVL accreditation, insurances etc.
- Sighted Carter Trucking App performance
- Review of overloading report and incident reporting in the Vault.
- Review of Mayday Hill Report includes recommendation to use 3rd party weighbridges to determine how these could be accessed.
- Quarry Safety Management Inspection reports (in iAuditor)
- Contractors LTIFR Rolling
- Harvesting and Haulage Potential Severity Rolling Year

Interviews with key personnel

- Certification Manager regarding risk management arrangements and processes for setting objectives.
- Manager Harvesting and Transport and WH&S Manager regarding management of safety-related risk management.

Comments

Compliance Obligations

Contract prequalification processes established with requirements to have COR Policy, NHVR Accreditation and use TOMS. All incidents are logged in the vault if they are deemed significant i.e. 1 tonne and over.

Mass Management Policy and Procedure describes the incident category and performance management. Contractor compliance monitoring systems are being implemented including contractor Portal and Carter Trucking APP.

A review of the harvesting FOS Plan has been undertaken to provide a revised framework for risk assessment required under the new Forest safety: Code of Practice. The revised framework will support the implementation of contractor safety management plans.

Review of improvement project to develop Quarry Safety Management Plans for 74 quarries in response to internal audit to meet compliance obligations under the Mine Health and Safety Act. This includes the 'Appointment of a Site Senior Officer' who has required competencies. i.e. Certificate III in Surface Extraction of Quarries. Quarry safety inspections are completed at planned intervals using iAuditor checklists.

Objectives

STT has conducted a review of WHS objectives and targets. WHS Performance is improving with and LITFR of 5 as at Aug 2022 down from 15 in May 2019. There has been a transition to less severe incidents resulting a decline in the severity rate for incidents in the last 12 months.

The Safety Circle Program continues to support WHS improvement actions with extension of the program to include Harvesting and Haulage contractors.

Assessment conclusion

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

7 Support

Standard references:

- 7.1 Resources
- 7.2 Competence
- 7.3 Awareness
- 7.4 Stakeholder communication and engagement
 - 7.4.1 General
 - 7.4.2 Internal communication
 - 7.4.3 External communication
 - 7.4.4 Public summary
 - 7.4.5 Chain of custody claims
- 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
- recruitment - determination of required competencies
- awareness and communication
- management of documentation and records
- stakeholder engagement
- management of complaints and disputes
- chain of custody claims
- monitoring of overloads (LOGR)

Related documentation

- STT Intranet
- Document Management - Librarian Request Form
- Document Management Procedure 7.1
- Quality Standards Manual - Native Forests
- Quality Standard Regeneration
- Quality Standards Review Agenda 2.08.2021
- Quality Standards State-wide Results
- Communication and Stakeholder Engagement Policy June 2018
- Complaints Resolution Policy May 2022
- Complaint Resolution Procedure April 2022

Records validating processes

- ELMO Records – HR Manager e.g. First Aid
- BPI Report related to document reviews completed by management as part of monthly reporting.
- Quality Standard Regeneration not achieved for 230 hectares. Decision about further action is required or no further action, the lowest is 55% where 65% required.
- Annual Standard reviews determined progressive harvest assessment determined that >10% damage to retained stems. Improvement actions identified to investigate manual and mechanical damage as part of harvest operations.
- ESHC meeting 21 July 2022
- Three Year Wood Production Plan
- HU3014Y - Huntsman Coupe
- Review of Access
- Consultation Manager Event ID 4928
- Email - Meeting 22.07.22 - Met on site with [REDACTED] and neighbours [REDACTED] and [REDACTED]
- NW STT Roadmap

Interviews with key personnel

- People and Culture Manager and Senior People and Culture Business Partner regarding provision of resources, competence and awareness.
- Senior Certification Advisor regarding stakeholder engagement and complaints.

Comments

Resources, competence and awareness

The number of full-time staff has increased by approximately 10% since the 2017 restructure, in **accordance with the organisation's commitment to provision of resources.**

ELMO is used to manage all employee information (other than payroll) in relation to training and skills, learning and development.

Capacity building

STT focuses on capacity building on an ongoing basis through mechanisms that include:

- the annual employee Performance Review and Development process, which provides opportunity for supervisors to articulate and employees to self-identify learning and development needs
- the Trainee/Cadet Career Pathway Procedure which focuses on developing our future workforce resources through the support and progression of trainees and cadets
- succession planning, which focusses on critical positions
- transition to retirement practices which identifies resource requires to backfill an aging demographic.

Notably, STT's Training Calendar enables access to training throughout the year, not just at PRDP time.

Stakeholder engagement activities

Review of Safety Circle program which has been extended to include harvesting contractors with haulage contractors next. The program is at Stage 3 and has so far identified 88 WHS improvements and improved overall safety performance. Leadership and commitment is demonstrated by a Board member attending all 6 Safety Circle workshop sessions.

Safety Circle meetings are conducted by SFO and FO weekly. New starters will participate in Safety Circle training as part of onboarding program.

Complaints and disputes

Review of complaints handling process for HU304Y - Huntsman Coupe complaint relating to visual amenity and stakeholder engagement. Review of process for notifying stakeholders including neighbours as part of forest operations planning.

STT post the Three-Year production plan on their website which enables stakeholders to register their interest in a particular operation. Stakeholder groups were identified in relation to Huntsman Coupe that represented affected and interested stakeholders. The investigation report in relation to the incident is in draft, however, STT have identified improvements in the process of conducting visual amenity values and risks.

The complaints handling process in relation to the Hunstman Coupe investigation (underway but not complete) is in accordance with STT complaints handling procedures.

Chain of custody processes and claims

Chain of custody processes and requirements are well managed. Refer Site Assessments later in this report for details.

STT maintains separate certification for its export operations. This is reported separately.

Documented information

The assessment included a review of processes for document management as per procedure and in the SharePoint system.

Key documents include the Quality Standards manuals which describe processes for regeneration of native forests and re-establishment of plantations.

The Forest Operations Database is used for performance reporting against Quality Standards.

Annual standards review undertaken with consideration of state-wide results where previously reviews were segmented for regional operations. Improvement actions identified based on analysis of performance.

Review of baseline risk assessment and tool used to assess risks and hazards required to be considered. Assessment of risks is incorporated into the Harvesting Operations SOP.

There are currently 333 documents or about a third of all management system documents overdue for review. Existing processes are not supporting a timely review and an opportunity for improvement is noted in this regard.

Assessment conclusion

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

8 Operation

Standard references:

- 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

Objective evidence:

Processes observed/demonstrated

- operational planning and supervision
- stakeholder engagement in the planning phase
- hazard identification and elimination of hazards
- procurement, contractor management and outsourcing
- emergency preparedness and response

Related documentation

- Emergency Response Guideline – June 2020
- Emergency Testing Schedule and Record (Excel Workbook) – 2021-22

- Standard Operating Procedure for Search and Locate, Working Alone and Remote Area Procedure – V. 1.2 02.05.19
- General Services Contract Template
- Positive Assurance Statement - Contractor Workers Rights
- STT Contractor Portal

Records validating processes

- Emergency Test Plan: 99 Bathurst Street – May 2020
- Emergency Evacuation Diagram: 99 Bathurst Street – Feb 2017
- Contractor Qualifications App - [REDACTED]
- CAM Contracting Safety Improvement
- Contractor Expenditure Top 5 activities & % amount of \$ by Region Activity and Contractor

Interviews with key personnel

- Certification Manager regarding emergency preparedness and response.
- General Manager - Business Development and Strategy, Manager Harvesting and Transport, WHS Manager regarding contractor management.

Comments

Operational planning

A process for prequalification of contractors has been enhanced to support the evaluation of contractors WHS management systems and performance as part of the procurement process.

The General Services Contract template includes WHS criteria which supports STT safety management system outcomes.

For details of operational control, refer to Site Visits later in this report.

Emergency preparedness

STT has identified a range of emergency situations and has established a schedule for emergency testing. The Emergency Testing Schedule and Record provides details of planned tests and maintains records of testing events.

An emergency plan is established for each fixed site, e.g. Head Office. Evacuation diagrams are displayed in prominent locations.

Other emergency processes are managed through relevant SOPs e.g. Standard Operating Procedure for Search and Locate, Working Alone and Remote Area Procedure.

STT provides contractors with information to help identify situations that may have an impact on the normal conduct of activities, e.g. Natural and Cultural Values – Photo Guide.

Records of emergency events (other than tests) are maintained in the Vault.

Fire-related emergency situations are covered in section 11.3 in this report.

Assessment conclusion

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

9 Performance evaluation

Standard references:

9.1 Monitoring and evaluation

9.1.1 General

9.1.2 Evaluation of compliance

9.2 Internal audit

9.3 Management review

Objective evidence:

Processes observed/demonstrated

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

Related documentation

- Internal Audit Procedure – V.1 Nov 2018
- Internal Audit Strategy -
- Internal Audit Schedule – 2021-22
- Forest Practices Internal Audit Procedure – V.2 May 2022 (in draft)
- Presentations to Management Review e.g. Legal changes
- Hazardous Tree Procedure - DRAFT
- SWP 003 Safe Work Procedure
- Incident Reporting and Investigation Procedure

Records validating processes

- Internal audit: Stakeholder engagement – June 2021
- Vault records e.g. # 1037 08.07.21 (Completion date 30.06.22)
- ESH Papers – July 2022
- STT Forest Management System Annual Management Review (agenda and minutes) – 12.08.22
- ICAM Investigation
- Meeting Minutes - Hazardous Trees Removal Procedure
- Coupe Monitoring Report 26 August 2021
- Hazardous Tree Identification Tool
- Hazardous Tree Photo Guide
- Hazardous Tree Falling Risk Assessment
- Hazardous tree - Decision process
- Safety Bulletin Number 2022-1 - Removal of Non-Hazardous Trees - Machine Pushing and/or digging around tree roots
- Chainsaw Kickback incident Video
- Operator hit by limb Video
- Contractors LTIFR Rolling
- Harvesting an Haulage Potential Severity Rolling Year
- STT Contractor Safety Circle Program - Southern Region

- Vault # 3548 - Shoulder Injury - fell off log whilst trimming
- Field Operations Meeting
- Environment Report July 2022
- Vault # 3678 TFA Contractor crossed - machinery in habitat clump - notifiable
- Summary of Boundary Breaches - Meta Analysis carried out in Feb 2022
- Incident Learning - Circular No. 2022-03

Interviews with key personnel

- Certification Manager and Senior Certification Adviser regarding management review and internal audit.

Comments

Monitoring, measurement, analysis and performance evaluation

Evaluation of compliance

STT conducts an evaluation of compliance and reports annually to the FPA. The results of the evaluation of compliance are reported in the annual management review.

Internal audit

Internal audit are conducted according to the Internal Audit Schedule. The audit program is guided by the Audit Strategy. The strategy considers the nature of the area of operation or activity and the frequency of audits is based upon the relative risks associated with that process.

Recent audits include:

- Operational planning and harvest operations
- Wet weather and restoration activities
- Planned burning
- Risk management
- Stakeholder engagement
- HVNL compliance
- 3-Year Plan audit
- Woodchip Chain of Custody

Audits cover operational activities as well as system processes. Audits are conducted by individuals independent of the processes being assessed. Auditors have training and/or relevant expertise as necessary.

Audit findings are clearly expressed and actions taken to address deficiencies are appropriate. Actions arising from internal audits are managed in Vault.

In recent times STT has developed a new procedure for internal audit of Forest Practices Plans. The development of the new procedure was in part in response to the findings from an FPA audit. The procedure clearly describes the objectives and scope. The recent audits focused on a range of activities in native forests including roading, harvesting and reforestation and three plans were audited in each region. The audits were undertaken by an independent contractor.

STT has developed a set of questions to guide the audit. An analysis of the audit outcome showed a high level (92.7%) of conformance, and very low level (0.2%) of unacceptable outcomes, all associated with a single Forest Practices Plan. Issues identified related to:

- Boundary marking;
- Management of log dumps; and
- Crossings.

The audit was followed by a number of recommendations to address the issues identified and further work is planned.

The new framework for management of internal audits, particularly in relation to FPPs is noted as a significant improvement.

Management review

Management review is delivered through the governance framework. STT has established three committees that report to the Board. These are:

- Environment, Safety and Health
- Audit and risk
- Communications and stakeholder engagement

Each of the Board Committees is supported by a charter. These committees meet and report every three months.

The GMT meets monthly and is informed by reports from other groups including:

- Field Operations
- Land Management
- Corporate Services
- Business and Development

All forums are minuted and records of minutes were readily available, e.g. ESH Minutes – July 2022.

STT also conducts an Annual Review that incorporates all the required inputs and outputs of the respective Standards. The purpose of the review is to provide an annual strategic systems check that reviews performance against STT objectives, highlight improvements, identifies gaps, and notes actions **which can inform next year's objectives. The agenda is structured around the requirements of the** respective Standards. The minutes include endorsement of recommendations and actions.

The review process is highly effective and includes buy-in from all senior management.

Assessment conclusion

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

10 Improvement

Standard references:

- 10.1 General
- 10.2 Nonconformity and corrective action

10.3 Continual improvement

Objective evidence:

Processes observed/demonstrated

- Management of non-conformances
- System improvements

Related documentation

- Hazardous Tree Procedure - DRAFT
- SWP 003 Safe Work Procedure
- Incident Reporting and Investigation Procedure

Records validating processes

- ICAM Investigation
- Meeting Minutes - Hazardous Trees Removal Procedure
- Coupe Monitoring Report 26 August 2021
- Hazardous Tree Identification Tool
- Hazardous Tree Photo Guide
- Hazardous Tree Falling Risk Assessment
- Hazardous tree - Decision process
- Safety Bulletin Number 2022-1 - Removal of Non-Hazardous Trees - Machine Pushing and/or digging around tree roots
- Chainsaw Kickback incident Video
- Operator hit by limb Video
- Contractors LTIFR Rolling
- Harvesting an Haulage Potential Severity Rolling Year
- STT Contractor Safety Circle Program - Southern Region
- Vault # 3548 - Shoulder Injury - fell off log whilst trimming
- Field Operations Meeting
- Environment Report July 2022
- Vault # 3678 TFA Contractor crossed - machinery in habitat clump - notifiable
- Summary of Boundary Breaches - Meta Analysis carried out in Feb 2022
- Incident Learning - Circular No. 2022-03

Interviews with key personnel

- WHS Manager and Senior Certification Advisor regarding safety-related improvement processes.

Comments

Incident and non-conformity

Review of incident reporting in relating to contractor fatality as part of ICAM investigation. The investigation team identifies causal and contributing factors. Corrective actions identified were aimed at eliminating causal factors. Initial containment of the issue included issuing a safety alert in relation to hazardous trees. A committee was formed to develop a Hazardous Tree Procedure which included a decision making process for operators.

Review of safety and environmental incidents including processes for identifying causes and related corrective actions. There is currently no process in the Vault for reviewing the effectiveness of corrective actions.

Improvement

Improvements identified for STT safety management system arising from fatality included:

- Review of current Incident Management Team process;
- ICAM refresher training annually;
- sharing importance of keeping coupe notes;
- reinforcement of safety circle principles;
- review process of PCBU audits; and
- STT to review the effectiveness of corrective actions arising from contractor incidents.

A cause analysis was undertaken of boundary breaches in response to an increase in incidents and multiple issues. An incident circular was communicated with actions relating to map versioning and loading of correct maps and variations on smart devices.

A minor non-conformity is noted in relation to the review of the effectiveness of corrective actions taken to address incidents of moderate or higher consequence, as per STT Incident Reporting and Investigation Procedure.

Assessment conclusion

Processes have not always been implemented effectively and outcomes are not always fully consistent with the requirements of the Standard.

11 Sustainability criteria

11.1 Maintain forests and carbona

Objective evidence:

Processes observed/demonstrated

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

Related documentation

- STT Emissions calculator - scope 1, 2 3 emissions

Records validating processes

- Full CAM model used to determine carbons stocks including process for validation of WOODSTOCK system to determine carbon stocks.

Interviews with key personnel

- General Manager - Business Development and Strategy, Senior Forest Resource Planning Analyst and Strategy Manager regarding impacts on carbon stocks from harvesting and fire and climate positive practices.

Comments

Maintain carbon stocks – carbon estimates

Review of methodology for calculating a scientifically justified estimate for current and future carbon stocks. STT forests represent a net carbon store in below and above ground biomass. Review of current and future forecasts including impacts from harvesting and fire.

Climate positive practices

Review of climate positive practices including fleet purchases of Hybrid vehicles.

Conversion of natural ecosystems

There is no evidence of conversion of natural ecosystems. This is effectively managed through STT's Permanent Forest estate policy and the implementation of the Forest Practices System.

Conversion of degraded native vegetation to plantation

STT has effective processes for identification and remediation of areas of degraded native vegetation, most usually as the result of unplanned fire. There is no conversion of native vegetation to plantations.

Reforestation

Processes for reforestation are demonstrably effective. Refer Site Assessments for details.

Assessment conclusion

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

11.2 Forest ecosystem health

Objective evidence:

Processes observed/demonstrated

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

Related documentation

- Forest Industry Standard – Controlled Burning
- Guideline – Coordinated Smoke Management System V.2 September 2021
- STT Strategic Fire Management Plan
- Tactical Fire Management Plan
- Forest health system – flow chart
- Forest Health Manual- V.4 Feb 2020
- Environmental Weed Control Strategy – V.3 August 2021

- Environmental Weed Mapping System – V.3 August 2021
- LTR Reserve Condition Assessment and Monitoring – V2.1 August 2022
- Leaf Beetle Monitoring Procedures for FOD – V2 August 2022
- Insect Pest Monitoring Guidelines – V.18 August 2022
- Major Eucalypt Pests and Beneficial Insects – V.4 August 2021
- Quarry Hygiene Surveys – V.3 Feb 2021
- Pesticide use policy – May 2020
- Pesticide Standard Operating Procedure – V.3 March 2020
- Annual Report 2021 – Table 6: Pesticide Use

Records validating processes

- CSMS Website – with records of planned burns
- Fuel Reduction Burn – Forest Operations Plan – C-Road Nugent May 2021
- EPA website – real-time air quality data 13.08pm 29.08.22
- Post-burn Evaluation – 31.05.21
- FHS Notification - MX283C June 2022
- LTR Summary Report – 2022
- Quarry hygiene status reports e.g. [REDACTED] – 29.03.22
- National Forest Health Biosecurity Sub-Committee minutes – 18.10.21
- (National) Plantation Forests Biosecurity Plan – V.3 October 2020
- STT Recommended and restricted pesticides register – Excel workbook (current)
- Pesticide risk assessments e.g. ESRA Glyphosate – October 2020 and Metsulfuron Methyl – March 2020.

Interviews with key personnel

- Southern Fire Management Coordinator regarding planned and un-planned fire.
- Senior Research Officer regarding forest health surveillance and reporting.

Comments

Identify and manage forest ecosystem health

The forest health flowchart and manual describe the forest health system. STT has identified a range of forest health parameters that are monitored through the annual surveillance plan. Information derived from monitoring processes is stored in FOD. Data is analysed and district data summaries are prepared. Significant issues are identified and discussed with relevant district staff. Plans are developed to address identified issues. Data from the forest health system is compiled in the Annual Report.

The Forest Health Manual focuses on insect pests and pathogens. The Environmental Weed Control Strategy identifies the weed species that are of concern for the management of STT assets. The Environmental Weed Mapping System describes protocols for transferring spatial data to FOD.

The process was demonstrated for MX283C – weeds and performance issues. The survey was undertaken in June 2022. The survey identified issues with weed incursion (grass and blackberries) as well as performance issues associated with nutrition. The FHS Notification provides a detailed description of the problem and includes recommendations to address the issues.

The Long-Term Retention (LTR) Reserve Condition Assessment and Monitoring describes the framework and methods for monitoring and assessment forest health within the long-term retention areas. It also

describes protocols for data collection and storage. STT provides an annual summary report in relation to LTR monitoring.

The Insect Pest Monitoring Guidelines describe monitoring processes for chrysomelid beetles and provide information on control thresholds. -Major Eucalypt Pests and Beneficial Insects are identified and described and taken into consideration in the Integrated Pest Management (IPM) Plan.

Protocols for quarry hygiene are describes in the Quarry Hygiene Surveys. Appendices identify key indicator species. A Quarry Hygiene Status Report is prepared for each quarry assessed.

The National Plantation Forests Biosecurity Plan establishes the framework for biosecurity nationally. STT participates in the National Forest Health and Biosecurity Sub-committee. The committee aims to address any national biosecurity issues.

STT also participates in other forums e.g. the National Forest R, D and E project steering committee. Health; the Tasmanian Integrated Pest Management Group; and the Forest Pest Management Research Consortium.

Pesticides and fertiliser use

Use of pesticides is governed by a policy and managed through the Pesticide Standard Operating Procedure (SOP). The SOP reinforces the policy commitment to minimise chemical use. Use of unauthorised chemicals is not possible. The register identifies chemicals that are recommended for use as well as those where the use is restricted and/or prevented.

STT maintains records of risk assessments for all approved chemicals. STT collaborated with other forest managers who engaged a specialist to undertake risk assessments for all chemicals in use. The risk assessments include details of mitigation measures.

Where proposed chemical use is outside AVPMA Guidelines, STT may operate under off-label permits as required. Pesticide application is conducted by accredited personnel (usually contractors) and accreditation is verified during the procurement process.

Details of all chemical use is recorded in FOD and a summary of chemical use provided in the Annual Report. There has been no non-conformances related to pesticides in the past year.

STT is a member of the Herbicide Consortium which aims to research more benign or viable alternatives to pesticide use.

STT uses ServAg to supply chemical and act as the chemical bank. There is minimal in-house storage of chemicals and storage is in appropriate facilities.

Planned fire

STT operates under the Coordinated Smoke Management System (CSMS). The system aims to manage smoke in 11 airsheds across the state. The Smoke Dispersal Model predicts smoke impacts. Decisions to burn (or not) are based on a range of factors including weather conditions, stakeholder needs and expectations; and governance.

The STT Strategic Fire Management Plan provides the framework for both planned and un-planned burns. The objectives of the plan are to:

- minimise the occurrence of bushfires;

- minimise the severity of bushfires by decreasing potential fire behaviour and its impact on assets and values;
- **minimise the severity of bushfires by maximising STT's readiness to respond to bushfires;**
- minimise the severity of bushfires through coordinated, effective and efficient fire response;
- promote recovery after fire events, and
- use fire to protect and maintain biodiversity values.

The Tactical Fire Management Plan provides the framework for identifying the risks of fire in the landscape and actions to reduce risk. The plan covers both fuel reduction burns and regeneration burns.

C-Road -Nugent (Wielangta airshed) was presented as an example of a recent fuel reduction burn. The burn plan considered the potential impacts on threatened species (e.g. *Acacia siculiformis*) and potential cultural heritage impacts as well as stakeholder impacts. The frequency of burn is consistent with the forest type (dry eucalypt woodland dominated by *Eucalyptus obliqua*).

In relation to un-planned fire, STT cooperates closely with other agencies (Tasmanian Fire Service and the Parks and Wildlife Service) to deliver the interagency bushfire management protocol.

Assessment conclusion

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

11.3 Biodiversity

Objective evidence:

Processes observed/demonstrated

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

Related documentation

- FPA Forest Botany Manual – Module 7 Central Highlands Region
- FPA Technical Notes: for fauna and flora

Records validating processes

- Biodiversity Evaluation Sheet WW039A – 17.04.20
- Flora Community Map WW039A
- FPA Technical Note 8: Phytophthora

Interviews with key personnel

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

- Certification Manager and Senior Certification Advisor regarding operational planning processes, particularly in relation to biodiversity, cultural heritage / earth sciences and visual landscape management.

Comments

Identification of significant biodiversity values

Operational planning processes were demonstrated for Wentworth 039A. Following the assessment of significant biodiversity values, the potential harvest area was reduced from 160 ha to 89 ha. The assessment determines the area of key RFA communities within the proposed area of operations as well as the area in the actual harvest operation. Assessments include both interrogation of existing data sets as well as field assessment and observation. For this operation, all areas of priority A and B were removed from the operation.

Despite key areas being excluded from production, the potential impacts of the operation are also considered, e.g forest health impacts, roading and burning.

The use of the Threatened Species Adviser Tool was demonstrated. The tool provides guidance and prescriptions with respect to the management of species of interest.

The FPA has developed a Forest Botany Manual for each IBRA Region. The manual provides information on how to identify and classify forest and non-forest communities based on their floristic characteristics and RFA priorities.

The operational assessment processes cover a comprehensive range of criteria, including:

- Potential phytophthora sensitivity
- Weed management

Planning is supported by a series of Technical Notes, e.g. Technical Note #8: Phytophthora.

Data arising from the operational planning process feeds into the data sets for known locations of species of interest. Fauna assessments for WW039A included:

- Eastern and spotted quoll
- Grey goshawk
- Masked owl
- Tasmanian devil
- Wedge tailed eagle
- White bellied sea eagle

The Threatened Species Adviser provides management recommendations for consideration in order to determine the appropriate prescriptions for management of those values on the site.

Procedures for identification of significant biodiversity values are based upon a precautionary approach and demonstrate a very thorough methodology for management of these values.

STT has a comprehensive biodiversity framework with which to identify, plan, and manage for SBVs at the landscape to operational scale. This includes the regulatory instruments, identification and management planning tools, and expert support provided under the Forest Practices System by the **Forest Practices Authority. This also includes STT's systems to identify and implement actions to** maintain SBVs, including the Management Decisions Classification zoning system, and Landscape

Context Planning system, and its voluntary biodiversity procedures and initiatives detailed in its High Conservation Value Management Plan and mature forest retention initiatives.

STT has an array of monitoring projects, which include their collaborative work with UTAS and FPA on several threatened species related projects, and two notable new monitoring programs. The monitoring programs include their ongoing work assessing the effectiveness of habitat tree retention within their operational trial coupes, and monitoring swift parrot in the breeding season, which includes the adoption and investigation of acoustic monitoring technology.

STT has commenced implementing initiatives to maintain and enhance swift parrot breeding habitat through tree plantings of foraging habitat on Bruny Island, research projects with NRM south on sugar glider ecology and UTAS on developing call recognisers and sensors for automated monitoring. STT has also been responsive to new information this season as evidenced by their cessation of active operations in relation to swift parrot sightings as EP038E and RU034B, applying an interim approach to the Lonnavele forest area, and incorporating prescriptions to manage Brookers gum as foraging habitat.

Assessment conclusion

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

11.4 Soil and water resources

Objective evidence:

Processes observed/demonstrated

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

Related documentation and records validating processes

- Refer Site Assessments for details

Comments

STT has effective processes for the identification of soil and water values, protection of soil properties, maintenance of water values, and development and maintenance of forest infrastructure.

Refer Site Assessments for details.

Assessment conclusion

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

11.5 Forest productive capacity

Objective evidence:

Processes observed/demonstrated

- 11.5.1 Identify forest products
- 11.5.2 Harvest rate
- 11.5.3 Manage non-wood products
- 11.5.4 Damage to growing stock

- 11.5.5 Infrastructure
- 11.5.6 Species selection
- 11.5.7 Silviculture

Related documentation and records validating processes

- **Sustainable high quality eucalypt sawlog supply from Tasmania's Permanent Timber Production Zone Land** – Review #6 - July 2022
- STT – Sustainable Yield Review Audit – [REDACTED] 09.05.22

Interviews with key personnel

- Senior Forest Resource Planning Analyst regarding sustained yield.

Comments

Harvest rates

STT has recently completed the 5-Yearly review of its sustained yield. Figure 7 presents the yield predictions to 2106. Based on these estimates, STT has the capacity to maintain current levels of production and supply for the foreseeable future. Beyond 2066, STT has estimated a considerable increase in capacity for sustained production and supply. High quality sawlog production over the past 10 years has been consistently below the sustainable yield capacity. The review has been independently audited and the audit **report concludes that 'the datasets, models, approximations, systems and methodologies used in the calculation of sustainable yield for 2022 are reasonable and adequate for the purpose.'**

Assessment conclusion

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

11.6 Cultural values

Objective evidence:

Processes observed/demonstrated

- 11.6.1 Heritage values
- 11.6.2 **Indigenous peoples' rights, responsibilities and values**
- 11.6.3 Indigenous cultural values
- 11.6.4 Legal and traditional uses
- 11.6.5 Traditional knowledge and management practices

Related documentation

- Procedures for managing Aboriginal cultural heritage when preparing FPPs (PACH) (27)
- HCV 6 Cultural Heritage Procedure
- HCV Management Plan
- *Aboriginal Heritage Act 1975*

Records validating processes

- Reconciliation Action Plan

Interviews with key personnel

- Senior Forest Officer - Planning and Senior Certification Advisor regarding identification and protection of cultural values.

Comments

Heritage values

The procedures for identifying and recording significant cultural places and values is confined to a database search of recorded sites maintained by Aboriginal Heritage Australia. The planning process for Forest Practices Plans includes pre-harvest surveys by FPO to identify known or unknown sites.

Indigenous peoples' rights, responsibilities, and values

STT recognises the rights responsibilities and values of Indigenous people based on their connection to the land. **Initiatives as part of the Reconciliation Action Plan recognise Indigenous peoples' knowledge of sustainable development and management of forests.**

Indigenous cultural values

There is currently no process in place to consult with relevant Indigenous peoples or their **representatives: to identify and record the significance of Indigenous peoples' cultural places and values.**

The initial draft report incorrectly identified a minor non-conformance in relation to processes for engagement and consultation with indigenous peoples. The draft report noted the following:

*'There is currently no process in place to consult with relevant Indigenous peoples or their **representatives: to identify and record the significance of Indigenous peoples' cultural places and values.** The identification of Indigenous cultural places and values is confined to searches of AHA Database and site surveys undertaken by FPO of tangible sites, known or unknown. Intangible places or values are not considered, nor knowledge held by indigenous peoples.'*

STT subsequently provided the following which demonstrates that the original finding was in error.

STT has established processes for consultation with indigenous peoples. These include:

- The development process for the Procedures for Aboriginal Cultural Heritage Management when developing FPPs involved considerable consultation regarding the importance of different types of heritage artefacts and how they are to be managed. Note that the best evidence of this is probably the foreword of the PACH, which was written by the chair of the Aboriginal Heritage Council. The PACH will be reviewed when the new Tasmanian Aboriginal Heritage legislation is finalised. There is not much point in doing any work before this as it may pre-emp the legislative requirements.
- **Both STT's Forest Management Plan and HCV management plan involved extensive consultation,** including contacting aboriginal groups, and encouraging feedback. Specifically, meetings with Aboriginal heritage Tasmania occurred during this process.
- STT has two Aboriginal Heritage policies that allow for consultation with aboriginal people. Both policies state: Sustainable Timber Tasmania recognises the Tasmanian Aboriginal people as traditional custodians of the land and the significance of heritage, including places, objects and stories, for maintaining continuous links with the land.
- **STT's standard stakeholder engagement processes (as outlined by Communication and Stakeholder policy)** allow for engagement with aboriginal groups at any time that stakeholders see the need to

engage with STT. STT can demonstrate that aboriginal groups are communicated with and encouraged to consult with STT.

This was initially raised as a minor non-conformance in the draft report, however the evidence provided above shows that this was in fact incorrect and therefore this minor non-conformance has been closed.

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Legal and traditional uses

STT policies and procedures support the legal and traditional uses of forests for e.g. hunting and ceremony.

Traditional knowledge and management practices

Review of Reconciliation Action Plan which is currently being developed. Commitments are in accordance with the framework established by Reconciliation Australia and supports collaboration and partnerships with traditional owners. Initiatives include the employment of a trainee and commitments to increase indigenous business partnerships for products and services

Assessment conclusion

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

11.7 Social and economic benefits

Objective evidence:

Processes observed/demonstrated

- 11.7.1 Human rights and needs
- 11.7.2 Health and safety
- 11.7.3 **Workers' rights**
- 11.7.4 Equal employment
- 11.7.5 School-aged workers
- 11.7.6 Remuneration and conditions
- 11.7.7 Ethical behaviour
- 11.7.8 Local procurement
- 11.7.9 Optimal use
- 11.7.10 Local industry support and development
- 11.7.11 Sound economic performance
- 11.7.13 Community wellbeing
- 11.7.12 Public access
- 11.7.14 Research

Related documentation

- Notice of Representational Rights (NERR)
- STT Enterprise Agreement – 27.10.21
- STT Diversity and Inclusion Policy - Sept 2021
- STT Diversity and Inclusion Action Plan 2021-24 – V.4
- Trainee/Cadet Career Pathway Procedure – V.1 Oct 2021
- STT Remuneration, Reward and Recognition Policy – 30 March 2022
- Forest Activity Assessment Guidelines -V.3 July 2017

- Unsupervised Visitor Safety & Environmental Information (and map) – 25.07.22
- Procurement and Contracts ppt
- Procurement Policy
- Anti-Corruption and Bribery Policy
- Code of Conduct Policy
- General Services Contract Template
- Positive Assurance Statement - Contractor Workers Rights
- STT Contractor Portal
- Quarry Safety Management Plan

Records validating processes

- Forest Activity Permits e.g. Permit # 2256 Apiary permit 28.01.22
- FAA Permit # 2118 31.05.21 (Synergy Music and Arts Festival)
- FAA Permit # 2220 18.11.21 (Repulse Tribal Gathering)
- FAA Permit # 2334 20.07.22 (ABC - filming for a documentary)
- FAA Database (for forest activity permits) – Permit # 2256
- Sharepoint folders for each Permit and associated correspondence e.g. Permit # 2256
- Annual Reports e.g. STT Annual Report – 2021
- Contractor Qualifications App - [REDACTED]
- CAM Contracting Safety Improvement
- Contractor Expenditure Top 5 activities & % amount of \$ by Region Activity and Contractor
- Chainsaw Kickback video
- Excavator Rollover Incident video
- Hit Tree by Limb Incident video
- ESHC meeting 21 July 2022

Interviews with key personnel

- **People and Culture Manager and Senior People and Culture Business Partner regarding workers' rights, Equal employment, and School-aged workers, remuneration and conditions.**
- **Manager – Land and Property and Senior Forest Officer – Land Properties (South) regarding forest activity permits, land management and public access.**
- Finance Manager regarding sound economic management.
- Forest Management Services Manager regarding the research program.
- General Manager - Business Development and Strategy, Manager Harvesting and Transport, WHS Manager regarding health and safety and contractor management.

Comments

Human rights and needs

STT operates within the governance framework of the Tasmanian government which meets all requirements with respect to human rights and needs.

Health and safety (including contractor management)

A process for prequalification of contractors has been enhanced to support the evaluation of contractors WHS management systems and performance as part of the procurement process.

The General Services Contract template includes WHS criteria which supports STT safety management system outcomes.

Review of process for managing NHVR Permits and management of contractors and Higher Mass Limit Permits Authorisation.

Review of videos that support awareness and lesson learnt in relation to serious injuries and the impacts on workers who were injured.

Workers' rights, Equal employment, and School-aged workers, remuneration and conditions

STT has recently re-negotiated an Enterprise Agreement (EA). The EA was developed through a consultative process involving all employees covered under the EA, with multiple opportunities provided for feedback, comments and question etc. The EA delivers all the requirements **workers' rights and equal employment opportunity, diversity and inclusion**. The Diversity and Inclusion Plan provides a **framework for delivering the organisation's policy commitments**. **Representatives of workers have appropriate access to workers.**

STT engages cadets (school-aged children) who work one day per week as part of a recognised qualification as a pathway to a traineeship.

Where contractors engage younger people in the workforce, the contracts require compliance with all legal requirements.

STT employees under the EA have an agreed base rate and are paid accordingly. They may receive either an annual increase or one-off payment (bonus) in line with performance incentives.

Ethical behaviour

STT operates within the governance framework of the Tasmanian government which meets all requirements with respect to ethical behaviour.

Optimal use

Processes for maximising value recovery and optimising the utilisation of harvested forest products were demonstrated at the various harvest sites. Refer Site Assessments for details.

Local procurement, and Local industry support and development

STT has policies and procedures for local procurement and plays a pivotal role in supporting local industry in Tasmania.

Sound economic performance

STT has had five years of positive financial performance which are declared in Annual Reports and **publicly available on the organisation's website**. **The results are subject to audit and financial statements have received an unqualified audit opinion**, indicating application of accounting standards and appropriate internal management and controls. The financial performance has allowed a return to shareholders (the Tasmanian Government) and STT has contributed to investment in the Tasmanian Forest Industry and an increase in the capital value of the organisation. This has provided customers with greater certainty and confidence in future log supply agreements, as well as confidence in investment in plant and equipment. As a result, the organisation is well-placed to withstand supply chain shocks.

Sound financial management practices have been employed to support business performance. These include:

- flexible credit terms with customers and timely collection of receivables
- consistent payment of suppliers within trade terms
- careful cash management and investment of surplus funds
- accurate and timely cashflow forecasting
- consistent provision of data to reduce volatility in forest valuation.

Accurate cashflows are identified through the budget process which relies upon timely and accurate production schedules. The budget is moderated by the GMT before Board approval, which provides delegated authority to commit operating capital and expenditure. The budget process proves an indicator of likely financial performance.

This is noted as a strength of the organisation.

Public access – Forest activity permits

The Forest Activity Assessment Guidelines describe the framework for assessing and issuing forest activity permits. The process was demonstrated for Permit # 2256 regarding an apiary site. All associated records and correspondence are maintained in a Sharepoint folder. All apiary sites are also recorded in the GIS (Forest Operations Database).

STT has issued permits for some cultural events. The permits have introduced requirements for a bond in addition to usual insurance requirements. The events have been successfully managed, with ownership for the event vesting with the proponents.

Research

STT undertakes in-house research and contributes to industry organisations which lead research in forest management. The Annual Report provides details.

Assessment conclusion

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

Logo use

Objective evidence:

Processes observed/demonstrated

- Use of BSI Logos and certification marks

Related documentation and records validating processes

- STT Policy documents.

Interviews with key personnel

- Certification Manager regarding logo use.

Comments

Policy documents include the BSI logo for AS4801 which has been replaced by ISO 45001.

Assessment conclusion

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

Site Assessments

RP029G Post-harvest remediation

Objective evidence:

Processes observed/demonstrated

- Finalisation of site remediation following completion of thinning operation
- Assessment of crop tree damage

Related documentation

- Forest Practices Plan and variations - 08.07.22

Records validating processes

- iAuditor records e.g. 18.08.22
- FPP MAP on tablet
- Forest Inventory Reporting System-Report for inventory RP029G records (on tablet)

Interviews with key personnel

- Forest Operations Manager, Senior Harvesting Supervisor, SFO Forest Management and Forest Officer -Southern Region regarding site induction and supervision of post-harvest remediation activities.

Comments

Allocation of plots for quality Assessment (stocking, diameter, stem damage, pruned status and tree height of dominant trees) is recorded electronically

The final stocking was 230 stems per hectare. A crop tree damage assessment was conducted during the audit.

Discussions with site personnel included the placement of grips, noting that the spacing is code compliant.

This is a pruned stand, managed as a short rotation clear-wood production with the final harvest at age 25.

RP021Z THINNING — [REDACTED]

Objective evidence:

Processes observed/demonstrated

- Site safety induction
- Placement of site signage
- Implementation of COVID Safe requirements
- Planning and supervision of harvesting operations
- Fatigue management
- Product segregation (pulp and export)

- Log loading and load security
- Optimisation
- Slash management
- Thinning to 250 stems per hectare
- Communication

Related documentation and records validating processes

- FPP - RRP021Z Thinning

Interviews with key personnel

- Leading hand regarding site safety induction and fatigue management.

Comments

Site induction was thorough. The site is well managed. Discussions with the contractor demonstrated a high level of awareness in relation to fatigue management. No issues in relation to conformance with requirements identified.

FO023D – Native Clearfall operations – [REDACTED]

Objective evidence:

Processes observed/demonstrated

- Site safety induction
- Planning and supervision of harvesting operations
- Site handover
- Hazard identification and risk assessment
- Buffering on sink holes
- Boundary definition

Related documentation

- FPP - FO023D – Native Clearfall operations
- Operations Map

Records validating processes

- Handover induction records – iAuditor

Interviews with key personnel

- Harvest Supervisor regarding management of clearfall operations.

Comments

Operational control is consistent with requirements.

TN004C Habitat retention trial coupe

Objective evidence:

Processes observed/demonstrated

- Burn planning
- World heritage area protection

Related documentation and records validating processes

- FPP and map

Interviews with key personnel

- Senior Forester Officer Regeneration and Harvesting Coordinator South regarding planning and supervision of habitat tree retention trials.

Comments

Late ignition

Above tree ignition

Gold Creek Quarry

Objective evidence:

Processes observed/demonstrated

- Quarry management
- Weed monitoring and control

Related documentation and records validating processes

- FPP Gold Creek Quarry - 01.09.20

Interviews with key personnel

- Senior Forest Officer and Forest Officer regarding quarry management.

Comments

This site operates solely for STT operations. It was not operational at the time of the assessment. There has been no crushing on site since 2019.

The FPP makes provision for further development.

SO029B Roding and clearfall

Objective evidence:

Processes observed/demonstrated

- Roding planning and supervision of construction
- Identification and protection of Wildlife Habitat Clumps
- Demarcation of construction boundary
- Hazard identification and risk assessment
- Site handover and Safety induction
- Monitoring of construction
- Stakeholder engagement
- Planning and supervision of harvesting operations
- Removal of unsafe trees

Related documentation

- Forest Operations Plan - Roding Plan and map – 07.01.22
- Forest Practices Plan - Plan # KAS0019 07.01.22

Records validating processes

- Harvest Planning induction - 16.02.22
- Coupe clearance report - 06.07.22
- Operational Coupe Notes (Coupe Diary) - last entry 19.07.22

Interviews with key personnel

- Senior Forest Officer and Forest Officer regarding planning and supervision of the clearfall operation and associated roading activities.

Comments

The roading plan identifies the respective hazards and risks associated with the proposed operation.

Unsafe trees are removed following inspection and assessment. Where unsafe trees are retained, the adjacent area is excluded from the harvest operation.

The GIS team is responsible for updating the map in relation to demarcation of areas that were excluded from harvest.

SO014G Clearfall - [REDACTED] (Harvest) and [REDACTED] (Haulage)

Objective evidence:

Processes observed/demonstrated

- Site safety induction and briefing (including COVID)
- Site handover and Contractor induction
- Log loading and load security
- Electronic records
- Product segregation
- Optimisation and product recovery
- Manual and mechanical falling

Related documentation

- FPP #KIZ0083 19.11.21

Records validating processes

- Site start-up – 26.11.21 (bottom section) and re-induction 13.07.22)
- Delivery dockets e.g. 7318737 Cat 3 [REDACTED] (16.66 and 11.26 m3)
- Operational coupe notes – 30.08.22

Interviews with key personnel

- Senior Forest Officer regarding planning and supervision of harvest operations.

Comments

The site safety induction was thorough. A well-managed site. There was some accumulation of sawlogs on the landing.

SO019E Regeneration and Swift Parrot management

Objective evidence:

Processes observed/demonstrated

- Assessment of swift parrot habitat requirements
- Determination of retention requirements
- Assessment of habitat values of retained trees
- Swift parrot occupancy

Related documentation

- FPP KAS0017 03.08.20
- Regeneration Burn Plan - 02.03.21

Records validating processes

- Harvest induction – 31.08.20
- Harvest completion - 26.11.20
- Post-burn evaluation and map – 28.04.21
- Sowing records – 04.05.21
- Regeneration survey assessment – 10.05.22

Interviews with key personnel

- Senior Forest Officer – Harvesting regarding harvest planning and supervision of harvesting operations.
- Forest Officer regarding burn planning and browsing control
- Senior Conservation Planner regarding assessment of retained trees

Comments

The harvesting induction template provided extensive detail in relation to the requirements for this operation. The SFO demonstrated an exceptional level of competency and attention to detail.

The site was sown with *E. obliqua* on 28.04.21 and observation confirmed that there are also lots of self-sown Blue gum seedlings. Regeneration assessment confirmed 94% stocked plots with an estimated stocking of 10,500 stems per hectare. These are outstanding results.

STT has undertaken a detailed assessment of the retained trees.

HA002G plantation - Site preparation

Objective evidence:

Processes observed/demonstrated

- Site preparation

Related documentation

- FPP #DJT0202 – 23.02.22
- Contractor Job Specifications (Windrowing) - 08.06.22

Records validating processes

- Coupe completion report (iAuditor)

Interviews with key personnel

- Senior Forest Officer - Forest Management and Forest Officer-Plantation Assets regarding site preparation and quality assessments.

Comments

Site preparation activities were effectively planned and well-executed. Contractor Job Specifications are still filled out by hand.

AR022E - Plantation establishment

Objective evidence:

Processes observed/demonstrated

- Assessment of planting success

Related documentation and records validating processes

- Survival assessment – 17.05.21

Interviews with key personnel

- Senior Forest Officer and Forest Officer regarding plantation establishment.

Comments

This site provided an opportunity to assess the effectiveness of establishment activities undertaken following the salvage harvest as a result of the fire in 2019-20.

Planting was carried out using spot cultivation - Wilco.

Wildling and wattle control was undertaken by manual removal followed by excavator.

The stocking was assessed as 84% stocked plots.

Wattle understorey removal is planned to be carried out using an excavator.

Weed management

Objective evidence:

Processes observed/demonstrated

- Control of Spanish heath and other environmental weeds – ARVE 22 Southwood Road

Related documentation

- Contractor Job Specification – Ground Spraying – Wass 24.08.22

Records validating processes

- Notice of Intent – 23.08.22

Interviews with key personnel

- Certification Manager and Senior Forest Officer (Southern) regarding control of Spanish heath.

Comments

STT has recently conducted weed control of Spanish heath on roadside in Huon Valley. A letter (Notice of Intent) was provided to affected stakeholders prior to the event. The -Contractor Job Specification – Ground Spraying provides details of the operation including operational constraints e.g. wind speed.

The Contractor Job Specification identifies risks associated with the job

This job is yet to commence; however, records of similar jobs were available.

Gunns Pit Quarry

Objective evidence:

Processes observed/demonstrated

- Site safety induction

- Quarry Inspections
- Signage and security
- Traffic Management
- Windrow placement
- Stockpiling of overburden for use in rehabilitation
- Erosion and sediment control and water quality

Related documentation

- Quarry Monitoring Form V2 19.11.21

Records validating processes

- Email dated 8 March 2021 - Site visit to Gunns Quarry by WHS Advisor
- Take 5 Risk assessment for site visit
- Forest Practices Plan #WJ0014-02
- *Phytophthora cinnamomi* status of Quarry dated 14.11.18
- Contractors Job Specification Quarrying Works

Interviews with key personnel

- Roding Coordinator regarding planning and supervision of activities at the Gunns Pit Quarry.

Comments

Monthly quarry inspections are undertaken to assess the effectiveness of safety and environmental controls.

Discussion regarding process for rehabilitation of areas following the completion of operations.

Drainage structures for runoff from quarry effective including to maintain water quality.

Inspection of perimeter of quarry to confirm maintenance of vegetation and other values maintained as per Forest Practices Plan.

Coupe RS113G - *E. delegatensis* wattle removal/PSR

*Objective evidence:**Processes observed/demonstrated*

- Harvest planning and implementation
- Site safety induction
- Variation approval for drainage feature crossing
- Monitoring of retained stocking
- Wattle removal and regeneration
- Boundary identification, marking and verification
- Management of slash on tracks and landings
- STT Contractor engagement and handover process

Related documentation and records validating processes

- Application for Variation to Certified Forest Practices Plan
- Progressive Harvesting Basal Area Stocking 12-14
- FPP Map MSC0133 Coupe: RS113G

Interviews with key personnel

- Supervising Contractor, Planning Coordinator, Regional Manager regarding wattle removal.

Comments

Review of harvesting operation which included the removal of excessive wattle in *E.delegatensis* stands. Significant quantities of slash have been retained along snig tracks and on landings as a result of wattle removal operations.

Review of variation of FPP to include crossing and rehabilitation of track for temporary crossing.

Review of processes for monitoring stocking levels using basal area sweep methodology.

Retention of boundaries as per FPP maps for wildlife clumps and buffers on drainage features.

RS111B - *E. delegatensis* Wattle Removal/PSR harvest

Objective evidence:

Processes observed/demonstrated

- Harvest planning and implementation
- Site safety induction
- Log segregation and grading
- Safety risk assessment and controls
- Emergency management and response
- Manual tree faller audits
- Wattle removal and partial stand retention (PSR)

Related documentation

- FOS Development of Forest Practices Plan

Records validating processes

- Hazard Notification Form
- Workplace Emergency Management Plan
- Manual Tree Faller Audit

Interviews with key personnel

- Contractor Site Manager, Forest Planning Coordinator, Roothing Coordinator

Comments

The Forest Operations Safety Plan developed by contractor effectively identifies risk and hazards and controls associated with forest operations.

Discussion with contractor confirmed a high level of commitment to safe systems of work and culture.

Review of systems for monitoring safe systems of work including manual tree falling audits to confirm competency of operator and controls are effectively implemented.

Inspection of log landing and segregation of products in accordance with log grading specification and markets. Logs are serviced if higher log grades can be achieved.

CE333C - Pine Plantation Establishment

Objective evidence:

Processes observed/demonstrated

- Site establishment
- Monitoring of quality and survival
- Establishment planning and implementation
- Road maintenance
- Special Values management
- Browsing control
- Use of chemicals pre and post plant

Related documentation

- Pesticide Application Monitoring Template
- Planting Plot Sheet Quality Standards

Records validating processes

- Planting QC
- Heap Burn FOP
- Contractor Job Specification
- Planting and Fertiliser Application

Interviews with key personnel

- Operations Manager regarding pine plantation establishment.

Comments

Review of establishment operations for pine plantation on ex *E. nitens* plantation site.

Review of road maintenance activities including drain spacing and use of culverts. Discussion regarding impacts on buffers and wetlands.

Review of set-backs as part of new COP for plantation establishment operations.

Perth Nursery and Seed Store

Objective evidence:

Processes observed/demonstrated

- Inspection of Nursery and Seed Centre to assess effectiveness of controls
- Traffic Management
- Emergency Preparedness and response
- Indigenous and non-indigenous Cultural Heritage values
- Compliance obligations

Related documentation

- Commandants Cottage 15960 Midlands Highway Perth Tasmania, Historical Archaeological Potential (SHAP) and Archaeological Potential The Perth Convict Station August 2022 - Road Development Monitoring.
- DAPLNN 210353 Monitoring Potential Historical Archaeology Survey Test Pit 3A & Landscape Plan.
- Records validating processes

- Tasmanian Seed Centre Capsule Coupe OL025B OBL 11.08.22
- Trailer Inspection 12.5.22 Rego#G70956

Interviews with key personnel

- Assistant Nursery and Seed Centre Manager

Comments

Inspection of the nursery and seed centre to assess the effectiveness of controls.

Discussion regarding pre-start inspection process for Forklift. Inspections are not recorded prior to every use.

Review of traffic management process to reduce interaction with high-risk plant.

A seed trailer has been purchased to reduce manual handling risks associated with capsule waste removal.

Review of controls used for extraction of seed from capsules including the use of air purifiers, dust extractors and air purifier.

Inspection of laboratory used for germination testing to determine seed viability.

Review of chemicals used in nursery to confirm that compliance with restricted chemical requirements.

Review of processes for development consent for road realignment and assessment of indigenous and cultural heritage values.

The site inspection of Perth Nursery and Seed Centre determined that operational controls were not effective in relation to:

- Storage and handling of chemicals in various locations specifically labelling and bunding;
- No risk assessment or SOP for equipment in Fire Tanker Shed including drill press, drop saw and angle grinder and lathe;
- No service records maintained for equipment nor tagged 'out of service';
- 2X quad bikes without roll-over protection used on site by workers;
- Worker observed not wearing hearing protection when operating John Deere Tractor; and
- Air Purifier stand using two plastic crates is not structurally suitable.

A minor non-conformance is raised in this regard.

Assessment conclusion

Processes have not been implemented effectively and outcomes are not consistent with the requirements of the Standard. Refer to minor non-conformity in this standard.

HU304Y - Meander Rd Native forest Clearfell complaint coupe (HU304Y)

Objective evidence:*Processes observed/demonstrated*

- Visual Amenity planning and assessment
- Complaints handling

Related documentation and records validating processes

- Initial Formal Grievance - Sean Cadman 12 July 2022

Interviews with key personnel

- Interview with Regional Manager – North regarding planning and supervision of clearfall operation.

Comments

Inspection of logging operation from public road to assess impacts on public amenity.

Review of handling of complaint from interested stakeholder regarding clearfall harvesting operation on meander road.

Review of process for stakeholder communication including access to public information.

KA024A - Harvesting (Active), Recent Roding

Objective evidence:

Processes observed/demonstrated

- Site Induction
- Soil and water management
- Value recovery of forest products
- Special values assessment and management
- Road construction and maintenance
- Stakeholder notification
- Large Tree retention

Related documentation

- Forest Practices Plan
- Cart Route Hazard Notification
- Hazard Identification Form

Records validating processes

- Planning for proposed road construction, harvesting and reforestation operations – KA024A -18 March 2022
- Intended commencement of proposed road construction, harvesting and reforestation operations 15.06.22
- Forest Operations Plan for Roadworks
- Visitor Safety induction
- Harvesting Monthly Monitoring Report - KA024A 21.07.22 / 24.08.22

Interviews with key personnel

- Senior Forest officer and Forest Operations Manager - North East regarding planning and supervision of harvest operation and associated roading activities.

Comments

Notification to stakeholders, specifically walkers that may use walking track to Valentines Peak.

Review of road construction planning and implementation including soil erodibility class, location of turnout drains and culverts in accordance with the COP.

Participate in visitor safety induction undertaken by Contractor. Review of risks and hazards and controls related to site including agreed methods of communication.

Inspection of harvesting operation to assess effectiveness of controls to support the management of special values including large trees, buffers on drainage features, and retention of old growth mapped area.

Snig track drainage at Black Pit Road Operation was excessive. Drains constructed either side of crossings resulted in excessive exposure of sub soil. An opportunity for improvement is noted in this regard.

KA004B - Native forest regeneration Habitat retention, Regeneration

Objective evidence:

Processes observed/demonstrated

- Habitat Tree Retention trial
- Burning
- Aerial Seeding operation
- QC Survival counts and Browsing

Related documentation and records validating processes

- Harvesting Monthly Monitoring Report
- Regeneration Burn Forest Operations Plan

Comments

Review of process for retention of additional habitat trees and in contrast management of dangerous trees.

Review of trial to assess effectiveness of aerial seeding following burning. The site has been significantly impacted by browsing. The control plot shows regeneration of eucalypts whilst the remaining forest has limited regeneration seedling survival.

Review of day of burn operations planning including prescriptions for weather and fuels that support achievement of desired fire intensity and management of smoke.

Site - CA162A: Windthrow, weed management, stakeholders

Objective evidence:

Processes observed/demonstrated

- Harvesting and rehabilitation of windthrow
- Site Induction
- Indigenous and non-indigenous cultural heritage
- Productive capacity and value recovery
- Non-wood products, namely bee keeping for honey

Related documentation and records validating processes

- Forest practices Plan - DRT0632-01

Comments

Review of modified harvesting techniques used to manage windthrow. Inspection of drainage lines and adherence to setbacks.

Review of stakeholder communication with neighbours within proximity to operation including affected neighbours and management issues relating to fence repair and weed management using manual removal to avoid chemical use due to organic landholder.

Discussion regarding apiarists' access to forests for the location of hives and licencing arrangements.

Review of products and markets that have been retained onsite including access to pulp markets.

Discussion regarding proposed chemical use for establishment operations including use of Garlon, Pulse and Glyphosate.

Discussion regarding due diligence processes as part of operational planning including desktop searches. Forest Practices Officers are trained in identification of aboriginal artifacts.

Opportunities for improvement from this assessment

Finding Reference	2288502-202208-I1	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	Various as listed
Location reference	0047483115-001		
Assessment Number	8977930		
Category	Opportunity for Improvement		
Area/Process:	Improvement		
Details	<p>The following opportunities for improvement were noted:</p> <ol style="list-style-type: none"> 1. There are currently 333 documents or about a third of all management system documents overdue for review. Existing processes are not supporting a timely review. 2. Snig track drainage at Black Pit Road Operation was excessive. Drains constructed either side of crossings resulted in excessive exposure of sub soil. 		

Minor (2) nonconformities arising from this assessment.

Finding Reference	2288502-202208-N1	Certificate Reference	OHS 603481
Certificate Standard	ISO 45001:2018	Clause	10.2
Location reference	0047483115-001		

Assessment Number	8977930
Category	Minor
Area/Process:	Improvement
Statement of non conformance:	Processes for ensuring the effectiveness of actions taken to address non-conformities are not always consistent with STT procedures.
Clause requirements	<p>Incident, nonconformity and corrective action</p> <p>The organization shall establish, implement and maintain a process(es), that include(s) reporting, investigating and taking action, to determine and manage incidents, and nonconformities.</p> <p>When an incident or a nonconformity occurs, the organization shall:</p> <p>a) react in a timely manner to the incident or nonconformity, and, as applicable:</p> <ol style="list-style-type: none"> 1) take action to control and correct it; 2) deal with the consequences; <p>b) evaluate, with the participation of workers (see 5.4) and the involvement of other relevant interested parties, the need for corrective action to eliminate the root cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by:</p> <ol style="list-style-type: none"> 1) investigating the incident or reviewing the nonconformity; 2) determining the cause(s) of the incident or nonconformity; 3) determining if similar incidents have occurred, nonconformities exist, or if either could potentially occur; <p>c) review existing assessments of OH&S risks and other risks, as appropriate (see 6.1);</p> <p>d) determine and implement any action needed, including corrective action, in accordance with the hierarchy of controls (see 8.1.2) and the management of change (see 8.1.3);</p> <p>e) assess OH&S risks that relate to new or changed hazards, prior to taking action;</p> <p>f) review the effectiveness of any action taken, including corrective action;</p> <p>g) make changes to the OH&S management system, if necessary.</p> <p>Corrective actions shall be appropriate to the effects or potential effects of the incidents or nonconformities encountered.</p> <p>The organization shall retain documented information as evidence of:</p> <ul style="list-style-type: none"> — the nature of the incidents or nonconformities and any subsequent actions taken; — the results of any action and corrective action, including their effectiveness. <p>The organization shall communicate this documented information to relevant workers, and where they exist, workers' representatives, and other relevant interested parties.</p>
Objective Evidence	When a non-conformity occurs, a review of the effectiveness of corrective actions has not been undertaken for incidents of moderate

	consequence and above as per STT Incident Reporting and Investigation Procedure.
Cause	
Correction/containment	
Corrective action	

Finding Reference	2288502-202208-N2 (new)	Certificate Reference	OHS 603481
Certificate Standard	ISO18001:2018	Clause	8.1.1
Location reference	0047483115-001		
Assessment Number	8977930		
Category	Minor		
Area/Process:	Operational control		
Statement of non conformance:	Operational controls at the Perth Nursery were inconsistent with the requirements of the Standard.		
Clause requirements	<p>The organization shall plan, implement, control and maintain the processes needed to meet requirements of the OH&S management system, and to implement the actions determined in Clause 6, by:</p> <ul style="list-style-type: none"> a) establishing criteria for the processes; b) implementing control of the processes in accordance with the criteria; c) maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned 		
Objective Evidence	<p>The site inspection of Perth Nursery and Seed Centre determined that operational controls were not effective in relation to:</p> <ul style="list-style-type: none"> • Storage and handling of chemicals in various locations specifically labelling and bunding; • No risk assessment or SOP for equipment in Fire Tanker Shed including drill press, drop saw and angle grinder and lathe; • No service records maintained for equipment nor tagged 'out of service'; • 2X quad bikes without roll-over protection used on site by workers; 		

	<ul style="list-style-type: none"> Worker observed not wearing hearing protection when operating John Deere Tractor; and Air Purifier stand using two plastic crates is not structurally suitable.
Cause	
Correction/containment	
Corrective action	

Withdrawn Non conformance:

Finding Reference	2288502-202208-N2 (orig)	Certificate Reference	AFS 603478
Certificate Standard	AFS 4708:2013	Clause	AS4708:2021 11.6.3
Location reference	0047483115-001		
Assessment Number	8977930		
Category	Minor		
Area/Process:	Cultural engagement		
Statement of non conformance:	<p>The draft report included the following finding:</p> <p>There is currently no process in place to consult with relevant Indigenous peoples or their representatives: to identify and record the significance of Indigenous peoples' cultural places and values. This was subsequently challenged by the client and the client has provided supporting evidence to dismiss this finding.</p>		
Clause requirements	<p>The forest manager shall identify, record and protect Indigenous peoples' cultural, religious, spiritual and social heritage places and values, respecting requirements for confidentiality and intellectual property.</p> <p>The forest manager shall consult with the relevant Indigenous peoples or their representative bodies to:</p> <p>(a) identify and record the significance of Indigenous peoples' cultural places and values;</p> <p>(b) protect these cultural places and values, wāhi taonga, wāhi tapu and treasures of national heritage;</p> <p>(c) identify areas fundamental to meeting the health and subsistence needs of Indigenous peoples and communities, and</p> <p>(d) manage these areas in a way that takes due regard of their significance.</p>		
Objective Evidence	<p>The draft report provided the following:</p> <p>The identification of Indigenous cultural places and values is confined to searches of AHA Database and site surveys undertaken by FPO of</p>		

	<p>tangible sites, known or unknown. Intangible places or values are not considered nor knowledge held by indigenous peoples.</p> <p>STT provided this response:</p> <p>The FPA PACH process involved considerable consultation regarding the importance of different types of heritage artefacts and how they are to be managed (Note that the foreword of this doc was written by the chair of the Aboriginal Heritage Council).</p> <p>STT staff are also trained to look for heritage values on a course organised by the FPA that is delivered by aboriginal people.</p>
Cause	
Correction/containment	
Corrective action	
<p>No corrective action required.</p> <p>STT has established processes for consultation with indigenous peoples. These include:</p> <ul style="list-style-type: none"> • The development process for the Procedures for Aboriginal Cultural Heritage Management when developing FPPs involved considerable consultation regarding the importance of different types of heritage artefacts and how they are to be managed. Note that the best evidence of this is probably the foreword of the PACH, which was written by the chair of the Aboriginal Heritage Council. The PACH will be reviewed when the new Tasmanian Aboriginal Heritage legislation is finalised. There is not much point in doing any work before this as it may pre-empt the legislative requirements. • Both STT's Forest Management Plan and HCV management plan involved extensive consultation, including contacting aboriginal groups, and encouraging feedback. Specifically, meetings with Aboriginal heritage Tasmania occurred during this process. • STT has two Aboriginal Heritage policies that allow for consultation with aboriginal people. Both policies state: Sustainable Timber Tasmania recognises the Tasmanian Aboriginal people as traditional custodians of the land and the significance of heritage, including places, objects and stories, for maintaining continuous links with the land. • STT's standard stakeholder engagement processes (as outlined by Communication and Stakeholder policy) allow for engagement with aboriginal groups at any time that stakeholders see the need to engage with STT. STT can demonstrate that aboriginal groups are communicated with and encouraged to consult with STT. <p>This finding is closed.</p>	

Next visit objectives, scope and criteria

Objective:

Verify conformance with the requirements of the nominated Standards.

Scope:

As per certificates.

Criteria:

AS4708:2013 and AS4708:2021

ISO14001:2015

AS4801:2001

ISO45001:2018

Next Visit Plan

The next assessment will be a routine surveillance assessment scheduled for May-June 2023.

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

Once the dates have been confirmed, 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 (ISO 45001:2018)

Activities associated with the sustainable management of Tasmania's Permanent Timber Production

Zone land, as described in the organisation's Forest Management Plan, including the administration, planning and management of forests; and the harvest, transport and sale of forest products. Previously certified to AS/NZS 4801:2001 since 2009-04-30

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 has been performed at Central Office, Permanent Locations, Temporary sites.

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

Location reference	0047483115-001
Address	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Visit type	Continuing assessment (surveillance)
Assessment number	8977930
Assessment dates	08/08/2022
Deviation from Audit Plan	No
Total number of Employees	150
Effective number of Employees	150
Scope of activities at the site	Main Certificate Scope applies.
Assessment duration	14 day(s) (incl. off-site planning, preparation and report writing.

Certification assessment program

Certificate Number - Contract 200615382

Location reference - 0047483115-001

		Audit1	Audit2	Audit3	Audit4
Business area/Location	Date (mm/yy):	05/21	08/22	05/23	03/24
	Duration (days):	16.5	14	14	16.5
4	Context of the organization	X	X	X	X
5	Leadership	X	X	X	X
6	Planning	X	X	X	X
7	Support	X	X	X	X
8	Operation	X	X	X	X
9	Performance evaluation	X	X	X	X
10	Improvement	X	X	X	X

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

Expected outcomes for accredited certification.

What accredited management system certification means?

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

In particular, it is to be expected that the organization

- has a system which is appropriate for its organizational context and certification scope, a defined policy appropriate for the intent of the specific management system standard and to the nature, scale and impacts of its activities, products and services over their lifecycles, is addressing risks and opportunities associated with its context and objectives;
- analyses and understands customer needs and expectations, as well as the relevant statutory and regulatory requirements related to its products, processes and services;
- ensures that product, process and service characteristics have been specified in order to meet customer and applicable statutory/regulatory requirements;
- has determined and is managing the processes needed to achieve the Expected Outcomes intended by the management system standard;
- has ensured the availability of resources necessary to support the operation and monitoring of these products, processes and services;

- monitors and controls the defined product process and service characteristics;
- aims to prevent nonconformities, and has systematic improvement processes in place including the addressing of complaints from interested parties;
- has implemented an effective internal audit and management review process;
- is monitoring, measuring, analysing, evaluating and improving the effectiveness of its management system and has implemented processes for communicating internally, as well as responding to and communicating with interested external parties.

What accredited management systems certification does not mean?

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

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

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

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

Definitions of findings:

Non-conformity:

Non-fulfilment of a requirement.

Major nonconformity:

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

Nonconformities could be classified as major in the following circumstances:

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

Minor nonconformity:

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

Opportunity for improvement:

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

How to contact BSI

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

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

Notes

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