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# Audit Report

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Surveillance audit for

VicForests

Level 7, 473 Bourke Street, Melbourne, VIC, 3001, Australia

Certificate No.: FMS20003

Audit Date: 2/12/2013 - 11/12/2013

Work Item I.D.: AU-324379

**BACKGROUND INFORMATION**

SAI Global conducted an audit of VicForests on 2/12/2013 - 11/12/2013.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organisation. This audit report considers your organisation's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organisation appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

SAI Global audits are carried out within the requirements of SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021, ISO 19011 and other normative criteria. SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organisation being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, SAI Global maintains files for each client. These files contain details of organisation size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organisation.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by SAI Global Terms and Conditions.

This report has been prepared by SAI Global Limited (SAI Global) in respect of a Client's application for assessment by SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to SAI Global at the time of the audit within the audit scope. SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

<b>Standard(s):</b>	4708:2007   Certification
<b>Code(s):</b>	02, F01-F06
<b>Scope of Certification:</b>	Processes involved in the planning for, harvesting and haulage of native eucalypt forest and post-harvest regeneration. The Defined Forest Area is as per the area defined in the Timber Release Plan.
<b>Number of Staff:</b>	132
<b>Shifts:</b>	1
<b>Total audit duration:</b>	48 hrs
<b>Audit Team:</b>	Sabrina Kerber - Lead Auditor
<b>Other Participants:</b>	Gary King – Industry Expert

**Definitions and action required with respect to audit findings**

**Non-conformance:**

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs.

NOTE: The "applicable Standard" is the Standard which SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to SAI Global prior to commencement of follow-up activities as required. Follow-up action by SAI Global must 'close out' the NCR or reduce it to a lesser category within 60 days for surveillance audits.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected

during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by SAI Global.

Follow-up activities incur additional charges.

**Area of Concern:** Area of the system for which the client is required to investigate potential nonconformity.

Action required: SAI Global may require client to formulate preventive action plan for approval prior to next planned audit / certification decision or alternatively may follow up client's preventive action at the next planned audit. Lack of client attention to such issues implies that a preventive action system is not working effectively, and could result in an NCR being raised at a later date.

**Opportunity for Improvement:**

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

### Executive Overview

The purpose of this audit was to determine continuing compliance of your organisation's management system with the audit criteria; and its effectiveness in achieving continual improvement and system objectives.

The system continues to be further refined and streamlined with excellent attention to any issues noted through both external and internal audits. Very few areas of concern were identified at this audit reflecting a strong and robust internal checking process and the overall maturity of the forest management system. Personnel across the business remain committed to ensuring the system is well implemented and improving.

Attention to the requirements of the new Standard has been good with VicForests developing a forest management plan in consultation with stakeholders and developing further communication strategies in addition to refining the identification process for high conservation value identification and management.

This field visit focussed on the West region with an additional field day included due to the inability to visit the field during the previous audit as a result of adverse weather conditions. Field practices continue to be excellent and with the focus on more specific targeted biodiversity training and awareness sessions, the overall knowledge and expertise have been significantly enhanced.

### Recommendation

The recommendation from this audit is that certification continues.

Audit recommendations are always subject to ratification by the SAI Global certification authority.

This report was prepared by: Sabrina Kerber and Gary King. The assistance of VicForests field staff from each location is acknowledged in providing the basis for this report.

### Meeting Attendance Register

Name	Position	Entry	Exit
Krystina Kny	VicForests – Manager Environmental Systems	✓	✓
Bill Paul	VicForests – Manager Risk and Compliance	✓	
Nathan Trushell	VicForests – Director Corporate Affairs	✓	
Gary King	SAIG Technical Specialist	✓	✓
Sabrina Kerber	SAIG Lead Auditor	✓	✓

### Review of any changes

There have been no major issues since the previous audit. VicForests are tracking third party alleged breaches and at the time of audit there was a major performance audit by VAGO underway. A preliminary audit against the interim

FSC Standard and Controlled Wood has been completed at the beginning of October which covered the Toolangi, Healesville and East Gippsland areas.

A new personnel structure has been developed as part of the overall business review process. This has only recently come into place with the following divisions - Corporate Services, Stakeholders and Planning, Operations, and Commercial Resources. The two regions are now back to three with Central, West Gippsland and East Gippsland regions.

Risk Wizard is still in the implementation phase with a full review of all aspects and impacts following the internal management review to look for any duplicates or clarification needed. A dashboard has been set up to indicate the status of CAIRs, incidents etc. The workflow process will allow allocation of multiple actions and escalate if they are not addressed in an adequate timeframe.

### **Actions taken on previous audit issues**

The areas of concern have been very well actioned and presented in a bound document. This notes the personnel responsible, actions, system issue and provides excellent evidence of the verification of actions undertaken. This process of dealing with the issues is far more detailed and thorough than most organisations.

Below are the areas of concern in italics with a comment on the information provided to close them out.

- *There have been no recent quarterly reviews provided as per the Instruction.*

The significant risks were reviewed in Risk Wizard and approved by the senior management team. New business objectives and targets were then set to monitor the significant risks. A quarterly progress review is now in place with a quarterly report provided to the Senior Management Team.

- *Whilst the aspects and impacts register is basing the significance of the impact and hence, aspect on the inherent risk value, the items in the corporate database are ranked on residual. The system will need to ensure that this is clear in the process as these registers are being merged.*

All risks have been placed into the Risk Wizard however, there continue to be three separate registers for Social and Environmental, Corporate and OH&S risks. There is a definition of significant impacts as those with a pre control risk rating of high or extreme.

- *The coupe commencement advice had not been updated to show the junction with the Buchan-Orbost road.*

The advice has been updated and the dataset also adjusted to ensure that the advice forms contain correct information. A copy of the commencement advice for Splitsville was provided to indicate that this has occurred.

- *There are a few examples of old or obsolete documentation and records in the various offices at the seed store which need to be better managed and others that require document control. These should have been noted during regular monitoring inspections or internal auditing.*

All documents in the seed store have been reviewed and updated and the

monitoring and auditing process enhanced to ensure these issues are detected internally. The audit programme is currently under review to consolidate the monitoring and compliance processes.

- *The sticker on the scales appeared to indicate that calibration may have been due in August 2012. It was discussed that the sticker may be old however, records were not able to be viewed to confirm calibration at this audit.*

Calibration certificates were provided to indicate that the scales had been calibrated in August 2013, the stickers replaced and the checklist updated to include a check on the record.

- *Whilst the Hazard ID sheet attached to the log storage plan notes the generic hazards associated, there has been no specific aspect and impacts assessment completed using the Log Storage Site Risk Assessment as required by the Instruction.*

The Benambra log storage folder was reviewed and found not to contain the previously completed log storage site risk assessment which has now been reviewed and placed in the required location. Further actions included the change of the form itself and inclusion of this type of documentation in the internal auditing process. A copy of the coupe diary notes also documents that the assessment was done.

- *There are additional hazards such as the proximity of the house to the log stack and the short logs on the house side that are not documented. The system should be ensuring that as these additional hazards are noted, controls are put in place and monitored during visits.*

An additional site assessment has been completed and the Log Storage Site Risk Assessment updated to include additional risks. Coupe diary entries were also made to ensure the site supervisor is made aware of the risks of short logs in proximity to the house.

### **DFA and Statistical Monitoring Protocols**

VicForests continue to operate under the TRP reviewed at the previous audit. The total area is reported and updated on the website. All monitoring processes are reviewed and updated with a scientific approach applied to all surveys planned.

### **Management responsibility**

As noted above, management continue to take a strong interest in the application of the management system and ensuring there are adequate resources to implement all requirements. Continual improvement strategies are strongly supported and funded and the limited number of areas of concern is testament to the strength of the system and the support of the current management team.

### **Periodic Evaluation and Review of Compliance with Relevant Legislation and Regulations**

There have been no new legal issues arising and there is still a wait on the appeal by My Environment to the last decision handed down. The Leadbeaters Possum Advisory group has been deliberating on recommendations to go to the Minister by the end of the month.

The legal register is being updated to a compliance register.

### **Progress of Planned Activities to Improve Performance – Objectives and Targets**

The new 2013/2014 objectives and targets based on significant risks total eleven and include myrtle rust monitoring, managing boundary breaches of SPZ, national park or private property, controlling the potential for burn escapes, appropriately protecting all significant environmental values and threatened ecosystems, protection of watercourses and riparian vegetation, no wildfires started by VicForest operations, school bus protection, prevention of damage to retained stands, protection of specific vales such as the long footed potoroo, spot tailed quoll, Leadbeaters possum and Smokey mouse and managing identified high risk incidents in an appropriate timeframe.

These were all ratified by the SMT at the last management review with progress reported on for the July to September quarter. This has only recently commenced with evaluation in early stages for some of the targets.

Overall, performance improvement activities are very noticeable within the business as there is a strong culture to change practices to meet new requirements and as new information become available.

### **Stakeholder Consultation and Summary Report**

To meet the requirements of the new AS4708 Standard, VicForests have released a draft Forest Management Plan for consultation. This has attracted 34 submissions which will now be worked through. Overall it is a good document.

Audit reports are available on the website. There was limited opportunity to contact stakeholders during this audit due to offices being closed or some numbers not answered potentially due to the holidays. There will be a focus on stakeholders at the next audit.

### **Opportunities for Improvement**

- Objectives and targets are not as yet clearly stated;
- While the processes are outlined the current forest condition, inventory results and forecasts are not included. It is noted that forecast timber yields appear on the VicForests website.
- Some statements are vague without a prescribed process or outcome.

An internal strategy for stakeholder and planning has also been released in draft in November. This details the approach for communications and stakeholder engagement including the process of consultation and preparation of the Tactical Plan.

### **Complaints and Non Conformities**

The most recent incident was a breach where an existing road going into a coupe was being upgraded. The operation was stopped and investigated with rainforest found in the gully next to the road. Rehabilitation was undertaken, a letter drafted for DEPI and a meeting held with action discussed.

All issues are very well tracked and investigated through the system with very detailed documentation compiled. An alleged harvesting of rainforest buffer in the Noojee District was raised in August 2013 by an external party. Harvesting had been completed in January 2012. The area was visited with DEPI and a response sent to the stakeholder. All alleged breaches are tracked on a spreadsheet to ensure actions are undertaken in a timely manner.

It is noted that all of the previous year's handback coupes were accepted with some recommendations made in relation to areas where windthrow occurred post handback in thinnings coupes.

### **Internal audits, management review**

There have been no further internal audits completed since the last SAI Global surveillance audit however; there is an intention to conduct the internal programme as an ongoing process throughout the year.

Management review was held in August covering the full financial year for the first time. Risks were reviewed and the objectives and targets drafted using the significant aspects.

### **Identification of environmental, social and economic aspects and determination of their significance**

As discussed, all aspects and impacts are listed in risk wizard however, there continues to be a social and environmental register maintained. Significant aspects are those ranking as high or extreme however, there were none documented as extreme.

There have been improvements made to information available with a concerted effort to move everything from hard drives and CIS into CENGEA. Mapping availability for all staff has significantly improved with more accurate and detailed information.

CENGEA now has a yellow highlighted alert process to indicate if there is a special value requiring specific attention, protection or control. Examples of alerts put into the system included a sooty owl location at Basan with the requirement that no pre 1900 Ash be present.

### **Opportunity for Improvement**

- The system may need some form of notification that would remind or prompt the need for a yellow alert as this is currently manually by tactical planning.

### **Biodiversity Management**

VicForests have released a second consultation report, “VicForests Strategy for identifying and managing forest areas with High Conservation Value”. Overall this is a good strategy. A variety of responses have been received including comments from Planet Ark. No response has been received from DEPI.

### **Opportunities for Improvement**

- It may need to include a statement prescribing an approach to managing threatened flora taking into account their likely sensitivity to disturbance and where they are most likely to occur.
- The wording under Old Growth Forest and Giant Trees is confusing and may require a review in light of VicForests Old Growth Assessment Framework and inclusion in the strategy.

VicForests is a party to two joint research proposals for ARC grants:

- “Silvicultural practices to accelerate the development of tree hollows for LBP and other wildlife”. Collaborators are University of Melbourne and the Arthur Rylah Institute.
- “Coupe Context Study” – investigates how best to implement biodiversity conservation within a one kilometre radius of the coupe. The focus is on birds, beetles and plants. The collaborator is Forestry Tasmania.
- VicForests is developing an assessment framework looking at how to deal with coupes supporting varying degrees of old growth elements. It is likely there will be three categories:
  - Defined Old Growth (National Forest Strategy);
  - Old forest with disturbance; and
  - Regrowth forest or mature forest with Old Growth Forest.(The framework will need to address mapped old growth that is not old growth.

VicForests has an assessment process for determining whether an area supports LBP habitat. Field inspection reports were examined for Norgay (300/509/0003), Tenzing (300/503/0004) and Infant (297/509/0002). A precautionary approach is applied to trigger field investigation if it is possible that LBP habitat is present. Field inspections record habitat trees (mapped with GPS), presence of stags and presence of wattle. None of these coupes met the criteria to meet LBP Zone 1A or 1B habitat requirements.

### **Sustainability of Timber Production**

- Projected timber yields now appear on VicForests website.

- Rooding works are directed and scheduled to ensure that lack of access does not impede woodflow.
- There are no existing contracted sawlog timber sales beyond 2017/2018. Instead of timber sales by tender or auction VicForests is encouraging and looking for innovative proposals for sawlog and residual log from industry. VicForests has recently started supplying 10,000 cubic metres of firewood to a local tomato grower to use in his bioenergy plant which enables him to produce tomatoes all year round. Other innovative proposals could include production of ethanol, biofuel, charcoal, and engineered wood products. Over and above sawlogs and pulplogs the most likely future sales are for firewood and dunnage although there have also been enquiries about veneer. Commercial return and risk will be important in determining sales.
- All sawlogs and pulplog loads are now barcoded and information is synchronised by modem at the landing providing accurate and live data. Dockets are printed out and delivered to the mills with a register kept indicating original source through the coupe number.

### **Soil and Water Management**

- Consultation was carried out with two water management agencies, one related to harvesting in a water supply catchment and the other concerned the buffering of reservoir.
- The coupe files reviewed recorded no significant incursions into streamside buffers. Streamside buffers and filters seen in the field were well implemented.
- Landings were well managed with topsoil set aside during harvesting and re-spread associated with ripping post harvest.
- Culverts were installed on a number of roads to upgrade drainage prior to harvesting. Appropriate drainage was a consideration on all roadworks.

### **Silviculture**

- The handback of regenerated coupes to DEPI is going well. The 2012 handback which included 100 coupes (1705ha) were all accepted by DEPI following their review. This included the Connors plains salvage treatment coupes following the 2006/07 Great Divide wildfire. In September 2013 a further 46 coupes (943ha) from West Gippsland were handed back to DEPI. These coupes have yet to be reviewed and accepted. They include two fire-affected coupes from the Aberfeldy wildfire, ash coupes, mixed species coupes and one thinning coupe.
- All coupes field inspected that had been recently regenerated had good regeneration present. Those coupes seeded during 2013 have yet to generate their full complement of seedlings.
- In autumn 2013 a trial of regeneration assessment over 5 coupes using a drone was undertaken. The assessment of the photographs taken from the drone produced inconsistent results. Further work is required to develop interpreter skills and perhaps carrying out assessments in slightly older regeneration.

- VicForest has contributed to a joint study with the University of Melbourne entitled “ Seedbeds and regeneration in harvested coupes after the application of alternative methods of burning in tall wet Eucalypt forests in Victoria”. Burning was directed at maintaining special values such as large trees or habitat and also producing an adequate seedbed. Methods included burning in mild weather conditions, hand burning, burning downhill and using a network of trails. The method achieved its objective but was labour intensive and expensive. It is too early to assess regeneration success.
- There has been a very good review of the instructions for silviculture with many now consolidated.

### **Heritage**

- Heritage issues were well addressed both during the planning process and during the harvesting process when something unforeseen was identified. Examples of both are documented in Appendix 1.

### **Coupe Planning and Implementation**

- As noted at the previous audit the implementation of the coupe planning checklist (CPC) was variable on the coupe files checked with officer sign off and peer review sign off not always completed particularly by Tactical Planning staff. Tactical planners often complete sign off and peer review within their own process and do not necessarily complete the process again on the CPC. It is understood that the review of the CPC process to ensure both ensure efficiency and due diligence is yet to be finalised.
- The detail now being shown on the context map is excellent.
- In the coupe files examined the use of the coupe diary to ensure communication issues between the harvesting foresters and their contractors was also very good.
- Documentation of communication with third parties in relation to coupe planning and harvesting has also improved.
- Tactical planning has developed a Desktop Recce Confidence form which details the priorities to be addressed in Tactical Planning field reconnaissance. If confidence is low this will flag in red.
- CENGEA will not allow a coupe plan to be finalized unless all issues have been addressed. This also helps to ensure due diligence in the planning process.

### **Opportunities for Improvement**

- Finalise the review of how the tactical planning component should be checked and peer reviewed.
- The recce confidence approach is potentially very useful and if adopted by VicForests needs to be incorporated into the management system.

### **Office and Field Visits**

This re-certification audit focused on West Gippsland with visits to Powelltown,

Erica and Noojee. Field inspections were carried out looking at harvesting, silviculture and roading with an additional field day included to make up for the inability to visit field coupes at the previous audit.

### **Powelltown**

There have been no specific incidents or issues in the district. Stakeholder engagement has been undertaken through attendance at a field day. School group visits have been coordinated through the liaison officer in Healesville with the communications register used to note these.

Two harvesting contractors are working in the region with four overall being supervised by personnel from this office. No winter harvesting has been undertaken with the winter work added to the summer quota and no new roading has been completed.

Contractors are now required to have fire equipment on site. At the time of audit, the firefighting equipment readiness check had not been completed due to the senior forester being on sick leave.

As an example of maintaining regular forest use, personnel assisted with the organisation of a car rally with some road changes due to the potential for damage.

The management of injured wildlife has been added to the aspects and impacts register. An action was added to the CAIR database to ensure wildlife care contacts are updated and that further training is undertaken.

The communications register has been very well annotated to pick up the field inspection undertake with Melbourne University to check on research plots that have been established outside coupes. Field visits with the Yarra Ranges Shire have also been noted. All landowner notifications advising of activities are sent out by the Healesville office.

Other stakeholder engagement evidence included discussions on traffic management and neighbour concerns over smoke from regeneration burns affecting their health. There have only been two concerns received in 2013 and one in 2012.

Several coupe examples were examined of changes made to the original TRP shape taking into account stream buffers, rainforest and AAV checks. Specific rainforest training was recently completed and this will become an annual course.

Contractor checks are undertaken weekly as a minimum with information collated in the CMR. Ongoing checking is still well represented in the coupe diary. The 2010 Utilisation procedures remain current outlining contractor requirements.

Haulage production summaries note the timber removed from each coupe including grade, length, species etc. and were viewed for the District volume produced since the previous audit.

A review of the file for Basan 350-513-0002 indicated tactical planning peer review, harvesting peer review, coupe PI check with very good notes on the sooty owl potential and the Bunyip catchment requirements. The context map noted the tree geebung, long pink bells, areas of cultural sensitivity and rainforest. Confirmation of the regional park boundary with Parks Victoria had

also been documented.

Field visits to Upper Croc Creek, Hollands Landing and Allys indicated excellent , field results, buffer protection, burn and regeneration management and habitat tree selection.

#### **Opportunity for Improvement**

- Very few issues are being reported suggesting there may be a need to reinforce the use of the system.

#### **Noojee**

All roading and planning is being undertaken from the Noojee office for the west region.

At the time of audit there were no road works being undertaken. A slip had occurred on an in coupe road which required remediation and there had been some grading of old roads as it has been some time since they were last used. Roads works plans are now required for both new works and maintenance activities. Design standards are listed in the Utilisation Procedures with the requirement for the Standard to be checked prior to grading. Grade lines are marked and checked by tactical planning as access to some of the more difficult coupes becomes a priority. Personnel are also booked to attend further rainforest training.

Road construction skills are being enhanced through specific workshops. This will become important as members of the roading team take retirement options. Documentation is currently under review including the instructions and roading agreements. Planning is now looking 18 months in advance with a key target of three coupes ahead. This strategy will now ensure the roads are planned from start to finish.

Road inspection reports continue to be used as the monitoring method. The area of slip at McCarthy's track was viewed with very good remedial action undertaken.

Due to the weather conditions, a number of coupes have been swapped around on the operations plan to ensure soil and water values are protected. Coupe marking has commenced during the winter. Very good examples were viewed of buffers added to coupes as new information has become available during marking particularly where SPZs were not large enough or in the wrong location.

Pre harvest surveys check on the location of any big trees and habitat trees with the legend of the maps indicating seedtree species, breaches etc. This process is very well done and may be useful to adopt in other regions.

#### **Areas of Concern**

- A discrepancy was noted between the minimum clearing width in Schedule 3 of the Utilisation Procedures and in the Operating Guideline Appendix 6.
- The pre roading inspection checklist is required to be used according to the Instruction for road planning. This was not known by the roading personnel and no examples were available to indicate it is being used.
- A figure on Concrete Pipe Culvert flow from the Road Design

Guidelines 1992 is in use but not picked up by the roading instruction or the system.

### Opportunities for Improvement

- A B Double Route Assessment guide has been developed and has the VicForests logo but is not document controlled.
- An old version of the Roads Planning Documentation was observed on the wall at Noojee office and also copies of old Utilisation Procedures available for use.
- It may be helpful to identify who the subject matter experts for road construction, engineering etc. might be within Vic Forests or in DEPI.

### Erica

A new harvesting contractor has started with a total in the West region of 14. Two personnel were located in the office at the time of audit. Biodiversity checks are undertaken by local staff for the entire region with reports indicating follow up inspections of rainforest, giant tree locations, mining sites and Mallee ash. There is an improving knowledge of various values that require identification and assessment with the operating procedures providing good guidance to the protection requirements.

### Area of Concern

- A record could not be located at the time of audit for the induction of the two new harvesting contractors.

The following coupe plans (22) were reviewed. Notes relating to each coupe below appear in Appendix 1. Roading was also audited with it sometimes being addressed in the coupe plan (Stumpy Spur and Return of the Tippy) and sometime in OPRs (Appendix 2). Coupes and OPRs marked with an asterisk were field inspected.

Upper Croc Creek*	Big Black Sands*
Bomba	Mt Beenak
Turkey Mound	Holland's Landing
Tom Bowler*	Greenhill Sally
Jet	Pitman*
Finns Track*	Walhalla
Quint*	Fleabag*
Fergusons Bend*	Beside Chris*
Massey Ferguson*	Alfonso Spur
Bennies Creek Road*	Stumpy Spur*
Leech Spur*	Return of the Tippy*

APPENDIX 1 – Coupe Plans checked					
Office	Coupe name	Coupe number	Species type	Area (ha)	Notes
Powelltown	Upper Croc Creek*	345/512/0002	Mountain mixed species	33	Seed tree retention coupe. Tactical planning well done. CPC completed with peer review and sign offs. Coupe plan excellent with appropriate sign offs. CMRS and coupe diary well done. SDSS completed. Contractors found old sawdust heap – DEPI contacted for requirements.
	Big Black Sands*	347/501/0005	Mt Ash	11	Coupe plan not seen but the Operations map and the Context map were well done. Unmapped LBP habitat excluded from the coupe. LBP monitoring site external to the coupe. Regeneration burn completed with no incursions into the LBP habitat. Area seeded with mixed species with seedlings starting to appear.
	Bomba	348/517/0007	Mt Ash	28	Clearfell coupe. Tactical planning well done. CPC completed with peer review and sign offs (except Tactical Planning). Coupe plan excellent with appropriate sign offs. CMRS and coupe diary well done. SDSS completed. Communication with DEPI on protection of threatened plant, Notched Phebalium. Although LBP present in the area no habitat identified in the coupe.
	Mt Beenak	347/521/0006	Mountain mixed species	21	Seed tree retention coupe. Tactical planning completed. CPC completed with sign offs. Coupe plan completed with appropriate sign offs. Seed trees marked by VicForests. Debris removed from around habitat trees but not from around seed trees. LBP habitat excluded from coupe. SDSS completed. Burn plan for part coupe completed followed by documentation of the seeding process. Also on the coupe file was the following documentation: advising neighbours of proposed operations; with ANU about location of LBP monitoring site; and in regard to logging a small area of the Bunyip catchment in the closed season.
	Turkey Mound	463/505/0010	Mt Ash	26	Clearfell coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. During treemarking prior to harvesting it was necessary to amend the mapped rainforest to increase the area of rainforest

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					excluded on the southern edge of the coupe and slightly decrease the area of rainforest in the north of the coupe. Communication with DEPI documented. CMR completed. SDSS done. Regeneration burn plan done but no seeding record on file.
	Hollands Landing	345/512/0001	Mountain mixed species	40	Seed tree retention coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. Context map excellent. CMRs and coupe diary well done. SDSS completed. Communication with AAV documented.
	Tom Bowler*	348/537/0005	Mt ash	9	Clearfell coupe. Coupe plan not seen but the Operations map and the Context map were well done. The presence of rainforest, threatened flora, LBP habitat and the Sooty owl were all taken into account in the planning process and excluded from the coupe area. The coupe boundaries were well marked. The regeneration burn created a good seed bed with good regeneration establishment.
<b>Erica</b>	Greenhill Sally	524/503/0006	Alpine Ash	12	Clearfell coupe. Tactical planning well done (includes Mallee Ash alert). CPC completed with peer review and sign offs. Coupe plan completed with appropriate sign offs. Coupe plan included the protection prescription for Mallee Ash but does not say what it is for. CMRs and coupe diary completed. The exclusion of the Mallee Ash stands noted as the first entry in the coupe diary. SSDS completed Regeneration burn plan completed and subsequent seeding map on file. The coupe/NP boundary confirmed and documented. Grazing lessee notified of proposed operations.
	Jet	526/501/0002	Alpine Ash/Shining Gum	16	Cleafell coupe. Coupe still in planning stage. Tactical planning completed. CPC in place. Sign off on confirmation of coupe boundary completed. Coupe plan yet to be done.
	Pitman*	482/501/0051	Mt Ash/Mixed species	7	Clearfell coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. LBP habitat excluded from coupe. CMRs and coupe diary completed. Regeneration burn plan completed and burn documented. Seeding map on file. Confirmation of field boundary with private landholder

					documented.
	Finns Track*	487/501/0002	Foothill mixed species	32	Seed tree retention coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. CMRs and coupe diary completed. SSDS completed. Letters sent to neighbours advising of proposed operations. A visual protection buffer of 200m from main road was established to address a DEPI concern. Boundaries marked in the field. Some seed trees lost due to windthrow. Good seed crop present. Seed was collected from the heads of felled trees. Habitat trees present. Topsoil stockpiled for landing rehabilitation. Timber yield expected to be above predicted.
	Walhalla	497/501/0001	Foothill mixed species	21	Seed tree retention coupe. Tactical planning completed with Tubal Cain mine site and old tramway identified on overlay. CPC completed with sign offs. Coupe plan completed with appropriate sign offs. During tree marking an area of old human activity was identified. Letter received from Parks regarding management of such sites. No evidence of the tramway on the coupe. SSDS completed. Letter drop to all residents of Walhalla advising of proposed operations. As a result the haulage route was altered.
	Quint*	487/501/0006	Foothill mixed species	10	Seed tree retention coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. Tramway excluded from coupe by a dozed track which will be used as a boundary for the regeneration burn. CMRs and coupe diary completed. SDSS completed. Written advice to neighbors advising of proposed operations. Boundaries marked in the field. Some seed trees lost due to windthrow. Good seed crop present. Seed was collected from the heads of felled trees. Habitat trees present. Topsoil stockpiled for landing rehabilitation. Timber yield expected to be above predicted.
	Fleabag*	487/501/0005	Mt. mixed species	26	Clearfell coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. CMRs well done. Coupe had been burnt in a wildfire and as a result regeneration burn was not successful due to lack of fuel. Site

					preparation plan completed for rough heaping and root raking. Seeding map on file. A 20 metre exclusion buffer place around the reservoir at the top of the coupe following correspondence with Gippsland Water. Confirmation of coupe/NP boundary documented. Letters sent to neighbours advising of proposed operations.
<b>Noojee</b>	Fergusons Bend*	467/504/0004	Foothill mixed species	19	Seed tree retention coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. CMRs and coupe diary well done. SSDS completed. Regeneration burn plan completed Aerially sown at 50% of standard sowing rate due to expected natural seedfall. Seed tree marking map, seed crop assessment map, seed bed survey map and regeneration survey map all on file. 90% of productive area stocked.
	Beside Chris*	467/504/0003	Foothill mixed species	29	Seed tree retention coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. CMRs and coupe diary well done. SSDS completed. Seed tree marking map completed. Regeneration burn plan completed. Seed crop adequacy map on file. Seeding at 100% of normal rate with seeding map on file. Regeneration survey will be carried out in 2014.
	Massey Ferguson*	467/504/0007	Foothill mixed species	19	Seed tree retention coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. CMRs and coupe diary well done. SSDS completed. Seed tree marking map completed. Regeneration burn plan completed. Seed crop adequacy map on file. Seeding at 100% of normal rate with seeding map on file. Burnt in 2013. Germination plots being monitored.
	Alfonso Spur	458/505/0008	Mt. Ash	12	Clearfell coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. CMRs and coupe diary well done. SSDS completed. Confirmation of coupe/NP boundary documented. Regeneration burn plan on file. Aerial seeding map on file. Regeneration survey map on file with 87% of productive area stocked.
	Bennies Creek Road*	463/502/0002	Foothill mixed species with	25	Clearfell coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs.

			Mt. Ash		CMRs and coupe diary well done. SSDS completed. One boundary breach noted. Two seed trees accidentally felled and replaced with another two trees. Regeneration burn plan completed. Two small spot overs during burn. Seed tree marking map and seed crop adequacy map on file. Sown at 100% of normal rate resulting in 94% of productive area stocked.
	Stumpy Spur*	463/502/0005	Foothill mixed species	26	Clearfell coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. CMRs and coupe diary well done. SSDS completed. Minor amendment to FMZ signed off with DEPI. Only logs from the landing removed so far. Excellent landing and minor access road construction. Logging will recommence in September 2014.
	Leech Spur*	463/502/0008	Foothill mixed species	25	Clearfell coupe. Tactical planning and CPC completed. Coupe plan completed with appropriate sign offs. LBP modelled habitat not present (assessment process documented) but area largely excluded from coupe as non productive. CMRs completed and coupe diary well done. Photographs of two tree heads that fell over the boundary (one in windy conditions) on file. Stream buffers and filters well done. Seed tree marking map on file. Letter to DEPI requesting permission to fell dangerous tree external to the coupe.
	Return of the Tippy*	348/510/0008			This involved construction/re-opening access into a coupe through a SPZ. Approval sought from DEPI which led to a joint field inspection and subsequent approval. Roading well done. A little ponding on one corner following recent rain. This will be fixed prior to harvesting commencing.

## Appendix 2 – Roading OPRs

OPR	Works Number and Name	Description
00627*	01 – Slip Repair McCarthy Spur*	Difficult site with large rocks and steep side slopes. Safety considerations taken into account during rehabilitation and for subsequent operations. Diary completed. Photographic record on file. Batter is probably too steep but has been rocked at the base. Road will be closed after operations and the slip area benched to minimize any further erosion.
	04 – Grading Gippsland West	Special values taken into account. Context map provided to the contractor indicating proximity to modeled LBP habitat, SPZ location and Tree Geebung location.
	011 – Callaway Culverts	Installing 5 culverts. No issues. Diary completed.
	010 – Ridge Road Improvements	Culvert installation and bog hole repair. Diary completed. Road Maintenance monitoring record completed
	009 – Ballantynes Road Improvements.	As for 010 above.
	008 – BBKingBBJordan Access	Very rocky area precluding culvert installation. As the grade was less than 12% roll overs were used. Diary completed. Special values addressed in the coupe plan.
	004 - Chinamans	Install culverts, restore drainage and fill wash outs. Special values addressed in the coupe plan. Diary noted that there were no incursions into the SPZ.

**AS4708:2013 Status**

As VicForests has had direct involvement in the development of the new Standard, there is a very strong understanding of the additional requirements. As a result the Forest Management Plan and Stakeholder strategy have been drafted and made available for consultation. At this stage there are no specific areas of concern noted as plans are in place to address all potential deficiencies.

**NEXT AUDIT PLAN**

During our next audit the issues identified as requiring attention will be reviewed to ensure they have been adequately addressed, as well as the following set out in the plan below:

This plan is a draft and can be modified to suit the availability of relevant people.

Audit type :		Surveillance		
Date	Auditor	Audit meetings plus functions/ processes/ areas/ shifts audited	# Shift	Approx. time
6 days June 2014	KERS	Entry Meeting		
		CSO – legal and other requirements, objectives and targets and planning, internal audits, CAIRs, management review, aspects and impacts		
		Upgrade to AS4708:2013		
		Resources Team – harvesting strategy, modelling, future ash layer		
		Central region – Alexandra, Ovens, Healesville offices and forest regions		
		Upgrade to AS4708:2013		
		Exit discussion		
		Stakeholder communication, Report preparation		