

VicForests Freedom of Information (FOI)

Part II Information Statements



Pursuant to Part II of the Victorian Freedom of Information Act 1982, this information statement contains the following information relating to the types of documents held by VicForests, what VicForests does and how people can access the information they require:

- Statement 1 – Organisation and functions
- Statement 2 – Categories of documents
- Statement 3 – FOI arrangements
- Statement 4 – Publications
- Statement 5 – Rules, policies and procedures
- Statement 6 – Report literature

Statement 1 – Organisation and functions

Structures and Functions

VicForests is a State body established on 28 October 2003 by Order in Council under s.14 of the *State Owned Enterprises Act 1992 (Vic)* and declared to be a State business corporation under s.17 of that Act. The Treasurer of the State of Victoria is the sole shareholder and the Minister for Agriculture and Food Security is the responsible Minister.

VicForests role is to undertake the management, harvest, sale and regeneration of timber resources in specified areas of Victoria's State forests set aside for wood production on a commercial basis.

Section 3(3) of the Order in Council provides that the functions of VicForests are to:

- undertake the sale and supply of timber resources in Victorian State forests, and related management activities, as agreed by the Treasurer and the Minister, on a commercial basis;
- develop and manage an open and competitive sales system for timber resources; and
- pursue other commercial activities as agreed by the Treasurer and the Minister.

Information on VicForests' structure can be found in the following section of the VicForests website:

- [Organisational structure](#)

Information can also be found in each VicForests [Annual Report](#).

Powers to make Decisions directly affecting the Public

Section 3(4) of the Order in Council establishing VicForests provides that for the purpose of performing its functions, VicForests may:

- acquire or dispose of real or personal property;
- enter into contracts and agreements;
- employ staff; and
- do all such other things necessary or convenient to be done for or in connection with, or as incidental to the performance of its functions.

VicForests' harvesting and regeneration activities may result in restrictions in public access to certain areas for safety reasons. However, in most cases, the ultimate authority to restrict public access often lies with another

power such as Department of Environment and Primary Industries (DEPI) in relation to road closures on forest roads, or the declaration of public safety zones by the delegate of the Secretary to DEPI.

Mechanisms for Consultation with the Public [in developing agency policy and practice]

Information on VicForests' stakeholder engagement activities can be found in the following section of the VicForests website:

- [Stakeholder Engagement](#)

VicForests welcomes stakeholder feedback into our operations at any time but also provides formal opportunities for input into our plans and operations. A list of current opportunities to provide formal feedback is outlined on the VicForests website.

Contact details for all VicForests offices are also provided on the VicForests website. In addition, the website makes it clear that the public can also provide general feedback and input on the ways they would like to engage with VicForests by:

- email to vfs.admin@vicforests.com.au; or
- written submission to: GPO Box 191, Melbourne, VIC, 3001.

Library or Reading Room Facilities

VicForests does not currently maintain physical library or a reading room facilities, however the electronic copies of the many documents available of the VicForests website comprise a digital reading room for the public.

Statement 2 – Categories of documents

VicForests produces a large number of documents and records in the course of its work, and uses an Electronic Document and Records Management System (EDRMS) to classify, store, access and manage a broad range of electronic and hard copy documents.

The types of documents that VicForests handles include:

- administrative records
- legal records and registers
- documents relating to risk mitigation
- OH&S records and documents
- business continuity records
- policies and procedures
- financial records
- personnel records
- records on forest operations
- correspondence and briefings
- corporate strategic documents
- compliance documents
- sales records
- certification documents
- documents relating to auction/tender events
- planning documents
- documents relating to projects
- records of VicForests' committees
- publications and reports
- communications records
- information management records
- contracts and associated documents regarding contract management
- records relating to property (leases, storage sites etc)
- maps, plans and technical drawings

Statement 3 – FOI arrangements

Information on the way in which VicForests handles FOI matters and the process for making a request for access to documents can be found in the following section of the VicForests website:

- [Freedom of Information](#)

Information on FOI requests received by VicForests can also be found in each VicForests [Annual Report](#).

Statement 4 – Publications

VicForests produces a number of publications, many of which can be found in the following sections of the VicForests website:

- [Corporate Reporting](#): Annual Reports, Sustainability Reports and Corporate Plans
- [Audit Reports](#)
- [Media Centre](#): Media releases, Articles and Fact Sheets

Information required to be reported in accordance with **Financial Reporting Direction 22E – Standard Disclosures in the Report of Operations** under the *Financial Management Act 1994 (Vic)* can be found in each VicForests [Annual Report](#).

Statement 5 – Rules, policies and procedures

This section highlights a few of the many instances in which VicForests publishes internal rules, policies and procedures online.

Types of information that can be found on the VicForests website include:

- Procedure manuals
- Interpretations of governing statutes
- Statements of policies and documents concerning methods of enforcing acts or schemes

If there are documents of this nature that are not currently available online, requests can be submitted directly to VicForests.

Examples are listed below:

Acts administered by VicForests

- Nil

Codes

- [Code of Practice - Bushfire Fire Management on Public Land](#)
- [Code of Practice for Timber Production](#)
- [Ash Salvage Carters and Drivers Self-Regulating Code of Behaviour](#)

Policies (incl. Privacy Policy)

- [VicForests Sustainable Forest Management System \(SFMS\) Policy 4.0](#)
- [VicForests Forest Management Plan \(Draft\)](#)
- [VicForests High Conservation Value Strategy \(Draft\)](#)
- [VicForests Privacy Policy](#)
- [Contractor Information Handbook](#)

Procedures

- [VicForests Operating Procedures Regulatory Handbook \(v.2.0\)](#)
- [VicForests Utilisation Procedures \(v.7.0\)](#)
- [VicForests Procedure - Identification of Leadbeater's Possum Habitat \(v.1.5\)](#)
- [VicForests Procedure - Rainforest \(v.1.9\)](#)
- [VicForests Instruction - Preharvest Surveys \(v.2.4\)](#)
- [Sales Codes and Procedures](#)

Plans

- [Timber Release Plans](#)
- [Special Management Plans](#)
- [Coupe Plans](#)

Statement 6 – Report literature

This section illustrates examples of where VicForests publishes final reports and records of decisions relating to policy and the administration of policy.

Examples are listed below:

- [Corporate Reporting](#): Annual Reports, Sustainability Reports and Corporate Plans
- [Audit Reports](#)
- [Research and Development Papers](#)