

**Annual Return
Forestry Corporation of New South Wales
pursuant to condition 33 of the
Coastal Integrated Forestry Operations Approval**

Approval Name	Coastal IFOA
Approval Holder	Forestry Corporation of NSW
Reporting Period	16/11/2021 to 16/11/2022

This annual return must be received by the EPA within 60 days after the end of the reporting period (Note: the EPA will provide the approved annual return form at the end of each reporting period).

It is a requirement of condition 33.4 of the approval, that FCNSW retains a copy of each annual return submitted to the EPA, for at least four years after the annual return was required to be submitted to the EPA.

Completed Annual Returns are published on the EPA public register.

Please send your completed Annual Return by **Registered Post** to:

**Executive Director
Regulatory Operations, Regional
Environment Protection Authority
Locked Bag 5022
Parramatta NSW 2124**

This Annual Return requires completion of sections A to F. Use the checklist below to ensure that you have completed your Annual Return correctly.

CHECKLIST		
<input checked="" type="checkbox"/>	Section A	Statement of compliance with the conditions of the approval
<input checked="" type="checkbox"/>	Section B	Monitoring summary
<input checked="" type="checkbox"/>	Section C	Complaints summary
<input checked="" type="checkbox"/>	Section D	Statement of compliance – requirement to prepare Incident Response Management Plan (IRMP)
<input checked="" type="checkbox"/>	Section E	Statement of compliance – orders made under the <i>Biodiversity Conservation Act 2016</i> (BC Act)
<input checked="" type="checkbox"/>	Section F	Other information required by Protocol 2
<input checked="" type="checkbox"/>	All	Attachments are legible, identifiable, and labelled per instructions.
<input checked="" type="checkbox"/>	All	All names, personal details and contact information have been redacted, de-identified, or removed.

<input type="checkbox"/>	All	All web links are direct (requiring no additional navigation) where possible, and up to date.
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A. Statement of Compliance with the conditions of the approval

1. Is the Compliance Register, containing the information detailed in Protocol 1.3, available on a publicly accessible web site, as required by the approval (Protocol 35.4)?

No

2. If you answered **yes** to question 1, please indicate clearly the web address where the Compliance Register can be accessed:

NA

3. Please attach a **dated** copy of the Compliance Register, in Microsoft excel format, for the reporting period as it appeared on the date of the conclusion of the reporting period to which it applies. Please clearly label the document "Attachment A: Compliance Register".

Note: a copy of the register has not been maintained as at the conclusion of the reporting period. Attached is a copy of the register for all information current during the reporting period. FCNSW is amending internal processes to record a snapshot of the register as at 16th November annually.

4. If you answered **no** to question 1, please explain in the text box below how it has been made publicly available, as required by the approval.

All records associated with the approval must be made publicly available in accordance with P35 (ie via SEEDS or other approved by the EPA), and within a reasonable timeframe. The Compliance Register, as is done with the myriad of other records associated with the CIFOA, are made 'publicly available' by providing them when people request them, within a reasonable timeframe.

FCNSW is not aware that the EPA has approved any method, such as FCNSW or alternative website, while SEEDS is not capable of hosting all register data, documents and files and, electronic maps and spatial datasets required to be made publicly available. However, FCNSW are willing to discuss with the EPA opportunities to make data publicly available where SEEDS is not an appropriate platform.

5. Please describe the framework or procedure for determining what constitutes a non-compliance, including the criteria for inclusion of incidents in the register.

- Instances of potential non-compliance with the CIFOA are assessed against the Standard Operating Procedure.

- These identified instances of potential non-compliance are then entered into the system, whereby they are assessed and reviewed by functional managers and the Compliance and Assurance team.
- Where non-compliances against the CIFOA are confirmed by our Compliance and Assurance team they are formally recorded on Forestry Corporations Compliance Register.
- As per Protocol 1.3, all instances of non-compliance with the CIFOA are entered into the Compliance Register within 14 days of Forestry Corporation becoming aware.

To support this explanation, FCNSW have attached the SOP for all IFOA non compliance recording as Attachment A1 – IFOA Non-compliance SOP.

B. Monitoring Summary

Monitoring summary reporting is required for programs and activities under the Coastal IFOA Monitoring Program, commencing in 2022.

1. Please attach a detailed description of progress undertaken to date specifically addressing how the monitoring program meets **each of the requirements** outlined in 38.3(1)(a-g) of the Protocols.
2. Alternatively, you may choose to attach a copy of the most recent report produced for the purposes of satisfying requirements under 38.4.
3. Please clearly label the document produced for the purposes of satisfying items 1 or 2 above, "Attachment B: Monitoring Summary".

The document Coastal IFOA - Annual progress report – 2022.pdf has been supplied from the NRC CIFOA monitoring website as it meets requirements of option 2 above. Further information and reports on the monitoring program and progress are available from the NRC website here [Coastal IFOA monitoring \(nsw.gov.au\)](http://Coastal IFOA monitoring (nsw.gov.au))

C. Complaints Summary

1. Is the Complaints Register available on a publicly accessible web site?

No

2. If you answered **yes** to question 1, please indicate clearly the web address where the complaints register can be accessed:

NA

3. Please attach a **dated** copy of the Complaints Register, in Microsoft excel format, **as it appeared on the date of the conclusion of the reporting period to which it applies**. Please clearly label the document "Attachment C: Complaints Summary".

Note: FCNSW maintains a live register of complaints at all times. Attached is a copy of the register for all information current during the reporting period. FCNSW is amending internal processes to record a snapshot of the register as at 16th November annually.

4. If you answered no to question 1, please explain in the text box below why it has not been made publicly available, as required by the approval.

All records associated with the approval must be made publicly available in accordance with P35 (ie via SEEDS or other approved by the EPA), and within a reasonable timeframe. The Complaints Register, as is done with the myriad of other records associated with the CIFOA, are made 'publicly available' by providing them when people request them, within a reasonable timeframe. Within the Plan Portal FCNSW does publish a complaints summary, which although similar, is not the complaints register, however this does serve as a means of providing information to the public regarding specific CIFOA complaints.

FCNSW is not aware that the EPA has approved any method, such as FCNSW or alternative website, while SEEDS is not capable of hosting all register data, documents and files and, electronic maps and spatial datasets required to be made publicly available. However, FCNSW are willing to discuss with the EPA opportunities to make data publicly available where SEEDS is not an appropriate platform.

5. Please describe the complaint handling process, including details of the source/s of complaints (i.e. the method/s of receiving complaints), and confirm whether the complaints register submitted is presumed exhaustive; that is, that it includes a record for every complaint received regardless of method.
 - As per Protocol 1.4, all complaints that allege a non-compliance with a condition of the CIFOA are entered into the Complaints Register.
 - Complaints may be received either verbally (in person/via phone) or written (email/regular mail).
 - Complaints that allege a non-compliance with a condition of the CIFOA are entered into the Complaints Register within five (5) days of receipt.
 - All levels of staff have access to the Complaints Register for data entry.

To support this process, FCNSW have attached the SOP for CIFOA complaints as Attachment C1 – IFOA CIFOA Complaints SOP

D. Statement of Compliance – Requirement to prepare Incident Response Management Plan (IRMP)

1. Have you prepared an IRMP for the Coastal IFOA region under condition 35 of the approval?

During the reporting period for this return, no IRMP has been prepared.

2. If you answered **yes** to question 1, is the IRMP available on a publicly accessible web site?
NA
3. If you answered yes to question 2, please indicate clearly the web address where the IRMP can be accessed:
NA

E. Statement of Compliance – orders made under the Biodiversity Conservation Act 2016 (BC Act)

Complete the table below with details for all orders issued to FCNSW under the BC Act, adding rows as necessary.

Order type	Date of order	State Forest where the order was issued	Details of the IFOA alleged to have not been complied with	Action taken to prevent recurrence
i.e. Stop work order	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
i.e. Remediation order	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

F. Any other statement, summary or information required by Protocol 2: Annual plans and reports

1. Please attach a dated copy of the *annual plan* that sets out the planned forestry operations for the **upcoming** financial year, as it appeared when it was prepared at the commencement of the reporting period to which it applies (20 June 2022), per the approval.
 - i. Please attach or include a list of any subsequent variations that have been made to that version since commencement of reporting period.

Refinements, alteration and changes are made to plans throughout the planning process which may result in changes to the annual plan. These changes are in response to weather, market conditions, forest access, community discussions and a range of other factors. These changes, as examples, include alterations in planned operational commencement or cessation dates, variation in plan extents or updated plan details.

As these changes to the annual plan are available on Plan Portal, a 'live' annual plan for the upcoming 12 months is continually available reflecting the ongoing and continual planning throughout the year. As a result of the live and continuous access to the annual plan, it is impractical to detail all changes to the plan of operations.

FCNSW believe the current Annual plan information available in Plan Portal, through the very nature of being live and continually updated, exceeds the requirements and intent of the Annual plan.

- ii. Please provide an explanation, citing examples, of how the Annual Plan demonstrates planning to reduce cumulative impacts of forestry operations in the Coastal IFOA region, per Protocol 2.2(4)(a) and Chapter 3 Division 2 of the approval.

Forestry Corporation carefully plans sustainable timber harvesting and roading operations in State forests and other Crown-timber lands in line with a number of policies, codes and regulatory requirements. Each operation is carried out in line with a detailed harvest plan, which is informed by a rigorous planning process that involves environmental surveys as well as discussions with other forest users and neighbours. The harvest plans provide crews with clear instructions that ensure each operation meets the strict environmental guidelines and any other considerations identified during the planning process.

The plans are comprised of maps, site specific information and instruction on issues like:

- safety
- silviculture
- forest management zoning
- flora, fauna and fish protection
- cultural heritage protection
- soil and water protection
- road and crossing works
- burning prescriptions
- monitoring and recording activities.

Plans are prepared for specific compartments in State forests. Plans are valid for up to 10 years and work is scheduled depending on a number of factors including market conditions and weather

One of the requirements under the CIFOA is to distribute timber harvesting operations across the landscape and over time to ensure that any potential cumulative impacts from forestry operations are avoided. Forestry Corporation meets this requirement through its detailed planning process, which includes long-term, tactical and operational planning.

Long-term planning

Forests are managed to be harvested and regrown in perpetuity and timber supply is projected over a 100-year period to ensure an ongoing sustainable yield. Forestry Corporation sells timber to more than 50 local customers spread over the four CIFOA sub-regions, primarily under long-term wood supply agreements. These agreements are informed by the sustainable yield model, which is carefully calculated to project the sustainable level supply of timber and wood products from each geographic supply zone over the next 100-years. The commercial contracts for harvesting, haulage and sale of timber align with geographic supply zones and refer to the sustainable supply levels.

Tactical planning

Tactical planning is carried out three to five years prior to any operation. Tactical planning identifies which specific compartments have suitable timber for harvesting in the coming years, while ensuring that operations are spread across the CIFOA and not concentrated in any sub-region. The tactical planning process informs where the more detailed operational planning should commence.

Operational planning

Detailed harvest plans are developed for each individual operation. To prepare these plans, a team of trained and professional staff must carry out multiple surveys, data analysis and desktop assessments as well as stakeholder consultation. It can take around 12-18 months to develop a comprehensive plan for an operation.

Once the operational plan has been developed and approved, the plan will be published on the Plan Portal. The operation will then be scheduled. Scheduling is highly variable and is based on the type of operation, local harvest crew configuration and availability, timber species availability and weather.

- iii. Please also include a **direct** link to the *annual plan* as provided for public access.

<https://planportal.fcns.wa.gov.au/Reports>

2. Please attach a copy of the *annual timber and biomaterial report* required by the approval relevant to the reporting period.

The annual timber and biomaterial report is now contained within FCNSW Sustainability Report. This report is online and interactive, and generally not available as a download. FCNSW have created a specific extraction of this report which is 'Attachment F CIFOA Biomaterials Report.pdf'.

- i. Is the *annual timber and biomaterial report* available on a publicly accessible website?

Yes

- ii. If **yes**, please indicate clearly the web address where it can be accessed:
<https://app.powerbi.com/view?r=eyJrIjoiZTU2OGVhYjAtZjEwNi00YzRjLTg2MDAtZjg0NWU1Y2E3MWZmliwidCI6IjdIODcyMjA5LWY3MGI0NDU3OC1hNzk5LTA4YTdjZjAzODI3NSJ9&pageName=ReportSectionb205a71ea08442149221>
- iii. Please provide a description of the framework or procedure for recording and maintaining records of timber volumes.
Please refer to Attachment G – Harvest Contractor Code of Procedure for Mill Door Sales SOP. FCNSW' data is stored in our Data Warehouse.
- iv. Has the *annual timber and biomaterial report* included each of the details described under Protocol 2.4(1)(a)(i)(A-L) and (ii)(A-H)?
Yes
- v. Please provide an explanation as to why the details of any of the elements required under Protocol 2.4(1)(a)(i)(A-L) and (ii)(A-H) have been omitted.
N/A

G. Signature and Certification

This Annual Return may only be signed by an employee of FCNSW not below the General Manager or equivalent.

It is an offence to supply any information in this form that is false and misleading in a material respect, or to certify a statement that is false or misleading in a material respect. There is a maximum penalty of \$250,000 for a corporation or \$120,000 for an individual.

I

- Declare that the information in the Monitoring Summary in Section B, Complaints Summary in Section C, and other information in Section F and any pages attached to these sections is correct and not false or misleading in a material respect, and
- Certify that the information contained in sections A, D and E and any pages attached to these sections is correct and not false or misleading in a material respect.

NAME:	Daniel Tuan
POSITION:	General Manager Hardwood Forests
REPORTING PERIOD:	16/11/2021 to 16/11/2022

SIGNATURE AND
DATE:



Date 8/6/23

PLEASE ENSURE THAT ALL APPROPRIATE BOXES HAVE BEEN COMPLETED AND THAT THE CHECKLIST ON PAGE 1 OF THE ANNUAL RETURN HAS BEEN COMPLETED.