



PROCEDURE 121 PLANTATION HARVESTING (Pre-Operations Planning)



1. PURPOSE / OBJECTIVES

The objective of this procedure is to ensure that Plantation Harvesting Managers have a clear understanding of the requirements for harvest pre-operations planning within FPC managed plantations.

It is an essential requirement prior to undertaking any major plantation operation that authorisation is obtained for proposed disturbance activities prior to commencement. Depending on land tenure, a planning checklist for disturbance activities [DPaWFEM 019](#) (for Crown and Executive Director (ED) land) or the [Planning checklist for disturbance activities on Sharefarms \(FPC47\)](#) (for freehold land) will be completed and submitted under [Procedure 95 Approval for disturbance activities](#).

The FPC undertakes plantation harvesting under the guidelines detailed in the [Code of Practice for Timber Harvesting in Western Australia \(CALM 1999\)](#). The Code provides a concise set of instructions for timber harvesting on State Forest and Crown lands managed by the Department of Biodiversity, Conservation and Attractions (DBCA).

Provide the information to DBCA as per the FMP.

2. PROCEDURE

2.1 Annual Timber Harvest Plans

An Annual Timber Harvest Plan will be produced by the Operations Planner in advance of each financial year. It will specify, in particular, the access routes to and from the harvest areas and the use, upgrading, maintenance or construction of roads, tracks, culverts and bridges. [Technical Specification TS-P-10 Plantation Harvesting \(Pre-Operations Planning\)](#) details the information to be provided in the Plan.

The draft plan will be finalised prior to the end of the financial year and, once approved by the Plantations Manager, will be allocated an operations code and input into Geomaster.

The availability of the Annual Harvest Plan will be published in the West Australian in June of each year for public comment as required under the Forest Management Plan 2014 - 2023. The Annual Harvest Plan will also be available within the FPC's internal Tech1 program as the operation codes forms the basis of all budget development.

Where required, the Contractor will be provided with an [FPC494 Timber Harvesting Plan and Haulage Road \(Route\) Agreement](#). These provide local government with information relating to the use and management of local roads and assist in seeking Main Roads approval for the use of over-mass vehicles during harvesting.

The Authorised Officer will:

- Ensure that the draft Annual Timber Harvest Plan is submitted for approval and, once approved, submitted for public comment ready for commencement on 1 July each year.
- Liaise with the relevant Local Government bodies to seek endorsement as required before submitting an application to add or amend a road on the Restricted Access Vehicle (RAV) Network to Main Roads so that approvals for over-mass vehicles are in place for the roads specified in the Timber Harvesting Plan.
- Ensure completion of all harvesting details by form [FPC709 LOIS – Logging Operation Details](#)



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2.2 Contractor Briefing

A site specific handover will be completed each work area and cover the general operational requirements in accordance with the following Contractor Procedures and Work Instructions.

The Authorised Officer will:

- Ensure that the contractor or contractors representative is fully briefed during the handover and, in conjunction with the FOIC, completes the form [FPC377 Plantation Pre-Operation Hazard Identification and Site Handover Sheet \(Harvesting\)](#). It is the FOIC's responsibility to complete the FPC377 by extracting information off the [DPaWFEM019](#) or [Planning checklist for disturbance activities on share farms \(FPC47\)](#). This FPC377 is then sent to the Plantations Planner for checking.
- Check that all contractors and operators are familiar with [Contractor Procedure E1 – Incident Management](#) and check their compliance with [Contractor Procedure E5 – IFMS E learning awareness modules for contractors](#)
- Ensure that the Contractor has a systematic approach to safety and this can be auditable as per [Contractor Procedure O1 – Safety Requirements](#)
- Undertake all pre-operational planning activities in accordance with the requirements detailed in [Technical Specification TS-P-10 Plantation Harvesting \(Pre-Operations Planning\)](#). This relates particularly to demarcation, road construction and location of stockpiles.

3. MONITORING AND MEASUREMENT

The Authorised Officer will:

- Audit the Contractors safety management system during the operation as per requirements in [Contractor Procedure O1 \(Safety Requirements\)](#) using the form [FPC663 Contractor safety audit checklist](#)
- Ensure that the Harvesting Contractor is aware of their obligations under the contract and is registered, certified and understands the forest environment and undertakes their responsibilities in accordance with [Contractor Procedure C1 \(Obligations\) and Contractor Procedure C2 \(Timber Worker Registration\)](#). This also includes having worksite entry signs at worksite entry points.
- Raise awareness of any significant environmental aspects of the operation and ensure that all aspects of [Contractor Procedure E3 Environmental Compliance](#) are followed. Ensure that, where non-compliance or non-conformance has been identified during monitoring, the incident is logged and corrective and preventative actions are managed via the [FPC80 Incident Report form](#)

4. RESPONSIBILITIES

The Manager Plantations is ultimately responsible for compliance with this Procedure and its associated Work Instructions and Technical Specifications.

5. LEGISLATION AND OTHER REQUIREMENTS

Legal Requirements

- *Forest Products Act 2000*
- *Environmental Protection Act 1986*
- *Road Traffic Act 1974*
- *Conservation and Land Management Act 1984*
- *Local Government Act 1995*



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Other Requirements

- [Code of Practice for Timber Plantations in Western Australia](#) – (CALM 2014)