



**ForestFit™**

**STANDARDS  
REVISION  
PROCESS**

V02\_NOV2023

# ForestFit™ Standards

ForestFit™ Standards and Certification scheme provides a whole of business approach to support sustainable, safe and environmental business practices to strengthen future viability of forest contracting businesses.

ForestFit™ Standards include:

- Standard 1: Mandatory Requirements
- Standard 2: Business Sustainability
- Standard 3: Work Health and Safety
- Standard 4: Environmental Practices

ForestFit™ was designed to meet the the principles of AS/NZS ISO/IEC 17067:2015 Conformity assessment - Fundamentals of product certification and guidelines for product certification. ForestFit™ is currently undergoing endorsement by the internationally recognised bi-national government Joint Accreditation System of Australian and New Zealand (JASANZ).

ForestFit™ Standards utilise the requirements outlined by AS/NZS ISO/IEC 9001, 14001 and 45001. The criteria were developed with a risk based approach for management systems and further contextualised for contracting businesses undertaking harvest, haul, civil, silviculture and/or minor forest products operations. Audits are conducted annually by independent third party certification bodies (CBs) accredited by JASANZ.

ForestFit™ criteria is benchmarked to ensure alignment with relevant contracting business criteria within recognised Australian Forestry Certifications – Responsible Wood (Programme for the Endorsement of Forest Certification) and Forest Stewardship Council.

# Maintaining ForestFit™ Standards

ForestFit™ is owned by AFCA and is governed by an independent Governing Advisory Panel (GAP). To ensure ForestFit meets its objectives, is fit for purpose and remains contemporary, planned Scheme Reviews (governance) and Standard Revisions (technical) are undertaken.

Ad hoc reviews or revisions may be initiated as a result of:

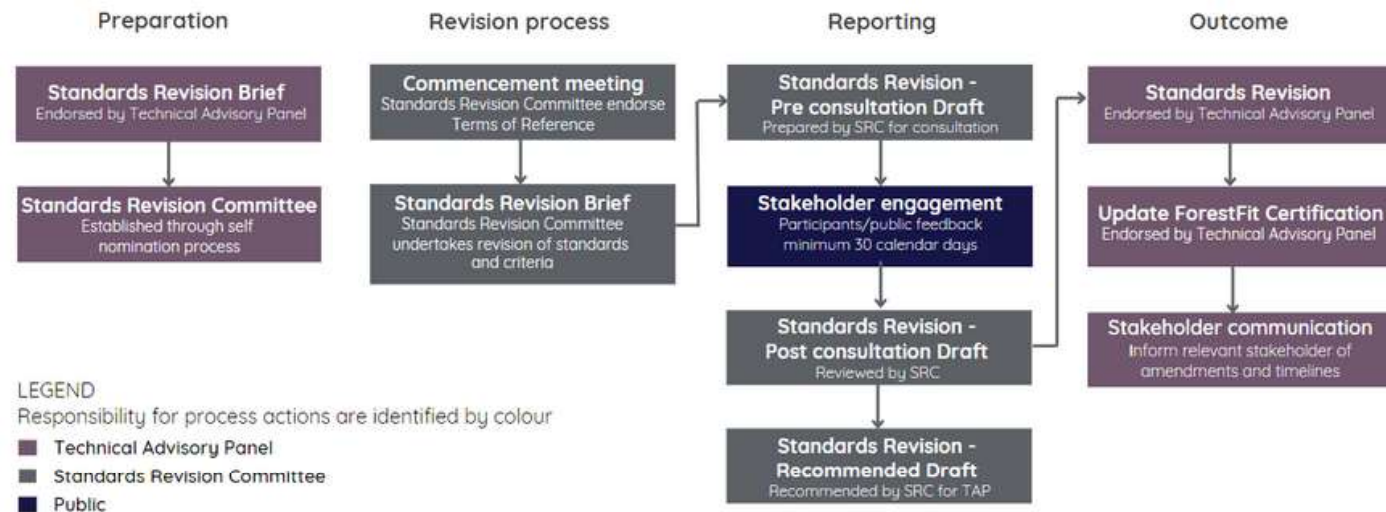
- Significant complaints related to ForestFit that require immediate action.
- Significant changes in legislation or regulatory approach.
- Significant changes in other related certification schemes where ForestFit is deemed to comply.

The GAP is responsible for undertaking the Scheme Review and for convening a Standards Revision Committee (SRC) in accordance with the SRC Terms of Reference (TOR). The SRC will undertake a technical revision of the ForestFit Standards and criteria. Where practicable the SRC will be independent of the TAP.

To ensure the SRC has a diversity of participants and subject matter experts, interested individuals are asked to self nominate by completing the online nomination form once they have read the TOR.

Stakeholder input is integral to the Standards Revision process. Public feedback is required prior to finalising any amendments to the Standards and criteria.

## Standards Revision Process



# Revision actions and timeline

The estimated time commitment for SRC members is anticipated to be 10-12 hours across the entirety of the process. This will include meeting preparation and participation.

Objectives of the SRC commencement meeting:

- Review objectives of the process.
- Confirm the approach and timeline.
- Confirm roles and responsibilities.
- Confirm approach to decision making.

The Standards Revision Brief will provide the scope of the revision and any observations, recommendations or amendments that have been proposed.

The Standards Revision document will go through three iterations prior to endorsement by the TAP:

- Standards Revision - Pre Consultation Draft
- Standards Revision - Post Consultation Draft
- Standards Revision - Recommended Draft.

DATE	ACTION	REQUIREMENTS	RESPONSIBILITY
27-Nov-23	Nominations (start)	Self nomination process, information distributed via TAP, AFCA Board, AFCA and ForestFit websites and industry publications and websites • Standards Revision Process with link to online Nomination Form • Standards Revision Committee Terms of Reference	TAP
19-JAN-23	Nominations (close)	List of nominees provided to TAP to establish SRC	TAP
29-Jan-24	SRC	Nominees notified of the outcome	ForestFit team
23-Feb-24	SRC meeting papers	Papers to be distributed: • Agenda • Standards Revision Brief	ForestFit team
28-Feb-24	SRC commencement meeting	Endorse Terms of Reference Review Standards Revision Brief Undertake Standards revision	SRC
06-Mar-24	Standards Revision - Pre Consultation Draft	SRC to provide any additional feedback prior to finalising Standards Revision - Pre Consultation Draft for public consultation	SRC ForestFit team
11-Mar-24	Public consultation (start)	Opportunities for review - minimum 30 days Upload to website and Portal	ForestFit team
27-Mar-24	Public consultation webinar	Webinar for public questions	SRC
07-Apr-24	Public consultation (close)	Collate stakeholder feedback	ForestFit team
14-Apr-24	SRC meeting papers	Papers to be distributed: • Agenda • Collated stakeholder feedback • Standards Revision - Post Consultation Draft	ForestFit team
24-Apr-24	SRC meeting	Finalise for TAP endorsement: • Standards Revision - Recommended Draft	SRC
TBC	TAP meeting	Review and endorsement of: • Standards Revision - Recommended Draft	TAP
TBC	Standards Revision	Update documentation as per endorsed Standards Revision and ensure: • ForestFit Document Register is updated. • Clear demarcation between document versions as per ForestFit file naming convention procedure.	ForestFit team
TBC	Stakeholder communication	Stakeholder briefing: • Inform participants of amendments and transition timeline. • Distribute a summary of changes to certified businesses, certification schemes, certification bodies and JASANZ.	ForestFit team / TAP



## Standards Revision Committee

Please complete the Nomination Form as your expression of interest to participate as a member of the ForestFit Standards Review Committee.



## Purpose

The ForestFit Standards Review Committee (SRC) is convened by the Technical Advisory Panel (TAP) which is the independent governance body overseeing ForestFit.

To ensure ForestFit meets its objectives, is fit for purpose and remains contemporary the SRC will undertake an examination and revision of ForestFit Standards and criteria.

The public will have the opportunity to provide input into the revision. Outcomes from the revision will be publicly available on the ForestFit website.

# Standards Revision Committee Terms of reference

## Membership and term

The SRC is composed of 10 members from multiple group types, with up to five forest grower representatives. The SRC is convened for the purpose of undertaking the revision and is dissolved upon completion of the Standard Revision actions.

### Group type

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Certification schemes

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Participants and industry  
(ForestFit certified businesses, forestry representatives)

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Subject matter experts  
(business sustainability, work health and safety and environment)

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Others  
(community, social or cultural)

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## Responsibilities

Key responsibilities of the SRC include::

- Endorsing the Standards Revision Committee Terms of Reference.
- Reviewing the Standards Revision Brief, as provided by the TAP.
- Undertaking a revision of standards and criteria as per the Standards Revision Brief.
- Reviewing the Standards Revision - Pre Consultation Draft for public consultation.
- Supporting public consultation activities.
- Reviewing the Standards Revision - Post Consultation Draft, as per recommendations from public consultation.
- Finalising the Standards Revision - Recommended Draft for TAP endorsement.

SRC members will be selected based upon::

- Regular and close involvement in forest industry and/or certification schemes.
- Good knowledge of technical components of forest industry, certification schemes, business management, work health and safety or environmental practices.
- Have belief in positive value of ForestFit Certification.
- Recognition of ForestFit Certification.
- Declaration of conflicts of interest.
- A combination of balanced representatives.

# Terms of reference (continued...)

## Intellectual property and privacy

The SRC will ensure that intellectual property rights, copyright and individual privacy are not infringed upon. Recommendations and advice are to be developed in the best interests of the industry overall and no bias is given to specific sectors or businesses.

## Conflict of interest

If a member has an actual or perceived conflict of interest in the matters before the SRC or TAP then the member should disclose that conflict at the commencement of the meeting.

A quorum of the group is to decide if the declared conflict of interest should or should not preclude the member from participating in the discussion, voting and/or any recommended action arising from the decision.

## Frequency of meetings

The members will meet in accordance to the Standards Revision Process. These will be convened primarily by video conference.

## Commitment

It is estimated that the SRC members will need to allocate approximately 10 - 12 hours to participate in undertaking the revision including attending meetings and preparation.

## Decision making

The SRC will make and endorse decisions based on mutual consensus.

Where mutual consensus cannot be achieved, the decision shall be made by voting. In the case of a vote, agreement by majority must be considered a decision. Voting may be conducted by secret ballot if requested by a member.

Circular motions may be undertaken via email for decision making if required between scheduled meetings.

## Quorum and proxies

A quorum will consist of six members. If a member is not present, a proxy may be provided in their absence. Prior notification to the Chair is required to confirm the name of the proxy. Proxies are allowed to vote on behalf of the member.

## Resignation and removals

Members may resign from the SRC at any time with four weeks written notice provided to the Chair.

Members may be removed from the SRC through a quorum. Representatives and members must be informed of their removal in writing and can be removed due to:

- Breach of SRC TOR.
- Failure to attend (or provide a proxy for) two or more consecutive SRC meetings.
- Misconduct or breach of confidentiality.

## Chair

The SRC Chair will be the main point of contact and support to the members in accordance to the SRC terms of reference to maintain independence.

## Agenda

All agenda items will be forwarded to SRC members for comment within one - two weeks before the next scheduled meeting.

The final agenda will then be distributed one week prior to the next scheduled meeting unless circumstances prevent this from occurring.

## Minutes and meeting papers

Full copies of the meeting minutes, including attachments, will be provided to all members no later than one week following each meeting unless circumstances prevent this from occurring.

By agreement of the group, out-of-session decisions will be deemed acceptable and any decisions will be recorded in the minutes of the next scheduled meeting.



## Standards Revision Committee

Please complete the Nomination Form as your expression of interest to participate as a member of the ForestFit Standards Review Committee.

# ForestFit™



ForestFit™ Training and Certification has been codesigned by national representatives from forest growers, forest contracting businesses, processors, industry associations, existing industry certification schemes and the New South Wales (NSW) Government in partnership with Australian Forest Contractors Association (AFCA). The NSW Environmental Protection Authority, NSW Local Land Services and NSW Department of Primary Industries' Plantation Regulation Unit provided expert regulatory input.