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Action officer:
File number:



Environment,
Land, Water
and Planning

Authorisation to Disturb Koalas During Plantation Management Operations (Body Corporate)

Use this form to apply for an Authorisation to Disturb Koalas During Plantation Management Operations in the name of a body corporate. Please note that there is a separate application for natural persons seeking an Authorisation to Disturb Koalas During Plantation Management Operations.

1. Body corporate details

Registered company name

Trading name

Australian Company Number (ACN)

Australian Business Number (ABN)

2. Postal address *(for all notices under this authorisation)*

Street/building number

Street name or PO Box

City/Suburb/Town

Postcode

3. Business operating address

Street/building number

Street name

City/Suburb/Town

Postcode

4. Nominated contact

This is an employee nominated by the body corporate to be the main contact for DELWP in relation to the Authorisation to Disturb Koalas. DELWP must be notified within 48hrs if this person changes.

Mr/Mrs/Ms

First name

Other name/s

Family name

Role title

Telephone

Mobile

Email

Nominee's Business Address (if different from company address)

Street/building number

Street name

City/Suburb/Town

Postcode

5. Plantation details

Please provide details of the plantations that you require authorisation for below, attach the information in a separate document if necessary. Only include plantations where operations will be conducted in the next **12 months**. The list of authorised plantations can be updated if necessary during the authorisation period by contacting Koalas.bsw@delwp.vic.gov.au.

Plantation name	Crown Allotment	Parish

6. Lease agreements

If any of the above plantations are subject to a lease agreement that requires the land to be returned to the landowner in a pre-plantation state at the end of the lease, then please list them below. Consultation with DELWP and the landowner may be required if retained trees and koalas remain on site at the end of the lease agreement.

Plantation name	Crown Allotment	Parish

7. Additional information that must be submitted with this application form

In addition to this application form, applicants seeking an Authorisation to Disturb Koalas During Plantation Management Operations must also submit the following documents:

1. A Koala Management Plan which meets the requirements of the conditions of the authorisation and those outlined in the Koala Management Plan template. The requirements were set by DELWP to minimise the risks to koalas during plantation management operations. A copy of the Koala Management Plan template is available on the DELWP website at <http://www.delwp.vic.gov.au/environment-and-wildlife/wildlife/koalas/koalas-in-blue-gum-plantations>.
2. The results of koala population assessments for the plantations listed in Section 5 of this application form. The assessments must be conducted in accordance with the survey methodology provided in Appendix 1 of the Koala Management Plan template. A record sheet is available from the DELWP website at <http://www.delwp.vic.gov.au/environment-and-wildlife/wildlife/koalas/koalas-in-blue-gum-plantations>.
3. A copy of the training materials that will be used to train personnel for their role and responsibilities regarding koala management. The training must be developed in consultation with a koala welfare expert. Further information on what the training must cover is available on the DELWP website at <http://www.delwp.vic.gov.au/environment-and-wildlife/wildlife/koalas/koalas-in-blue-gum-plantations>.

Further information on the above requirements is available in the fact sheet – *How to apply for authorisation to disturb koalas during plantation management operations*, which is available on the DELWP website at <http://www.delwp.vic.gov.au/environment-and-wildlife/wildlife/koalas/koalas-in-blue-gum-plantations>.

8. Collection, use and disclosure of personal and business contact information

Privacy and Data Protection Act 2014

The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information you provide will be used to monitor compliance with permit conditions and to provide information about any changes to legislative requirements. Your contact details may also be used by DELWP or its contracted service providers under confidentiality agreements to survey you about your experience with DELWP. An authorisation may not be issued if the information required is not provided.

The information you provide will also be made available to any authorised law enforcement agency. You may access the information you have provided to DELWP by contacting the Customer Service Centre on 136 186.

9. Declaration by Person/s authorised to make this application

I, (name of authorised person) being the person ultimately responsible for the actions of the body corporate applying for this Authorisation to Disturb Koalas During Plantation Management Operations, acknowledge that it is an offence under Section 58B of the *Wildlife Act 1975* to provide false or misleading information in, or in connection with the application for an Authorisation to Disturb Koalas During Plantation Management Operations and I state that the information that I have provided is true and correct.

Authorised person signature

Date

I, (name of authorised person) being the person ultimately responsible for the actions of the body corporate applying for this Authorisation to Disturb Koalas During Plantation Management Operations, acknowledge that it is an offence under Section 58B of the *Wildlife Act 1975* to provide false or misleading information in, or in connection with the application for an Authorisation to Disturb Koalas During Plantation Management Operations and I state that the information that I have provided is true and correct.

Authorised person signature

Date

10. Checklist

- Koala Management Plan This is required for all applications for an Authorisation to Disturb Koalas During Plantation Management Operations. The Koala Management Plan must be submitted with your application, and must meet the requirements of the conditions of the authorisation and those outlined in the template, which is available on the DELWP website at <http://www.delwp.vic.gov.au/environment-and-wildlife/wildlife/koalas/koalas-in-blue-gum-plantations>.

- Koala population assessment results Koala population assessments must be conducted for each plantation listed in Section 5 of this application form. The surveys must be conducted in accordance with the survey methodology provided in Appendix 1 of the Koala Management Plan template. The results of the population assessments must be submitted with your application form. A record sheet for recording the assessment results is available from the DELWP website at <http://www.delwp.vic.gov.au/environment-and-wildlife/wildlife/koalas/koalas-in-blue-gum-plantations>.

Training Materials Copies of training materials that will be used to train personnel for their role and responsibilities regarding koala management are required for all applications for an Authorisation to Disturb Koalas During Plantation Management Operations. They must be developed in consultation with a koala welfare expert. Further information on what the training must cover is available on the DELWP website at <http://www.delwp.vic.gov.au/environment-and-wildlife/wildlife/koalas/koalas-in-blue-gum-plantations>.

Application is fully completed and signed Ensure all fields on your application are fully completed and your application has been signed by the person/s authorised to make the application.

Completed applications should be sent to: Koalas.bsw@delwp.vic.gov.au.

Guide to authorisation under the *Wildlife Act 1975* to disturb koalas during plantation management operations

GENERAL INFORMATION

Koalas (*Phascolarctos cinereus*) are protected in Victoria under the *Wildlife Act 1975* and authorisation is required from the Department of Environment, Land, Water and Planning (DELWP) to disturb them during plantation management operations in some Blue-gum (*Eucalyptus globulus*) plantations in south west Victoria.

Further information on who should apply for authorisation to disturb koalas during plantation management operations is available in the fact sheet – *How to apply for authorisation to disturb koalas during plantation management operations*, which is available on the DELWP website at <http://www.delwp.vic.gov.au/environment-and-wildlife/wildlife/koalas/koalas-in-blue-gum-plantations>.

Please contact Koalas.bsw@delwp.vic.gov.au if you have further questions about the application process.

Applications can be lodged by emailing the completed application form, Koala Management Plan, koala population assessment results and training materials to Koalas.bsw@delwp.vic.gov.au. DELWP will review the application to determine whether an authorisation to disturb koalas during plantation management operations should be granted.

If your application is incomplete or your Koala Management Plan or training materials do not adequately demonstrate that you will meet the requirements set by DELWP, then the application will be returned to you for revision and resubmission.

Please allow 6 to 8 weeks for your application to be processed by DELWP. Please note - this is from the time of receipt of a complete application, if DELWP has to request further information in relation to your application form, Koala Management Plan, koala population assessment results or training materials then additional time will be required to process your application.

COMMON EXPIRY DATE

All authorisations to disturb koalas during plantation management operations have a common expiry date of **7 April 2018**. Your first authorisation will be issued on a monthly pro-rata basis to align with the common expiry date.

All authorisations are renewable on an annual basis but require re-application by the authorisation holder. It is the responsibility of the authorisation holder to ensure that they possess a current authorisation at all times.

YOUR OBLIGATIONS

If your application for authorisation to disturb koalas during plantation management operations is successful and your Koala Management Plan is approved by DELWP, all plantation management operations in the plantations listed on your authorisation must be conducted in accordance with the conditions of the authorisation and the approved Koala Management Plan.

Anyone found to be carrying out plantation management operations that disturb koalas without an authorisation after **7 April 2017** may result in compliance action being taken by DELWP.

Failure to comply with the conditions of the authorisation or the approved Koala Management Plan may result in your authorisation being suspended, revoked and/or compliance action being taken by DELWP.

The conditions of the authorisation are listed in full in the section below for your reference, however, a summary of your record keeping and koala incident reporting obligations are provided below.

Record keeping

As per the conditions of the authorisation, the following records must be kept:

- reviews of the approved Koala Management Plan,
- signed declarations by personnel stating that they have been made aware of their responsibilities under the approved Koala Management Plan, the *Wildlife Act 1975* and the *Prevention of Cruelty to Animals Act 1986*,
- training records,
- koala population assessment results,
- koala detection records and records of koalas located,
- the amount of refuge left for koalas at the end of operations in a plantation,
- koala incidents and near-misses,
- koala welfare assessment results.

DELWP will provide you with the following documents to assist you to comply with the conditions of the authorisation:

- koala population assessment reporting template,
- spotter record sheet,
- koala incident and near-miss reporting templates,
- koala welfare assessment reporting template.

Submitting reports of incidents

If a koala incident occurs, the authorisation holder must notify DELWP of the incident within 24hrs via email to Andrew.pritchard@delwp.vic.gov.au with a cc to the Koalas.bsw@delwp.vic.gov.au. Detailed incident and near-miss reports must be sent to DELWP at Andrew.pritchard@delwp.vic.gov.au with a cc to the Koalas.bsw@delwp.vic.gov.au within a week of the incident or near-miss occurring using the DELWP incident and near-miss reporting templates.

CHANGE OF PLANTATION OWNER OR MANAGER

If there is going to be a change in owner or manager of any of the plantations listed on your authorisation, you must notify DELWP who the ongoing plantation owner or manager is going to be within 48 hours after the decision is made. Notification can be provided by email to Andrew.pritchard@delwp.vic.gov.au.

AUTHORISATION CONDITIONS

All authorisations to disturb koalas during plantation management operations are subject to the conditions specified below:

General

1. This authorisation, or a copy, must be carried by any person (including contractors) acting under this authorisation while undertaking any work in the plantations listed on this authorisation.
2. The rights granted by this authorisation are not transferable.
3. This authorisation must be produced on demand by an Authorised Officer of the Department of Environment, Land, Water and Planning or member of Victoria Police.

Koala Management Plan

4. The authorisation holder must have an approved Koala Management Plan in place that protects the welfare of koalas and minimises the impacts of plantation management operations on koalas.
5. Disturbance of koalas must be in accordance with the approved <company name> Koala Management Plan Version <number>, <date> (the approved Koala Management Plan).
6. A review of the approved Koala Management Plan must be conducted annually by the authorisation holder, taking into account:
 - a. Incidents and near-misses
 - b. Welfare issues encountered
 - c. Procedural issues
 - d. New technology or scientific understanding
 - e. Results of compliance recommendations
 - f. Changes in requirements set by DELWP

The outcome of the review must be recorded and retained. If the review identifies that amendments to the Koala Management Plan are necessary, the plan must be updated to reflect the required amendments. Records of reviews must be retained and made available to a DELWP Authorised Officer on request.

7. Any amendments to the approved Koala Management Plan must be submitted to DELWP for approval prior to the changes being implemented.

Responsibilities

8. If the person who is identified in **Section 1.1** of the approved Koala Management Plan changes then the authorisation holder must notify DELWP of the new nominated contact in relation to the Koala Management Plan within 48 hours.
9. The authorisation holder must ensure all personnel are aware of their responsibilities under the approved Koala Management Plan and their legislative responsibilities under the *Prevention of Cruelty to Animals Act 1986* (POCTA) and the *Wildlife Act 1975* (Wildlife Act). The authorisation holder must ensure all personnel sign a declaration stating that they have been made aware of their responsibilities. Copies of the signed declarations must be kept and provided to a DELWP Authorised Officer on request.
10. If there is a change in plantation manager or owner and koalas remain on site, the authorisation holder must:
 - a. make the ongoing owner or manager aware of the following at a minimum:
 - (i) estimated number of koalas remaining on site;
 - (ii) their responsibilities under POCTA and the Wildlife Act;
 - (iii) that authorisation under the Wildlife Act may be required if management of retained trees or coppice is undertaken and koalas are present; and
 - b. notify DELWP who the ongoing owner or manager will be and confirm that they have made them aware of items (i), (ii) and (iii) above.

Training and induction

11. The authorisation holder must ensure all personnel receive an induction to the approved Koala Management Plan.
12. The authorisation holder must ensure all personnel have appropriate training for their role and responsibilities regarding koala management, including koala behaviour, detection, welfare assessments, euthanasia and handling of koalas.
13. If training materials are revised, they must be provided to DELWP for review and approval prior to being implemented.
14. Training records must be kept and made available to a DELWP Authorised Officer on request.

Planning plantation management operations

15. Plantation management operation plans must include a risk assessment that identifies potential risks to koalas, including stress, injury, exposure, death and orphaning of joeys, and options to mitigate these risks.
16. When developing plantation management operation plans, the authorisation holder must consider the following information in order to minimise impacts to koalas:
 - a. koala density based on the results of the koala population assessment,
 - b. harvest rate and harvest system used,
 - c. presence of appropriate neighbouring remnant native vegetation of Blue-gum plantations that the koalas may disperse to,
 - d. sequence of harvest to prevent isolating populations from neighbouring habitat, and;
 - e. plantation management operations in neighbouring plantations and their potential impacts on koalas.
17. Plantation management operations must be planned to ensure the welfare of koalas remaining on site after operations have ceased. This must include facilitating the safe dispersal of koalas into surrounding habitat or survival of koalas in retained refuge within the plantation. If dispersal into surrounding habitat is not possible, the amount of plantation likely to be needed to be retained for koala refuge must be considered. Any other methods for management of koalas must be approved by DELWP in writing.
18. A copy of the Timber Harvest Plan or Scheduling Plan (as defined in the *Code of Practice for Timber Production 2014*) must be submitted to DELWP at Andrew.pritchard@delwp.vic.gov.au at the same time that it is lodged with the local council.
19. Plantation Management Operations Plans for operations not included in the Timber Harvest Plan or Scheduling Plan (as defined in the *Code of Practice for Timber Production 2014*) must be submitted to DELWP at Andrew.pritchard@delwp.vic.gov.au at least 28 days before the operation commences.

Koala detection during operations and retention of trees

20. Systems must be in place during and post operations to maximise detection of koalas using an effective methodology. If spotters are used, the Minimum Spotter Requirements in **Appendix 2** of the approved Koala Management Plan must be used at a minimum. Methods that do not involve the use of spotters must be approved by DELWP in writing.
21. Koala detection methods must be implemented within one (1) hour prior to operations commencing.
22. All koala detection checks and koalas located must be recorded on the DELWP Spotter Record Sheet. All spotter records must be kept and made available to a DELWP Authorised Officer on request.
23. When a koala is detected prior to or during harvest, a minimum of nine live trees must be retained per koala. The tree in which the koala is located should be in the centre of the retained trees. Retained trees must only be harvested once koalas are no longer present.
24. When a koala is detected prior to or during coppice management operations, a minimum of nine live stumps must be retained per koala. The stump in which the koala is located should be in the centre of the retained stumps. Retained stumps must only be removed or treated once koalas are no longer present.
25. Trees or stumps where koalas are located and the additional trees or stumps to be retained must be clearly marked using a standardised marking system that is clearly visible to machinery operators.
26. Felling of trees likely to impact any tree in a retained clump must be directed away from the clump and the koala tree.
27. Where koalas are detected, they must be monitored until the operation is complete to ensure they do not move into the path of the machinery.
28. Where felled timber with retained foliage remains on site and there is an interruption in harvesting, or the timber will be left on the ground for three (3) hours or more prior to processing, checks of the felled timber must be made prior to operations resuming to ensure that koalas are not present in the felled timber.
29. When spraying trees or coppice with pesticides or herbicides, spraying must be conducted in such a way that spray drift onto koalas and retained trees or stumps is minimised.
30. The amount of refuge left for koalas in a plantation when an operation is completed must be recorded and provided to DELWP no later than seven (7) days after the conclusion of all operations at the site.

Koala welfare

31. Details of local veterinarians and wildlife rehabilitators must be kept on site at all times and must be made available to all employees.
32. The authorisation holder must have 24hr access to a person authorised under the Wildlife Act or POCTA to humanely destroy koalas in emergency situations and who has the appropriate equipment to humanely destroy the koala.
33. The authorisation holder must have at least one person trained in koala assessment and handling procedures on site at all times and must have appropriate koala handling and transport equipment available on site at all times.

34. If a koala incident occurs, the authorisation holder must ensure immediate action is taken to address the koala's welfare and notify DELWP of the incident within 24hrs via email. Detailed incident and near-miss reports must be sent to DELWP at Andrew.pritchard@delwp.vic.gov.au and a cc to Koalas.bsw@delwp.vic.gov.au within a week of the incident or near-miss occurring using the DELWP incident and near-miss reporting templates.
35. A koala welfare assessment must be conducted at the operational site in accordance with the authorisation holder's koala welfare assessment process at the following intervals:
- At the end of each day during plantation management operations
 - One (1) day post-completion of all operations at the site
 - Three (3) days post-completion of all operations at the site, and
 - Seven (7) days post-completion of all operations at the site.
36. Welfare assessment results must be sent to DELWP at Andrew.pritchard@delwp.vic.gov.au no later than seven (7) days after the assessment is conducted.

OTHER PERMISSION

An authorisation under Section 28A(1A) of the *Wildlife Act 1975* to disturb koalas during plantation management operations does not absolve the need to comply with any other laws of Victoria, your local government or the Commonwealth.

DEFINITIONS

The following definitions apply to this application form, the authorisation conditions and the Koala Management Plan template.

Authorised Officer – A DELWP employee authorised under section 83(1) of the *Conservation, Forests and Lands Act 1987* for the purposes of the *Wildlife Act 1975*.

Authorisation to Disturb Koalas – The written authorisation under section 28A(1A) of the *Wildlife Act* which may be given by DELWP to an owner or manager of a plantation to disturb koalas, or cause koalas to be disturbed during plantation management operations. An authorisation will only be given where a complete application form is received and a DELWP-approved Koala Management Plan is in place.

Coppice – Stumps of harvested trees left to regenerate.

Coppice management – Any activity which is undertaken on coppice that may impact koalas. At a minimum it includes the application of chemicals (herbicide or pesticide), fire treatment and the mechanical removal or destruction of coppice. This excludes coppice thinning operations where coppice stems are selectively removed.

Coupe – Area designated for harvesting.

Crew – A group of three single grip harvesters working in close proximity in a plantation.

Feller buncher – A harvester that can rapidly cut and gather a number of trees before felling them.

Fire treatment – Any activity which is undertaken using fire. For example, burning coppice or slash.

Harvest zone – The amount of area to be harvested in a shift by either a feller buncher or single grip harvest system.

Incident – Any incident where a koala is physically impacted during plantation management operations, either by trees, machinery, chemicals, fire or people, or where a koala falls from a tree as a result of plantation management operations, or where a juvenile koala is separated from its mother as a result of plantation management operations.

Juvenile koala - A koala joey that is dependent on its mother and is not yet weaned.

(Juvenile koalas start to emerge from their mother's pouch around 6-7 months of age, when they weigh approximately 300 - 500g. They emerge from the pouch permanently, from 6-12 months of age (700g - 2.2kg), depending on size and habitat conditions, during this time they ride on their mother's backs and are often referred to as 'back young'. At this stage, juvenile koalas are still entirely dependent on their mother and consume both milk and eucalyptus leaves. Juvenile koalas are weaned at approximately 12 months of age (2 - 2.5kg), however they will remain close to their mother for a period of time post weaning).

Koala density – The number of koalas per hectare.

Koala Management Plan – The document which details how the owner or manager of a Blue-gum plantation will manage their operations across all plantations to minimise impacts to koalas and protect koala welfare. The plan must be approved by DELWP. Having an approved Koala Management Plan is a condition of an Authorisation to Disturb Koalas.

Manager – A plantation management company that leases a Blue-gum plantation from the owner of the plantation for the purposes of managing the plantation (eg. undertaking harvest planning, harvesting, silviculture, roading etc.), or who has been contracted by the owner of a Blue-gum plantation to undertake the management of the plantation.

Near miss – Any incident where a koala is almost physically impacted during operations, either by trees, machinery, chemicals, fire or people.

New plantings – All activities involved in planting new trees in a plantation.

Owner – The owner of a Blue-gum plantation, this can be either a natural person or a body corporate. (This is not necessarily the landowner).

Personnel –Employees and contractors of the authorisation holder involved in site operations, including the planning of site operations. It does not include visitors to site such as mechanics or couriers.

Plantation – Managed stands of trees planted or sown primarily for timber production purposes. For the purposes of these standards it refers to the Blue-gum plantation in which the plantation management operations will be undertaken.

Plantation management operations – Any activity that poses welfare risk to koalas, at a minimum this includes harvesting, fire treatment, roading, coppice management and new plantings.

Plantation operations plan – A detailed plan for a site that explains where, when, how and by whom an operation will be conducted, and any constraints or prescriptions that apply to the operation. At a minimum, the plan would define the location and timing of the operation, the type of equipment required to do the work, and the management of special values, such as koalas, on that specific site. A Timber Harvest Plan is an example of a plantation operations plan.

Separated juvenile – A juvenile koala that has been, or is suspected of being, separated from its mother.

Silviculture - The science and practice of managing harvesting, forest establishment, composition, and growth, to achieve specified objectives.

Single grip harvester – A harvester that fells, debarks and cuts individual trees.

Slash – Woody debris left after harvest operations.

Spotter – A person trained in spotting koalas in a plantation.

Welfare assessment – An assessment of koala welfare which involves checking the patches that remain in the harvest area for koalas (either in tree or on-ground), and assessing their welfare (injuries and behaviour).