

AUSTRALIAN FORESTRY STANDARD LIMITED

STANDARDS DEVELOPMENT PROCEDURE 02

STANDARD REFERENCE BODIES

PROCEDURE FOR REPRESENTATION

Version 2.1

April 2015



[Australian Forestry Standard Limited (AFSL) has developed two Australian Standards® within the Australian Forest Certification Scheme which address wood production from sustainable forest management and the tracking of certified products in the wood and forest products supply chain by a chain of custody mechanism. These Australian Standards® were developed by and are maintained by AFSL Standard reference Committees which comprise of representatives of nominating organisations/associations and individuals with a nominated Chair and secretariat support from AFSL.]

Document Properties

File Name:	SD PROC-02-SRBRepresentation
Web File Name:	SD PROC-02-SRB_Representation.pdf
File Location (AFSL Management System\)	w:\03-released masters backups\03a process documentation\03a-ii procedures\sd-standard development\sd proc-02-srb representation v2.1.docx
Document Status:	Approved
Status Date:	23/04/15
File Format Master:	Word
File Format published:	PDF
Publication Authorisation:	AFSL Board
Document replaced:	SD PROC-02-SRCRepresentation V 2.0
Company:	Australian Forestry Standard Limited
Author(s):	Alan Snow Consulting
Primary Contact Details: Email	ask@askconsulting.com.au
File included on AFSL Web Documents	Yes

Comments/Abstract

This Procedure provides guidance as to the composition and selection process for Standards Reference Committee representatives aligned with the requirements for balanced representation from the broadest possible spectrum of interests.

Revision Control

Revision No.	Edited by	Date
V0.1	M Edwards	24/02/2009
V0.2	K Watts	05/07/2009
V0.3	R Campbell	16/07/2009
V0.4	K Watts	30/01/2010
V0.5	Governance Committee members, K Watts	01/02/2010
V1.0	Alan Snow Consulting	3/5/2010
V1.1	K Watts & J Gray	7/10/2010
V2.0	K Watts	9/10/2010
V2.1	Alan Snow Consulting	2/3/2015

STANDARDS REFERENCE BODY REPRESENTATION

1 Purpose

The Australian Standards® within the Australian Forest Certification Scheme (AFCS) are developed and maintained/reviewed by Australian Forestry Standard Limited's (AFSL) Standards Reference Bodies (SRB). SRBs will generally be composed of those nominated or endorsed by a National representative body or individuals that are interested in or affected by the subject matter of the relevant Standard.

This Procedure provides guidance as to the composition and selection process for Standards Reference Body representatives aligned with the requirements for balanced representation from the broadest possible spectrum of interests.

2 Scope

Composition of SRB must be in compliance with Accreditation Board for Standards Development Organisations (ABSDO) requirements for balanced interests relevant to the subject matter.

3 Representation Composition

- 3.1 AFSL will ensure that the Standards Reference Body is composed of representatives who cover scientific, environmental, social, economic and cultural aspects of sustainable forest management in Australia.

The interest categories shall as least include representatives from Producers, Users, and General Interest

- 3.2 Representation will be allocated to one of the stakeholder interest groups as identified for each of the AFCS Standards:

- 3.2.1 AS 4708 - Standards Reference Body for Sustainable Forest Management

SRB-4708

- A. FOREST OWNERS AND MANAGERS**
- B. FOREST-BASED INDUSTRY**
- C. ENVIRONMENT**
- D.COMMUNITY & SOCIAL**
- E.CONSUMER AND CUSTOMERS**

- 3.2.2 AS 4707 - Standards Reference Body for Wood & wood Products Chain of Custody –

SRB-4707

- A. FOREST-BASED INDUSTRY**
- B. COMMUNITY AND ENVIRONMENT**
- C. CONSUMERS AND CUSTOMERS**

Detailed composition of the AFSL Standards Reference Body is presented in Annexure 1 of this procedure.

- 3.3 The number of representatives for each main stakeholder group will be determined by AFSL to provide the required balance of skills and interests.

Category	Number of representatives
SRB-4708 A. Forest owners and managers B. Forest-based industry C. Environment D. Community & social E. Consumer and customer	<i>Recommended guide to the number of representatives is: Up to 20 members with a balanced distribution through the categories.</i>
SRB-4707 A. Forest-based industry B. Community & Environment C. Consumer & Customers	<i>Recommended guide to the number of representatives is: Up to 12 members with a balanced distribution through the categories</i>

- 3.4 AFSL may at any time review the composition and number of representatives of the Standard Reference Bodies.
- 3.5 Representation on Bodies will preferably be from those nominated or endorsed by a National representative body. Alternatively representation may be drawn from State level organisations (see 5.2 below). In the absence of relevant Organisational representation, individuals with an interest, knowledge and skill relevant to an interest category, may be invited to join the SRBs.

4 Organisations Representative

- 4.1 Representatives nominated by organisations should:
- 4.1.1 Have capacity and authority to represent the interests of their Organisational stakeholder interests and;
 - 4.1.2 Be available to participate in all communications and activities of the Body in a timely manner.

5 Representation Invitation, Continuation & Termination

- 5.1 Based on the composition of the main stakeholder groups outlined in 3.2 AFSL will invite national organisations or associations to participate in its SRBs
- 5.1.1 Organisations will be sent a formal invitation by letter and will have confirmed by reply a willingness to participate in the standard setting process.
- 5.2 Where a national level Organisation declines an invitation to participate on a SRB or there are no nationally constituted Organisation/associations, State level organisations/associations will be approached by the AFSL with an invitation to participate on a SRB based on a commitment of consultation with other State based organisations/associations in the same field of interest;
- 5.3 When an organisation’s representative’s position on a SRB becomes vacant through change with that organisation’s staffing, AFSL may accept a nominated alternative or approach an alternate similar organisation or association within the relevant grouping with an invitation to

participate on the Standard Reference Body;

- 5.4 It will be the representative organisation's responsibility to advise AFSL of any change to their representation on the SRB;
- 5.5 AFSL reserves the right to review representation on a SRB;
- 5.6 Standard period of representation is three years. Continuation after this period will be by the issuance and acceptance of a new invitation.

6 Reference Documents

- 1. Australian Forestry Standards Limited Standards Development Procedure 03 - Standard Reference Body – Members Code of Conduct
- 2. Australian Forestry Standards Limited Standards Development Form 01 - Standard Reference Body – Nomination Form
- 3. Australian Forestry Standards Limited Standards Development Procedure 05 - Standards Reference Body - Reimbursement of Travel Expenses
- 4. Australian Forestry Standards Limited Corporate Management Procedure 08 - Standards Reference Body – Procedures for Complaints and Grievances
- 5. Australian Forestry Standards Limited Standards Development Procedure 08 - Standards Reference Body - Procedure for Achieving and Demonstrating Consensus

Note: Additional documents and information can be accessed on the AFSL website:
www.forestrystandard.org.au

ANNEXURE 1 - COMPOSITION OF THE AFSL STANDARDS REFERENCE BODYS

A.1.1 Standards Reference Body, AS 4708 Sustainable Forest Management- SRB-4708

Up to 20 members with a balanced distribution through the categories, plus an independent Chair.

A. FOREST OWNERS AND MANAGERS

Principally have interests in commercial forests management and may include, representatives of:

- i. Forest management enterprises;
- ii. Forest owner and professional associations
- iii. Forest Management consultants
- iv. Academics, researchers and Government agencies whose primary interest relates to commercial activities associated with forests management,

B. FOREST-BASED INDUSTRY

Principally have commercial interests in forests products, such as, harvesting, processing and manufacturing and may include representatives of

- i. Forest based industry companies;
- ii. Industry Associations;
- iii. Industry Consultants.

C. ENVIRONMENT

Principally have environmental interests in forests, forest management, or production of forest products, and may include representatives of:

- i. not-for-profit, non-government environmental organisations and professional associations whose principal purpose or interest is protection, preservation or conservation of the natural environment;
- ii. not-for-profit, non-government organisations whose principal interest is to promote or represent activities (such as bird watching or bush walking) and who have an interest in the protection, preservation or conservation of the natural environment; or
- iii. government organisation or agencies including regulatory bodies whose principal purpose or interest is protection, preservation or conservation of the natural environment;
- iv. academics and researchers whose principle interest relates to the protection, preservation or conservation of the natural environment.

D. COMMUNITY & SOCIAL - social and other interest groups, employee representative

Principally have a social or community interest in forests and forest management or production of forest products and may include representatives of:

- i. trade unions and other organisations representing forest workers, workers fabricating or producing forest products or using forest products;
- ii. community forest organisations;
- iii. indigenous people;
- iv. other organisations including local government with an interest in the social benefits of forests.

E. CONSUMERS AND CUSTOMERS

Principally have an interest in the commercial use of forest products or services and may include representatives of:

- i. Specifiers and designers;
- ii. Consumers, procurement agencies & retailers;
- iii. Non-wood forest products & services providers;
- iv. Tourism industry
- v. Other organisations *with interests in sustainable forest management and forest products.*

A.1.2 Standard Reference Body, AS 4707 Chain of Custody – SRB-4707

Up to 12 members with a balanced distribution through the categories, plus an independent Chair

A. FOREST BASED INDUSTRY

Principally have interests in commercial forests management and products and may include representatives of:

- i. Forest management enterprises and forest based industry companies;
- ii. Forest owner, professional and industry associations;
- iii. Forest Management and industry consultants ;
- iv. Academics, researchers and Government agencies whose primary interest relates to commercial activities associated with forests management.

B. COMMUNITY AND ENVIRONMENT

Principally have environmental and community interests in forests, forest management, or production of forest products, and may include representatives of:

- i. not-for-profit, non-government environmental organisations and professional associations whose principal purpose is protection, preservation or conservation of the natural environment as it relates to the supply chain of wood products;
- ii. not-for-profit, non-government organisations whose principal interest is to promote or represent forest workers, workers fabricating or producing forest products or who use forest products relating to the supply chain;
- iii. academics, researchers and Government agencies whose principle interest relates to the social & mental environmental aspects of the supply change through the supply chain;
- iv. community forest organisations, indigenous communities and other organisations including local government with an interest in the social benefits of wood products.

C. CONSUMERS AND CUSTOMERS

Principally have an interest in the commercial use of forests products or services and may include representatives of:

- i. Specifiers and designers;
- ii. Merchants, wholesalers and exporters;
- iii. Consumers, procurement agencies & retailers;
- iv. Technical expertise in certification implementation and/or supply chain logistics.