

VicForests Instruction

Code of Procedure for Sawlog Buyers

**February 2017
Version 2.0**



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General Information

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2.0	28 February 2017	Lia Woodman	Update

Reviewers

Reviewer	Position	Date
B. McTavish	Manager - Marketing	11/09/2012
D. Webster	Manager - Forest Contracting	18/09/2012

Approval

Approver	Position / Resolution	Date
Anne Geary	General Manager Commercial Resources	28/02/2017
Signature:		

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Procedure Owner: Manager Commercial Timber

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1. Purpose

This document details the procedures for the delivery, receipt and accounting for all sawlog timber sold by VicForests.

This code should be read in conjunction with the Code of Procedure for Log Buyers - Log Specifications.

VicForests will review this procedure regularly in consultation with log Buyers to ensure that amendments take into consideration log Buyers procedural requirements.

2 Background

VicForests makes timber products available to sawlog Buyers from harvesting operations from across eastern Victoria. This procedure outlines and defines the applicable procedures that VicForests implements in the delivery, receipt and accounting for all sawlog timber sold to sawlog Buyers.

3 Scope

This procedure is applicable to all the delivery, receipt and accounting for all sawlog timber sold by VicForests.

4 References

VicForests Instruction – Code of Procedure for Log Buyers – Log Specifications Utilisation Procedures.

5 Definition

EG	East Gippsland
FMA	Forest Management Area
GMT	Green Metric Tonne
GST	Goods and Services Tax
M ³	Cubic Metre
T	Tonne
UV	Ultraviolet

6 Sawlog Measured Sales

VicForests primary log docket management system of capturing measured sawlog loads information is via electronic handheld units. In the event of a system breakdown, the secondary log docket management system is based upon the historical paper base system.

6.1 Log Docket Management

6.1.1 Primary System

Type of Docket	<ul style="list-style-type: none"> Electronic docket (<i>Re. Attachment 4</i>).
Receipt	<ul style="list-style-type: none"> Buyers are required to sign at the bottom of the electronic docket print out. The truck driver retains this copy.
Buyer Copy	<ul style="list-style-type: none"> VicForests will provide a copy of the electronic print out to the Buyer This print out incorporates a 2-D barcode that encodes the docket information. This information can be captured electronically by the Buyer.
Return of Log Dockets	<ul style="list-style-type: none"> Unless otherwise agreed, the Buyer is not responsible for the return of any other copies of log dockets to VicForests or its contractors.

6.1.2 Secondary System

Type of Docket	<ul style="list-style-type: none"> Carbonised paper log dockets issued by VicForests (<i>Re. Attachment 5</i>)
Receipt	<ul style="list-style-type: none"> Buyers are required to sign to acknowledge receipt of delivery by signing at the designated place on the log docket. In the event that the Buyer is unable to acknowledge receipt at the time of delivery the following will occur: <ul style="list-style-type: none"> Truck driver will complete date and time delivered and writes “Unattended” in the customer signature space. Truck driver to leave customer copy in a secure location. Buyer to return a signed copy within 7 days to the relevant VicForests Office. At month end. If VicForests identifies log dockets with no customer signature or marked “Unattended” the Buyer will be contacted to provide signed confirmation.
Buyer Copy	<ul style="list-style-type: none"> VicForests will provide a Pink copy of each log docket delivered to the delivery site of the Buyer.
Return of Log Dockets	<ul style="list-style-type: none"> Unless otherwise agreed, the Buyer is not responsible for the return of any other copies of log dockets to VicForests or its contractors.

6.2 Log Tag Management

Log tags will be used to number individual logs for measured sales.

Issue of Log Tags	<ul style="list-style-type: none"> • VicForests will supply all log tags.
Use of Log Tags	<ul style="list-style-type: none"> • Only one tag per sawlog is required, even if multi-graded. • The log tags incorporate a 1D barcode and a seven digit number. • The log tags are designed to withstand exposure to UV, weather extremes, sealants, and log exudants for up to 24 months. • As a result these log tags are NOT pulpable and need to be removed from the sawlogs before processing to avoid contamination of woodchips.

6.3 Log Accounting

Issue	Requirement
Unit of Measurement	Length = metres. To one (1) decimal point (i.e. 5.5 m). Diameter = centimetres. With no decimals (i.e. 56 cm).
Rounding	Length = down to the nearest 10 centimeters. Diameter = down to the nearest 1 centimetre.
Measurement	Length = shortest straight length from log large end to log small end. Diameter = centre diameter under bark.
Log Marking	VicForests must ensure that each log must have the following items recorded on it prior to departure from the landing: <ul style="list-style-type: none"> • Log Number (one if it is multi graded) • Species code (<i>Re. Attachment 1</i>) • Grade Code (<i>Re. Attachment 3</i>) • Length • Diameter

Issue	Requirement
<p>Log Docket Recording Prior to Delivery</p>	<p>VicForests must ensure that each load and Buyer/destination must have a separate docket (i.e. two or more Buyer/destinations on a load will have more than one log docket).</p> <p>VicForests must ensure that each log docket must have the following items recorded CLEARLY IN NUMERALS AND CAPITAL LETTERS on it prior to delivery (<i>Re. example in Attachments 6</i>):</p> <p>Each Log;</p> <ul style="list-style-type: none"> • Number (one if it is multi graded) • Master Product/Code – (<i>see explanation in Log Marking</i>) • Length • Diameter <p>Each Load;</p> <ul style="list-style-type: none"> • Docket Number • Dispatch Date and Time • Forest Operation (Coupe Name) • Coupe Number • Harvesting Contractor • Buyer & Delivery Destination <p>H&H Chain of Custody requirements</p> <ul style="list-style-type: none"> • Haul Contractor • Truck Registration & Trailer Type • Legal Gross Vehicle Mass • Load Weight (Truck Scales) • Driver Name <p>Destination Chain of Custody Requirement</p> <ul style="list-style-type: none"> • Dispatch Date • Delivery Time
<p>Calculation of Sale Quantity</p>	<p>The cubic metre volume of each log will be calculated using the formula:</p> <p>$V = (D^2 \times L) \times \pi / 40000$</p> <p>Where: V= volume (m³), D= diameter, L= length rounded down to the nearest 0.3 metre increment, $\pi/40000 = 0.0000785398$</p>
<p>Calculation of Delivered Prices</p>	<p>The delivered prices of each log (ex. GST) will be calculated using the formula:</p> <p>$DP = V \times P$</p> <p>Where: P= Delivered Price, inclusive of Timber Charges and Delivery Costs (\$/m³ ex GST), V = Volume</p>

7 Sawlog Weight Sales

Where nominated by VicForests sawlogs may be sold by weight.

7.1 Log Docket Management

7.1.1 Primary System

Type of Docket	<ul style="list-style-type: none"> Electronic Docket (<i>Re. Attachment 4</i>)
Receipt	<ul style="list-style-type: none"> Buyers are required to sign at the bottom of the electronic docket print out. The haulage Contractor retains this copy.
Buyer Copy	<ul style="list-style-type: none"> VicForests will provide a copy of the electronic print out to the Buyer
Return of Log Dockets	<ul style="list-style-type: none"> Unless otherwise agreed, the Buyer is not responsible for the return of any other copies of log docket to VicForests or its contractors.

7.1.2 Secondary System

Type of Docket	<ul style="list-style-type: none"> Carbonised paper log docket issued by VicForests (<i>Re. Attachment 6</i>).
Receipt	<ul style="list-style-type: none"> Buyers are required to sign to acknowledge receipt of delivery by signing at the designated place on the log docket. In the event that the Buyer is unable to acknowledge receipt at the time of delivery the following will occur: <ul style="list-style-type: none"> Truck driver will complete date and time delivered and writes “Unattended” in the customer signature space. Truck driver to leave customer copy in a secure location Buyer to return a signed copy within 7 days to the relevant VicForests Office. At month end. If VicForests identifies log docket with no customer signature or marked “Unattended” the Buyer will be contacted to provide signed confirmation.
Buyer Copy	<ul style="list-style-type: none"> VicForests will provide a Pink copy of each log docket delivered to the delivery site of the Buyer.
Return of Log Dockets	<ul style="list-style-type: none"> Unless otherwise agreed, the Buyer is not responsible for the return of any other copies of log docket to VicForests or its contractors.

7.2 Log Accounting

Issue	Requirement
Unit of Measurement	Tonnes = Green Metric Tonnes (GMT)
Rounding	To the nearest 10 kg (0.01 GMT)
Measurement	Certified and calibrated weighbridge with accuracy to 20 kg (0.02 GMT). Gross and tare weights must be recorded as soon before and after unloading as is possible. No change to a truck that may influence its weight is permitted between gross and tare weights being recorded.
Log Docket Recording Prior to Delivery	<p>VicForests must ensure that each load and Buyer/destination must have a separate docket (i.e. two or more Buyer/destinations on a load will have more than one log docket).</p> <p>VicForests must ensure that each log docket must have the following items recorded CLEARLY IN NUMERALS AND CAPITAL LETTERS on it prior to delivery from the log landing (<i>Re. example in Attachment 6</i>)</p> <p>Each Load;</p> <ul style="list-style-type: none"> • Date and Time of Despatch • Job Number • Job Type (To Mill/To Dump/From Dump) • Operations Area • Coupe Name. • Coupe Number. • Buyer Name. • Buyer Destination. • Product (Species/Grade) • Estimated net weight • Harvesting Contractor • Haulage Contractor Name • Truck Registration • Driver Name Signature
Log Docket Recording at Destination	<p>VicForests must ensure that each log docket must have the following items recorded CLEARLY IN NUMERALS AND CAPITAL LETTERS on it at the Buyers destination (<i>Re. example in Attachment 5</i>):</p> <p>Each Load;</p> <ul style="list-style-type: none"> • Gross Weight • Tare Weight • Net Weight • Date • Time
Calculation of Sale Quantity	<p>The Net GMT of each load will be calculated using the formula:</p> <p>Net GMT= Gross Truck Weight – Tare Truck Weight</p>

Issue	Requirement
Calculation of Delivered Prices	<p>The delivered prices of each load (ex. GST) will be calculated using the formula:</p> <p>DP = Net GMT x P</p> <p>Where: Net GMT= Net Green Metric Tonnes, P= Delivered Price, inclusive of Timber Charges and Delivery Costs (\$/m³ ex GST)</p>

7.3 Sawlog Volume Sales

Where nominated by VicForests sawlogs may be sold by volume delivered by weight. The conversion factor used to convert weight to volume will be based on historical measurements and reviewed at least annually based on relevant available data.

The log docket recording and management procedures to be utilised in the delivery of Sawlog by Volume Sale are as per the Sawlog by Weight Sale. The differing log accounting process of converting delivered weight is described below.

Issue	Requirement
Calculation of Sale Quantity Volume Sale Delivered by Weight	<p>The Net GMT of each load will be calculated using the formula:</p> <p>Net GMT= Gross Truck Weight – Tare Truck Weight</p>
Calculation of Delivered Prices Volume Sale Delivered by Weight	<p>The delivered prices of each load (ex. GST) will be calculated using the formula:</p> <p>DP = Net GMT x C x P</p> <p>Where: Net GMT= Net Green Metric Tonnes, C = Conversion Factor, P= Delivered Price, inclusive of Timber Charges and Delivery Costs (\$/m³ ex GST)</p>

7.4 Use of Truck Scales

Issue	Requirement
Establishing Truck Tare Weight	<p>Truck tare weight for each truck/trailer combination will equal the weight of the truck measured by a certified weighbridge using normal truck running configuration (i.e. all bolsters, spare tyres and chains) and with a full tank of fuel.</p> <p>This must be undertaken at least every three months in the presence of an authorised VicForests Officer.</p>
Establishing the Truck Gross Weight	<p>The gross weight must be measured while the truck is stationary after loading at the next available level and firm site.</p> <p>Unless negotiated with a VicForests Officer the site for gross weight measurement must be no further than 1 km from the landing.</p>
Checking Gross Weight	<p>On arrival at the Buyer/destination the driver must ask the Buyer representative to verify the gross weight.</p> <p>If the difference between the gross weight on the docket and that on the truck scales is greater than 1% the gross recorded at the Buyers site shall be recorded, the original gross deleted and original net altered. Both driver and Buyer must initial this change.</p>
Auditing Gross Weight	<p>VicForests must ensure that each truck must obtain a weighbridge docket to verify the Gross Weight of one load each month. The weighbridge docket is to be attached to the original copy of the Delivery Docket.</p> <p>Truck scale weights as read at the weighbridge which are inconsistent with weighbridge recordings for gross weight by more than one percent must have weighbridge dockets attached to the Delivery Docket of every subsequent load until the required level of accuracy is obtained.</p> <p>In the event that the truck scales are not verified to be within one percent of the weighbridge reading the gross weight recorded by the weighbridge will be used for accounting purposes. Otherwise the weights recorded on the Delivery Docket will be used.</p> <p>VicForests may direct any load to be checked on a certified weighbridge at any time. Where the variation in gross weight as measured by truck scales and as measured by public weighbridge exceeds +/- 1%, the certified weighbridge measurement will be accepted and the weighbridge docket attached to the original copy of the Delivery Docket for forwarding to VicForests by the Haulage Contractor.</p>
Inoperable Truck Scales	<p>If truck scales become inoperable or inaccurate, alternate methods of accounting for the load will be made between VicForests and the Company. Alternate methods of accounting may include weighbridge measure or log volume measure.</p>

8 Off Specification Timber

In accordance with the Terms and Conditions of Licences and Timber Sales Agreements, the Buyer may notify VicForests within 15 days of the date of delivery of logs to a Delivery Site of logs that the Buyer believes are Off Specification. This includes notification where log dockets are incomplete. Such notification by the Buyer is referred to as the Buyer's Notification.

Buyers Notification	The Buyer's Off Specification Notification form is provided in Attachment 7. The Buyer must fully complete all relevant sections of the form, and the form must be lodged with the nominated Quality for each Buyer.
Log Storage	<p>A log, to which the Buyer's Notification relates, must be stored and cared for in a manner consistent with standard industry practices for a log of that type.</p> <p>The log must be stored and cared for until a VicForests' inspection is carried out and an Election to Reject, an Election to Retain, or a Notice of Removal is issued. Failure to store and care for logs in such a manner may result in the logs being unable to be regraded, and will be automatically deemed part of the Annual Timber Intake.</p>
Inspections & Regrading	<p>VicForests shall inspect and regrade the logs to which the Buyer's Notification relates within 15 days of its receipt of the Buyer's Notification. The logs shall be removed by the Buyer from any storage stack and laid out so that the entire log may be viewed in a safe fashion.</p> <p>VicForests assessment will be documented on a Log Feedback Docket, a copy of which will be provided to the Buyer (<i>Re: Attachment 8</i>).</p>
Election to Reject	<p>Should a Buyer elect to reject any agreed Off Specification log, VicForests, at its own cost, must ensure that the log is removed from the Delivery Site as soon as practicable after the Buyer reloads.</p> <p>The Buyer may invoice VicForests for the cost of reloading in accordance with the current Reloading Charge.</p>
Notice of Removal from VicForests	<p>Should VicForests give written notice to the Buyer electing to remove the Off Specification logs from the delivery site to which it was delivered, VicForests shall do so within 10 days of such notice.</p> <p>The Buyer may invoice VicForests for the cost of reloading in accordance with the Reloading Charge.</p>

ATTACHMENT 1 – Species Codes

Species Group	Species Code	Genus	Species	Common Name
AC	AC	Acacia	- not specified -	Acacia species
AC	BW	Acacia	melanoxylon	Blackwood
AC	SW	Acacia	dealbata	Siver Wattle
AS	AA	Eucalyptus	delegatensis	Alpine Ash
AS	AS	Eucalyptus	All ash	Mixed ash species
AS	MA	Eucalyptus	regnans	Mountain Ash
AS	SG	Eucalyptus	nitens	Shining Gum
MS	BG	Eucalyptus	- not specified -	Mixed Blue Gum Species
MS	BG	Eucalyptus	bicostata	Eurabbie
MS	BG	Eucalyptus	pseudoglobulus	Victorian Eurabbie
MS	BG	Eucalyptus	maidenii	Maidens Gum
MS	BG	Eucalyptus	globulus	Southern Blue Gum
MS	BS	Eucalyptus	baxteri	Brown Stringybark
MS	BX	Eucalyptus	- not specified -	Box Species
MS	CB	Eucalyptus	rubida	Candlebark
MS	CT	Eucalyptus	fastigata	Cut-tail
MS	CY	Eucalyptus	cypellocarpa	Mountain Grey Gum
MS	DA	Eucalyptus	dalrympleana	Mountain Gum
MS	DE	Eucalyptus	denticulata	Errinundra Shining Gum
MS	GG	Eucalyptus	bosistoana	Gippsland Grey Box
MS	IB	Eucalyptus	tricarpa	Red Ironbark
MS	MM	Eucalyptus	obliqua	Messmate
MS	MS	Eucalyptus	Mixed	Non-ash mixed species
MS	PM	Eucalyptus	- not specified -	Peppermint
MS	PM	Eucalyptus	dives	Broad-leaved Peppermint
MS	PM	Eucalyptus	croajingolensis	
MS	PM	Eucalyptus	radiata/robertsonii	Narrow-leaved Peppermint
MS	PM	Eucalyptus	nitida	Shining Peppermint
MS	PM	Eucalyptus	willisii	
MS	RB	Eucalyptus	polyanthemos	Red Box
MS	RP	Eucalyptus	elata	River Peppermint
MS	RS	Eucalyptus	macrorhyncha	Red Stringybark
MS	SM	Eucalyptus	botryoidies	Southern Mahogany
MS	ST	Eucalyptus	sieberi	Silvertop
MS	VM	Eucalyptus	viminalis	Manna Gum
MS	WS	Eucalyptus	globoidea	White Stringybark
MS	YK	Eucalyptus	consideniana	Yertchuk
MS	YS	Eucalyptus	muelleriana	Yellow Stringybark

ATTACHMENT 2 – Mixed Species Sawlog Species Sub-Groups

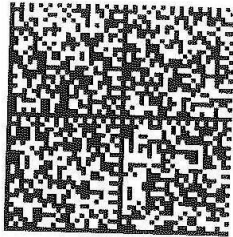
M1	M2	M3	M4	M5*	MS
Messmate Silvertop Cut-tail	Grey gum Stringybarks Peppermints Other Species	Manna Gum Shining Gum (<i>E.denticulata</i>)	Any mixed Species: undefined proportions	Yellow Stringybark Southern Mahogany Ironbark Box Species Blue Gum	Any mixed species: run of bush

ATTACHMENT 3 – Sawlog Grade Codes

Grade Code	Grade Name
B	B grade sawlogs
C	C grade sawlogs
D	D grade sawlogs
E	E grade sawlogs
U	Ungraded sawlog
F	Dry Firewood
G	Green Firewood
P	Poles/Piles/Posts
Z	Cull logs
V	Veneer

ATTACHMENT 4 – Sawlog Docket - Electronic

Vic Forests - Docket #158000151



Dispatched: 2012-09-13 11:15 AM
Destination: **Customer 1**

Forest Ops: 12KVE Inside
Contractor: **Sustainable Harvesting Pty Ltd**

Hauler: **Safe Drivers Pty Ltd**
Driver: **John Smith**
Truck Reg: **XYZ-999 - 1**
Trailer Type: S6

Legal GVM: 42.50 (ton)
Scale Weight: 42.00 (ton)

Logs:

#	Seg	Sp	Gr	Ln	Di	Vol
1261003	1	MA	B	5.5	60.00	1.53
1261003	2	MA	C	5.5	58.00	1.43
1261004	1	SG	B	4.3	75.00	1.86
1261004	2	SG	C	5.7	72.00	2.32
1261005	1	AA	C	10.3	38.00	1.16
1261009	1	MA	B	10.4	69.00	3.81
1261013	1	SG	D	6.0	30.00	0.42
Total:						12.53

ATTACHMENT 6 – Truck Scales/Weighbridge Sawlog Docket



WOOD CARTAGE AND WEIGHBRIDGE DOCKET

Despatch Date 27.6.06 Despatch Time 10:30 Est. Nett Weight 2780

Job No 168986 Harvesting Contractor Name RCC

Job Type (tick) To Mill To Dump From Dump Log Grader No. 123

Operations Area CANN RIVER Harvesting Rep Signature [Signature]

Coupe Name NEW WAY Print Name MAX SMITH

Coupe Number 3691257010 Haulage Contractor Name JONES TIMBERS

Forest Op ID 109911 Truck Rego 96E95H

Buyer HALLMARK OAKS Driver Signature [Signature]

Delivery Destination CANN RIVER Print Name MARY SMITH

Destination No. 10129 Docket completed by: Harvesting Haulage Harvest/Haulage

Product E GRADE AAE

WEIGHBRIDGE INFORMATION

Gross 4338 Remarks _____

Tare 1432 _____

Nett 2906 _____

Delivery Date 27.6.06 Delivery Time 14:30

Weighbridge Operator [Signature] Office Use Only
Entered on Logsales

Serial No. 063001

ATTACHMENT 7 – Off Specification Notification Form - Sawlog

SFMS – RECOMMEND WHERE RELEVANT

OFF SPECIFICATION NOTIFICATION - SAWLOG



Attention: _____

VicForests Use Only.
 Date Notification received: ___ / ___ / ____
 Name of Recipient: _____

From:

Company	
Site Address	
Contact	

Load Details:

Coupe Number	___ ___ ___ / ___ ___ ___ / ___ ___
Forest Operation No.	
Contractor	
Log Grader No.	
Docket No.	
Date Load Received	___ / ___ / ____
Date of Notification	___ / ___ / ____

Disputed Log Details: If whole load tick box

	Log Number	Delivered Grade	Requires Regrade	Unacceptable Presentation	Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

ATTACHMENT 8 – Log Feedback Docket

No. 100001



LOG FEEDBACK DOCKET

Customer Name : _____ Date:/...../..... Delivery Docket No.						Distribution: White – Original VicForests, Pink – Customer, Yellow – Book Copy Green – Harvest Contractor, Blue – Haulage Contractor						
Log Location: _____ VF District: _____						NOTICE OF REMOVAL (VicForests use only) Redirection of log(s) New Customer : Authorisation : New docket No. : VF Officer : Name : Signature						
Contractor : _____ Coupe No / Forest Op No: _____												
Date of receipt of Off Specification Notification: _____ Original Grader No: _____												
Reason for Off Specification: 1 Measurement; 2 Mechanical Damage; 3 Sloping Grain; 4 Pipe; 5 Stain; 6 Sweep; 7 Scar; 8 Log Preparation; 9 Shatter or Splitting; 10 Shake; 11 Gum Pocket; 12 Loose Gum Vein; 13 Tight Gum Vein <3mm; 14 Tight Gum Vein >3mm; 15 Stem Defect; 16 Drying; 17 Log Upgrade; 18 Species ID; 19 Cull length; 20 Log No; 21 Coupe No / Forest Op No;												
Original Log Information						Final adjustment on Log						
Log No.	Grade	Species	Length (m)	Diameter (cm)	Volume (m ³)	Reason for Off Specification <small>(insert no from above / comments)</small>	Grade	Length (m)	Diameter (cm)	Volume (m ³)	Retain	Reject
Disputed Section to be completed by Arbitrator :- (only requires completion if Independent Arbitrator required) Arbitrator's Name : _____ Grader No. _____ Signature : _____ Date : ____ / ____ / ____						Authorisation of Adjustments: - (2 signatures required) For and on behalf of VicForests: _____ Grader No. _____ Customer: _____ Date: ____ / ____ / ____ <i>Invoice completed:</i> ____ / ____ / ____						