

Scheduled Revision of  
FSC-STD-AUS-01-2018 EN *The FSC  
National Forest Stewardship Standard of  
Australia*  
Terms of Reference for the  
Standards Development Group

**-DRAFT-**

## 1. BACKGROUND

Following a comprehensive process FSC-STD-AUS-01-2018 EN *The FSC National Forest Stewardship Standard of Australia* was approved in November 2018. Its publication marked an important milestone for responsible forest management in Australia and signified the first time economic, environmental and social stakeholders reached consensus on the principles for responsible forest management in the country. While this undertaking was lengthy and detailed, the result was an outstanding forest management standard.

In accordance with the requirements in FSC-STD-60-006 V1-2 EN [Process Requirements for the Development and Maintenance of National Forest Stewardship Standards](#), FSC ANZ have reviewed the performance of FSC-STD-AUS-01-2018 EN. The review highlighted that:

- Standard users and the FSC ANZ membership believe the standard has performed well. They have however identified certain changes that could improve the relevance of the standard and its implementation in the field.
- There have been several changes to the associated elements of the FSC system that must be incorporated into the standard. Most notably changes in [FSC-STD-60-004 V2-0 EN International Generic Indicators](#) and the revision of [FSC-POL-30-001 V3-0 FSC Pesticides Policy](#).
- Changing climatic conditions are impacting forest ecosystems now and into the future. The implication is that for the foreseeable future, forest management enterprises will need to incorporate a changing climate into management planning.
- As the climate changes, bushfires are expected to increase in frequency and intensity in Australia. The implication for forest management enterprises is that bushfire considerations will become an even bigger consideration in management planning.

On this basis, the FSC ANZ Board of Directors has determined that a revision of FSC-STD-AUS-01-2018 EN is required to ensure it continues to promote best-practice responsible forest management.

To facilitate a smooth and focussed revision process, the FSC ANZ Board of Directors has unanimously supported a targeted revision of FSC-STD-AUS-01-2018 EN where the necessary improvements identified by the Board, based on the review of the Standard, constitute the scope of the revision.

To revise the standard, FSC ANZ is establishing a Standards Development Group. These Terms of Reference detail the mission of the Standards Development Group, its decision-making and operating framework as well as the commitments of its members.

## 2. MISSION OF THE STANDARDS DEVELOPMENT GROUP

## 2.1 Objectives of the targeted revision

With an overall goal of incorporating fit-for-purpose measures while maintaining the continuity and consistency of FSC-STD-AUS-01-2018 EN, the revision has the following objectives:

1. To incorporate changes to the associated elements of the FSC system.
2. To improve access to and benefits from certification to the Standard.
3. To incorporate measures to improve the relevance of the Standard and its implementation
4. To incorporate measures to enable responsible forest management in the face of a changing climate and more frequent and intense bushfires.

## 2.2 Scope of the targeted revision – priority issues

This targeted revision encompasses the following priority issues:

1. **Changes to associated elements of the FSC system:** Evaluate and develop proposals on how applicable changes to the associated elements of the FSC system published before or during the revision process can be incorporated into FSC-STD-AUS-01-2018 EN. This includes changes to FSC-STD-60-004 V2-0 EN [International Generic Indicators](#) and the revision of FSC-POL-30-001 V3-0 EN [FSC Pesticides Policy](#) as well as interpretation [INT-FSC-STD-AUS-01-2018 EN](#) concerning the potential for harvesting of HCV 3.3 old-growth forest<sup>1</sup>.
2. **Accessibility to and benefits from FSC certification:** Identify non-timber forest products (NTFPs) that should be included in the scope of the Standard and develop appropriate requirements accordingly.
3. **Climate change adaptation:** Evaluate and develop proposals on how climate change adaptation strategies can be supported by the existing framework of FSC-STD-AUS-01-2018 EN to help promote responsible forest management in the face of a changing climate. Emphasise and highlight the importance of incorporating carbon and forest resilience in the standard<sup>2</sup>.
4. **Bushfire adaptation and management planning:** Evaluate and develop proposals on how bushfire adaptation strategies and post-bushfire management activities can be supported by the existing framework of the FSC-STD-AUS-01-2018 EN to help promote responsible forest management. Emphasise and

<sup>1</sup> NOTE: The purpose is to incorporate into FSC-STD-AUS-01-2018 EN the consensus reached around the scope for harvesting HCV 3.3 old-growth forest when the interpretation was produced, not to revise the scope.

<sup>2</sup> NOTE: This priority issue is not intended to address carbon sequestration, or how certification to the standard could lead to climate change credits or to 'high carbon stock.' It is also not intended to represent or replace the FSC ecosystem services initiative.

highlight the importance of incorporating forest resilience and provide guidance regarding salvage harvesting in the standard.

5. **Changes to the definition of 'Best Available Information'**: Evaluate and develop a proposal on how the definition of 'Best Available Information' in FSC-STD-AUS-01-2018 EN can be revised to include traditional ecological knowledge and Indigenous cultural practices that can be obtained through reasonable effort and cost, subject to the scale and intensity of the management activities and the Precautionary Approach.

### 2.3 Scope of the targeted revision – potential additional issues

During the review of the Standard, several potential issues have been identified that have not been included in the scope of the revision. The Standards Development Group shall evaluate these issues and provide a written presentation to the FSC ANZ Board of Directors to either request that the scope of the revision is amended to encompass these, or to justify why they should not be included.

These additional issues are:

1. **Incorporating a risk-based approach** in accordance with published FSC-PRO-60-010 V1-0 EN [\*Incorporating a risk-based approach in National Forest Stewardship Standards\*](#), and FSC-GUI-60-010 V1-0 EN [\*Guideline for Standards Developers on incorporating a risk-based approach in NFSS\*](#).
2. **Concerns regarding conflicting requirements in Principles 1 and 2**. These may be resolved by the incorporation of the new International Generic Indicators regarding the principles of the ILO Core Labour Conventions. However, if the concerns persist, the Standards Development Group can request that the scope of the standard is expanded to include measures to address these concerns.
3. **FSC ANZ survey results**. As part of the review of FSC-STD-AUS-01-2018 EN, FSC ANZ completed a survey of standard users and the FSC ANZ membership. Several issues raised in the survey have been incorporated into the scope of the revision while other have been rejected by the Board. The Board has requested that the Standards Development Group assess the issues raised in the survey that have not already been addressed by the Board and argues whether the scope of the revision should be expanded to include these issues.

## 3. THE ROLE OF THE PARTIES INVOLVED IN THE REVISION PROCESS

### 3.1 Role and responsibilities of the FSC ANZ Board of Directors

The FSC ANZ Board of Directors is responsible for the overall revision of the standard within the required timeframe, including:

- Setting the scope of the revision;
- Appointing the members of the Standards Development Group;
- Approving the Standards Development Group's Terms of Reference, workplan and budget;
- Evaluating and making decisions on the Standards Development Group's proposals to amend the scope of the revision;
- Overseeing that the standard revision process occurs in accordance with these Terms of Reference and FSC's normative requirements for standards revisions.
- Having formal decision-making authority in the development of local normative documents and oversight of FSC ANZ and thus being responsible for approving the final draft of the revised standard that will be submitted to FSC International; and
- It can therefore, if necessary and justified, ask the Standards Development Group to rework certain proposals in the final draft. However, the Board does not intervene in the drafting of the proposals, except regarding the final draft.

### 3.2 Role and responsibilities of the Standards Development Group

The Standards Development Group is composed of FSC ANZ members divided into three chambers - economic, environmental and social – in accordance with FSC's governance model. The Standards Development Group is the technical body responsible for the co-creation of recommendations to the FSC ANZ Board on the revision of FSC-STD-AUS-01-2018 EN. The Standards Development Group role and responsibilities are:

#### Operational

- Signing off on the Terms of Reference, workplan and budget for the standard revision process<sup>3</sup>;
- Setting up a Consultative Forum for the standard revision process;
- Serving as a liaison: Standards Development Group members serve as chamber representatives, engaging members in their respective chambers and bringing chamber perspectives back to the Standards Development Group;
- Attending face-to-face and conference call meetings, and it communicates via emails between meetings as needed;
- Signing off on all drafts of the revised standard before they are submitted for consultation, forest testing and for final approval by the FSC ANZ Board;
- Striving for consensus in all deliberations and decision-making;
- Making its decisions by consensus, or, in the absence of consensus, by majority vote in each chamber;
- Where necessary, proposing adjustments to the scope of the revision outlined in these Terms of Reference to the FSC ANZ Board of Directors; and

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<sup>3</sup> Draft of these documents have been approved by the FSC ANZ Board and any changes made to them by the Standards Development Group must be approved by the Board before they are submitted to FSC International.

- Submitting its proposals to the FSC ANZ Board of Directors for final approval; and
- Potentially dealing with requests for adjustments from the FSC ANZ Board of Directors and from FSC International following the submission of the final draft.

## Technical

- Analysing the issues to be revised and their relationship with FSC requirements;
- Proposing revisions of the indicators, guidance, definitions, annexes and other relevant elements in FSC-STD-AUS-01-2018 EN affected by the issues included in the scope of the revision;
- Paying careful attention to assuring new requirements are as simple, consistent and efficient as possible to implement into the daily operational framework of the forest management enterprises that will implement them while ensuring the integrity of FSC;
- Seeking to maintain continuity and consistency of FSC-STD-AUS-01-2018 EN;
- Basing its analyses on the best available information, including, but not limited to, documents produced by FSC ANZ (synthesis of scientific knowledge, results of stakeholder consultations, results from forest tests of the proposed indicators, etc.);
- Participating in consultation activities organised by FSC ANZ;
- Seeking constructive and sound solutions reflecting the objectives of the revision;
- Reviewing and considers stakeholder comments received during and outside of consultations; and
- Justifying its decisions based on scientific knowledge and the results of engagement and consultations with stakeholders and any forest test of the proposed revisions.

### 3.3 Role and responsibilities of the FSC ANZ

FSC ANZ staff member (or 'the Facilitator') facilitates the revision process to:

- Ensure the Standards Development Group operates responsibly and in accordance with its Terms of Reference and the applicable procedures;
- Coordinate and animate the discussions within the Standards Development Group and facilitate the establishment of consensus positions
- Ensure all members of the Standards Development Group have the opportunity to express their opinions and concerns;
- Provide technical support to the Standards Development Group regarding FSC processes and requirements; and
- Manage drafts of the revised standard under direction from the Standards Development Group.

The Facilitator is also responsible for:

- Drafting of the Standards Development Group's proposals;
- Record keeping, minute taking and circulation of papers to the Standards Development Group and Consultative Forum;
- Maintaining the standards development budget and expenditure;

- Organising consultation activities;
- Assisting Standards Development Group members arrange meetings with their wider chambers;
- Acting as a liaison between FSC International and the Standards Development Group, and between the FSC ANZ Board and the Standards Development Group; and
- Attending forest testing of the revised standard.

The Facilitator will not intervene in the decision-making process and has no voting rights in the revision process.

### 3.4 Role and responsibilities of FSC International

FSC International ensures that the revision process meets the requirements for the revision of FSC National Forest Stewardship Standards and evaluates the conformity of the final version approved by the FSC ANZ Board of Directors with the applicable requirements for standard revisions, and it assesses the relevance of the justifications provided. FSC International may request modifications to the proposed revised standard.

### 3.5 Roles and responsibilities of the Consultative Forum

The Consultative Forum is established by the Standards Development Group for the revision process. Its role is to ensure that all stakeholders who may be affected by the implementation of the revised standard have the opportunity to comment, formally, during the revision process. FSC staff will support the establishment of the Consultative Forum and the Standards Development Group's engagement with it.

Membership of the Consultative Forum is open to any stakeholder on request. The number of members is unlimited.

The Consultative Forum shall at a minimum include individuals and/or organisations that reflect the full range of stakeholders affected by the standard.

The Consultative Forum shall be consulted and kept informed at each stage of the standard development process, and their comments shall be recorded and addressed by the Standards Development Group.

### 3.6 Technical Experts

Technical experts may be appointed to participate in Standards Development Group discussions. These technical experts shall have voice in the Standards Development Group discussions when invited, but technical experts shall not participate in decision-making.

Expert recommendations from appointed technical experts will be strongly considered by the Standards Development Group and if a recommendation is not followed, the rationale for this decision by the Standards Development Group will be documented and justified.

## 4. PUBLIC CONSULTATION

FSC ANZ will organise consultation activities with forestry and industry stakeholders (economic, environmental and social) to inform the discussions of the Standards Development Group. These activities include:

- Two rounds of consultation on proposed new and revised indicators, one on the first draft of the revised standard and one on the forest-tested draft. These two rounds of public consultation will last 60 days from the date of publication. Any additional public consultations required will be for a minimum of 30 days. All public consultations will be summarised in public reports. Announcements of public consultations will be relayed by Standards Development Group members to their networks.
- The creation of an Advisory Committee composed of individuals and organisations that can provide technical and scientific expertise relevant to the process (scientific organisations, governmental institutions, academics, qualified individuals etc.). The members of this Committee will be the subject of targeted exchanges during the public consultations and otherwise as needed by and agreed with the Standards Development Group. The Standards Development Group will provide specific responses to the Committee's input. Australian FSC Promotional Licence Holders will also be invited to join to Advisory Committee to provide the perspective of organisations that retail products harvested to the Standard.

## 5. FOREST TESTING

The proposed changes suggested in the revision will be tested in the forest in collaboration with interested accredited certification bodies operating in Australia with forestry in scope to evaluate:

- The auditability of the indicators; i.e. the ability of auditors to understand and assess conformity with the indicators (clarity of the wording and intention, references to definitions in the glossary, indicators with many items that may present a risk of multiple non-conformities, etc.)
- The applicability of the indicators; i.e. the ability of forest management enterprises to meet the requirements in a way that is as simple, consistent and efficient as possible (time impact, availability of required information, etc.).

Preferably, a member from each chamber on the Standards Development Group will participate in the forest tests.

## 6. COMPOSITION AND FUNCTIONING OF THE STANDARDS DEVELOPMENT GROUP

### 6.1 Composition

The Standards Development Group is composed of nine FSC ANZ members, either individual members or individuals representing organisations that are members of FSC ANZ. Members

of the Standards Development Group that are individual FSC ANZ members will represent themselves, not their employer(s) or organisations they are affiliated with.

The Standards Development Group is divided into three chambers (economic, environmental and social) in accordance with FSC's governance model with equal numerical representation from each chamber.

The composition of the Standards Development Group is detailed in Annex A.

Where, for any reason, a Standards Development Group position is vacated, the process for filling the position will follow the same process as the original selection process with the original selection criteria being used by the ANZ Board to fill the vacancy. The nominee must meet the skill requirement of the vacated position. Any changes to the Selection Criteria will be developed and agreed by the FSC ANZ Board of Directors with input from the Standards Development Group.

## 6.2 Rules for the proper conduct of discussions

To create a healthy and safe environment for discussions, the members of the Standards Development Group commit to:

- Participating actively and engaging and contributing in a constructive manner that serves to support the revision of the standard. This may include accepting the best possible compromise. Actions that serve as a tactic to obstruct the revision process, such as systematically questioning previous decisions, rejecting to participate in meetings or deliberately ignoring work processes between meetings, shall be avoided. Employment of such actions can lead to the termination of Standards Development Group membership in accordance with clause 6.6.
- If possible and available, seeking concrete solutions based on arguments backed by well-established science.
- Respecting other members of the Standards Development Group by listening to all arguments in the Group's discussions and by avoiding engaging in personal attacks, denigration, insults, or attacks on reputation.
- Respecting that the Standards Development Group operates according to Chatham House Rules. So, while members of the Standards Development Group have full authority to share the non-confidential substance of discussions and papers, they shall not report or attribute neither the comments of individuals, nor their affiliations outside of meetings, whether conducted face-to-face, virtually or in writing (including email). The default approach of the Standards Development Group is that the non-attributable content of discussions and papers is not confidential, unless so specified. Authorisation to disseminate confidential elements of the Standards Development Group's work must be requested from the other members of the Standards Development Group, who all have the right to veto the request or accept it. This rule also applies to the FSC ANZ Board and executive team.

- Respecting FSC (International and ANZ) by avoiding any denigration or damage to its reputation.

### 6.3 Chairing

The Standards Development Group has no permanent chair, but a rotating chairmanship where Standards Development Group members take turns chairing meetings. This role involves assisting the Facilitator prepare meetings as well as chairing meetings and, in accordance with section 11.2, authorising the draft minutes for distribution.

### 6.4 Subcommittees

To deal with complex or specialised issues more effectively, and to use Standards Development Group members' time and resources more efficiently, the Standards Development Group can delegate work on specific Indicators or topics to chamber-balanced subcommittees comprising Standards Development Group members and co-opted experts as deemed necessary and agreed upon by all subcommittee members.

Subcommittees make recommendations for the consideration of the full Standards Development Group, which retains collective responsibility for decision making. Standards Development Group members shall have opportunity to grasp the thinking behind subcommittees' conclusions and to influence their recommendations.

It is essential that the membership of a subcommittee are people with relevant expertise.

Subcommittee meetings are facilitated by the Facilitator who is also responsible for taking minutes.

### 6.5 The revision process

In accordance with [FSC-ADV-60-006-04 V1-0 EN Using FSC-PRO-60-006 for revision processes](#), the following sections of FSC-PRO-60-006 V2-0 shall be applied in the revision process, while the ones not listed can be ignored:

- E. Terms and Definitions
- 1. General requirements
- 2. Using the IGIs
- 5. Addressing Scale, Intensity and Risk (SIR)

The Standards Development Group shall use as a starting point:

- All indicators in FSC-STD-AUS-01-2018 EN, and
- All new and revised International Generic Indicators that are not addressed in FSC-STD-AUS-01-2018 EN.

The Standards Development Group shall use the indicators in FSC-STD-AUS-01-2018 EN as the starting point of the revision as follows:

- Adopting an existing indicator from the FSC-STD-AUS-01-2018 EN as it is written; this does not require justification (but may still be questioned by FSC International)
- Adapting or dropping an existing indicator from FSC-STD-AUS-01-2018 EN; this requires justification
- Adding new indicators; this requires justification

SDGs shall use the new and revised International Generic Indicators as the starting point of the revision as follows:

- Adopting an IGI; this does not require justification
- Adapting or dropping an IGI; this requires justification
- Adding new indicators; this requires justification

### 6.6 Termination of Standards Development Group Membership

If a member of the Standards Development Group does not respect the rules for the proper conduct of discussions or is otherwise deemed to contravene these Terms of Reference, the termination of their membership of the Standards Development Group can be requested in writing by at least one third of the members of the Standards Development Group, including at least one member from each of the three chambers. The request shall outline the steps taken by the Standards Development Group to resolve the issue internally and the member in question's involvement in this process. If no steps have been taken, the request will be rejected unless it is documented that it was not feasible to address the issue internally in the Standards Development Group.

The FSC ANZ Board of Directors is responsible for handling the request. To inform the Board's decision, the individual whose membership of the Standards Development Group is being considered and/or the organisation they represent may present to the Board. Similarly, a representative from the Standards Development Group members that have requested the termination may present to the Board.

Based on this input and these Terms of Reference, the FSC ANZ Board of Directors then decides on the termination request. Where consensus cannot be reached by the Board of Directors on a termination request, the decision to terminate a member of the Standards Development Group requires a two thirds majority comprising at least one Director from each chamber.

The organisation and/or individual concerned will be officially notified of the Board of Directors' decision in a letter outlining the process and the reasoning behind the exclusion. There is no option to appeal the Board's decision.

In exceptional circumstances, where a member of the Standards Development Group is deemed by the FSC ANZ Board to be acting in contravention of these Terms of Reference, the Board can unilaterally decide to terminate the membership of one or more members of the Standards Development Group on its own initiative. To nuance the Board's decision process, the individual whose membership of the Standards Development Group is being considered and/or the organisation they represent may present to the Board. The rest of the Standards

Development Group can express their view on the potential termination in written submissions, either as a block or individually.

If a member of the Standards Development Group is terminated, the process for filling the vacancy will be identical to that undertaken when the Standards Development Group was originally constituted. If the individual whose membership was terminated represents an organisation, the FSC ANZ Board decides whether it will accept nominations from the organisation in question.

## 7. RULES FOR DECISION-MAKING

### 7.1 Quorum

To meet quorum at least two representatives from each chamber must be present. Full member participation is however always preferred.

If a decision is reached by voting in a meeting in accordance with section 7.2, absent Standards Development Group members can formally register their support or opposition via email to the Facilitator and the Standards Development Group, but the decision will not be amended. It is the responsibility of absent members' chamber colleagues to provide any information for clarification regarding the minutes from the meeting that the absentee member reasonably requires to better understand the discussion that preceded the decision.

In the absence of quorum, the Standards Development Group members present can proceed with the meeting, but any decisions made will have to be ratified in a later meeting with quorum.

### 7.2 Decision-making

The Standards Development Group shall strive to make its decisions on the revision of the standard, or other material, by consensus, defined as general agreement in favour of the motion with the absence of sustained objection from any member of the Standards Development Group.

If consensus cannot be achieved, decisions shall be taken by voting. In the case of a vote, agreement by six of the nine Standards Development Group members, including at least two Standards Development Group members per chamber, shall be considered a decision.

If a motion is carried but a member, or members, of the Standards Development Group is unable to support a particular point, or points, a minority opinion may be expressed within the report that accompanies the final draft of the standard presented to the FSC ANZ Board of Directors without detracting from the consensus achieved on the balance of the work.

For any issue that remains unresolved, the arguments for and against the issue shall be documented and all outstanding concerns of individual Standards Development Group members shall be included in the final report to the FSC ANZ Board of Directors.

In the event of persistent and unresolvable non-consensus on the Standards Development Group and the FSC ANZ Board of Directors concerning the revision/incorporation of specific

indicators and their associated elements, FSC International's Performance and Standards Unit will, as a last resort, act in accordance with the relevant provisions of the decisions of 87<sup>th</sup> meeting of FSC International Board of Directors (March 2021)

## 8. TIME COMMITMENT

The time required of Standards Development Group members to participate in the revision will fluctuate throughout the process. Ongoing in-person and videoconference meetings are to be expected during the revision process. Email correspondence with the rest of the Standards Development Group will also be ongoing throughout the process. If the Standards Development Group establishes subcommittees, a number of shorter subcommittee meetings are to be expected too.

Standards Development Group meetings will require detailed preparation to ensure members are well across the issues being discussed.

Some travel activity may also be required for public consultations, forest testing and similar activities.

In-person meetings will be held in Melbourne unless it makes sense financially and logistically to hold them elsewhere.

## 9. HONORARIUM AND EXPENSES

FSC is a not-for-profit membership organisation with limited funding. Participation in the Standards Development Group therefore takes place on a voluntary non-paid basis. If requested by Standards Development Group members, FSC ANZ will however cover reasonable and pre-approved travel-related costs and certain other expenses associated with the standards development process upon submission of invoices and receipts.

Subject to approval by the FSC ANZ CEO, an honorarium can be provided to individual Standards Development Group members whose expenses are not covered by their employers.

Expenses and any honorarium will be compensated according to FSC ANZ's Standards Development Group Expenses Policy as outlined in Annex B.



## 11. COMMUNICATION

### 11.1 Working language

The discussions of the Standards Development Group will be held in English, and all correspondence and documents will be in English.

### 11.2 Minutes of the meetings

Minutes will be produced by the FSC ANZ staff after each Standards Development Group meeting and will be made available to all Standards Development Group members.

The minutes are a record of the Standards Development Group's decisions and the process, or proceedings, by which those decisions have been made. They are considered confidential unless otherwise explicitly agreed, but they will be shared with the FSC ANZ Board to convey Standards Development Group decisions. The minutes are not a transcript of every word that was said during the meeting or a record of individual contributions. However, they can be used as documentation if questions arise about the Standards Development Group's decisions, and as such care must be taken with the preparation of the minutes to ensure their accuracy.

The minutes will be the sole reference used to formalise the Standards Development Group's decisions and serve as reference for the Standards Development Group and the FSC ANZ Board if they wish to revisit a decision.

The draft minutes will be authorised for distribution via email to the full Standards Development Group by the Chair of the meeting in question. If the Chair has any concerns regarding the draft minutes, they can express this in a comment that will be distributed together with the draft minutes. The draft minutes can however only be amended and approved in Standards Development Group meetings. If the Chair does not respond to the draft minutes within 14 days, they will be considered authorised for distribution and will be shared with the full Standards Development Group.

### 11.3 External communication

FSC ANZ is responsible for all external communication regarding the revision process.

A webpage on the FSC ANZ website for Australia will be dedicated to the revision process. All public documents related to the revision will be available on this webpage, including these Terms of Reference. Further, a quarterly update on the progress of the revision will be distributed via the FSC ANZ newsletter and other relevant communication channels and made available on the webpage.

Communication on the content of the proposed changes to the indicators will only take place during public consultations and after the approval by the FSC ANZ Board of Directors. During the consultations, the identified stakeholders will be contacted by email and individual or group meetings will be proposed. A specific schedule will be established for each public consultation.

Standards Development Group members shall not provide commentary to the media, directly or indirectly through a third-party, unless otherwise agreed by the Standards Development Group.

## 11.4 Complaints

Complaints related to procedural issues shall be responded to initially by the Standards Development Group. If the complainant is not satisfied with the explanation provided, the complaint shall be managed in accordance with the [FSC Australia Governance Model's](#) chapter 7, Dispute and Complaint Resolution. Procedurally, complaints concerning members of the Standards Development Group will be handled similarly to complaints against FSC Australia members.

## 12. CONFORMITY WITH FSC STANDARDS AND POLICIES

The Standards Development Group shall take into account all relevant FSC documents pertaining to the process (refer to Section 1.8 of Annex A, FSC-STD-60-006 v1-2) and should use existing resources in developing, reviewing and revising the FSC-STD-AUS-01-2018 EN including, but not limited to:

- FSC-STD-01-001 FSC V5-2 EN [Principles and Criteria for Forest Stewardship Standard](#)
- FSC-STD-60-002 V1-0 EN [Structure and Content of National Forest Stewardship Standards](#)
- FSC-STD-60-004 V2-0 EN [International Generic Indicators](#)
- FSC-STD-60-006 V1-2 EN [Process Requirements for the Development and Maintenance of National Forest Stewardship Standards](#)
- FSC-POL-30-001 V3-0 EN [FSC Pesticides Policy](#)
- FSC-GUI-60-004 V1-0 EN [Guidance for Standard Developers to Develop a National Threshold for the Core Area of Intact Forest Landscapes \(IFL\) within the Management Unit](#)
- FSC-ADV-60-006-04 V1-0 EN [Advice Note on use of FSC-PRO-60-006 V2-0 for the revision of NFSS](#)
- FSC-PRO-60-006 [Development and Transfer of National Forest Stewardship Standards to the FSC Principles and Criteria Version 5-1](#)
- FSC-GUI-60-005 EN [Promoting Gender Equality in National Forest Stewardship Standards](#)
- Existing and approved National and Regional Forest Stewardship Standards and interim national standards;
- FSC ANZ standard users and members survey results;
- Any new motions, advice notes, policies and similar published by FSC International.

## 13. AMENDMENT OF THE TERMS OF REFERENCE

The Standards Development Group may suggest amendments to the approved Terms of Reference to the FSC ANZ Board. Proposed changes shall be agreed through the Standards Development Group's decision-making process as outlined in clause 7.2.

## 14. APPROVAL OF THE TERMS OF REFERENCE

These Terms of Reference were approved by the Standards Development Group in their meeting on **xx/xx/xxxx** as reflected in the minutes from this meeting.

## 15. ENDORSEMENT AND COMMITMENT TO THE TERMS OF REFERENCE

Each member of the Standards Development Group shall sign Annex C endorsing and committing to these Terms of Reference. The Facilitator will be responsible for ensuring each member has completed the Declaration, which will be held as part of the Standards Development Group's records.

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## Annex A: Composition of the Standards Development Group

Any changes to the composition of the Standards Development Group will updated on the FSC ANZ website for the standard revision process.

Name	Organisation (if applicable)
Economic chamber	
Environmental chamber	
Social chamber	

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## Annex B: Standards Development Group Expenses Policy

This policy sets out procedures to be followed in the reimbursement of the Standards Development Group's travel expenses incurred on behalf of FSC ANZ as well as the procedure for payments of an honorarium to Standards Development Group members.

### Policy

The Standards Development Group may submit claims for reimbursement of reasonable expenses accrued while undertaking their duties as Standards Development Group members. Expenses should be kept to a minimum, using the most economical means in keeping with moderate standards, and bearing in mind the limited funds available to FSC ANZ for meeting expenses and the not-for-profit nature of the organisation.

### Procedures

1. FSC ANZ will not reimburse for:

- Expenses claimed as a tax deduction.
- Expenses normally recoverable from a third party.
- Claims for purchases that are required to be made under a FSC ANZ purchase order.
- Expenses that are not incurred for approved FSC ANZ purposes.
- Late payment interest on credit cards.
- Parking, traffic, or other fines and penalties.

2. For transport expenses:

- The Standards Development Group will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances. Expenses may include economy class flights, airport buses and public transport tickets. Taxis may be used where travel is at night, or public transport is impractical.
- The Standards Development Group will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Use of a Standards Development Group member's own vehicle for FSC ANZ related travel will be reimbursed by way of an all-inclusive mileage allowance at ATO rates.
- Trip cancellation insurance will be reimbursed.

3. Honorarium and Volunteer status:

- Where a Standards Development Group member is not a paid representative of an organisation, the member participates on a voluntary basis. Any payment of an honorarium shall not be construed as representing an

employment, or relationship of principal and contractor, between FSC ANZ and the individual.

- The payment of an honorarium is made by FSC ANZ to thank the relevant member for their participation and is not intended to compensate for time spent on FSC ANZ matters.
- The honorarium is \$400 per day for formal face-to-face Standards Development Group meetings. All other participation will be voluntary unless otherwise agreed.
- FSC ANZ will ensure that the aforementioned volunteer who is paid an honorarium is included on relevant insurance policies to cover associated risks and liabilities involved with participation in the Standards Development Group on behalf of FSC ANZ.
- Calculation and distribution of honorarium will take into account Australian taxation guidelines: <https://www.ato.gov.au/non-profit/your-workers/your-volunteers/>.
- Individual Standards Development Group members receiving an honorarium will be responsible for determining their own obligations regarding declaration of any received payments to the ATO.

4. For accommodation:

- The Standards Development Group will be reimbursed for moderate accommodation expenses, considering all of the circumstances. Generally, the maximum amount payable will be up to A\$180 per night, but in some locations or at peak times this may be increased.
- The Standards Development Group will not be reimbursed for items of a personal nature charged to a hotel account.

5. For meals:

- The Standards Development Group will be reimbursed for reasonable and appropriate meal expenses actually incurred while on FSC ANZ business upon representation of a receipt or other valid documentation.
- Meals will be compensated at a maximum rate of \$50 per full day. Individual meal allowances will be compensated at a maximum rate of \$15 for breakfast, \$20 for lunch, and \$25 for dinner.

6. Reimbursement of reasonable but unauthorised expenses may be made on an ex gratia basis.

7. Advance payments may be authorised where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is not for whatever reason incurred then any advance payments made, or any unspent portion of such payments, must be returned.

8. Except where per diem payments have been authorised, Standards Development Group members incurring authorised expenditure must wherever possible receive and retain receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

9. Standards Development Group members incurring authorised expenditure must submit requests for reimbursement to the FSC ANZ's Administration Officer with a

copy to the Standards Development Group Facilitator leading the revision process describing the nature and purpose of the expenses and including all receipts. Requests may be submitted by email if required, including scanned copies of receipts.

10. The Facilitator and FSC ANZ Accountant are responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account, and that any requirements under the Fringe Benefits Tax legislation have been met.
11. Claims that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

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## Annex C: Endorsement of and commitment to the Terms of Reference

I endorse and commit to these Terms of Reference.

[Name]	Date	Signature
[Chamber]		
[Organisation/individual]		

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