



Plantation Timbers

January 2011
Forestry Services

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Plantation Timbers Group

Plantation Timbers Group Pty Ltd is a Project Management and Integrated Forestry Service provider managing approximately 6,500 hectares in the Green Triangle region.

We offer a range of services including property evaluation, negotiation and acquisition, plantation management and maintenance services together with harvesting, marketing and logistics within the legislative and regulatory frameworks applying in the areas in which we operate. These services are further supported by a comprehensive and auditable Quality Assurance System providing regular reporting to clients.

Timber Product Marketing

Plantation Timbers Group can assist plantation investors with arranging offtake and marketing arrangements with the major processors and exporters in the Green Triangle.

Carbon and Environmental Benefits

Plantation Timbers Group is developing relationships with other companies for the marketing of Carbon and/or Environmental credits applicable to plantations. While Australia has yet to formalise a Carbon trading system, it is possible to trade Carbon on the international market.

Property Selection, Identification and Assessment

Plantation Timbers Group primarily operates in the Green Triangle region.

Properties targeted by Plantation Timbers Group must be a minimum of 50 hectares, have average annual rainfall greater than 650 mm, be within 150 km of the processing point (usually the Port of Portland) and have soils with sufficient depth, fertility and moisture holding capacity for economic tree growth.

Environmental Care

While Plantation Timbers Group has yet to obtain Australian Forestry Standard or Forest Stewardship certification, we do have comprehensive Quality Assurance processes and applies the Victorian Code of Practice for Timber Production to all our plantation operations, and use the Green Triangle Regional Plantation Committee's "Good Neighbour Charter" to enhance communication between Plantation Timbers Group, our neighbours and community groups. Each treefarm has an individual forest management plan for monitoring, management and maintenance.

Fire Management

Plantation Timbers Group has a registered Forest Industry Fire Brigade (as per Country Fire Authority Act 1958 and Regulations 1998) and assists the CFS/CFA and other plantation owners in suppression of wildfires in or near our Clients plantations.

Plantation Timbers Group has a proactive program of hazard reduction prior to each fire season.

Why Invest through Plantation Timbers Group?

Plantation Timbers Group has been developing and managing plantations in the Green Triangle region for over 17 years, initially under the Green Triangle Treefarm Project and subsequently for other major clients.

We have a comprehensive and auditable Quality Assurance system covering property assessment, purchasing/leasing, establishment, management and harvesting and apply the Victorian Code of Practice for Timber Production.

Plantation Timbers Group has established networks across the Green Triangle region and elsewhere allowing us to deal with land owners, growers, buyers and processors so Plantation Timbers Group can assess land, establish plantations and market the resultant product, be it wood, Carbon or environmental services.

The experienced management team at Plantation Timbers Group has over 70 years experience in forestry and natural resource management. We also have an extensive network of contractors and consultants to assist in the management of our plantation estate.

Thus we have the experience and expertise to establish and manage new plantations and to advise and assist in the acquisition of existing plantations estates.



Plantation Timbers

Management Structure

Key senior management roles in Plantation Timbers Group

Peter Collins

Managing Director

As Company founder, Peter Collins has significant and extensive experience in the agribusiness and forest industries and represents the fifth generation of the pioneering Collins family in the Green Triangle region. He has established diversified businesses in grazing, forestry and food processing and has contributed to local, regional and state development in various voluntary capacities.

When Peter expanded his enterprises into forestry and plantation management in 1994 he saw an opportunity to develop Plantation Timbers into an enterprise servicing a range of clients with investments in pine and eucalypt plantations in the Green Triangle region.

His vision has provided investors with a means of establishing and managing their own sustainable forestry enterprise under Plantation Timbers' umbrella.

Murray Leishman

Plantation Manager/Fire Protection Officer

Murray recently joined Plantation Timbers as Plantation Manager from the Gunns organization after working for Great Southern Limited and before that with Auspine and its predecessors. Murray adds experience and knowledge to our plantation management services as he brings a new and wider range of skills and experience increasing our skills and capabilities considerably in both pine and eucalypt management.

Murray also co-ordinates Plantation Timbers' Forest Industry Fire Brigade, a brigade registered with the Victorian Country Fire Authority. Plantation Timbers provides fire protection services to our clients.

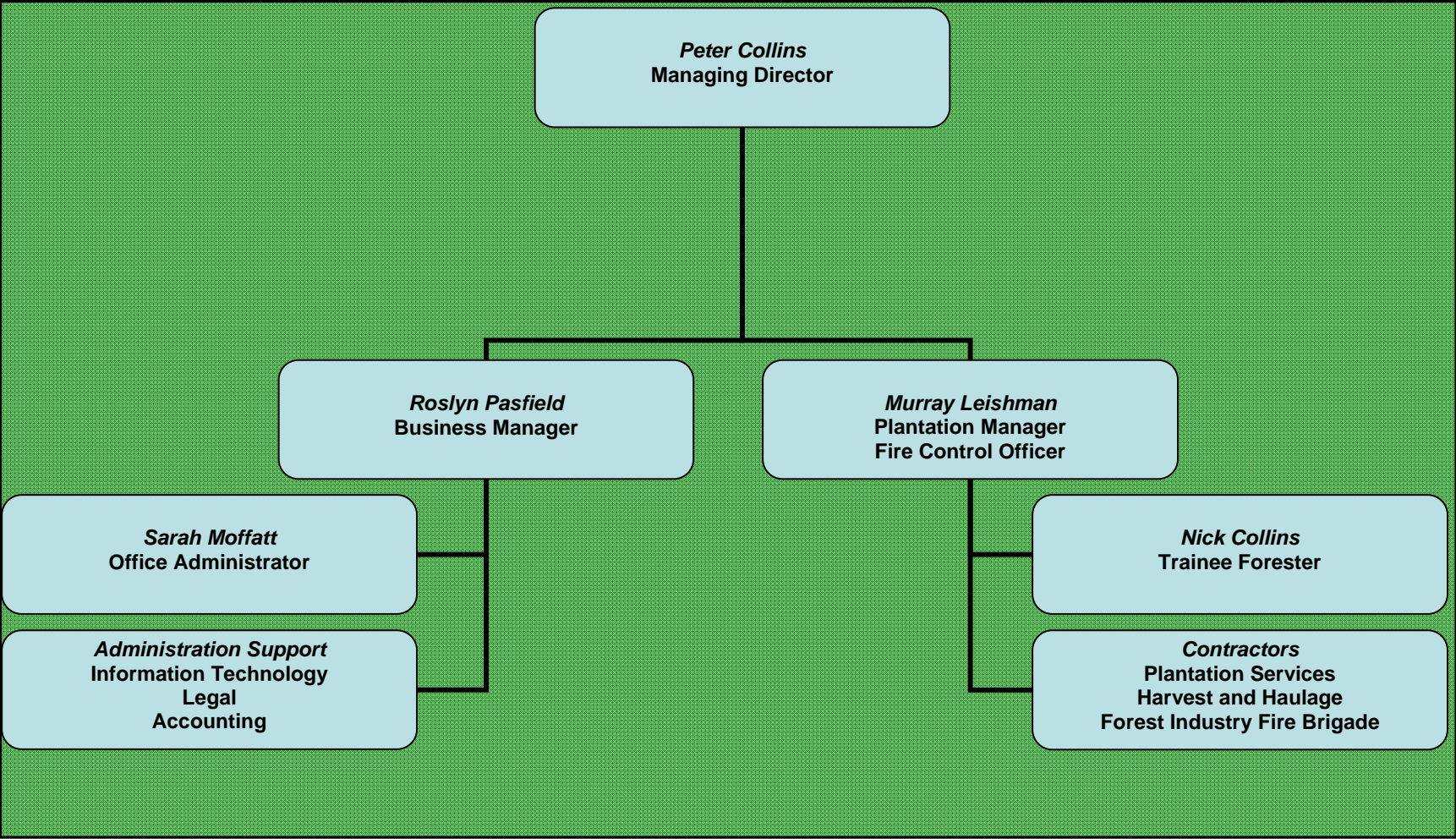
Roslyn Pasfield

Business Manager

Having been with Plantation Timbers for over nine years, Roslyn provides the administrative guidance and support for Plantation Timbers operations. Roslyn has a background in the finance industry and in office management. She is a member of the Australian Professional Bookkeepers Association and is currently completing Certificate IV in Financial Services, Diploma in Management and an Associate Degree in Accounting. She is also a registered Australian Taxation Office BAS service provider. Roslyn is also responsible for compiling, documenting and overseeing Plantation Timbers Quality Assurance Systems, OH&S and for maintaining and updating the property records for all Plantation Timbers' plantations.

In addition, Roslyn is the Secretary of PTG's Forest Industry Fire Brigade.

Plantation Timbers Organisational Chart



Corporate Governance Summary

Plantation Timbers has comprehensive and auditable Quality Assurance systems for the *operation and management of all PTG activities*.

The Corporate documentation contains statements and protocols covering environmental, social and ethical aspects of the business.

Descriptive protocols and procedures include Charters for the Board and for Compliance, Codes of Conduct, Ethics, Office Procedures, Financial Policy and Office Disaster Recovery Plan, Occupational Health and Safety and Personnel Management.

Corporate Information

The Board of Directors

Peter Collins, Managing Director

Founding member South East Economic Development Board S.A.
Founding Member of Green Triangle Regional Plantation Committee.
Member of the Premier's Food Council - Food for the Future.
Associate Member of Institute of Foresters Association.

Peter has established a diversified agribusiness in grazing, forestry, horticulture and food processing. Plantation Timbers Group was formed to attract institutional investment to expand Radiata Pine and plantation forestry in the Green Triangle supporting multi-national timber processors in the region.

Campbell Telford, Chairman Bachelor of Business Studies (R.M.I.T.)

Former Operations Director of Mayne Nickless Transport Company with 20 years and has transport and logistics industry experience.

Campbell recently retired from his position as Chief Executive Officer of the Hopetoun Rehabilitation Hospital, Melbourne.

Robert Klintberg, Non-Executive Director B Sc. Forestry (A.N.U.)

Member of Institute of Foresters of Australia.
Former Member of the Green Triangle Regional Plantation Committee.

Robert has over 35 years industry experience in all facets of the timber industry with emphasis on manufacturing and business improvement.

Previous employers include Plantation Timbers, Carter Holt Harvey, Forwood Products and S.A. Woods and Forests Department.

Terence Allen, Non-Executive Director Certified Practising Accountant - Registered Tax Agent.

Terry has over 30 years experience in Accounting Practices.

He is currently senior partner of a large Accounting firm, Allen Liston & Co, which is located in Mt Gambier, and is also principal practitioner in the firm's Melbourne practice.

He specialises in taxation, superannuation, small business management and growth. Terry is a shareholder and Director of Noel Barr Toyota Mt Gambier which is the largest Toyota dealership in the SE of South Australia. Terry currently holds the position of Chairman of a taxation discussion group in Melbourne.

Commitments

There are:

- no service warranties or guarantees provided by the business
- no agreements in place that restrict the business activity of the business
- no guarantees, letter of comfort or indemnities provided for the debts of third parties outside the business
- no outstanding mortgages, charges (including floating charges), encumbrances, negative pledges or no other form of security granted by the business

There are no superannuation, pension or life assurance schemes operated by the business in which it or its employees participate. There is no retirement, sickness or full disability schemes in place for directors or employees.

Contingencies

There have been no monopolies, anti-competitive or merger investigations in which the business has been involved in any way.

No foreign currency transactions or assets are held by the company.

No infringement by the business or its officers of the intellectual property rights of any other person.

The company has a Disaster Recovery Plan in place. A server has been set up with an external hard drive used for data backup. This hard drive is taken off site each day. A contract is in place with a local IT company for support and troubleshooting.

Investigation and Litigation

There is no litigation, prosecution, arbitration, investigation, proceedings, complaints, claims or other disputes in which the business is, was or may become involved by whatever circumstances.

The business has internal policies and procedures in place in order to limit the business exposure to risks and litigation. The Company's Board has a Corporate Governance Manual in place covering topics such as Code of Ethics and Code of Conduct. Employee manuals are held with documented policies and procedures. Contractors and new employees are inducted into the Plantation Timbers OH&S system. A Financial Policy is in place.

Contractors are required to enter a Contract for Service. They have to meet minimum requirements set by the company and provide evidence of insurances OH&S and workcover.

A Compliance committee has been appointed and manuals containing Acts, Legislation, Standards and Codes of Practice relevant to the plantation industry are held at the company's office.

Environmental Issues

There are no historical, current or anticipated environmental problems with properties or processes.

There are no disputes with local residents or local shires in relation to the activities of the business.

Insurance

There have been no significant insurance claims over the past three years.

There has been no breach of insurance policy terms.

South Australian and Victorian workcover levy is paid by the company.

Insurance policies held include Business Insurance, Commercial Motor, Directors and Officers Liability and Professional Indemnity Insurance.

Audits

Quality Assurance and Corporate Governance policies and procedures were audited in the past few years by Australian Agribusiness, Ernst Young and Stafford Timberland. In 2010 URS undertook an audit on behalf of WA Blue Gums.

Occupational Health and Safety policies are regularly reviewed by Business SA.

Training

PTG has a continuous staff improvement program in place for increasing staff skills, training and education across all aspects of the business.

Quality Assurance Systems

Plantation Timbers maintains a comprehensive Quality Assurance System to ensure quality management of all out operations. The contents include procedures, checklists, specifications and staff policies and procedures.

The following lists indicate the documentation the Plantation Timbers uses. These documents are available on request.

Quality Assurance Document Index

Procedures

Document No.	Procedure Name
P01	Land identification & assessment
P02	Land acquisition/land lease
P03	Plantation layout and design
P04	Land preparation
P05	Seedling checks & planting
P06	Early plantation monitoring
P07	Post planting works
P08	Plantation management
P09	Contractor induction
P10	Pruning
P11	Annual Fire management
P12	Plantation audit
P13	Occupational Health and Safety
P14	Timber Harvesting Plan
P15	Slip on Operator procedures
P16	Site Visitation Procedure
P17	Residue Heap Management Procedure

Checklists

Document No.	Checklist name
C00	Establishment QA checklist
C00.1	Maintenance QA checklist
C01	Site cleanup record
C02	Ripping record
C03	Herbicide/insecticide application summary sheet
C03.1	Firebreak Grading
C04	Materials used record
C05	Seedling checks
C06	Planting Quality Record
C07	Fertiliser audit
C08	Compartment pruning record
C09	Survival assessment record
C10	Plantation annual inspection – property assets
C11	Property acquisition record
C12	Property Monitoring Inspection Form
C13	Mounding Record
C14	Job Safety Analysis Form
C15	Contractor Registration form
C16	Plantation Development notice
C17	New Property Inspection report
C18	Soil Survey

C19	Dial before you dig
C20	Form 26
C21	Option for Property Assessment to Lease form
C21.1	Agreement to purchase
C21.2	Agreement to purchase
C22	Letter of offer land identification and assessment
C23	Sample Model Tree Farm Schedule
C25	Foliage Sampling Information
C26	Soil Sampling Report
C27	Crown Allot request shires
C28	Planning Certificate Application
C29	Re-planting Record
C30	Contract For Contractor's
C31	Land Acquisition & Assessment QA Checklist
C32	Accident - Incident Report Form
C33	Near Miss Report
C34	Waste Disposal Requirements Evaluation
C35	Real Estate Checklist
C36	Marvyl Field Measurement Form
C37	Timber Harvesting Plan.doc
C38	Property Assessment Notification
C38D	Property Assessment Notification for xxxx
C38W	Property Assessment Notification for xxxx
C39	Personal Protective Equipment Compliance Checklist
C40	Plant & Equipment Risk Assessment
C41	Property Risk Assessment
C42	Plantation Maintenance Record
C43	Contractor Site Visitation Letter
C44	Field Activity Worksheet
C45	Planting Quality Inspection Form
C46	Monthly Harvesting Contractor Performance Assessment

Specifications

Document No.	Specification name
S01	Soil Testing Sampling
S02	Mapping
S03	Plantation Layout Specifications
S04	Site Clean-up
S05	Ripping Quality Assurance
S06	Mounding Quality Assurance
S07	Fertiliser Application
S08	Seedling Receipts
S09	Planting Quality Assurance
S10	Planting Quality Inspection Procedure
S11	Survival Count Specifications
S12	Infill Planting
S13	Signage Purchase
S14	Firebreaks Quality Assurance
S15	Insect Control
S16	Foliage Sampling
S17	Soil Nutrient Sampling
S18	Fire Management Plan
S19	Contractor Induction Manual

S20
S21

Forestry Employee Induction Manual
Inventory Procedure

Plantation Timbers maintains a file for each property. Documents in the file include all shire/council permits and licenses, lease papers, the Property Management Plan and completed recording forms.

Staff Policy, Procedure and Forms Index

Section One: Our Company

Employee Handbook	Policy number: 1a
Our Company	Policy number: 1b
Employee Relations Principles	Policy number: 1c
Our Management Principles	Policy number: 1d
Ethical Business Practices	Policy number: 1e
Open Door	Policy number: 1f
Confidential Information	Policy number: 1g
Confidentiality Agreement	Form number 1g (1)
Confidentiality Agreement Audit Report	Form number 1g (2)

Section Two: Human Resources/Employment

Equal Employment Opportunity	Policy number: 2a
The Recruitment and Selection Policy	Policy number: 2b
Position Description Information	Procedure: 2b (1)
Position Description	Form number: 2b (1) a
Preparing the Selection Criteria	Procedure: 2b (2)
Selection Criteria Form	Form number: 2b (2) a
Application for Employment Form	Form number: 2b (2) b
Assessment of Applicants Information Sheet	Procedure: 2b (3)
Unsuccessful Application Letter	Form number: 2b (3) a
Interview Letter	Form number: 2b (3) b
Preparing for the Selection Interview	Procedure: 2b (4)
Selection Interview Form	Form number: 2b (4) a
Evaluating the Selection Interview	Procedure 2b (5)
Evaluating the Selection Interview Form	Form number: 2b (5) a
Reference Check of Short Listed Applicants	Form number: 2b (5) b
Unsuccessful Interview Letter	Form number: 2b (5) c
The Employment Contract	Policy number: 2c
Award Covered Employees Letter of Appointment	Procedure 2c (1)
Award Covered Employees Letter of Appointment	Form number: 2c (1) a
Award Free or Salaried Employees Letter of Appointment	Procedure 2c (2)
Award Free or Salaried Employees Letter of Appointment	Form number: 2c (2) a
Temporary Replacement Letter of Appointment	Procedure 2c (3)
Temporary Replacement Letter of Appointment	Form number: 2c (3) a
Employee Records	Policy number: 2d
Personal Details Form	Form number: 2d (1)
Induction Checklist Form	Form number: 2d (2)
Induction Manual Acknowledgement	Form number: 2d (3)
Educational History Form	Form number: 2d (4)
Employment Record Form	Form number: 2d (5)
Working Hours	Policy number: 2e
Paid Public Holidays	Policy number: 2f
Leave Records	Policy number: 2g
Annual / Sick Leave Application Form	Form number: 2g (1)

Leave Without Pay Letter (Travel, Study, Etc)	Form number: 2g (2)
Leave Without Pay Letter (Extended Sick Leave)	Form number: 2g (3)
Parental Leave Letter	Form number: 2g (4)
Annual Leave Record Form	Form number: 2g (5)
Accrued Annual Leave Letter	Form number: 2g (6)
Sick Leave Record Form	Form number: 2g (7)
Long Service Leave Record Form	Form number: 2g (8)
Long Service Leave - Notice to Worker Form	Form number: 2g (9)
Cashing Out Long Service Leave - Notice to Worker	Form number: 2g (10)
Long Service Leave Letter	Form number: 2g (11)
Long Service Leave Application Form	Form number: 2g (12)
Bereavement Application Form	Form number: 2g (13)
The Performance Appraisal	Policy number: 2h
Performance Appraisal Annual Review	Form number: 2h
Disciplinary / Termination Process	Policy number: 2i
Disciplinary / Termination of Employment Process	Procedure 2i (1)
Discipline Interview Letter	Form number: 2i (1) a
Advice of Warning to Employee	Form number: 2i (1) b
First Warning Letter	Form number: 2i (1) c
Second Warning Letter	Form number: 2i (1) d
Final Warning Letter	Form number: 2i (1) e
Termination of Employment Letter	Form number: 2i (1) f
Summary or Instant Dismissal Letter	Form number: 2i (1) g
Termination for Poor Performance Checklist	Form number: 2i (1) h
Termination for Misconduct Checklist (Not Justifying Instant Dismissal)	Form number: 2i (1) i
Termination for Serious and Wilful Misconduct Checklist (Justifying Instant Dismissal)	Form number: 2i (1) j
Employment Termination Record	Form number 2i (1) k
The Exit Interview	Policy number: 2j
Exit Interview Questionnaire	Form number: 2j (1)
Exit Interview Report	Form number 2j (2)

Section Three: Our Company Principles

Equal Opportunity - Affirmative Action	Policy number: 3a
Sexual Harassment	Policy number: 3b
Complaint Investigation, Sexual Harassment	Form number 3b (1)
Employee Declaration, Sexual Harassment	Form number 3b (2)
Smokefree Workplace	Policy number: 3c
Drug & Alcohol Free Workplace	Policy number: 3d
Accommodating Impairments	Policy number: 3e
Accommodation Assessment	Form number 3e (1)
HIV/AIDS and Serious Illness	Policy number: 3f
Flexible Work Practices	Policy number: 3g

Section Four: Communication

Bulletin Boards	Policy number: 4a
Ideas and Suggestions	Policy number: 4b
Complaints or Grievances	Policy number: 4c
Our Company Directory	Policy number: 4d

Section Five: Health, Welfare and Safety

Occupational Health and Safety	Policy number: 5a
Accident Report & Investigation	Policy number: 5b

Accident/Incident Investigation Report
'Near Miss' Report
Workers' Compensation
Security
Emergency Procedures
Fire Safety
Manual Handling
Job Safety, Hazard and Risk Analysis
Waste Disposal Requirement Evaluation

Form number: 5b.(1)
Form number: 5b.(2)
Policy number: 5c
Policy number: 5d
Policy number: 5e
Policy number: 5f
Policy number: 5g
Form number: 5h
Form number: 5i

Section Six: Miscellaneous

Dress Code
Telephone Use
Use of Vehicles
Information Technology
Employment Milestones
Incentive & Recognition
Ongoing Employee Training

Policy number: 6a
Policy number: 6b
Policy number: 6c
Policy number: 6d
Policy number: 6e
Policy number: 6f
Policy number: 6g

Section Seven: Financial Policies

Financial Policy
Credit Card
Credit Card Issue
Purchasing

Policy number: 7a
Policy number: 7b
Form number: 7b (1)
Policy number: 7c

Section Eight: More About Policies

More About Policies
Acknowledgment

Policy number: 8a
Form number 8a (1)



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Filename: PTG forestry services August 2011
Directory: C:\Users\sarah\Documents
Template: C:\Users\sarah\AppData\Roaming\Microsoft\Templates\Normal.dotm
Title: PLANTATION TIMBERS GROUP
Subject:
Author: roslyn
Keywords:
Comments:
Creation Date: 8/08/2011 12:58:00 PM
Change Number: 3
Last Saved On: 12/08/2011 2:13:00 PM
Last Saved By: Sarah Moffatt
Total Editing Time: 1 Minute
Last Printed On: 12/08/2011 2:14:00 PM
As of Last Complete Printing
Number of Pages: 14
Number of Words: 3,214 (approx.)
Number of Characters: 18,322 (approx.)