

This Consultation Strategy for the **Tree Felling Project** includes:

- a project [snapshot](#)
- the [stakeholder groups](#) to engage, their purpose or reason for being involved
- [communications channels and tools](#) required to effectively engage with stakeholders
- details about [consultation workshops](#)
- processes for collecting and responding to stakeholder [feedback](#).

This project is being managed in partnership with ForestWorks. A dedicated project webpage on the Skills Insight website has detailed information about the project plan, scope and consultation: <https://skillsinsight.com.au/projects/treefellingproject/>.

A webpage has also been created on the ForestWorks website, directing users to detailed information available on the Skills Insight website: <https://forestworks.com.au/tree-felling-safety-project/>.

Project snapshot

This project is being managed in partnership with ForestWorks.

Project type: fast-track, 6 months

Timeline:

- Commencement: 30 June 2023
- Public and Government Consultation Draft 1: October 2023
- Incorporating Feedback: October 2023
- Public and Government Consultation Draft 2 (Validation): November 2023
- Senior Officials Check: December 2023 - January 2024
- Finalisation and Submission to Assurance Body: February 2024
- Skills Ministers Endorsement: March-April 2024

Scope/expected outcomes: To address concerns related to the number of trees required for assessment of units of competency in the FWP Forest and Wood Products Training Package, this project will focus on working to find solutions that will make sure the units can be safely delivered. In devising solutions, consideration will be given to safety standards, accessibility of resources, competency development and training resources. It is crucial that these units are accessible to train, so that everyone who performs tree felling work can access formal training. This must be balanced with the need for learners to demonstrate felling techniques many times, so they have the skills and confidence to perform the task safely in the field.

The Consultation Strategy is designed to focus on in-depth consultation with Subject Matter Experts (i.e. the Technical Committee members). This means additional time has been allocated to undertake these discussions and to allow sufficient time to source potential solutions. This will then be followed by the broader public and Government consultation for feedback on the proposed solutions. To support this approach a survey will be conducted with RTOs who have the units of competency on their scope of registration to gain deeper insights into the challenges they face in sourcing the required number of trees for successful training and assessment of the units.

Proposed solutions and potential outcomes may include:

- updates to Performance Evidence of the units.
- development of a Companion Volume User Guide to provide additional advice for RTOs on the implementation of the unit, including how to leverage third parties to gather proof of student performance in the workplace.
- Investigating
- adding pre-requisite requirements to the units of competency
- Due to the use of these units of competency in other training package qualifications, there may be solutions proposed that require work to be undertaken by other Jobs and Skills Councils. In this case, a report of additional recommendations for changes to other training package products will also be produced.

Stakeholder Consultation

A list of key stakeholder organisations has been identified for this project. ForestWorks and Skills Insight will ensure contact is made with each of these organisations during the development of this project to seek their involvement and their views on the draft training products. Consultation is not limited to the organisations on this list. This list simply helps us to identify those organisations that, because of their industry role, size or specialty, are likely to have a key interest in the development and outcomes of this project. All and any interested industry participants are encouraged to engage in the consultation of this project, when the draft units are available for feedback via this webpage and workshops that take place.

Engagement Strategy

1. Identify Stakeholders: The first step is to identify the stakeholders. This would include all Registered Training Organisations (RTOs) that offer tree felling courses, as they are directly impacted by the project. Additionally, it is important to identify and include stakeholders who represent different occupations, sectors and perspectives, ensuring that the subject matter experts (SMEs) in the Technical Committee provide balanced and varied input.

2. Inform and Engage Stakeholders: Send an initial communication, via email, to all identified stakeholders. This communication will provide details about the project, the issues to be addressed, and the importance of their participation in consultations.

3. Establish the Technical Committee Group: The Technical Committee will be established to act as a focused task force. It will provide technical expertise, guide project decisions and serve as a bridge between the broader stakeholder community perspectives. It's essential that the Technical Committee is representative of all key stakeholder segments.

4. Technical Committee Consultation Meetings: Organise an initial meeting to set the objectives, expectations, and agenda for the Technical Group. Plan supplementary consultation meetings for all interested stakeholders during the development stage. Encourage participation and input, particularly from those RTOs for whom the number of trees impacts the delivery of their courses.

5. Meetings Scheduling: It is anticipated approximately three meetings will be held with the Technical Committee to ensure continuity and progress. Similarly, three additional meetings with other interested groups such as the RTOs are expected. The frequency and timing of these meetings should be optimised to encourage maximum participation and engagement.

6. Feedback Loop: Create a robust feedback system to incorporate the insights and suggestions generated during these meetings. This system would help in continually adjusting the project plan as per stakeholder inputs and ensuring their concerns are addressed in a timely manner.

7. Regular Updates: Document and incorporate the insights and suggestions generated during these meetings. Keep all stakeholders updated about the project's progress regularly. Use various methods like email, newsletters, and the project website to share information.

8. Evaluation and Review: Periodically evaluate and review the stakeholder engagement strategy to ensure its effectiveness. Make necessary changes based on the feedback received and the project's evolving needs.

Identified Key Stakeholder Groups

- RTOs
- Representatives from multiple sectors that use the units of competency, including:
 - Emergency services
 - Fire services
 - Parks and wildlife services
 - Arboriculture
 - Forest owners and managers
 - Farmers
 - Safe work entities
- Union
- Conservation and land management departments
- RTOs (especially those with impacted qualifications/skill sets on their scope of registration)
- State/Territory Training Advisory Bodies
- ITABs (or equivalent) with relevant sector coverage
- Other Jobs and Skills Councils who use the units of competency.

Organisations for Targeted Consultations

(Including, but not limited to...)

Organisation	Key Stakeholder Group	Type	State
Arboriculture Australia	Arboriculture	Peak body	National
ENSPEC Pty Ltd	Arboriculture	Employer	National
Department of Biodiversity, Conservation and Attractions	Conservation & Land Management	Enterprise RTO - Government	WA
Department of Energy, Environment and Climate Action	Conservation & Land Management	Enterprise RTO - Government	VIC
Department of Planning and Environment	Conservation & Land Management	Enterprise RTO - Government	NSW
Department of Regional NSW	Conservation & Land Management	Enterprise RTO - Government	NSW
NSW State Emergency Service	Emergency Services	Enterprise RTO - Government	NSW
ACT Emergency Services Agency	Emergency Services	Enterprise RTO - Government	ACT
South Australian State Emergency Service	Emergency Services	Enterprise RTO - Government	SA
Victoria State Emergency Service Authority	Emergency Services	Enterprise RTO - Government	VIC
Northern Territory of Australia	Fire & Emergency Services	Enterprise RTO - Government	NT
Queensland Fire and Emergency Services (QFES)	Fire & Emergency Services	Enterprise RTO - Government	QLD

Organisation	Key Stakeholder Group	Type	State
Country Fire Authority Victoria	Fire Services	Enterprise RTO - Government	VIC
Fire and Rescue NSW	Fire Services	Enterprise RTO - Government	NSW
NSW Rural Fire Service	Fire Services	Enterprise RTO - Government	NSW
South Australian Country Fire Service	Fire Services	Enterprise RTO - Government	SA
State Fire Commission	Fire Services	Enterprise RTO - Government	TAS
AKD	Forest Owners & Managers	Employer	VIC
DAF Forestry Qld	Forest Owners & Managers	Employer	QLD
Forest Products Commission WA	Forest Owners & Managers	Employer	WA
Forestry Corporation of NSW	Forest Owners & Managers	Employer	NSW
HVP Plantations	Forest Owners & Managers	Employer	VIC
Private Forestry Service Queensland	Forest Owners & Managers	Employer	QLD
Sustainable Timber Tasmania	Forest Owners & Managers	Employer	TAS
VicForests	Forest Owners & Managers	Employer	VIC
TBD	Parks & Wildlife	Employer	TBD
Australian Timber Trainers Association (ATTA)	RTO	Peak body - Private RTOs	National

Organisation	Key Stakeholder Group	Type	State
Safe Work Australia / Worksafe Victoria	Safe work entity	Other	National
Farmsafe Australia	Safe work entity	Other	National
CFMEU	Union	Other	National

Distribution of key stakeholders

Stakeholder Type	National	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
Industry employer	✓		✓		✓		✓	✓	✓
Union	✓								
Industry association /Peak industry body	✓								
ITAB			✓	✓	✓	✓	✓	✓	✓
STA/TTA	✓	✓	✓	✓	✓	✓	✓	✓	✓
Government (State Enterprise RTO)		✓	✓	✓	✓	✓	✓	✓	✓
Regulator	✓								

Communications channels, tools and purpose

Skills Insight Website

- The [Skills Insight website](#) will be the key information tool, where industry can find all the information they need about the project and activities. This dedicated webpage will exist for the duration of the project which will also include mechanisms for registering interest and feedback, such as registration details for workshops, and surveys for collecting feedback. An additional dedicated webpage will also be available on the [ForestWorks website](#), directing users to the Skills Insight website.

Skills Insight newsletter and news alerts

- The Skills Insight general newsletter (approximately monthly) will provide an update to all subscribers on project activities and opportunities to be involved.
- Timely news alerts will also be distributed to project and sector-specific subscribers whenever there is a project update.

Social media

- A useful and timely tool for sharing updates about project development and consultation activities.
- By sharing images from site visits and workshops we can update stakeholders on engagement activities and encourage interest and input into the project.
- Larger project updates will incorporate a link to the Skills Insight website for further information.
- Interested stakeholders to share the posts on their own accounts and networks.
- Social media platforms:
 - [LinkedIn](#)
 - [X](#) (formally Twitter)

Industry media

- A range of key stakeholder organisations with influential newsletters will be encouraged to share news of the project activities and consultation opportunities with their networks.

Email/mail merge

- To engage on topics related to specific stakeholder groups, i.e. RTOs, Government Departments of key industry associations around matters related to delivery, funding or employment considerations.

Workshops and meetings

- To provide further information about:
 - updates to the training package products
 - to ask questions about the project
 - how to provide feedback.

Regular updates to STAs/ITABs/CMM:

- Direct monthly emails to inform of project updates
- One-on-one phone calls to discuss the project and seek feedback (during Draft 1)
- State/Territory based virtual meetings
- Invitations to provide support for final drafts

Survey

- A survey will be conducted to gain deeper insights into the challenges faced by Registered Training Organisations (RTOs) in sourcing the required number of trees for assessment requirements in the units of competency being reviewed.

Consultations

The training package products in this project will be drafted in consultation with subject matter experts and their networks. At the broad public consultation stage, Skills Insight then presents and discusses the draft training package products, collecting feedback from a wide range of stakeholders across the country. Whilst specific public consultation dates are identified, feedback is welcomed at any time, and will help Skills Insight in drafting the training package products. Stakeholders are encouraged to contact the project team via the [Skills Insight website](#).

Consultation type	When/where	Details
Pre-development consultation	Survey Online	A survey will be conducted prior to development, to gain deeper insights into the challenges faced by Registered Training Organisations (RTOs) in sourcing the required number of trees for assessment requirements in the units of competency being reviewed. Circulate to RTOs, ITABS, STAs in particular who are also encouraged to forward to other relevant stakeholders.
Technical Committee meetings with Subject Matter Experts	Development workshops – 3 online Post-consultation workshop/s – at least 1 online, depending on outcomes of feedback SME-only validation workshop – 1 online	Meetings are specifically scheduled so that all parties are able to attend, ensuring a balanced representation of stakeholders and their proposed solutions. Additional meetings with Technical Committee will take place if/when required. Validation workshop is to sign-off of any proposed solutions, draft materials and further recommendations.

Consultation type	When/where	Details
Virtual public consultation webinars	Proposed 3 public consultation webinars Online	<p>Consultation is about getting support for methodology, not the drafts of the changes – this will be done with Technical Committee.</p> <p>People from all backgrounds are encouraged to attend and provide feedback/contribute.</p> <p>A targeted RTO-specific webinar is proposed to ensure any proposals related to the assessment of these units is deliverable and suitable.</p> <p>Additional documentation to include examples of proposed solutions will be presented during public consultation phase to gather specific feedback on which solutions are suitable, and which are not.</p> <p>Targeted invitations to STAs/ITABS/CMM to attend consultation workshops.</p>
Public Validation workshops	Proposed 2 public validation workshops Online	To provide support of any proposed solutions, final draft materials and further recommendations prior to final steps to submit for endorsement.

Feedback

Receiving feedback from a broad range of stakeholders is essential to the training package product development process.

How to provide feedback

- During consultation workshops (virtual and face-to-face)
- Email - Georgiana Daian - gdaian@forestworks.com.au
- Feedback surveys - available during development, broad consultation and validation phases on the project's webpage at <https://skillsinsight.com.au/projects/treefellingproject/>
- Website contact form - <https://skillsinsight.com.au/contact/>
- Phone - 03 9321 3526 (Skills Insight) or 1800 177 001 (ForestWorks)

What happens to the feedback?

All feedback received is recorded in a Consultation Log for the project. This log will be updated after each phase of the project and will be publicly available on the project's webpage at <https://skillsinsight.com.au/projects/treefellingproject/>.

This log will include:

- Generic stakeholder information (stakeholder type and location).
- Method feedback was received.
- Feedback received.
- Consideration and proposed resolution, including justification of why feedback may not have been incorporated.
- General summary of all feedback received and how it has been addressed in the draft training package products.

Conflicting feedback

When feedback received is varied and a broad consensus is not able to be achieved from the feedback alone, Skills Insight will engage with subject matter experts in the Technical Committee or other targeted specialists (such as regulators or relevant government departments) for their expertise to work towards an agreeable solution. In some cases, an additional review phase may need to take place followed by another round of public consultation in order to address the draft training package products in question.

After all methods to address conflicting feedback have been undertaken and consensus is unable to be reached, a formal dispute resolution process may be undertaken according to the processes outlined in the [Training Package Product Development and Endorsement Process Policy](#).

As with all other feedback, this process and its outcomes will be recorded and made publicly available in the project's Consultation Log.