



Flora Licensing Information Sheet

Sandalwood - Private Property

Completed forms should be returned to: Department of Environment and Conservation Locked Bag 30 Bentley Delivery Centre WA 6983 Or faxed to (08) 9219 8242	Further information on the licensing requirements is available from DEC Wildlife Licensing Section Phone: (08) 9219 9836 Email: wildlifelicencing@dec.wa.gov.au
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This is not an Application Kit for a sandalwood licence.

It is important that this information sheet is only used as a guideline; information specific to each season is provided with the whole Application Kit, which is also season-specific and is released prior to the application period for each season. Forms and procedures are subject to change and applications are only accepted for the season that is stated on them.

Background

The harvesting of sandalwood in Western Australia is strictly controlled in accordance with the *Sandalwood Act 1929*, *Wildlife Conservation Act 1950* and *Conservation and Land Management Act 1984*. Most of the sandalwood resource in Western Australia grows on Crown land, including pastoral leases, and harvesting is managed by the Forest Products Commission (FPC). Harvesting of sandalwood from private property (for details refer to the 'Applicable Land' section below) is managed by the Department of Environment and Conservation (DEC).

These guidelines are intended to assist private property owners who have sandalwood on their property, and persons intending to pull, remove and sell sandalwood from private property.

The *Sandalwood Act 1929* provides that a licence from the Director General of DEC (after endorsement by the Minister for Environment) is required to authorise the pulling and removal of any sandalwood from private property. This includes sandalwood required for craft use.

The following will be taken into account when assessing applications and making quota recommendations to the Minister for the issuing of licences authorising the pulling and removal of sandalwood.

- The location and conservation status of sandalwood in relation to the need to conserve, regenerate and protect the species.
- Receipt of complete and correct application information, including GPS locations of sandalwood trees proposed to be pulled.
- The receipt of all returns from previous Sandalwood Act licenses held by the applicant.
- Inspection of nominated locations, carried out by an authorised officer of DEC.
- The amount of dead and salvage sandalwood against the amount of green wood to be taken.
- Written authorisation from the land owner; the body corporate for determined Native Title lands; or each claimant for land the subject of a Native Title claim.

Applicable Land

As outlined above, the harvesting of sandalwood on private property is managed by DEC. 'Private Property' in this sense includes freehold land and specified Aboriginal lands. The land tenure situations that this covers, and the persons from whom consent is required for an application, are detailed below:

Land Tenure	Consent required
Freehold (eg. farmland)	Land owner/authorised agent
Crown land reserve the subject of Native Title (determined or claim) covered by ALT special lease for the use and benefit of aboriginal people, or another form of lease from the vested authority that allows exclusive use for aboriginal people.	ALT (if an ALT lease), or other vested authority (if applicable). And the Aboriginal corporate body, as the lessee
Unallocated Crown land the subject of Native Title (determined or claim) with Crown lease that is to an Aboriginal corp./persons	The Aboriginal corporate body, as the lessee

Leases

If the land to which the application relates involves any leases (see above), **the applicant is required to submit a copy of the relevant lease** to Wildlife Licensing to support their application. The application will not be accepted as being complete until such time as a copy of the lease has been received by Wildlife Licensing.

For further information regarding ALT leases, contact the ALT (the Department of Indigenous Affairs) on:

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|--------------------------|--|--------------------------|--|
| - <u>Telephone:</u> | (08) 9235 8000 | - <u>Fax:</u> | (08) 9235 8088 |
| - <u>Postal Address:</u> | PO Box 7770
Cloisters Square
Perth WA 6850 | - <u>Street Address:</u> | Level 1
197 St Georges Terrace
Perth WA 6000 |

Native Title

If the land being applied for is subject to determined Native Title or a Native Title claim, then the application is only complete when the relevant persons relating to that Native Title have provided the applicant with their written consent and this is attached to the application. The Native Title situations and the persons from whom consent is required for an application are detailed below:

NT situation	Consent required
NT claim	Each claimant
NT determined	Director/s of the Prescribed Body Corporate

If the land to which the application relates involves any Native Title (see above), **the applicant is required to submit evidence of the Native Title documents** to Wildlife Licensing to support their application. The application will not be accepted as being complete until such time as this evidence has been received by Wildlife Licensing.

To obtain Native Title documents, contact the National Native Title Tribunal on:

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| - Telephone: | (08) 9425 1000 | - Fax: | (08) 9425 1199 |
| - Postal Address: | GPO Box 9973
Perth WA 6848 | - Street Address: | Level 5, Commonwealth Law Courts Building
Victoria Avenue
Perth WA 6000 |

Application Advice

General

- Part of the application form is the application 'checklist'. This is an A5 sheet of gold paper and is found at the end of this application kit. The checklist is designed for applicants to use whilst completing their application form to ensure that they have completed everything required before submitting the application.

The applicant is required to submit the completed checklist with their application form.

- Applicants are strongly encouraged to contact the DEC district office relevant to the properties on which you are proposing to take sandalwood. District staff members are available throughout the application period to assist with the completion of the application forms. Attached is a map and contact details for the DEC district offices.

Note that DEC district offices are not able to accept applications, and will not be able to forward applications to Wildlife Licensing.

- Applications for a season shall be accepted by DEC after 0900 Hours (9am) on the 1st of January, by facsimile or mail. The cut-off time and date for the receipt of applications is 1700 Hours (5pm) on the last day of February. This is necessary to provide sufficient time for assessment of applications and planning of inspections.

Please be advised that an application is only accepted as "received" when Wildlife Licensing have possession of the application. Where an application is sent via facsimile, the original documentation including maps and directions to property locations must be received at the address shown below within ten (10) working days of the facsimile.

The applicant will be sent an acknowledgement of receipt of their application by DEC only on receipt of original documentation.

- The granting of private property licences shall be in the order of receipt of application and depending on the amount of sandalwood available for allocation, not all applications may be considered. A reduction in proposed harvesting amounts may be applied. The allocation to each licensee of the quantity of sandalwood to be pulled or removed under licence shall be approved by the Minister and priority may be given to applications for dead sandalwood on freehold land.
- Applications will only be regarded as complete (and included in the priority order of received applications) once all of the necessary forms, authorisations and documentation is received in full. **It is not the responsibility of DEC to follow up any information that may be missing from an application.**

Application Form

- The application form for a Sandalwood Licence for private property consists of sections 1-8. **Sections 1, 2 and 8 are mandatory**, whilst sections 3 through 7 are only required to be completed and submitted if relevant for the land to which the application relates.
- Section 1- Applicant Details: All fields in this section must be completed. Please ensure that as well as a postal address you have provided either a phone number, fax number or email address.
- Section 2- Land to which the application relates: All fields in this section must be completed. For information regarding the land that can be applied for, including the supporting documents that may be required (eg. copies of leases or Native Title documents), refer to the 'Applicable Land' section of the Information Sheet.
- Section 3- Consent form for Land Owner: For any property that you have listed in Section 2 that is **not** owned by you, you must get the land owner or authorised agent for the land owner to complete this section. If you are applying for multiple properties, each with different owners, you will need to photocopy this section for multiple use.
- Section 4- Consent form for Native Title claim land: For any property that you have listed in Section 2 that is subject to a Native Title claim, you must get each claimant to complete this section. If there are multiple claimants you will need to photocopy this section for multiple use.
- Section 5- Consent form for Native Title determined land: For any property that you have listed in Section 2 that is subject to determined Native Title, you must get the Director/s of the Prescribed Body Corporate to complete this section. If there are multiple Directors you will need to photocopy this section for multiple use.
- Section 6- Consent form for Aboriginal Lands Trust/Other Vested Authority: For any property that you have listed in Section 2 where the Aboriginal Lands Trust (ALT) or another vested authority are involved in the ownership or management of the land- usually by lease (refer to the 'Applicable Land' section of the Information Sheet), you must get a representative of the ALT or the other vested authority to complete this section.
- Section 7- Consent form for Lessee: For any property that you have listed in Section 2 that is subject to a lease, you must get the lessee (or if the lessee is a 'group', a representative of the 'group') to complete this section.
- Section 8- Applicant's Declaration: All fields in this section must be completed.

Maps

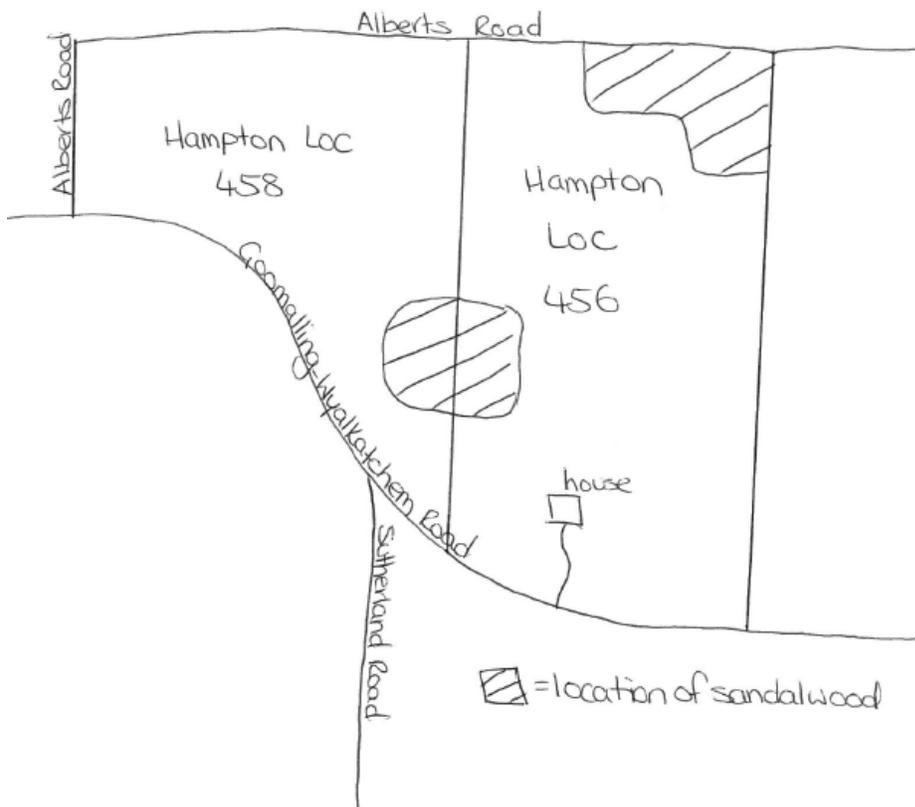
- To assist in the processing of your application and planning of property inspections, maps of the properties applied for **must** be attached to your application. The maps must show the location of the properties in relation to the bordering roads and indicate the location of the sandalwood on the property.
- Maps are not required to be produced by a computer, they are accepted hand drawn, but must be neat and legible.
- Maps must not be too zoomed in or too zoomed out; they must allow the viewer to gauge the property in context to the location of the sandalwood.
- You may wish to contact Landgate or the relevant Local Government Authority (shire) for assistance with map production, however please note that costs may apply.
- On the next page are some examples of acceptable maps:



Map example No. 1



Map example No. 2



Directions

- To assist in the processing of your application and planning of property inspections, written directions to the properties applied for from the nearest town **must** be attached to your application.
- Below is an example of satisfactory directions:

Directions to Northampton Location 7777 from Northampton Town:

- Take Hampton Road north from Northampton Town
- Turn left onto Horrocks Road and follow it east for 5kms.
- Turn right onto Wood Road, continue for 500m and you will see a truck stop on the left. The driveway to Location 7777 is 50m after the truck stop on the left hand side.

Inspection Advice

- Once accepted as a complete application (and after the application closing period), an authorised officer from DEC will contact the applicant and arrange an inspection of the proposed harvesting areas to confirm the location and quantity of sandalwood.
- Inspections will be scheduled for March - June to facilitate licence issue in July – August.
- Where the applicant is not the landowner, it is the responsibility of the applicant to ensure entry on to the proposed property locations is arranged with the owner for the designated inspection dates.
- It is the responsibility of the applicant to know where the sandalwood occurs on the nominated property location/s. Departmental Officer's will not spend any time searching for sandalwood, and no time allowance is provided for this during inspections. Lack of suitable information on the location of sandalwood may result in the inability to undertake inspections of proposed harvesting locations.
- To assist in the planning of inspections all green (live) sandalwood trees proposed to be pulled are **required to be marked by a Geographical Positioning System (GPS)**. Note that the GPS unit must have download functionality such as Garmin, and the data is required to be provided to DEC in the required format prior to inspection. You should contact the relevant DEC district office (refer to 'Map and contact details for DEC district offices') to discuss the most appropriate means of meeting this requirement.
- A minimum harvestable size for green sandalwood of 400mm in circumference (at 150mm from the ground) will apply to ensure the conservation of the species. Additionally, a minimum of 10% of the original (pre licensed harvesting) number of living sandalwood trees shall be retained on each property.
- Harvest quotas are per property location, and will be based on harvestable sandalwood observed on inspection.
- Following inspections, recommendations are made to the Minister requesting approval to issue annual licences and harvest quotas for the coming financial year.

Licensing Advice

- A Sandalwood Act licence shall only be issued if returns from previous Sandalwood Act licences have been received from the applicant.

- A Sandalwood Act licence shall be issued to successful applicants with appropriate conditions, the harvest quota for dead and/or green sandalwood and the specific harvest locations.
- Successful applicants are also provided with an application form for a **Commercial Producer’s (PN) Licence** which is required for the sale of any green sandalwood and any sandalwood seed, if they wish to do so. Applicants must return the completed form to DEC with the prescribed fee of \$25.00, for licence issue.
- Licensees have a legal obligation to keep records of the sale of sandalwood for 12 months. Licensees must also submit to DEC, on the forms supplied with the licences, a return of sandalwood pulled, removed and sold (under the Sandalwood Act licence) and a return of green sandalwood and sandalwood seed sold under the Commercial Producer’s (PN) Licence (if applicable).

Sustainability Advice

- During the inspections of private property for sandalwood in the past years little regeneration or sustainable management of sandalwood has been observed. As the agency responsible for the harvesting of sandalwood from private property, DEC has growing concerns regarding the sustainability of pulling green sandalwood on private property.
- You are encouraged to manage the sandalwood on private lands to ensure that it remains an ongoing and sustainable resource. It is recommended that remnant vegetation containing sandalwood is fenced to exclude stock; rabbits should be controlled in the area of sandalwood stands; and seed heeled into the soil around suitable host trees to encourage regeneration (this is explained in greater detail in the next point).
- 20%, or a minimum of fifty (50) whole intact seeds (whichever is greater), should be left under the former canopy of any sandalwood tree that has been removed. To increase the chance of seed germination and host attachment, twenty (20) of the remaining seed should be scattered in the adjacent bush near prospective host plants, and heeled in.