



SANDALWOOD TRACKING FORM (STF)

(Approved by the CEO for the purposes of Part 6 of the Biodiversity Conservation Regulations 2018)

PART A

CEO requirements and specifications relating to Part A of this STF.

The supplier must:

1. Complete and sign Part A on at least 2 copies of this STF when transporting *specifically controlled sandalwood*.
2. Provide a copy of this form with Part A completed to the CEO via Wildlife Protection Branch (email: wildlife.protection@dbca.wa.gov.au; fax: 08 9219 8242), a minimum of 72 hours prior to transportation, or in the case of plantation (cultivated) sandalwood, up to 30 days but with a minimum of 24 hours prior to transportation.
- 3 Retain a copy of the STF with Part A completed for 5 years as a record and provide 2 copies to the Driver (Part B).

1. Name		Licence No.	
2. Details of location from which the sandalwood was taken (harvested)			
Location		Date taken	
Name of person who took the sandalwood. (if not applicant)		Licence No.	
3. Recipient name		Licence No.	
4. Transport details			
Green wood -		Tonnes	<input type="checkbox"/> barked
			<input type="checkbox"/> debarked
	AND / OR	Dead wood -	
			Tonnes
			<input type="checkbox"/> barked
			<input type="checkbox"/> debarked
Transported from (address)			
Transported to (name and address of person to whom sandalwood will be delivered)			
Vehicle description and Registration		Trailer description and Registration	
Transportation date/s			
5. Use and disclosure of information			
Information that you provide may be used and disclosed in accordance with sections 274 and 275 of the <i>Biodiversity Conservation Act 2016 (WA)</i> . This may include use for licence monitoring and compliance, to inform you of any licence or legislative requirements or changes, to seek your feedback on wildlife related licensing and legislation, and disclosure to other State and Commonwealth agencies for administration or enforcement purposes.			
6. Declaration			
<input type="checkbox"/>	Yes	I understand it is an offence to make false or misleading statements in this STF and this may affect my ability to hold or obtain licences in the future. I consent to the use and disclosure of information for the purposes described in the 'Use and disclosure of information' section 5 above.	
Signed		Date	
Name		Time	

PART B

CEO requirements and specifications relating to Part B of this STF

The Driver of the vehicle transporting this *specifically controlled sandalwood* must:

1. Complete and sign Part B on at least 2 copies of this STF before starting their journey.
2. While transporting *specifically controlled sandalwood* be in possession of at least 2 hard copies of this STF or possess, at the relevant time, the approved sandalwood tracking form in an electronic format.
3. On delivery of the consignment, the driver hands the 2 copies of the STF form to the recipient of the *specifically controlled sandalwood*. (Part C).

<input type="checkbox"/>	Yes	I understand it is an offence to make false or misleading statements in this STF. I consent to the use and disclosure of information for the purposes described in the 'Use and disclosure of information' section 5 in Part A.			
Driver Name		Signed		Date	

PART C

CEO requirements and specifications relating to Part C of this STF.

The person receiving the *specifically controlled sandalwood* must:

1. Complete Part C of at least 2 copies of this STF.
2. Provide a copy of this STF, with at least Parts A, B and C fully completed and signed, to the CEO via the Wildlife Protection Branch (email: wildlife.protection@dbca.wa.gov.au; fax: 08 9219 8242) within 72 hours of having received the *specifically controlled sandalwood*.
3. Retain a completed STF for 5 years as a record.

Date and time consignment referred to in Part A received from the person named in Part B								
Green wood -		Tonnes	<input type="checkbox"/> barked	AND/ OR	Dead wood -		Tonnes	<input type="checkbox"/> barked
			<input type="checkbox"/> debarked					<input type="checkbox"/> debarked
<input type="checkbox"/>	Yes	I understand it is an offence to make false or misleading statements in this STF and this may affect my ability to hold or obtain licences in the future. I consent to the use and disclosure of information for the purposes described in the 'Use and disclosure of information' section 5 in Part A.						
Signed				Date				
Name				Time				

Additional information:

1. *Specifically controlled sandalwood* means sandalwood with a diameter greater than 25mm at the smallest end when stripped of bark, or the roots of sandalwood. (r 3 of the Biodiversity Conservation Regulations 2018)
2. STF for each supplier must be numbered sequentially using the format "Supplier licence number/STF tracking form number" e.g. L000123/STF2.
3. If an approved electronic STF is used, reference in this STF to hard copies, includes a reference to a completed and signed electronic copy.
4. It is an offence to:
 - a. Include information in the STF which you know to be false or misleading.
 - b. Alter any information or statement in this STF, other than to correct a mistake, and if a mistake is correct, it must be corrected as soon as possible and such that the altered entry is legible or recoverable and the person correcting the mistake records their identity.
 - c. Fail to complete all information required.
 - d. Fail to comply with the CEO's requirements specified in this STF.
(Biodiversity Conservation Regulations 2018, r 136. Penalty \$25,000.00: modified penalty \$1250.00, (individual), \$6250.00 (body corporate))

A Wildlife Officer or authorised person may undertake an inspection of the *specifically controlled sandalwood* being transported under s198 and for that purpose may stop and enter vehicles under s201 of the *Biodiversity Conservation Act 2016*.