

SUMMARY OF INTERNAL PROCEDURES FOR CHANGING STATUS FROM FPO INSPECTING TO FPO PLANNING

OBJECTIVE OF PROCESS

To ensure adequate assessment of applications submitted by a delegated person under the *Forest Practices Act 1985*, who is currently appointed as FPO (Inspecting) and requesting to change status to FPO (Planning).

ASSESSMENT PROCESS

1. Applicants must use the form on the FPA's website and submit the required documents: two (minimum) forest practices plans and associated documents (i.e. special evaluations). These documents are to be entirely prepared by the nominee or clearly stated where this is not the case. The work must be no more than 18 months old. The plan must be of sufficient complexity to enable assessment of multiple special values.
2. If applicants are only seeking plantation delegations, both FPPs may be for plantations. If applicants are seeking native forest delegations, both FPPs must be for native forest.
3. The FPA will circulate the application on the feedback form (2013/133792) to FPA managers for each program for review and feedback.
4. Each program will aim to provide comment on the feedback form within one month or as soon as possible.
5. If FPA staff disagree as to whether the applicant should change status to FPO Planning, an opinion from a suitable industry person(s) who does not work in the same organisation as the applicant will be sought.
6. Once all programs have completed their assessment, the CFPO will review a summary of the feedback.
7. If the feedback results in a consensus that the applicant does not meet the required standard, the applicant will be informed and offered the feedback form for information. Applicants may apply a maximum of three times.
8. If the feedback results in consensus for a recommendation for the Board of the FPA to consider a change of status to FPO Planning, the FPA will prepare the papers for the board. The applicant will be informed and offered the feedback form for information.
9. If the process results in the board approving a change of status to FPO Planning, the applicant will be informed by email and posted the Instrument of Delegation.