### A. GENERAL

Forest practices will be conducted in accordance with the *Forest Practices Code*. All relevant *Forest Practices Code* mandatory statements (‘will’ statements) apply, whether or not they are referred to below. The specific requirements set out below also apply.

1. **BUILDING ACCESS TO THE FOREST (ROADING**) **AND MAINTENANCE**

(See also section D. Conservation of Natural and Cultural Values and section F. Management of Fuels, Oils, Rubbish and Emissions)

## Person or organisation assuming primary responsibility for management of forest practices under this section of the plan

## Acknowledgement (signature)

General

Establishment, management and rehabilitation of borrow pit(s):

Clearing and Formation

Drainage

Surfacing

Rehabilitation and closure of existing roads and access tracks:

Bridge, causeway and ford construction

Road maintenance

### HARVESTING TIMBER OR CLEARING OF TREES

(See also section D. Conservation of Natural and Cultural Values and section F. Management of Fuels, Oils, Rubbish and Emissions.)

## Person or organisation assuming primary responsibility for management of forest practices under this section of the plan

## Acknowledgement (signature)

General

Silvicultural treatment (see *Forest Practices Code* C1.1)

Harvesting and extraction equipment

Felling

Wet weather limitations

Extraction tracks (including management and restoration)

Landings and stockpiles (including management and restoration)

Harvesting of trees adjacent to watercourses

Streamside management and special water quality protection measures

Streamside reserve and harvesting boundaries to be marked by:

Person or organisation nominated

Acknowledgement (signature)

How marked

N.B The person(s) nominated to mark or geolocate boundaries must be able to demonstrate that they have sufficient competence to do the location and/or marking.

**Post harvesting restoration**

Landings

Snig tracks

Roads

Harvesting of tree-ferns (specific prescriptions)

**Fire management planning**

General

## Is there a fire management plan for this area? YES / NO – where is it or who has it and who is responsible for it?

Management of unplanned fires (if no fire management plan)

### CONSERVATION OF NATURAL & CULTURAL VALUES

General

Soils

Watercourse management

Water supply protection measures (domestic, town or irrigation)

Geomorphology

**Biodiversity**

General

Flora

Fauna

Visual landscape

Cultural heritage

Person or organisation responsible for organising Aboriginal archaeological survey (if required)

Acknowledgement (signature)

### ESTABLISHING AND MAINTAINING FORESTS

(See also section D. Conservation of Natural and Cultural Values and section F. Management of Fuels, Oils, Rubbish and Emissions.)

**Reforestation and forest establishment**

Person or organisation responsible for reforestation and having primary responsibility for management of forest practices under this section of the plan

Acknowledgement (signature)

NB: The person or organisation responsible for reforestation must be able to demonstrate that they have sufficient capacity and competence to achieve the reforestation and forest establishment requirements.

General

Site preparation

Post-harvest fire management including regeneration burn or other silvicultural burning (see also section C) (Is a Burn Plan Required? – see instructions)

Species selection

Sowing or planting treatments (artificial sowing, seed zone, natural regeneration, retained growing stock, planting etc)

Protection from grazing and browsing (methods and clean-up)

Fire breaks and access tracks

Use of chemicals (specify any areas that should be excluded from pesticide use or specific pesticides that are to be used in certain situations, e.g. pesticides approved for use in aquatic areas, target specific pesticides etc. Is a Pesticide Application Plan required? – see Instructions). .

Note: It is not necessary to be specific about rates and method of application as those matters are covered under other legislation.

Forest health (any pest or disease controls that may be required during the life of the plan)

Restoration(e.g. drainage of fire breaks and maintenance of access tracks)

**Assessment of reforestation**

Stocking standards (specify survey method and stocking standard to be achieved)

Remedial treatments required if stocking standards are not met:

Survey to be organised by: ..............................................……….... by (date):

Acknowledgement (signature)

### MANAGEMENT OF FUELS, OILS, RUBBISH AND EMISSIONS

General

Fuels and oil: requirements for filling machinery, storage of fuels and spill protection:

Rubbish (requirements for storage and removal of rubbish e.g. grease canisters, fuel and oil drums, pesticide drums, fertilizer bags)

Minimisation of smoke, noise and dust

|  |
| --- |
| **Decision by the Forest Practices Authority**:  Pursuant to section 19 of the *Forest Practices Act 1985* this application is (circle applicable):  Certified  Refused  Amended as attached  (signature): Date:  Name:  I have made this decision in accordance with a delegation from the Forest Practices Authority under section 43 of the *Forest Practices Act 1985*. |

***Please delete the following pages from the FPP once drafting has been completed (before initialling)***

The template follows the structure of the *Forest Practices Code* (the Code) and is recommended for use by forest planners. Any parts of this template that are not applicable to the FPP being developed should be removed.

**Disclaimer**

This template is provided for advisory purposes only, it does not constitute legal advice. An applicant is encouraged to seek professional legal advice in relation to any matters associated with the application, decision and appeal processes.

Section 18 of the *Forest Practices Act* prescribes what must be in an application for a forest practices plan and how to make the application. .

Section 19 prescribes the decision making process.

Section 25 prescribes the appeal rights.

**Instructions for use of this template:**

* Where headings provided are not to be used in the plan they can be deleted or indicated as not applicable.
* Use as much space as necessary to make prescriptions clear.
* It is recommended to use plain English and keep prescriptions clear and concise – think about the people who will be implementing the plan.
* Use the same terminology as is used in the Code to avoid confusion. If new terminology is introduced, provide an interpretation/definition.
* The plan should reflect in words, what is on the map and vice versa. In particular, boundaries should be clearly described, especially where the map may be ambiguous or the boundary is to be determined in the field (such as a streamside reserve boundary).
* Where location of boundaries relies on geo-location using GPS equipment, it should be clearly stated in the plan. Specifications as to the accuracy of such equipment should be prescribed and back up procedures for physical marking should be prescribed.
* There should be clear prescriptions and location instructions around the location of key infrastructure such as borrow pits, crossing points, permanent landings (especially near watercourses) that could cause environmental harm if not managed and located appropriately.
* The landowner is not a party to the plan, if not the applicant. The initials of the landowner on each page of the plan indicates the version of the plan the landowner has approved for submission.
* If the landowner is the applicant there is no need to initial and date in both places – the applicant space should be initialled and dated.
* Where Crown Land Services submits a memorandum as a landowner associated with a road reserve or similar that is within the plan boundary it is not necessary to get initials on each page of the plan from the CLS representative.
* Ensure a person who initials or signs the document on behalf of a landowner, company or trust has the lawful authority to do so.
* Where a person or organisation is nominated to undertake a task in the plan, it is recommended they acknowledge by signature (space is provided in the appropriate places). In the case of an industrial forest company or STT, this is not necessary.
* If this FPP prescribes another plan is developed for any activity (e.g. Burn Plan, Pesticide Application Plan) it is the existence of that plan at the time of the operation, rather than the contents, that will be the enforceable element of the FPP. Those types of plans are usually subject to other legislation such as the Fire Service Act, the Agricultural and Veterinary Chemicals (Control of Use) Act etc.

**In preparation of the plan this information should be provided to applicants**

**Information for applicants:**

* The person(s) who signs for the landowner or the applicant must have the legal authority to do so.
* The application is deemed to have been made once the following requirements have been met under section 18 of the *Forest Practices Act 1985* (the Act)
  + The application has been made in writing (the FPA has provided a template for use)
  + The memorandum from the landowner giving approval for the plan to be submitted is attached and the landowner has initialled and dated every page (evidence that the plan submitted is the one the landowner viewed)
  + The applicant has initialled and dated every page (evidence the applicant has read and understood the prescriptions in the plan)
  + The applicant has signed and dated the application which includes an acknowledgement of the applicant’s ongoing responsibilities in relation to reporting (DOP and final compliance).
  + The application fee has been paid or arrangements for payment have been made with the FPA.
* It is the responsibility of the applicant to provide information to the FPO (Planning) as follows:
  + Any people nominated to undertake tasks in the plan, e.g. marking boundaries, must have sufficient competence to do so (the FPO (Planning) is entitled to ask for evidence);
  + Notification sheets and advice from FPA staff or other specialists must be available for the FPO (Planning) to view
  + If the prescription in the plan varies from the advice provided – a reason must be provided for the FPO (Planning) to consider
  + Any queries concerning prescriptions in the plan or the map must be answered to the satisfaction of the FPO (Planning)
  + Ensure evidence of any required approvals from the Chief Forest Practices Officer are available
* The Authority makes a decision on certification of the plan under section 19 of the Act
  + In most cases the FPO (Planning) has a delegation from the FPA to make a decision on the application
  + The FPA itself will make a decision in relation to any clearing and conversion of a threatened native vegetation community (see section 19(1AA) of the Act)
  + The decision must be made within 28 days of the valid submission of the application unless the FPO (Planning) or the FPA has asked for further particulars
  + The decision of the FPA (or the delegated FPO (Planning)) may be as follows:
    - Certify the plan
    - Refuse to certify the plan
    - Amend the plan in such a manner as considered necessary and certify the plan so amended including but not limited to:
      * Inserting conditions and restrictions to be complied with in the harvesting of timber, the clearing of trees or the carrying out of other forest practices covered by the plan
      * Inserting new specifications in the plan or amending or omitting specifications in the plan as submitted
      * Amending the period for which the plan is to remain in force
      * Identifying the discrete operational phases of the plan
* The FPA must give written notice of the decision to the applicant and the land owner.
* If the FPO (Planning) certifies the plan he/she must immediately sign the plan and endorse it with the date of certification
* According to section 25 of the Act, if the applicant is aggrieved by a decision to refuse to certify the plan or to amend the plan, he or she may appeal to the Forest Practices Tribunal
  + The appeal shall be instituted by giving written notice to the registrar within 14 days after the service of the notice about the decision.