

APPENDIX 2 WASHDOWN LEDGER

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SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

STANDARD OPERATING PROCEDURE FOR NON-FPP AND RESERVE ACTIVITIES

Custodian: Manager Planning
Authorised by: EGM

PROCEDURE STEPS	RESPONSIBILITY	FOR WHAT?	KEY DOCUMENTS	LEGAL REQ.
This procedure covers the planning process for non-FPP and reserve activities. It is not intended that this procedure include activities that are covered by a Forest Practices Plan, an existing SOP or an external process (e.g. Dams).				
1. Planning for proposed activity				
1.1 Preparation and planning	Coordinator (Planning)	<ul style="list-style-type: none"> Will the proposed activity occur as part of a Forest Practices Operation? <ul style="list-style-type: none"> → YES (and outside Reserve) – Utilise the Forest Practices System → NO (or inside Reserve) – See below Does the proposed activity have an established Standard Operating Procedure? <ul style="list-style-type: none"> → YES (and outside Reserve) – Utilise the existing Standard Operating Procedure → NO (or inside Reserve) – See below Will the proposed activity occur within a production zone or an informal reserve? <ul style="list-style-type: none"> → YES – This is a Non-FPP Activity → NO – See below Will the proposed activity occur within a formal reserve? <ul style="list-style-type: none"> → YES – This is a Reserve Activity → NO – Contact Planning Branch for activities not on State forest Consult “Guidelines for planning non-FPP and reserve activities” to determine activity level and assessment process. Routine activities do not require further assessment under this SOP. See 2.1 for approval process for routine activities. For Level A and B activities use <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan</u> to record details about the activity, including: <ul style="list-style-type: none"> → Activity level (Level A or Level B); → Details about other options considered; → Reserve Management Objectives; → Compliance of proposed activity with legislation and FT Policy. Determine requirement for external approvals. Refer to “<u>Non-FPP activities occurring on State forest which require external approval</u>”. 	<u>Forest Management Plan</u> <u>Huon Pine Policy</u> <u>King Billy Pine Policy</u> <u>Rainforest Policy</u> <u>Giant Tree Policy</u> <u>Landscape Management Policy</u> <u>Guidelines for planning non-FPP and reserve activities.</u> <u>Non-FPP activities occurring on State forest which require external approval.</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u> <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan.</u> <u>Principles of Dam Works on State forest</u>	<u>Land Use Planning and Approvals Act (1993)</u> <u>Environmental Management and Pollution Control Act (1994)</u> <u>Water Management Act (1999)</u> <u>Environment Protection and Biodiversity Conservation Act (1999)</u> <u>Threatened Species Protection Act (1995)</u> <u>Aboriginal Relics Act (1975)</u> <u>Forestry Act Schedule 3</u> <u>Regional Forest Agreement</u> <u>Tasmanian Community Forest Agreement</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u>

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PROCEDURE STEPS	RESPONSIBILITY	FOR WHAT?	KEY DOCUMENTS	LEGAL REQ.
1.2 Conduct desktop analysis, collating existing information	Coordinator (Planning)	<ul style="list-style-type: none"> Consult "Guidelines for planning non-FPP and reserve activities, <u>Planning Task Matrix</u>" which outlines information needed for Non-FPP or Reserve Level A and Level B activities. Use <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan</u>, Natural and Cultural Values, to record site values identified through desktop assessment and research into relevant reserve information. Collate map products identified in documentation checklist. 	<p><u>Guidelines for planning non-FPP and reserve activities</u>, <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan</u>, <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u></p>	<p>Regional Forest Agreement <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u></p>
1.3 Conduct site reconnaissance	Coordinator (Planning)	<ul style="list-style-type: none"> Consult "Guidelines for planning non-FPP and reserve activities, <u>Planning Task Matrix</u>" which outlines assessments needed for Level A and Level B activities. Use <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan</u>, Natural and Cultural Values, to identify, confirm and document values (including reserve values) identified during field assessments, that are likely to be impacted by the activity, including: <ul style="list-style-type: none"> → Physical attributes (terrain, soils, drainage, water); → Vegetation communities, threatened flora or fauna; → Geology and Geodiversity; → Landscape attributes (how view points will be affected and visual amenity impacted); → Aboriginal and Historic sites; → Environmental Quality (pre-activity) of air, water and noise; → Presence or evidence of fire, weeds, <i>Phytophthora cinnamomi</i>, soil erosion, grazing, etc. Use information from field assessment to identify need for specialist input or requirements for additional information. If known threatened species sites or habitats, priority forest or non-forest communities, sites of geomorphic, cultural or historical significance, RAMSAR sites, locations of listed migratory species are within the proposal or the site is within a Formal reserve, consult relevant specialists and/or Planning Branch. 	<p><u>Guidelines for planning non-FPP and reserve activities</u>, <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan</u>, <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u></p>	<p>Regional Forest Agreement <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u> Environment Protection and Biodiversity Conservation Act (1999) <u>Threatened Species Protection Act (1995)</u> <u>Aboriginal Relics Act (1975)</u> JAMBA/CAMBA Bonn Convention</p>

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PROCEDURE STEPS	RESPONSIBILITY	FOR WHAT?	KEY DOCUMENTS	LEGAL REQ.
1.4 Assess current conditions, potential impacts of proposed activity and develop management prescriptions to avoid/mitigate impact	Coordinator (Planning)	<ul style="list-style-type: none"> Use <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan, Natural and Cultural Values</u>, to document potential impacts and management prescriptions to be implemented for each of the natural values identified in the assessment. Consult appropriate planning tools, manuals or seek specialist advice. Use <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan, Natural and Cultural Values</u>, to document current conditions, potential impacts and management prescriptions of the proposed activity on cultural values, including: <ul style="list-style-type: none"> → Traditional and current Aboriginal and historical uses; → Traditional and current recreational uses; and → Traditional and current social uses. For Reserve Activities, consult Reserve Management Code of Practice for relevant standards for a) the proposed activity and b) managing the values likely to be affected. Consult with relevant parties where appropriate. Use <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan, Natural and Cultural Values</u>, to identify and document recommended management prescriptions to minimise impacts or, consider alternatives if impacts are likely to be significant. 	<u>Guidelines for planning non-FPP and reserve activities.</u> <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan.</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u> <u>Forest Practices Authority Manuals and Notes</u> <u>Procedures for the management of threatened species in wood production forests under the forest practices system</u>	Regional Forest Agreement <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u> <u>Environment Protection and Biodiversity Conservation Act (1999)</u> <u>Threatened Species Protection Act (1995)</u> <u>Aboriginal Relics Act (1975)</u> JAMBA/CAMBA Bonn Convention

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PROCEDURE STEPS	RESPONSIBILITY	FOR WHAT?	KEY DOCUMENTS	LEGAL REQ.
1.5 Consult relevant parties	Coordinator (Planning)	<ul style="list-style-type: none"> Use <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan, Community Consultation</u>, to identify parties likely to be affected by the activity, document contact with relevant stakeholders/users of the area and outcomes from consultation which include: <ul style="list-style-type: none"> → Neighbours; → Communities; → Recreational groups (bush walkers, orienteering groups); → Apiarists; → Property Rights (Leases, Licences, Access rights); and/or → Tourism operators. Consult with other internal Forestry Tasmania departments with an interest in the activity, where applicable (i.e. Planning Branch, Land Property Section, Tourism and Community Services). Level A RESERVE activities, conduct appropriate notifications where relevant. Level B RESERVE activities, advertise the project on Forestry Tasmania's web page for a two-week period or within a local newspaper for public comment. Document and consider comments in the Community Consultation section of the assessment. 	<u>Guidelines for planning non-FPP and reserve activities.</u> <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan.</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u> <u>Principles of Dam Works on State forest</u>	<u>Regional Forest Agreement</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u>
1.6 External Approvals	Coordinator (Planning)	<ul style="list-style-type: none"> Apply for external approvals, where required. Refer to <u>"Non-FPP activities occurring on State forest which require external approval."</u> 	<u>Non-FPP activities occurring on State forest which require external approval.</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u>	<u>Land Use Planning and Approvals Act (1993)</u> <u>Environmental Management and Pollution Control Act (1994)</u> <u>Water Management Act (1999)</u> <u>Environment Protection and Biodiversity Conservation Act (1999)</u> <u>Threatened Species Protection Act (1995)</u> <u>Aboriginal Relics Act (1975)</u>

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2. Obtaining authorisation				
2.1 Obtain relevant FT authorisation	Works Supervisor Coordinator (Planning) District Forest Manager Senior Forest Planner (SFP) Planning Manager Executive	<ul style="list-style-type: none"> Routine Activities – approval required from relevant planner/works supervisor. Level A or B Activities – approval required from Coordinator (Planning), District Forest Manager, Senior Forest Planner and Planning Manager. Some Level B Activities may require executive approval. SFP to ensure information on impact assessment and management controls link to Aspect and Impact Register. 	<u>Guidelines for planning non-FPP and reserve activities.</u> <u>Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan.</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u>	<u>Regional Forest Agreement</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u>
2.2 Obtain formal approvals under relevant legislation	Coordinator (Planning) District Forest Manager	<ul style="list-style-type: none"> Obtain approvals from relevant organisation for activities requiring external authorisation under legislation. 	<u>Non-FPP activities occurring on State forest which require external approval.</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u>	<u>Land Use Planning and Approvals Act (1993)</u> <u>Environmental Management and Pollution Control Act (1994)</u> <u>Water Management Act (1999)</u> <u>Environment Protection and Biodiversity Conservation Act (1999)</u> <u>Threatened Species Protection Act (1995)</u> <u>Aboriginal Relics Act (1975)</u>
3. Monitoring				
3.1 Monitoring results	Coordinator (Planning) District Safety and Environment Coordinators	<ul style="list-style-type: none"> Use <u>Non-FPP and Reserve Activity Monitoring</u> to undertake monitoring of prescriptions, guidelines and management actions identified in the Non-FPP and Reserve Activity Assessment Sheet and Activity Plan. This is also to be used as a signoff for completion. For Reserve Activities, a selection of activities will be independently audited via <u>Reserve Activity Audit</u>. Monitor effectiveness of prescriptions in protecting reserve values. Report on reserve activities annually. 	<u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u> <u>Non-FPP and Reserve Activity Monitoring</u> <u>Reserve Activity Audit</u>	<u>Regional Forest Agreement</u> <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u>

END OF PROCEDURE

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