



Forestry Tasmania
GROWING OUR FUTURE

Guidelines for Planning Non-FPP and Reserve Activities

For use in conjunction with the Standard Operating Procedure for Non-FPP and Reserve Activities.

June 2008

Planning Branch

1 Introduction

Forestry Tasmania manages 1.5 million hectares of forest across Tasmania. Most of Forestry Tasmania's core activities are undertaken within the Forest Practices System (harvesting, roading, site preparation), however there are a number of activities carried out on State forest that do not fall under the Forest Practices System. Some of these activities already have a Standard Operating Procedure (SOP) in place (e.g. low intensity fuel reduction burning, building construction) which outlines how these activities will be planned and carried out when being conducted in a Production Zone.

There is still a range of activities that fall outside of the Forest Practices System and do not have a SOP. Those activities, where planned in a Production Zone or within Informal Reserve, fall into the category of a non-Forest Practices Plan (non-FPP) activity and where planned in a Formal Reserve, fall into the category of a reserve activity.

An assessment of activities in both of these categories is required so the potential impact of the activity can be considered. This is required, irrespective of the proponent, in order to meet requirements under the Regional Forest Agreement, Australian Forestry Standard and so that reserve activities can be undertaken in accordance with the Reserve Management Code of Practice (2003).

2 Who needs to use these guidelines?

These guidelines need to be used for any Non-FPP or Reserve Activity on State forest. This includes external proponents wishing to obtain a lease or a licence on State forest (as per Property Lease Procedure), or those wishing to conduct an activity or event on State forest.

3 What is a Non-FPP Activity and a Reserve Activity?

A non-FPP activity is one which occurs on State forest (production zone or informal reserve) and is not included as part of an FPP or existing SOP. A Reserve Activity is any activity proposed for a formal (Forest) reserve.

4 Determining level of activity

Activities vary dramatically in their potential to impact on natural and cultural values. Activities not associated with an FPP on State forest have been divided into three broad categories:

- Routine activities;
- Level A activities; and
- Level B activities.

Each level has an associated amount of planning required before the activity can proceed, and each has a different level of approvals required.

4.1 Definitions and Planning Requirements

4.1.1 Routine Activities

Activities where **no impacts** to natural or cultural values are anticipated. i.e. NO ground or native vegetation disturbance, construction or demolition, loss of fauna or habitat, use of dangerous chemicals, change in public access and no requirement for external planning approval.

The level of planning required prior to undertaking a routine activity is low. Routine activities only require approval from the relevant planner/works supervisor.

4.1.2 Level A Activities

Activities where **minimal impact** to natural or cultural values are anticipated. i.e. activities that are likely to involve MINIMAL native vegetation clearance (<50m²), interference with a waterway, potential for introduction of declared weeds or diseases, change in public access and short duration disturbance. They may also require external approvals.

Level A activities require the Non-FPP and Reserve Activity Assessment Sheet and Activity Plan (Appendix 1) and the Non-FPP and Reserve Activity Monitoring Sheet (Appendix 2) to be completed. Refer to Planning Task Matrix for planning requirements. Approvals for these activities are required from the Manager, Planning and the District Forest Manager.

4.1.3 Level B Activities

Activities with **significant potential** to impact natural or cultural values. i.e. activities involving substantial ground disturbance (>50m²), clearance of native vegetation, changes to drainage, construction (including buildings, walking tracks, bridges or other infrastructure) or demolition, long duration disturbance and construction not requiring statutory approval. These activities may also require external approvals.

Level B activities require the Non-FPP and Reserve Activity Assessment Sheet and Activity Plan (Appendix 1) and the Non-FPP and Reserve Activity Monitoring Sheet (Appendix 2) to be completed. Refer to Planning Task Matrix for planning requirements. Approvals for these activities are required from the Planning Manager and the District Forest Manager.

4.1.4 Example Activity Levels

Indicative Activity Levels are given in Table 1 for some common activities carried out on State forest. Activity Level may change according to degree of disturbance and/or values at the site.

Table 1: Example Activity Levels for Common Activities

Activity	Level	Activity	Level
Maintenance of existing visitor facilities	Routine	Scientific Research	A or B
Fixing a sign, erecting new sign (single)	Routine	Rehabilitation of sites/structures	A or B
Apiary – Existing Sites	Routine	Rehabilitation of land/areas	B
Multiple interpretive signs or a series of interpretive signs	A	Construction of visitor facilities	B
Car rallies/mountain bike events/horse rides	A	Walking track construction	B
Apiary – New Sites	A	Fuel reduction burning	B
Pre-Commercial Thinning (Stem Injection)	A	Agistment/Agriculture/Fencing	B
Native Plant Harvesting	A or B	Communication & Transmission Towers/Lines	B

4.1.5 Planning Task Matrix

Planning requirements for Non-FPP and Reserve activities for each level are given in Table 2. The required map products should be used to assess the need for further planning and/or specialist advice including the need for site inspections.

Table 2: Planning Task Matrix

Planning Task	Routine Activities		Level A Activities		Level B Activities	
	Non-FPP	Reserve	Non-FPP	Reserve	Non-FPP	Reserve
Non-FPP and Reserve Activity Assessment Sheet	X	X	✓	✓	✓	✓
Check reserve objectives in Forest Reserve Register	X	X	X	✓	X	✓
Check legislative/external approval requirements	X	X	✓	✓	✓	✓
Check FT Policies	X	X	✓	✓	✓	✓
Review library/files for relevant reserve information	X	X	X	✓	X	✓
MDC Map (1:25,000)	X	X	✓	✓	✓	✓
Planning Map (1:10,000)	X	X	✓	✓	✓	✓
Conservation Map and Report (1:25,000)	X	X	✓	✓	✓	✓
Aboriginal Sites Enquiry Map and Report (1:25,000)	X	X	✓	✓	✓	✓
Tasveg Communities Map (1:25,000)	X	X	✓	✓	✓	✓
Wedge-tailed Eagle Map (1:25,000)	X	X	X	X	✓	✓
Karst Area/Catchment Map (1:25,000)	X	X	X	X	✓	✓
Aboriginal APZ Map (1:25,000)	X	X	X	X	✓	✓
Landscape Management Objective Map (1:25,000)	X	X	X	X	✓	✓
Tasmanian Geoconservation Map (1:25,000)	X	X	X	X	✓	✓
Geology Map (1:25,000)	X	X	X	X	✓	✓
High Quality Wilderness/Undisturbed Rivers Map (1:25,000)	X	X	X	X	X	✓
Property Rights Map (1:25,000)	X	X	X	X	✓	✓
Giant Trees Map (1:10,000)	X	X	X	X	✓	✓
Town Water Intakes	X	X	X	X	✓	✓
Field Surveys – record and/or confirm site information	X	X	✓	✓	✓	✓
Assess impacts of proposed activity and develop prescriptions	X	X	✓	✓	✓	✓
Assessment of social and recreational values	X	X	X	✓	X	✓
Consult with relevant parties	X	X	✓	✓	✓	✓
Apply for external approvals	X	X	✓	✓	✓	✓
Obtain FT approvals	✓	✓	✓	✓	✓	✓
Obtain external approvals	X	X	✓	✓	✓	✓

5 Using Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan

Using the little numbers in the headings on the Assessment Sheet, the following information provides guidelines on how to fill out the sections, and where to find relevant information.

1. Compliance with Legislation:

This section provides a mechanism to check that the proposed activities will not be contrary to any of the legislation. If they are likely to be non-compliant, for example, removal of threatened species, this will trigger the requirement for external approvals (permits). Two documents that can be used to help assess whether the proposed activity will comply with legislation are the [Register of Legal and Other Requirements](#) and [Non-FPP activities occurring on State forest which require external approval](#). If in doubt please contact Planning Branch for confirmation. The undertaking of a new activity may also identify new legislation/legal requirements to which FT has to subscribe.

2. Compliance with FT Policy:

This section provides a mechanism to check that the proposed activities will not be contrary to any of Forestry Tasmania's policies. The [Forest Reserve Register](#) can be consulted by clicking on the hyperlink to the database. The Reserve Management Objectives are generally outlined in Forest Reserve Register. There are a number of Forest Reserve Management Plans in existence for individual reserves, and these should be in district libraries. If the proposed activity is within a CAR Reserve (all Forest Reserves and Informal Reserves are CAR Reserves), contact the Senior Forest Management Planner who will check the values in the CAR Reserve Database. Property rights can be checked by producing a Property Rights Map within Map Composer. Rainforest Policy, Giant Tree Policy, Huon Pine Policy and King Billy Pine Policy are only applicable if any of these values are present. The Landscape Management Policy, Forest Management Plan and MDC should all be consulted to assess consistency of the proposed activity with these management tools.

3. Natural and Cultural Values:

The proposed activity needs to be assessed in terms of the predicted impact on natural and cultural values. Ensure this assessment takes place for the entire activity, including peripheral disturbance that may occur, i.e. access tracks to a new activity, additional clearing for fire breaks or fence lines, etc. For each value, the existing conditions present on site need to be identified. This includes all site specific information, not just identification of special values. This is initially done via a desktop exercise (driven by the map products required in the documentation checklist). The information gathered from the desktop exercise is then confirmed through an on-site inspection. Where identified special values exist, specialists may need to become involved in assessing impacts, providing prescriptions and developing controls for the proposed activity to proceed.

The potential impacts of the proposed activity (including cumulative effects) need to be assessed. Where specialists have been involved in the assessment because of an identified special value, then their expertise can be utilised in assessing the potential impacts for that particular value. The Senior Forest Management Planner is able to assist with this process if required.

4. Community Consultation/Notifications:

While "Recreation and Social Values" are identified in natural and cultural values, these purely recognise traditional and past uses, not specific users. Community consultation may have some overlap where the users perform some of the traditional uses, however this section purely identifies stakeholders who may have an interest in the proposed activity. In this section, the obvious stakeholders should be identified and contacted, as well as any stakeholders who identify themselves as a result of advertising of the proposed activity.

5. Documentation Checklist:

The documentation checklist provides a process to document that all the steps have been taken, and who carried out each of the steps.

6. Approvals:

Approvals that the proposed activity can proceed in accordance with any management actions identified in the planning process. Remember, Planning Branch must approve all level A and B activities.

6 Using Appendix 2 – Non-FPP and Reserve Activity Monitoring Sheet

The monitoring sheet must be used throughout the development and implementation of the activity. The monitoring process serves to ensure that identified control measures/prescriptions necessary for the protection of identified values are being implemented and are being effective in mitigation of any environmental impacts.

The monitoring sheet must also be used to record decisions made on the ground that are different to what is in the plan, e.g. the need to fall hazardous trees, make slight changes to plans, record problems encountered, monitoring environmental issues raised during planning - i.e. weeds, PC, Myrtle wilt, water monitoring. This monitoring form should also act as a completion certificate, so on completion of the activity, a monitoring form must be the final signoff that the activity is finished.

7 Using Appendix 3 – Non-FPP and Reserve Activity Variation Form

A variation to a Non-FPP or Reserve Activity Assessment should be carried out if there have been moderate to significant changes to the original Plan or if the original assessment is past its validity date. If a variation form is used, it must be attached to the original Non-FPP or Reserve Activity Assessment Activity Plan. A variation is provided in Appendix 3 of these guidelines.

8 Frequently Asked Questions

8.1 Other than the activity, what else should the assessment cover?

When planning a Non-FPP or Reserve Activity and assessing the impacts, ensure that the assessment covers all likely areas of disturbance. This is related to the entire activity and includes any access/peripheral disturbance likely to occur. Rehabilitation also needs to be considered for the activities that have peripheral disturbance associated with it. This needs to be documented in the "management actions to be taken to avoid/mitigate impact" part of the assessment.

8.2 What about external proponents wanting to conduct activities on State forest?

The proponent needs to be advised that they need to have a Non-FPP and Reserve Activity Assessment Activity Plan done. The District needs to use their discretion as to whether the District provides this service to the proponent (either at a cost or as in-kind sponsorship) or tells the proponent they must engage a consultant. A list of consultants who have carried out Non-FPP and Reserve Activity Assessment Activity Plans on State forest is available from Planning Branch (Senior Forest Management Planner).

This applies to people applying for a lease or a licence on State forest and people wishing to conduct activities on State forest not associated with leases or licences (e.g. car/motor bike rallies, orienteering events, etc). When an activity plan is completed for a lease or licence, it is very important that prescriptions and management actions are written into conditions of the lease or licence.

8.3 How long is a Non-FPP or Reserve Activity Assessment good for?

A Non-FPP or Reserve Activity Assessment is valid for 12 months in production forest, and 24 months in reserves (informal and formal). After this time, a Non-FPP or Reserve Activity Assessment can be updated by filling out a variation form where any new associated environmental values are unlikely to be found e.g. new Wedge-tailed Eagle nests, new cultural heritage or threatened flora records, etc.

APPENDIX 1
NON-FPP AND RESERVE ACTIVITY ASSESSMENT SHEET AND ACTIVITY PLAN (LEVEL A AND B ACTIVITIES)

Activity Details:

Project Title:			
Reserve Name:		Block Name:	
Contact Officer:			
District:			
Planned Activity:			
Location (GDA Ref):		Activity Level:	
Proposed timing of activity:		Proposed duration of activity:	
Extent/Area (ha):		FOD Operation ID:	
JRA Number & Details:			
Other options considered:			
District File Number:		Head Office File Number:	
Information on the works proposed:			
Summary of prescriptions required:			

Compliance with Legislation ¹:

Does the activity comply with the following statutes/policies?	Yes (compliant)	Maybe (further assessment reqd)	No (non- compliant)	N/A	Details of compliance/ approvals required
<i>Environmental Protection and Biodiversity Conservation Act 1999</i> Nationally threatened species, threatening processes.					
<i>Threatened Species Protection Act 1995</i> Threatened species.					
<i>Aboriginal Relics Act 1975</i> Aboriginal sites.					
<i>Historical Cultural Heritage Act 1995</i> Heritage listed sites.					
<i>Environmental Management and Pollution Control Act 1994</i> Any non-FPP operation eg. building or track construction. Environmental harm and pollution.					
<i>Land Use Planning and Approvals Act 1993</i> Developments/Structures.					
<i>Water Management Act 1999</i> Protection of water resources.					
<i>Fire Services Act 1979</i> Fuel reduction or ecological burning.					
<i>Forestry Act 1920</i> All activities on State forest.					
<i>RFA, Permanent Native Forest Estate</i>					

Compliance with FT Policy ²:

Does the activity comply with the following statutes/policies?	Yes (compliant)	Maybe (further assessment reqd)	No (non- compliant)	N/A	Details of compliance/ approvals required
<i>Forest Reserve Register/Reserve Objectives</i> Permitted activities, reserve values, reserve objectives (Forestry Act, Sched 3), old reserve management plans.					
<i>CAR Reserve Values</i> Protection levels for forest communities at bioregional level.					
<i>Property Rights</i>					
<i>Rainforest Policy</i>					
<i>Giant Tree Policy</i>					
<i>Huon Pine Policy</i>					
<i>King Billy Pine Policy</i>					
<i>Landscape Management Policy</i>					
<i>District Forest Management Plan</i>					
<i>MDC</i>					

SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM GUIDELINES FOR PLANNING NON-FPP AND RESERVE ACTIVITIES

Natural and Cultural Values ³: (Make sure you consider all aspects of the activity including peripheral disturbance associated with the activity e.g. access to site, construction disturbance, etc.)

Value	Existing conditions (record all values present on site, N/A if values not present)	Site surveys (who conducted field surveys, specialists involved, references consulted)	Impact of activity on value (including cumulative effects)	Management action to be taken to avoid/mitigate impact (including ongoing monitoring and rehabilitation)
FLORA (vegetation communities present, threatened species, priority communities, critical habitats)	Vegetation communities present are:			
FAUNA (threatened species habitats or potential threatened species, management agreements)	Threatened species habitat is present for:			
GEOLOGY/GEODIVERSITY (Geological substrate, Tas Geocoon Dbase, Karst)	The primary geological substrate is:			
SOILS (description of soil type present, erosivity)	Primary soil types are:			
WATER/STREAMS (Water intakes, water quality and quantity)				
LANDSCAPE (visual impact and management)				
WILDERNESS and WILD RIVERS (High Quality Wilderness, Wild River Catchment)				
ABORIGINAL VALUES (Relics, Artefacts, Sites, Traditional use, APZ Zone)				
HISTORIC VALUES (Relics, Sites, Items)				
RECREATION (known recreational uses/users e.g. walking, motorbike riding, fishing, etc.)				
SOCIAL (Traditional uses, as evident in field e.g. grazing, recreation, firewood collection, mining, etc.)				
ENVIRONMENTAL QUALITY – AIR, WATER, NOISE (usually all good quality prior to activities)	Air: Water: Noise:			
GENERAL PROTECTION MEASURES (fire, weeds, PC, soil, rehabilitation, spills)				
OTHER (property rights issues, access, etc)				

SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM GUIDELINES FOR PLANNING NON-FPP AND RESERVE ACTIVITIES

Community Consultation/Notifications ⁴:

Stakeholders include neighbours, community groups, community groups, recreationists, tourists, licensees/leasees (apiarists, agistment, communication towers, research), etc.

Stakeholder	Consulted? (Yes/No)	Interest Level (Low, Med, High)	Concern Level (Low, Med, High)	Details on consultation

Documentation Checklist ⁵:

Activity Level	SOP Step	Responsibility (Nominated Officer)	Compilation of information	Date Completed	By Who
A and B	1.1		Identify if proposed activity fits within:		
A and B			◆ Reserve objectives (Forest Reserve Register)		
A and B	1.1		◆ Legislative/external approval requirements		
A and B			◆ FT Policies		
A and B	1.2		Collate existing information (desktop analysis):		
B			◆ Review library/files for relevant Reserve information		
A and B			◆ MDC Map (1:25,000)		
A and B			◆ Planning Map (1:10,000)		
A and B			◆ Conservation Map and Report (1:25,000)		
A and B			◆ Aboriginal Sites Enquiry Map and Report (1:25,000)		
A and B			◆ Tasveg Communities Map (1:25,000)		
B			◆ Wedge-tailed Eagle Map (1:25,000)		
B			◆ Karst Area/Catchment Map (1:25,000)		
B			◆ Aboriginal Archaeological Potential Zone Map (1:25,000)		
B			◆ Landscape Management Objective Map (1:25,000)		
B			◆ Tasmanian Geoconservation Map (1:25,000)		
B			◆ Geology Map (1:25,000)		
B			◆ High Quality Wilderness and Undisturbed Rivers Map (1:25,000)		
B			◆ Property Rights Map (1:25,000)		
B			◆ Giant Trees Map (1:10,000)		
B			◆ Town Water Intakes check		
A and B	1.3		Field Surveys – record and/or confirm site information		
A and B	1.4		Assess impacts of proposed activity and develop management prescriptions		
A and B	1.5		Consult with relevant parties		
A and B	1.6		Apply for external approvals		
A and B	2.1		Obtain FT approvals		
A and B	2.2		Obtain external approvals		

**SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM
GUIDELINES FOR PLANNING NON-FPP AND RESERVE ACTIVITIES**

Approvals ⁶:

Name	Signature	Date	Position
			Planner/Works Supervisor
			District Forest Manager
			Senior Forest Management Planner
			Manager, Planning
			External Approvals Received (signed by planner)

APPENDIX 2

NON-FPP AND RESERVE ACTIVITY MONITORING SHEET

Activity Details:

Date of Assessment:		Assessor Name:	
Project Title:			
Reserve Name:			
District:		Activity Type:	
Extent/Area (ha):		Activity Level:	
District File Number:		Head Office File Number:	

Monitoring comments: (Comment/record new unidentified impacts or issues and management actions to deal with these and carry these through to the CAR system where appropriate)

[illegible]

Completion checks:

Item	Yes	No	N/A	Comments
Geodiversity: Have geodiversity values (including karst) been protected and maintained?				
Flora and Fauna: Has the activity ensured protection of flora and fauna values to the greatest possible extent?				
Landscape: Has particular care been taken to protect landscape values?				
Wilderness and Wild Rivers: Has disturbance been minimised to the hydrological, geomorphological and biological processes of wild rivers?				
Cultural Values: Have cultural heritage values been protected?				
Social Values: Has the activity prevented people from exercising their social values associated with the reserve?				
Recreational Values: Have recreational opportunities in the reserve been diminished as a result of the activity?				
Environmental Quality (Air, Water, Noise): Has the natural quality of air, water and noise been restored?				
Environmental Monitoring (Water): Has water monitoring been carried out?				
Protecting Reserve Values: Has restoration/rehabilitation been undertaken?				
Legislation and Policy: Has activity complied with legislation and policy?				
Legislation and Policy: Have permit conditions been met?				
Impacts on values: Have all decisions about activities been recorded?				
Impacts on values: Have any additional impacts been identified?				
Impacts on values: Have any additional impacts been documented?				
Impacts on values: Have management actions to avoid/mitigate impacts been implemented?				
Impacts on stakeholders: Have there been any complaints about the activity to FT?				
System requirements: Have identified environmental aspects and impacts and associated control measures been addressed?				
System requirements: Have identified safety and health hazards and risks and associated controls been addressed?				

Sign off (for completion):

Completion compliance assessed by: _____ Signed: _____

Date: _____ Copy of completion sign off send to Planning Branch: **Yes/No** Date: _____

APPENDIX 3
NON-FPP AND RESERVE ACTIVITY VARIATION FORM

Activity Details:

Project Title:	
Reserve Name:	Block Name:
Contact Officer:	
District:	
Planned Activity:	
Location (GDA Ref):	Activity Level:
Proposed timing of activity:	Proposed duration of activity:
Extent/Area (ha):	FOD Operation ID:
Information on the works proposed:	
Summary of prescriptions required:	
Does the activity still comply with legislative requirements?	
Does the activity still comply with FT Policies?	
Does this variation require any additional community consultation/notifications?	
Has the District Forest Manager approved this variation?	
Has Planning Branch approved this variation?	

Natural and Cultural Values: (Make sure you consider all aspects of the activity including peripheral disturbance associated with the activity e.g. access to site, construction disturbance, etc.)

Value	Existing conditions (record all values present on site, N/A if values not present)	Site surveys (who conducted field surveys, specialists involved, references consulted)	Impact of activity on value (including cumulative effects)	Management action to be taken to avoid/mitigate impact (including ongoing monitoring and rehabilitation)
FLORA (vegetation communities present, threatened species, priority communities, critical habitats)	Vegetation communities present are:			
FAUNA (threatened species habitats or potential threatened species, management agreements)	Threatened species habitat is present for:			
GEOLOGY/GEODIVERSITY (Geological substrate, Tas Geocoin Dbase, Karst)	The primary geological substrate is:			
SOILS (description of soil type present, erosivity)	Primary soil types are:			
WATER/STREAMS (Water intakes, water quality and quantity)				

**SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM
NON-FPP AND RESERVE ACTIVITY VARIATION FORM**

Value	Existing conditions (record all values present on site, N/A if values not present)	Site surveys (who conducted field surveys, specialists involved, references consulted)	Impact of activity on value (including cumulative effects)	Management action to be taken to avoid/mitigate impact (including ongoing monitoring and rehabilitation)
LANDSCAPE (visual impact and management)				
WILDERNESS and WILD RIVERS (High Quality Wilderness, Wild River Catchment)				
ABORIGINAL VALUES (Relics, Artefacts, Sites, Traditional use, APZ Zone)				
HISTORIC VALUES (Relics, Sites, Items)				
RECREATION (known recreational uses/users e.g. walking, motorbike riding, fishing, etc.)				
SOCIAL (Traditional uses, as evident in field e.g. grazing, recreation, firewood collection, mining, etc.)				
ENVIRONMENTAL QUALITY - AIR, WATER, NOISE (usually all good quality prior to activities)	Air: Water: Noise:			
GENERAL PROTECTION MEASURES (fire, weeds, PC, soil, rehabilitation, spills)				
OTHER (property rights issues, access, etc)				

Approvals:

Name	Signature	Date	Position
			Planner/Works Supervisor
			District Forest Manager
			Senior Forest Management Planner
			Manager, Planning