

General washdown procedure

Note: Do NOT apply water to harvesters or other equipment that may be damaged by water.

1. Locate washdown site and prepare the surface or construct bunding as required.
2. Safely park the vehicle free of any hazards (eg electrical), ensure the engine is off and the vehicle is immobilised.
3. Look over the vehicle, inside and out, for where dirt, plant material including seeds are lodged. Pay attention to the underside, radiators, spare tyres, foot wells and bumper bars.
4. Remove any guards, covers or plates if required being careful of any parts that may cause injury.
5. Knock off large clods of mud, use a crow bar if required and sweep out the cabin.
6. Use a vacuum or compressed air where available for removing dried plant material like weed seeds and chaff in radiators and other small spaces where this material lodges. Brush off dry material if no other facilities are available.
7. Clean down with a high pressure hose and stiff brush/crowbar. Use only freshwater if washing down in the field.
8. Start with the underside of the vehicle, wheel arches, wheels (including spare). Next do the sides, radiator, tray, bumper bars etc and finally upper body. Some vehicles may need to be moved during washdown eg tracked machinery.
9. Clean any associated implements, eg buckets.
10. Check there is no loose soil or plant material that could be readily dislodged or removed.
11. In wash bays, steam treat or rinse off vehicle with clean water.
12. Wash effluent away from vehicle, do not drive through wash effluent.

Machinery checklists

Trucks and vehicles

For small vehicles in the field where washdown facilities can not be provided the minimum requirement is:

all loose and large clods of dirt should be physically knocked off the vehicle at the desired washdown point before driving back to a suitable wash facility.

Systematically inspect and clean including:

Cabin	floor, mats and under seats
Engine	radiators
	engine bay and grill
Body	hollow channels
	inside bumper bars
	crevices and ledges
	underside
Wheels	inside and outside
	between dual wheels if fitted
	spare wheel
Tray	hollow channels
	chassis

Wheeled machinery (skidders, tractors, loaders etc)

Systematically inspect and clean including:

Cabin	floor and under seats
Engine	Grill, radiator, oil cooler etc
	around sound deadening panels
	engine compartment grill
Body	chassis
	axle housing, hollow sections
	guards
	cab steps
	around fuel tank
	hollow sections in drawbars and retractable/extendable type three point linkages
	general holes, ledges, gaps and crevices in body including damaged boots, cover plates where trash may lodge
Wheels	inside and outside wheels and rims
	spaces between dual wheels
	chains if fitted
Attached equipment	buckets/ blades including teeth and adaptor plates
Hydraulic arms	crevices where trash can lodge

Bulldozers

Systematically inspect and clean including:

Cabin	floor and under seats
	below transmission coverplates
Engine	radiator, oil cooler etc
	airfilters (for seeds)
	around engine bay
Tracks	lift inspection/coverplates to gain inside access
	idler wheels
	track frame
Body Plates	knock lose material out from belly plates and rear plates as far as is feasible without dismantling
Body	fuel cells
	battery box
Blade	check all hollow sections
	pivot points and adaptors at rear of blade where soil can compact
Tines	crevices where trash can lodge
Ripper	ripper frame support which is usually hollow
	compacted soil underneath ripper points

Excavators

Systematically inspect and clean including:

Cabin	floor and under seats
Engine	grill, radiator, oil cooler etc
	around engine bay
Tracks	idler wheels
	track frame
	tracks
	removable track adjustor guards and lubrication points
Body Plates	glacier plate near radiator
Body	ledges and channels
Blade	check all hollow sections
	between teeth of adaptors
	wear plates
Booms	crevices
Turret pivot	under and around mechanism

Ground engaging equipment

Ploughs tillage equipment, discs, drills, seeders, posthole diggers, planting and harvesting equipment.

Always consult the landowner or manager on requirements and suitable clean down site.

Remove the bulk of the soil by knocking off and scrapping as far as practical. Depending on the type of contamination, wet or dry, use water or an air compressor.

Systematically inspect and clean including:

Frame	hollow channels
	chassis crevices and ledges
	bearing housings
Wheels/ tyres	inside and outside
	lifting mechanism
	axles
Mechanism	holding bins
	discs, tines, cutters and shears
	behind safety guards
	conveyors

Fodder and grain production equipment.

(Rakes, headers, windrowers, conditioners, tedders, bailers etc)

Always consult the landowner or manager on requirements and suitable clean down site. Clean down may be required to control variety contamination in addition to weed and disease control. For certified crops clean down prior to leaving each crop and discharge headers 50m into next crop in accordance with the certification guidelines (see Agricultural Contractors of Tasmania Handbook) or the instructions of a Seed Certification Inspector.

Use only compressed air or a large vacuum cleaner. Cleaning with high pressure water could seriously damage harvesting equipment.

1. Blow down the outside of the machine first.
2. Remove or open easily accessed shields and covers and systematically inspect then clean.
3. For harvesters, increase the wind and run the machine at high speed.
4. Complete with a final blow down of the outside after closing covers.

Pay particular attention to:

Body and frame	Hollow channels, ledges and crevices
Cabin	in and under the cabin
Engine	radiator and grill
	around engine bay
Stone trap	if fitted
Mechanisms	elevators, slides, augers, drum and concaves
	gearboxes, pulleys
Headers	straw spreader or choppers
	grain bin, trays
	fan housing, sieves and screens
Bailers	pickup and around bale chamber and knotters area

Note: For certified crops, headers must be comprehensively cleaned which will take ½ to 1 day.

Slashers and mowers.

Slashers are major contributors to roadside weed spread through carriage of seed. cleaning may be required after passing through significant weed infestations or prior to slashing weed free areas.

When used in dry conditions they are best cleaned by blowing down. An on-board or portable compressor can be used and a stiff broom or shovel may be helpful.

1. disengage power take off or other cutter power system.
2. inspect and clean paying particular attention to:

Linkages	all places seeds may lodge
Body	underside including any sills
	safety chain
	cutters
	topside including any sills
Wheels	inside and outside
Tractor	inspect and blow down or sweep out as per washdown checklist

Water disinfection for *Phytophthora* root rot management

Where water is transported into *Phytophthora* management zones or other areas of native vegetation sensitive to *Phytophthora* root-rot the water should be disinfected to prevent the introduction of *Phytophthora* root-rot. This situation will normally only occur during fire fighting operations where water is drawn from a different catchment.

Disinfection of water is most easily undertaken using granulated pool chlorine products. Handle in accordance with the manufacturer's safety instructions and mix at the rate of:

6ml (0.05% NaOCl) per 10L water

The mixed solution should be allowed to stand a few minutes for disinfection to be completed. Fire fighting need not be delayed as there will be adequate time for disinfection on route to the fire. As chlorine is corrosive, equipment should be adequately rinsed with fresh water following use.

Note: Fire fighting foams or detergents will neutralise chlorine treatments. This will not be a problem provided that tanks do not become contaminated with foam or detergent is not added to the tanks to make "wet water". Sterilisation will occur in the tank prior to foam induction.

APPENDIX 1: CLEANING AGENTS AND DISINFECTANTS

Truck cleaning agents

These may be used to improve soil removal and to degrease. They are best limited to use in washdown stations where effluent disposal systems are in place to limit grease and detergent contamination. A number of products are on the market, including products specifically designed for fungal control.

Specific cleaning agents for *Phytophthora* root rot.

Phytoclean™

Phytoclean™ is registered for the sterilisation of equipment and machinery in Tasmania for the control of *Phytophthora cinnamomi*. It is used at a rate of 200ml per 10L of water for washing surfaces cleaned of mud, and at a rate of 1000ml per 10L water in washbaths. Solution should remain in contact with surfaces for at least 30 seconds before rinsing. It is available in 20L or 200L drums and is manufactured by Avis Chemicals, Dandenong (Ph: 03 9794 5585, fax 03 9706 9206). Use only in accordance with the label directions and when prescribed in the job specifications for the control of *Phytophthora* root rot.

Sodium Hypochlorite

Sodium hypochlorite is recommended for sterilising water in fire-fighting units. However it needs to be used carefully. Once mixed the compound is not stable and quickly degrades, particularly in water with a high organic content. It also corrodes metal. 2 mg/l chlorine is required to kill zoospores in water with a 1 minute exposure time.

Pure alcohol and methylated spirits

These may be used for surface sterilisation of equipment once dirt has been washed off. Its application is limited to small implements and items used in disease survey work such as sampling for *Phytophthora* root-rot.

APPENDIX 2 WASHDOWN LEDGER

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WASHDOWN LEDGER

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WASHDOWN LEDGER

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SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

STANDARD OPERATING PROCEDURE FOR NON-FPP AND RESERVE ACTIVITIES

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 Appendix 1 – Non-FPP and Reserve Activity Assessment Sheet and Activity Plan 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 “Non-FPP activities occurring on State forest which require external approval”. 	<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</u> Schedule 3 <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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Page 1 of 5

SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

STANDARD OPERATING PROCEDURE FOR NON-FPP AND RESERVE ACTIVITIES

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 “<u>Guidelines for planning non-FPP and reserve activities, 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, Natural and Cultural Values</u>, to record site values identified through desktop assessment and research into relevant reserve information. Collate map products identified in documentation checklist. 	<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>
1.3 Conduct site reconnaissance	Coordinator (Planning)	<ul style="list-style-type: none"> Consult “<u>Guidelines for planning non-FPP and reserve activities, 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, Natural and Cultural Values</u>, 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. 	<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> <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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SEMS Element 3.6 Operational Control

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Page 2 of 5

SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

STANDARD OPERATING PROCEDURE FOR NON-FPP AND RESERVE ACTIVITIES

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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SEMS Element 3.6 Operational Control

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Last updated: November 2005

Page 3 of 5

SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

STANDARD OPERATING PROCEDURE FOR NON-FPP AND RESERVE ACTIVITIES

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>	Regional Forest Agreement <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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SEMS Element 3.6 Operational Control

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Page 4 of 5

SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

STANDARD OPERATING PROCEDURE FOR NON-FPP AND RESERVE ACTIVITIES

PROCEDURE STEPS	RESPONSIBILITY	FOR WHAT?	KEY DOCUMENTS	LEGAL REQ.
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>	Regional Forest Agreement <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>	Regional Forest Agreement <u>Reserve Management CoP, 2003 Pt 1</u> <u>Reserve Management CoP, 2003 Pt 2</u>

END OF PROCEDURE

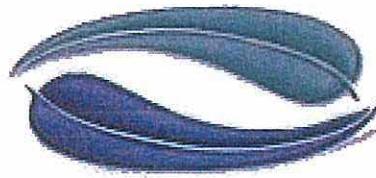
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Page 5 of 5



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 Values³: (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 Geocon 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)				