

INTERNAL PROCEDURES FOR UPGRADING FPO INSPECTING TO FPO PLANNING

OBJECTIVE

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

ASSESSMENT PROCESS

1. Applications will be in the form of two (minimum) forest practices plans and associated documents (i.e. special evaluations) PLUS separate evaluations for two different FPPs for each of the 5 disciplines (i.e. soils and water, geomorphology, cultural heritage, landscape, biodiversity). These documents are to be entirely prepared by the nominee. The plans will cover a range of 'special value' issues.
2. Applications will be circulated to FPA managers for each program: (biodiversity, heritage and landscape, earth science, and compliance) for review and feedback.
3. When applications have been assessed by a program, they are to be forwarded onto the next staff person listed on the file cover.
4. Each program will provide comment within five (5) working days on the attached form (separate copy per program please). The feedback form can be downloaded from TRIM FPA/06/87-03/001 (2010/51705).
5. Feedback will be placed on the circulating file with an electronic version filed on FPA/06/87-[current volume].
6. Handwritten notes without dates or names of person supplying information will not be accepted.
7. Once all programs have completed their assessment, the file will be returned to the Forest Practices Advisor. The Forest Practices Advisor will compile a summary of the feedback for review by the CFPO, who will forward recommendation to the Board of the FPA.
8. If FPA staff disagree as to whether the applicant should be upgraded, an opinion from a suitable industry person(s) who does not work in the same organisation as the applicant will be sought.

Note: A background summary of a nominee will accompany each application (refer TRIM 2010/59374).

Prepared by:

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