

To Forest Practices Officers

Process for supplying Forest Practices Plans to the FPA

BACKGROUND

Forest Practices Plans ('FPPs') are key legal instruments in planning and implementing a high standard of forest practices, and are critical to the FPA's monitoring and regulation of those practices. There are compelling reasons of business efficiency, security and transparency for the FPA to independently maintain a centralised database of all FPPs. This document describes how Forest Practices Officers ('FPOs') should supply certified FPPs to the FPA, effective as of 1 January 2011.

DOCUMENTS REQUIRED BY FPA

The FPA requires the following key certified FPP documents, preferably as electronic files:

- a) Completed documents based on the standard FPA Microsoft Word template forms (some optional) available in the FPO section of the FPA website:
 - FPP Body
 - Quarry FPP Proforma
 - Acknowledgement Form 1, 2, 3, 4
 - S22 or S23 variation form by FPO

- b) Map or maps forming part of the FPP or variation (*not all variations require a map*)

The documents required consist of the FPP text and map (notifications etc. are not part of the FPP). Please note:

1. All required information including personal details need to be supplied to the FPA.
2. The documents need to include pages with initials and signatures, such that they represent true copies of the originals signed by the parties.
3. Acceptable file types are JPEG and/or PDF. The pages in a) may be scanned in monotone at a minimum resolution of 150 dpi (PDF file size ~0.3 Mb). Maps need to be provided in colour at a minimum resolution of 300 dpi. (PDF file size per page is ~ 1 Mb). A4 or A3 format is acceptable.
4. a) and b) can be supplied separately as two electronic files, or one complete hard copy.

Note: The FPA does not require copies of other documents associated with the FPP to be supplied as part of the process referred to in this document eg. notifications, correspondence with local councils or other parties etc.

DATE FOR IMPLEMENTATION OF THE CENTRAL DATABASE

As from 1 January 2011 copies of any newly certified FPP and all subsequent variations to that plan must be lodged with the FPA.

FPPs certified prior to 1 January 2011 (and any variations of those FPPs certified prior to or after that date) will not be required to be lodged centrally. FPOs are responsible for the safe and secure storage of these documents. FPOs must transfer copies to the FPA if they are moving or retiring and the documents are not otherwise being held in a secure storage system that is known and

accessible to the FPA. If requested for monitoring or assessment purposes, FPOs must provide the FPA with any specific FPP that is not held in the FPA's central database.

SYSTEM USED TO STORE FPPs AT THE FPA

FPP documents will ultimately be stored as electronic files in a database system at the FPA, using the following common file types, and accessed through the Coveragepage interface:

PDF - Portable Document Format - this is the preferred format

JPEG - A commonly used image file format

Information in the database system is held on a secure server facility which is backed up daily. Uploaded FPPs and their variations will be available for review by Coveragepage users, subject to that user's privileges. Note that the FPA does not intend storing a hard copy of every FPP.

DELIVERY OF FPPS AND VARIATIONS

The FPA can accept FPPs and variations using one of the following delivery systems, which are to be nominated on the attached form:

Preferred:

- 1. As electronic files containing scanned copies of the signed documents, and the map(s) in colour - uploaded directly through an interface on the web-based Coveragepage system .** This interface will be ready for use by 11 January 2011, so method 2 (e-mail) may be used if the upload facility is not working.

or

- 2. As electronic files containing scanned copies of the signed documents, and the map(s) in colour, forming attachments to an e-mail sent to the e-mail address Coverpage@fpa.tas.gov.au.** FPA admin staff would then upload the files to the Coveragepage system

or

- 3. As a photocopy of the original FPP, which is posted to the FPA.**

The FPA requires a colour photocopy of any maps. The FPA would scan the photocopy and upload the electronic files to the CoverPage system.

FREQUENCY OF DELIVERY

Preferred:

- 1. Delivered to the FPA within 1 working day after certification of the plan – by upload to Coveragepage or by e-mail**

or

2. **Delivered to the FPA within 5 working days of certification (singly or in batches)** - by upload to Coverpage, e-mail or by post

or

3. **Large companies may seek approval in writing to send groups of FPPs as periodic batches** by upload to Coverpage, e-mail or by post (note that the certifying FPO is responsible for submitting FPPs to the FPA and the FPO must follow 1 or 2 above unless his/her employer has an agreement in place with the FPA for submitting FPPs in periodic batches)

ACCESSIBILITY OF FPPs UPLOADED TO COVERPAGE DATABASE

The user (and their user group) who uploaded the FPPs will be able to download documents from their particular FPP coverage, but will not be able to delete files from the Coverpage system. If an error was made in an uploaded file the user will need to contact the FPA to have the file declared as invalid in the system.



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Forest Practices Authority

For further information or advice please contact Angus MacNeil or Daniel Livingston at the FPA on 6233 7966 or info@fpa.tas.gov.au

Document Control Log Table

Document Summary Information

Document name	Process for supplying Forest Practices Plans to the FPA (for use by Forest Practices Officers)
Version	3.0
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Owner	Angus MacNeil
Author(s)	Angus MacNeil
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Version Control

Version	Date	Author(s)	Summary of changes
0.1	2 Nov 2010	Angus MacNeil	Document creation
1.0	5 Nov 2010	Angus MacNeil	Finalised for distribution to small group of FPO's for feedback
2.0	25 Nov 10	Angus MacNeil	Interim final version
3.0	10 Dec 2010	Angus MacNeil Graham Wilkinson, Daniel Livingston	Finalised for distribution to all FPOs
3.0	4 Jan 2010	Angus MacNeil	Addition of document control log page. Extra information on footer of first page plus footer date updated, prior to placing on FPA website

Stages required for release outside FPA

Category of advice (A1, A2, B1, B2, B3 or C): <i>(Refer overleaf, and to document release protocol in 2009/41809[V2])</i>		C
Stages	Required/not required	Completed (date)
Specialist	Not required	
Line Manager	Required	10 Dec 10
Peer/FPO/stakeholder review	Required	10 Dec 10
CFPO	Required	10 Dec 10
FPAC	Not required	
Board	Not required	