



**Forest Practice Officer
Training Resource Manual
(May 2017)**

Produced by
Forest Practices Authority

Acknowledgements

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- Forest Practices Authority
- Forestry Tasmania
- SFM Forest Products
- AK Consultants
- Technical Forest Services P/L.

The original manual was developed in 2008 with assistance from the following organisations:

- Forest Practices Authority
- Forestry Tasmania
- Forest Enterprises Australia
- Gunns Ltd
- Norske Skog
- TAFE Tasmania.

NOTE: THIS COURSE BECAME A NATIONALLY ACCREDITED COURSE IN OCTOBER 2008 BUT CERTIFICATION LAPSED IN OCTOBER 2013 DUE TO THE ONGOING COSTS INVOLVED. IT IS NO LONGER A NATIONALLY ACCREDITED COURSE.

See end of document for document control information.

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Note: Session times listed under each module are indicative and are subject to change.

Forest Practices Authority

Welcome to the Forest Practice Officer Training Course

This training manual was developed to provide participants with the skills and knowledge required to become a Forest Practices Officer.

The course was developed in 2008 to comply with national competency standards that were developed by industry after extensive consultation with private and public sector organisations and individuals throughout Australia. The course is no longer accredited, due to the costs involved, but continues to meet the same standards.

Satisfactory completion of this course fulfils one of the requirements for appointment as a Forest Practices Officer by the Forest Practices Authority.

This training manual has been developed with the input of officers of the Forest Practices Authority and industry specialists.

Trainers and assessors may supplement the material in this manual with additional local examples and further information as they may deem appropriate.

The course will provide you with a combination of lectures and field work. The more you put into it the more you will get out of it. I encourage you to be active in your participation.

The forest practices system in Tasmania has international recognition for its quality and ensuring sustainable forest management. Your participation in this course demonstrates your commitment to upholding that quality and maintaining the reputation of the system.

I trust that you enjoy participating in this program.



Dr Peter Volker
Chief Forest Practice Officer
Forest Practices Authority
Hobart

5th May 2017

Learning and assessment strategy/course information

Forest Practices Officer Training Course

Description

This course covers the knowledge and skills required to become a Forest Practices Officer. This role, which is in conjunction with their other functions, is to assist the Forest Practices Authority in the implementation of the *Forest Practices Act 1985* and the *Forest Practices Code*.

Who should enrol in this course?

- people currently working in the forest industry
- people who need to gain skills to satisfy the requirements of the Forest Practices Authority to become a Forest Practices Officer.

Do I need any skills?

The Forest Practices Officer Training Course is not designed to provide basic training in forestry. At the very least, candidates for the course are expected to have qualifications or equivalent experience to Certificate IV level. Candidates must also demonstrate current knowledge and experience of forest operations in Tasmania.

There are various prerequisites listed on the [nomination form](#) and for each module in this document. It is advisable for participants to discuss their current level of knowledge and skills with the Forest Practices Authority to see if they need to complete any initial training prior to the commencement of this course.

Participants need a letter of support from their supervisor or employer.

How long will it take?

Depending on your learning and assessment needs, it is expected you could complete the course part time within nine months.

Where can I learn?

Learning will take place both on the job and off the job

How will I learn?

The knowledge and skills that you will obtain will be gained by attendance at structured workshops delivered by the Forest Practice Authority and Forestry Industry and other specialist presenters and by on the job practice and experiences. Learning environments include:

- on-the-job – training in your workplace
- off-the-job – learning will be at workshops at various venues

- demonstrations – to show you how to do things
- the completion of various assignments
- one-on-one mentoring.

How will I be assessed?

Throughout all assessments, occupational health & safety procedures must be followed. It is expected that formal assessments are participant's own work, and the work is not shared with other participants, unless group work is specified. Assessment methods will be negotiated using a variety and or combination of the following methods:

- recognition – you may be able to show that you already have the ability, and don't need to be assessed again. Ask for more information
- short written assessment – question and answer style test
- projects – group or individual, may be practical or research based
- assignments – research topic and provide a written response
- reports – completion of forest practice plans
- practical – you will be observed doing tasks.

When I complete this training, what's next?

On successful completion, participants may apply to Forest Practices Authority to be appointed as a Forest Practices Officer.

Further study or career options may include:

Students who complete this course, may wish to further their forestry education through a Diploma or University course.

Consultation

A range of representatives from the Tasmanian forest industries, were consulted when the learning and assessment strategies for this qualification were developed.

Assessment validation process

The FPA's Training Coordinator meets with the module assessors to review, compare and evaluate our assessment process, tools and evidence. We document any action taken to improve the quality and consistency of assessment.

Role description of a Forest Practice Officer

The role of a Forest Practice Officer (FPO) is to assist the Forest Practices Authority (FPA) in the implementation of the *Forest Practices Act 1985* (the Act).

The Act sets out the process by which FPOs are appointed. Section 38 describes the appointment of officers for purposes of the Act, which is a pre-requisite to being able to receive a warrant to be a FPO according to section 39 of the Act. Appointments are made through an “Instrument of Appointment.”

Section 40 of the Act describes the powers of an FPO. An FPO receives a “Warrant of Authorisation” which authorises the exercise of those powers.

Section 43 of the Act permits the FPA to delegate any of its powers or functions. Some FPOs (called FPO Planning) are given delegated powers to consider applications for Forest Practices Plans (FPPs) for certification or for certified FPPs to be varied. A delegated officer receives an “Instrument of Delegation” which sets out the powers the FPA has delegated.

More specifically, various functions and responsibilities that an FPO carries out are:

1. Inspect forest operations covered by forest practices plans to ensure compliance

- 1.1. provide forest practices advice/coaching and briefings to contractors and staff within the FPO’s own organisation
- 1.2. inspect and monitor operations to ensure compliance with a forest practices plan, the Act, and the *Forest Practices Code* (the Code)
- 1.3. monitor and assess operations and assist the responsible person to complete a certificate of compliance at the completion of each discrete operational phase under a forest practices plan, and a certificate of compliance at the completion of operations under a FPP
- 1.4. maintain records of inspections and decisions made with respect to instructions issued to responsible persons or persons carrying out forest operations
- 1.5. issue notices under section 41 of the Act and provide reports to the FPA on breaches of the Code, the Act or FPPs.

2. Maintain knowledge and skills in the implementation of FPA policies and instructions

- 2.1. maintain up to date skills and knowledge by attending required training courses and briefings by the FPA
- 2.2. be familiar with and implement current instructions, procedures and planning tools
- 2.3. carry out any other work as may be directed by the Chief Forest Practices Officer under the Act
- 2.4. keep abreast of changes in legislation, regulations, policies the *Forest Practices Code* and planning tools associated with the forest practices system

3. Prepare or vary forest practices plans

- 3.1. consult with local government, neighbours and other interest groups regarding planned forest practices which may also involve preparation of three-year plans
- 3.2. conduct assessments
- 3.3. use planning tools and follow procedures to prepare a forest practices plan in accordance with the *Forest Practices Code*
- 3.4. consult with specialists to develop prescriptions for natural and cultural values

4. Consider applications for certification of forest practices plans and variations

- 4.1. Planning FPOs may be delegated by the FPA to make decisions on its behalf to consider applications for FPPs and variations for certification.
- 4.2. Keep a record of the reasons for a decision to certify, not certify or request an amendment of a FPP application or variation to a certified FPP.

Module 1 *Forest Practices Act 1985*

Overview

This module provides participants with an understanding of the key components of the *Forest Practices Act 1985* of importance to a Forest Practices Officer.

Topics to be covered:

- *Forest Practices Act 1985* and *Forest Practices Regulations 2017* including:
- Forest Practices Officers
- forest practices plans
- enforcement
- three year plans
- private timber reserves
- other key provisions of importance to Forest Practices Officers
- the history and philosophy of the forest practice system.

Demonstrated prerequisite knowledge and skills

Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.

Learning outcomes

At the completion of this module participants should be able to:

- be aware of all the key provisions of the *Forest Practices Act 1985*
- understand activities requiring a forest practices plan and the various requirements applying to forest practices plans
- identify exemptions from the requirement for a forest practices plan under the *Forest Practices Regulations 2017*
- understand the purpose of three year plans
- identify the powers and responsibilities of Forest Practices Officers
- understand the enforcement provisions under the *Forest Practices Act 1985*
- understand the purpose of private timber reserves.

Delivery

This module will be delivered over two sessions.

Session 1	<i>Forest Practices Act 1985</i>	120 mins
Session 2	Private timber reserves	30 mins

Assessment

Participants will be required to complete a *Forest Practices Act 1985* assessment, which is to be submitted on a nominated date.

Course material/handouts

Participants will be given course notes at the commencement or during the presentation of this module.

Participants are to bring a copy of the *Forest Practices Act 1985*, *Forest Practices Regulations 2017*, and *Forest Practices Code*.

Contact details

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References/information

- [Forest Practices Act 1985](#)
- [Forest Practices Regulations 2017](#)
- [A guide to planning approval for forestry in Tasmania](#)
- [forest practices plan cover page](#)
- [acknowledgement Forms 1-4](#)
- [variation forms \(section 22 and section 23\)](#)
- [amendment form](#)
- [refusal form.](#)

Module 2 FPA policies and FPO responsibilities

Overview

This module provides trainees with an understanding of Forest Practices Authority policies and procedures, instructions to Forest Practices Officers, and the responsibilities that Forest Practices Officers have in implementing forest practices plans.

Topics to be covered:

- Forest Practices Authority policies and procedures
- responsibilities Forest Practices Officers have in implementing forest practices plans.

Demonstrated prerequisite knowledge and skills

Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.

Learning outcomes

At the completion of this module participants should be able to:

- demonstrate knowledge of Forest Practices Authority policies
- know how to access information in the [FPO Manual](#)
- comply with instructions issued to Forest Practices Officers by the Forest Practices Authority relating to notices of intent, duty of care, risk assessment, variations, and compliance reports
- understand the role of Forest Practices Officers in ensuring compliance with forest practices plans
- understand the approaches that minimise the risk of breaches occurring, such as identifying and marking boundaries correctly, and briefing contractors on forest practices plan requirements
- understand how 'will' and 'should' statements in the *Forest Practices Code* are to be implemented
- recognise the role of Forest Practices Officers in coaching contractors and maintaining standards
- know when and how to prepare a variation to a forest practices plan
- make a decision involving exercise of knowledge and judgement
- recognise breaches of forest practices plans and the *Forest Practices Act 1985*, and know how to proceed when breaches occur.

Delivery

This module will be delivered over three sessions:

Session 1	FPA Policies and procedures	60 mins
Session 2	FPP Implementation	60 mins
Session 3	Risk Assessment exercise	60 mins

Assessment

- Assessment for this module will be incorporated into Module 1 assessment.
- There will be an in-class risk assessment exercise.

Course material/handouts

Participants will be given course notes at the commencement or during the presentation of this module.

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[Guest FPO – James Fergusson]

References/information

FPA policies and procedures

- notice of intent and duty of care
- other policies referred to in the presentation 'FPA Policies and Procedures' are embedded within the [FPO Manual](#). Details of how to access these documents will be provided by the presenter:
 - risk assessment
 - variations to FPPs – the various requirements for variations are located under the *FPO Manual* chapter 'Forest practices plans – certification, amendment, variation, refusal and revocation', particularly the section 'variations to forest practices plans'
 - Certificates of Compliance – the requirements for Certificates of Compliance are located under the *FPO Manual* chapter 'Forest practices plans – responsibilities and Implementation'
 - Guide for Suspension, Revocation or Withdrawal of FPO Warrants – this policy is located under the *FPO Manual* chapter 'Forest Practices Officers'

FPP implementation

The approaches endorsed by the FPA can be found in the [FPO Manual](#) chapters. Details of how to access these will be provided by the presenter. These include:

- approaches in 'Forest practices plans – responsibilities and implementation':
 - boundary marking – see under heading 'Boundaries' (page 12)
 - contractor briefings – see under headings 'Contractor's responsibilities' (page 9) and Supervision of contractors (page 11)
 - relationship with contractor – see under heading 'Supervision of contractors'
 - breaches – see under heading 'Reporting of breaches' (page 16).
- approaches in 'Forest practices plans – certification, amendment, variation, refusal and revocation' (page 24)
- *Forest Practices Code* – see *Forest Practices Code* requirements (page 29).

Module 3 Geomorphology

Overview

This module provides participants with an understanding of the major geomorphic process operative within Tasmania's forest estate and their likely impacts upon forest land management, and the terms geoconservation, geodiversity and geoheritage. Also the ability to utilise and interpret geoscience databases, namely the Tasmanian Geoconservation Database and the Karst Atlas.

Topics to be covered:

- geomorphic processes operative, and their associated landforms, within the Tasmanian forest estate. These include:
 - fluvial
 - aeolian — coastal and arid
 - glacial
 - periglacial
 - karst
 - volcanic
 - hill-slope
 - coastal
- land management prescriptions to be undertaken in the aforementioned geomorphic terrains
- karst landforms and categories within the Tasmanian landscape
- utilisation and interpretation of geoscience databases such as the:
 - Tasmanian Geoconservation Database, and
 - Karst Atlas
- interpretation of details from geological and hydro-geological maps
- concepts of geodiversity, geoconservation and geoheritage.

Demonstrated prerequisite knowledge and skills

- Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.
- Ability to identify major Tasmanian rock types.

Learning outcomes

At the completion of this module participants should be able to:

- recognise some of the basic geomorphic elements present within the Tasmanian forestry estate and to apply management prescriptions
- recognise different karst types, their unique qualities and how they relate to forestry practices and to develop a forest practices plan to take into account karst
- interpret basic geological and hydrological details from geological and hydro-geological maps
- describe the basic concepts of geodiversity, geoconservation and geoheritage, illustrated by Tasmanian examples
- assess the sensitivity and vulnerability of geological and geomorphic features within a coupe during the preparation of a forest practices plan
- access and interpret both the [Tasmanian Geoconservation Database](#) (TGD) and the Karst Atlas
- gain further earth science information and advice.

Delivery

This module will be delivered over four sessions:

Session 1	Introduction to geomorphic processes operative within the Tasmanian forest estate	60 Mins
Session 2	Geoconservation and geoheritage	30 Mins
	Geoscience databases for foresters	60 Mins
Session 3		
Session 4	Field inspections (in conjunction with Module 11)	180 Mins

Assessment

Participants will be required to complete a questionnaire in their own time and submit it by a nominated date.

Course material/handouts

Participants will be given course notes at the commencement or during the presentation of this module.

Contact details

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References/information

- Eberhard, R and Hammond, A 2007, 'Rocks and hard places: the Tasmanian Geoconservation Database', [Forest Practices News vol 8 no 2 Aug 2007](#).
- Kiernan, K 1990, *Geomorphology Manual*, Forestry Commission, Tasmania.
- Kiernan, K 1995, *An Atlas of Tasmanian Karst*, Tasmanian Forest Research.
- Kiernan, K 2002, [Forest Sinkhole Manual](#), Forest Practices Board.
- McIntosh, P 2014, [Forest Operations around sinkholes](#), Forest Practices Authority, Hobart, Tasmania
- Sharples, C 2000, *Users Guide to the Tasmanian geoconservation database*, unpublished document.
- Sharples, C 2003, *Data Dictionary and metadata for the Tasmanian Karst Atlas V.3.0 (2003) Digital Dataset*, unpublished document for Forestry Tasmania and Department of Primary Industries, Water and Environment.

Web Sites

- [FPA Earth sciences planning tools](#)
- Parks and Wildlife Service Tasmania, [Geodiversity: Formation of Tasmania: times and processes](#), Department of Tourism, Parks, Heritage and the Arts Factsheet. <www.parks.tas.gov.au/file.aspx?id=6531>
- Pemberton, M 1997, [Conserving geodiversity, the importance of valuing our geological heritage](#), Department of Tourism, Parks, Heritage and the Arts.
- [Tasmanian Parks and Wildlife Service factsheets](#) (near bottom of page):
 - Parks and Wildlife Service Tasmania. Geodiversity: Gondwana the great supercontinent. Department of Tourism, Parks, Heritage and the Arts Factsheet.
 - Parks and Wildlife Service Tasmania. Geodiversity: Cave Reserves a remarkable world of fascinating caverns. Department of Tourism, Parks, Heritage and the Arts Factsheet.
 - Parks and Wildlife Service Tasmania. The Lake Highway: a geological journey back in time. Department of Tourism, Parks, Heritage and the Arts Factsheet.
 - Parks and Wildlife Service Tasmania. Mole Creek Karst: Mole Creek National Park. Department of Tourism, Parks, Heritage and the Arts Factsheet.

The following resources are listed if participants are interested in further information

- Ford, D, and Williams, P 2007, *Karst Hydrogeology and Geomorphology*, John Wiley and Sons, Chichester. 562p. (Standard text book on karst)
- Gray, M, 2004, *Geodiversity: valuing and conserving abiotic nature*, John Wiley and Sons, Chichester. 434p. (Standard text book on geodiversity)

- Jerie, K, Houshold, I, and Peters, D 2001, 'Stream diversity and conservation in Tasmania: yet another new approach', in (Proceedings of) *3rd Australian Stream Management Conference, CRC for Catchment Hydrology*, Melbourne, p.329-335.
- Jerie, K, Houshold, I, and Peters, D 2003, *Tasmania's river geomorphology: stream character and regional analysis*, Department of Primary Industries, Water and Environment and Natural Heritage Trust, Hobart, 2 Volumes.
- Kiernan, K 1998, *Impacts of forestry operations on natural systems in karst areas*, unpublished essay.
- Leaman, D 2001, *Step into History in Tasmanian Reserves*, Leaman Geophysics, Hobart. 416p.
- McTainsh, GH and Boughton, WC 1993, 'Land degradation in Australia – an introduction, in McTainsh, GH and Boughton, WC (editors), *Land Degradation Processes in Australia*, Longinac, Melbourne, pp. 3–16.
- Scanlon, AP, Fish, GJ, and Yaxley, M 1990 (editors): *Behind the Scenery, Tasmanian's Landforms and geology*, Department of Education, Tasmania. 163p.

Other Information

- Tasmanian Geological Time scale
- Rock identification charts.

Module 4 Soils and water

Overview

This module provides participants with skills and knowledge to plan suitable prescriptions to minimise soil erosion, landslides and stream management in forest estates.

Topics to be covered:

- soils and soil erodibility
- introduction to rock types and geological processes
- landscape stability and landslide risk
- streams and drainage depression management
- catchment issues and basic hydrological principles.

Demonstrated prerequisite knowledge and skills

- Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.
- Ability to identify basic rock types and understand basic soil nomenclature.

Learning outcomes

After completing this module participants should be able to:

- identify the broad physical and chemical properties of the major soil groups found in the forest estate
- identify soils with low, moderate, moderate to high, high and very high soil erodibility
- identify the basic soil horizons in a soil profile and understand the significance of subsoil mottling
- distinguish soils of sandy, silty and clayey texture (particle size)
- understand (broadly) the amount of nutrient loss that can occur with fires
- relate likely soil erodibility to forest types and geological substrate
- understand the pattern of water use of regenerating native forests and plantation forests
- understand the cumulative effects of harvest within catchments on water runoff and erosion
- distinguish at least two different forms of landslides (rock slides and debris flows) and name their main geomorphological features
- identify the main causes of landslide movement, whether natural or man-made

- list erosion risks associated with building roads, and describe measures that can prevent and mitigate erosion
- classify Class 4 streams for the purpose of defining their erosion risk, and be able to key out appropriate prescriptions for their protection
- understand the importance of protecting drainage depressions in order to prevent movement of sediment, nutrients and applied chemicals into watercourses
- determine site rehabilitation/revegetation processes, particularly in regards to at-risk riparian zones
- access and research basic soil information, including soil name, geological substrate, soil erodibility and landslide risk, from Tasmanian databases, websites and publications

Delivery

This module will be delivered as follows:

Session1	Soils and soil erodibility	30 min
Session 2	Introduction to rock types and geological processes	30 min
Session 3	Landscape stability and landslide risk	20 min
Session 4	Streams and drainage depression management	20 min
Session 5	Catchment issues and basic hydrological principles	30 min
Session 6	Field assessment	180 min

Assessment

Participants will be required to complete an assignment covering selected sessions and submit it by a nominated date.

Course material/handouts

Participants will be given course notes during the presentation of this module.

Contact details

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 Forest Practices Authority
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 peter.mcintosh@fpa.tas.gov.au

References/information

- *Forest Soils of Tasmania* (printed book)
- [Guidelines for the Protection of Class 4 streams](#)
- [Dolerite talus guidelines](#)
- [Basalt talus Guidelines](#)

- [Forest Soil Fact Sheets 1-36](#)
- Spray Guidelines for High Risk Situations
- Guidelines for Drainage Depressions
- [Strahan Guidelines](#)

Module 5 Biodiversity

Overview

This module gives participants an understanding of the legislation, policy (including objectives and goals), processes and planning tools relating to the management of biodiversity in areas covered by the forest practices system. Participants will be provided with basic skills and knowledge to apply the biodiversity provisions of the *Forest Practices Code* when preparing and implementing a forest practices plan or other planning instruments developed for activities covered by the forest practices system.

Topics to be covered:

- overview of biodiversity values covered by the forest practices system and the approach to management
- legislation, policy and processes associated with biodiversity management
- *Forest Practices Code* biodiversity provisions (principles, objectives and recommended actions)
- an introduction to planning tools for biodiversity values
- use of planning tools in the development of a biodiversity evaluation
- implementation and monitoring of provisions for biodiversity.

Desirable prerequisite knowledge and skills

- The prerequisite for this module is a minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system AND a basic understanding of how to undertake a biodiversity evaluation when preparing an FPP.

Learning outcomes

After completing this module participants should have:

- an understanding of the biodiversity values covered by the forest practices system and the management issues including,
 - the ability to identify forest and non-forest vegetation types using characteristics of vegetation structure and composition
 - species of high conservation significance and their habitats (including threatened fauna) in Tasmania's forested landscapes
 - ecological processes and habitat influencing the occurrence of biodiversity values
 - impacts to biodiversity that are likely to occur at different temporal and spatial scales through forest management activities.

- an understanding of the legislation, policy, inter-departmental agreements and processes relevant for biodiversity conservation via the forest practices system, including the Tasmanian Regional Forest Agreement, the Permanent Native Forest Estate Policy and the *Threatened Species Protection Act 1995*
- an understanding of the requirements of the Tasmanian *Forest Practices Code* and supporting policies, as it relates to biodiversity management and conservation
- an understanding of the information available from databases on species distribution, communities and biodiversity-related issues
- an understanding of appropriate methods to evaluate biodiversity values in a proposed operational area including use of appropriate ground survey techniques, planning tools and databases
- an understanding of the procedures to assess habitat suitability for forest-dependant threatened or priority species at a site and the development of appropriate management actions using planning tools and reference material
- an understanding of how to use planning tools to identify vegetation communities
- the ability to complete a biodiversity evaluation, identify risks and follow planning procedures to an accepted standard
- an understanding of implementation and monitoring procedures relevant for biodiversity conservation via the forest practices system.

Delivery

This module will be delivered over four sessions as follows (note the times are approximate):

Session 1 – Introduction (1-day)

- | | |
|---|---------|
| • Introduction to Tasmania’s forest flora and fauna species, vegetation communities, habitats and management | 100 min |
| • Introduction to Tasmania’s freshwater systems | 30 min |
| • Legislation, policy, consideration of biodiversity via the forest practices system (<i>Forest Practices Code Provisions</i>) | 30 min |
| • Planning procedures and tools | 30 mins |
| • Introduction to landscape-scale planning | 30 mins |
| • Planning exercise – Completion of a biodiversity evaluation | 60 mins |
| • Field trip – Implementation and compliance monitoring of <i>Forest Practices Code</i> provisions for the management of biodiversity values. | |

Session 2 – Management of species of high conservation significance (2-days)

- Introduction to the flora of Tasmania – eucalypts, identifying trees shrubs, and patterns and processes 60 mins
- Exercise – Identification of forest communities using the *Forest botany manuals* 60 min
- An introduction to Tasmania’s threatened forest flora and fauna species and communities 80 min
- Weeds, plant disease and hybrids 25 min
- Management of threatened flora and fauna via the forest practices system, legislation, policy, processes and planning tools 30 min
- Individual threatened species ecology and management approach (various) 180 min
- Monitoring the effectiveness of biodiversity provisions 30 min
- Field trip (two afternoons) – Plant identification, use of the *Forest botany manuals* and other planning tools in the completion of a biodiversity evaluation, surveying for threatened plant species, threatened fauna species habitat identification, management of mature forest habitats and freshwater systems.

Session 3 – Assessment (1 day)

- Biodiversity evaluation exercise (field and office)
- Multiple choice assessment

Session 4 – Biodiversity recap 120 min

- Biodiversity summary (values, objectives, legislation and policy, planning, monitoring)
- Five-minute group presentations
- Multiple choice assessment feedback

Assessment

Participants will be required to:

- Complete a biodiversity evaluation exercise.(Session 3)
- Complete a multiple-choice assessment, which covers material and concepts presented during sessions 1–3.
- Deliver a five-minute presentation (prepared and delivered in a group) on a biodiversity provision of the *Forest Practices Code* at the ‘Biodiversity Recap’ (Session 4).

Course material/handouts

Participants will be provided with background reading prior to this module. Information will also be made available at the course, including some of the references indicated below.

Contact details

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References/information

Forest Practices Code and associated policies

- relevant sections of [Forest Practices Code](#)
- [Permanent native forest estate policy](#)
- [Procedures for the management of threatened Species under the forest practices system](#)
- [FPA planning guideline 2008/1](#)

Planning tools

- [Natural Values Atlas](#)
- [Biodiversity Values Database](#)
- [Threatened Fauna Adviser](#)
- [Forest Botany Manual](#)
- [Habitat context tool](#)
- FPA [fauna](#) and [flora](#) technical notes
- FPA [Biodiversity evaluation sheets](#)
- Vegetation community identification material, and other information, including [threatened vegetation community sheets](#), TASVEG maps and descriptions
- [Biodiversity Landscape Planning Guideline](#)

Other information

- Species identification material, and other information, including Eucaflip and treeflip, threatened species information sheets
- Other Tasmanian forest biodiversity references
- Users manual for the FPA notification system
- relevant parts of [FPA website](#)
- [Threatened species link](#)

Module 6 Cultural heritage

Overview

This module introduces the concepts of cultural heritage in Tasmania’s wood production forests. The emphasis is on identification of cultural heritage sites both Aboriginal and historic and the management of these sites under the *Forest Practices Code*. The Aboriginal and European history of Tasmania is outlined to place the sites into context.

Cultural resource management deals with the practice of Aboriginal and historic site conservation and management based on the significance and value of the sites. The subject aims to teach participants the practical and theoretical skills of site management and assessment. The subject also provides the students with hands on experience in the identification, classification and recording of Aboriginal and historic sites and places.

Topics to be covered:

- identification of cultural heritage sites
- management of known and new cultural heritage sites under the *Forest Practices Code*
- relevant legislation
- Forest Practices Officer responsibilities in the preparation of a forest practices plan
- correct procedures for managing cultural heritage sites.

Prerequisite knowledge and skills

Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.

Learning outcomes

At the completion of this module participants should be able to:

- define cultural heritage values and recognise historic and Aboriginal sites
- manage cultural heritage during the planning and harvest stages in wood production forests
- understand the legislation and guidelines that protect heritage in Tasmania
- understand how significance is determined and the need for community consultation.

Delivery

This module will be delivered over four sessions:

Session 1	Identification and management of historic cultural heritage	30 Mins
Session 2	Identification and management of aboriginal cultural heritage	60 Mins
Session 3	Field inspections	60 Mins

Assessments

Participants will be given a questionnaire to complete and return by a nominated date.

Course material/handouts

Participants will be given course notes for this module at the commencement or during the presentation.

Contact details

Peter McIntosh
Manager, Earth Sciences and Cultural Heritage
Forest Practices Authority
6165 4090 0409 538 168
peter.mcintosh@fpa.tas.gov.au

References/Information

- [Historic Cultural Heritage Act 1995](#)
- [Aboriginal Relics Act 1975](#)
- [Procedures for managing historic cultural heritage when preparing FPPs](#)
- [Procedures for managing Aboriginal cultural heritage when preparing FPPs](#)

Module 7 Visual landscape management

Overview

This module provides participants with an understanding of the visual management of forestry in Tasmania' landscapes and the ability determine and define the visual effects of proposed forestry operations.

Topics to be covered:

- Identification and description of landscape
- visual management system (establishing visual significance objectives)
- visual absorption capability (landscape compatibility with change)
- landscape analysis procedure for assessment of effects
- design principles that integrate operations into the landscape
- factors affecting visual management in different forest types
- current developments in visual management.

Demonstrated prerequisite knowledge and skills

Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.

Learning Outcomes

At the completion of this module participants should be able to:

- appreciate the social/aesthetic values of forests and the purpose of visual landscape management in Tasmania
- understand concepts guiding forest visual landscape management
- understand and communicate the key visual management components such as landscape character and viewpoints
- understand and apply a range of techniques available to improve the visual presentation of various forestry operations
- determine visual management objectives for different viewing situations
- understand the process for visual analysis of operational proposals and identify issues relating to their appearance in the landscape
- understand seen area analysis and 3D predictions of operational practices and their use in identification of options to manage visual effects
- document a visual management proposal in the evaluation sheet including supporting information such as photographs, maps and simulations
- understand visual monitoring and strategic planning interactions with coupe level planning.

Delivery

This module will be delivered over four sessions and a field component will be incorporated into the earth sciences field trip:

Session 1	Goals in forest management	40 Mins
Session 2	Landscape awareness and definition	60 Mins
Session 3	Landscape analysis and management techniques	60 Mins
Session 4	Evaluation form, FFP preparation, developments in VLM	60 Mins

Assessment

Participants will be required to undertake in-class exercises and hand in on the day. Prior preparation will be required before attending this module.

Course material/handouts

Participants will be given course notes at the commencement or during the presentation of this module.

Contact details

Amy Robertson
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0407 651 200
amyware@yahoo.com

References/information

[FPA web site](#)

- Forest Practices Authority 2006, *A Manual for Forest Landscape Management (Forest Landscape Manual)*, Hobart. 24-10-06
- *Skyline management for dry and high-altitude forests*
- *Visual analysis procedure*
- *Flowchart of FPA process for visual landscape special values assessment and planning*

The following resources are listed if participants are interested in further information:

- Bishop, I *et al* 2005, 'Studying the acceptability of forest management practices using visual simulation of forest regrowth', *Visualisation in landscape and environmental planning technology and applications*, Taylor and Francis, London pp. 112-119.
- Ford, RM 2006, *Social acceptability of forest management systems*, the University of Melbourne.

- Forestry Commission of Tasmania 1990, A Manual for Forest Landscape Management (*Forest Landscape Manual*, Printing Office, Hobart. ISBN 0-7246-3552-1
- Forestry Commission UK 1992, *Lowland Landscape Design Guidelines*, The Forestry Authority, FC Edinburgh. ISBN 0 11 7103039
- USDA Forests Service, *1973 National Forest Landscape Management Vol. 1*, U.S. Government Printing Office Washington.
- USDA Forests Service 1974, 'The Visual Management System' Chapter 1 in *1974 National Forest Landscape Management Vol.2*, U.S. Government Printing Office Washington.
- Leonard, M, Hammond, R 1984, *Landscape Character Types of Victoria*, Forests Commission of Victoria, Melbourne ISBN 7241 45727.
- New Zealand Forest Service 1982, *Creative Forestry, a guide for forest managers*, Landscape Section, Planning Division, New Zealand Forest Service, Wellington NZ. ISBN 0 477 06902 9
- USDA Forests Service 1980, 'Timber', chapter 5 in *National Forest Landscape Management Vol.2*, U.S. Government Printing Office Washington.
- Nassauer, Joan Iverson 1986, *Caring for the Countryside – A Guide to Seeing and Maintaining Rural Landscape Quality*, Station Bulletin AD-SB-3017 Agricultural Experiment Station, USDA Soil Conservation Service, and University of Minnesota.
- Forestry Commission UK 1978, *The Landscape of Forest and Woods*, Booklet No44. FC Edinburgh. ISBN 0 117101869
- Forestry Commission UK 1989, *Forest Landscape Design Guidelines*, FC Edinburgh. ISBN 0-85538-237-9
- Bell, Simon 1993, *Elements of Visual Design in the Landscape*, E & F N Spon, London. ISBN 0-419-22020-8
- Forestry Commission UK 1994, *Forest Landscape Design Guidelines*, The Forestry Authority, (FC) (HMSO). ISBN 0 11 710325 X
- The Landscape Institute 2002, *Guidelines for Landscape and Visual Impact Assessment – Second Edition*, E & F N Spon, London. ISBN 0-415-23185-X

Module 8 Road location and construction

Overview

This module provides participants with the skills and knowledge to be able to investigate gather information and understand the key issues for ensuring that forest roads are planned and constructed in accordance with the requirements of the *Forest Practices Code*. Code provisions relating to road design and construction, culverts and structures, requirements processes and prescriptions for steep country roads, quarry administration and road maintenance requirements will also be covered in this module.

Topics to be covered:

- planning and locating roads
- road design requirements and issues
- road construction requirements and issues
- culverts & structures
- special road prescriptions for:
 - steep country roading
 - very high erodibility class soils
 - sensitive water catchments
 - upgrades of existing roads and access tracks
- quarry requirements
- road maintenance requirements.

Demonstrated prerequisite knowledge and skills

- Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.
- Road construction unit from the Diploma of Forestry or equivalent, or demonstrated practical experience with roading.

Learning outcomes

At the completion of this module participants should be able to:

- identify and describe the requirements of the *Forest Practices Code* for locating a forest road
- list the criteria for building different classes of forest roads
- identify environmental and conservation issues likely to impact on the construction of a forest road
- describe the principal elements of road design
- apply the appropriate design to a given situation

- specify the correct drainage for a given situation
- identify the appropriate types of crossings for different watercourses
- specify the maintenance requirements for different road classes.

Delivery

This module will be delivered over eight sessions:

Session 1	Planning and locating roads	45 mins
Session 2	Exercise – road terminology	20 mins
Session 3	Road design & construction requirements and issues	45 mins
Session 4	Culverts & structures	30 mins
Session 5	Special road prescriptions, quarries & road maintenance	45 mins
Session 6	Exercise – knowledge review question & answer	20 mins
Session 7	Quarries & road maintenance	20 mins
Session 8	Assessment procedure and discussion on roading in FPPs	90 mins
Session 9	Field inspection and exercises	180 mins

Assessment

Participants will be required to complete and submit a satisfactory forest practice plan involving significant road construction for assessment. Notification and prescriptions for special values associated with a theoretical FPP will be provided if an actual project is not available.

Course material

Participants will be given course notes at the commencement or during the presentation of this module which will include:

- *Forestry Tasmania Road Construction Module* – section 6 Forest Practices
- road terminology.

Contact details

Kerry Wakefield
 0457 789 648
kerrywakefield58@gmail.com

References/information

- *Forestry Tasmania Road Construction Module Notes* – Diploma of Forestry, Operations and Practices.

Module 9 Fire management in forest practices

Overview

This module provides participants with the skills and knowledge to develop and assess a fire management plan and to conduct a risk assessment of a planned burn.

Topics to be covered:

- fire in the landscape
- fire management in forest practice plans
- aspects of operational planning
- [Forest Industry Standard for Prescribed Silvicultural Burning Practice 2009](#).

Demonstrated prerequisite knowledge and skills

- minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system
- knowledge of the elements of fire behaviour and fire ecology
- completion to a satisfactory standard of a pre-course assignment.

Learning outcomes

At the completion of this module participants should be able to:

- identify the criteria which determine the need for a fire management plan to be in place for an area of commercial forest
- list the key issues to be addressed in the development of a fire management plan
- identify a stage in the sequence of operational planning for forest harvesting which will deliver the best fire management outcomes
- determine whether or not a particular prescribed silvicultural burning regime is appropriate for a forested area in a forest practices plan
- identify five parts of the *Forest Industry Standard for Prescribed Silvicultural Burning Practice 2009*.
- reference the *Forest Industry Standard for Prescribed Silvicultural Burning Practice 2009* from the Forest Practices Authority's web site.
- provide a summary of each part of the *Forest Industry Standard for Prescribed Silvicultural Burning practice 2009*.

Delivery

This module will be delivered over three sessions:

Session 1	Review of Pre-course Assignment	15 Mins
Session 2	Fire Management Planning	60 Mins
Session 3	Operational Planning for Fire Management	60 Mins

Assessment

Participants will be required to complete a multiple choice test in their own time and submit it by a nominated date.

Course material/handouts

Participants will be given course notes as part of the pre-course assignment hand out with the nomination form.

Contact details

Kerry Wakefield

0457 789 648

kerrywakefield58@gmail.com

References/information

- [*Forest Industry Standard for Prescribed Silvicultural Burning Practice 2009*](#)
- [*Planned burning for farmers and landholders*](#)
- Other reference materials such as web sites are detailed in the course notes.
- Participants should ensure that they have a current copy of the *Forest Practices Code* with them during the session.

Module 10 Native forest silviculture prescriptions

Overview

This module provides participants with the skills and knowledge to plan suitable silvicultural prescriptions for native forest clearfell or partial harvest operations.

Topics to be covered:

- native forest harvest prescriptions
- native forest regeneration prescriptions
- seed collection, preparation and sowing
- stocking standards
- browsing controls.

Demonstrated prerequisite knowledge and skills

- Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.
- Knowledge of native forest silviculture.

Learning outcomes

At the completion of this module participants should be able to:

- define, plan and implement suitable harvest and regeneration prescriptions for native forest clearfell or partial harvest operations
- define, plan and implement suitable seed collection, preparation and sowing to meet stocking standards and forest management objectives
- define regeneration stocking standards and implement surveys for monitoring post harvest
- plan and implement suitable browsing controls
- identify key resources for planning and implementing native forest harvest and regeneration techniques.

Delivery

This unit will be delivered over one session.

Session 1 Native forest silviculture 120 mins

The information in this module will be revisited during subsequent field trips.

Assessment

Participants will be required to complete the silviculture section for a forest practices plan, to be completed in their own time and submit it by a nominated date.

Course material/handouts

- prepared PowerPoint presentation
- workshop exercises
- preferred statements
- native Forest Silviculture Technical Bulletin Series.

Contact details

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References/information

[Tasmanian Native Forest Silviculture Technical Bulletin Series](#)

No	Title	Latest revision
1	Eucalypt Seed and Sowing	2010
2	<i>Eucalyptus delegatensis</i> Forests	2010
3	Lowland Dry Eucalypt Forests	2009
4	High Altitude <i>E. dalrympleana</i> and <i>E. pauciflora</i> Forests	1990
5	Silvicultural Systems	2010
6	Regeneration Surveys and Stocking Standards	2010
7	Remedial Treatments	2009
8	Lowland Wet Eucalypt Forests	2009
9	Rainforest Silviculture	1998
10	Blackwood	2005
11	Silvicultural Use and Effects of Fire	1993
12	Monitoring and Protecting Eucalypt Regeneration	2011
13	Thinning Regrowth Eucalypts	2001

Scott, RE, Neyland, MG and Baker, SC 2011, [Variable Retention Manual](#), Division of Forest Research and Development, Technical Report 5/2011, Forestry Tasmania, Hobart.

Module 11 Plantation silviculture prescriptions

Overview

This module provides participants with the skills and knowledge to plan suitable silvicultural prescriptions for plantation operations.

Topics to be covered:

- plantation establishment and maintenance, and streamside rehabilitation
- herbicides, pesticides and fertilizers.

Demonstrated prerequisite knowledge and skills

Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.

Learning outcomes

At the completion of this module participants should be able to:

- plan and implement suitable browsing control measures for the maintenance of plantations
- plan and implement suitable prescriptions for the establishment of plantations, including selection of species and growing stock and site preparation, including cultivation and weed control
- identify the guidelines relating to the use of herbicides, pesticides and fertilizers in plantation management
- identify and understand key resources for planning and implementing the establishment and management of plantations.

Delivery

This unit will be delivered over two sessions:

Session 1	Provisions of the <i>Forest Practices Code</i> relevant to plantations and discussion on learning outcomes, including group exercise.	120 mins
Session 2	Field assessment	150 mins

Assessment

Participants will be required to complete a questionnaire in their own time and submit it by a nominated date.

Course material/handouts

Participants may be given course notes at the commencement or during the presentation of this unit. Participants are also expected to make their own notes.

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References/information

- [Forest Practices Act 1985](#)
- [Forest Practices Regulations 2007](#)
- [Forest Practices Code 2015](#)
- Drainage depression guidelines
- [Forest Practices Officer manual](#)
- [Agricultural and Veterinary Chemicals \(Control of Use\) Act 1995](#)
- [Agricultural and Veterinary Chemicals \(Tasmania\) Regulations 2014](#)
- [Good Neighbour Charter](#)
- other guidelines developed by the FPA associated with plantation management.

Module 12 Timber harvesting

Overview

This module provides participants with an understanding of the key requirements of the *Forest Practices Code* with regard to timber harvesting.

Topics to be covered:

- conventional harvesting
- native forest
- plantation thinning and clearfall operations
- cable harvesting.

Demonstrated prerequisite knowledge and skills

- Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.
- Understanding of harvesting systems and practical experience with their implementation.

Learning outcomes

At the completion of this module participants should be able to:

- recognise machinery categories used in the *Forest Practices Code*, and appropriate conditions for each machinery category
- understand the wet weather provisions in the *Forest Practices Code* and how to apply them
- understand the snig track location and restoration requirements in the *Forest Practices Code* and how to apply them
- understand the landing location and restoration requirements in the *Forest Practices Code* and how to apply them
- plan and implement suitable prescriptions for plantation thinning and clearfall operations
- plan and implement suitable prescriptions for harvesting plantation timber that has been established in streamside reserves, including MEZs
- understand the *Forest Practices Code* provisions for protection of stream values and how to apply them
- determine the provisions of the *Forest Practices Code* for management of fuels and rubbish
- understand some of the practical aspects constraining cable harvesting operations
- list the different cable harvesting options which are available and identify the specific planning requirements for cable harvesting

- identify the economic, environmental and social constraints applying to cable harvesting
- determine the provisions in the *Forest Practices Code* applying to cable harvesting to protect environmental values.

Delivery

This module will be delivered over three sessions:

Session 1	Conventional harvesting – native forest and plantation	90 mins
Session 2	Cable harvesting	45 mins
Session 3	Harvesting field assessment	150 mins

Assessments

- Group harvesting audit exercise: a practical exercise will be undertaken in the field. Participants will have to undertake an assessment of a recently harvested coupe and complete an assessment form on the coupe.
- Written assessment: a short questionnaire will be handed out for participants to complete and return by a nominated date.

Course materials/handouts

- blank coupe harvesting assessment forms (obtain from company that is providing the coupe to be assessed)
- copies of forest practices plan for coupe to be assessed
- *Forest Practices Code 2015*.

Contact details

Heath Blair
Procurement and Business Development Manager
NSFP Smartfibre Pty Ltd
GEORGE TOWN 7253
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References/information

- [*Forest Practices Code*](#)
- *Tasmanian Cable Harvesting Code* (2006)

Module 13 Communication/conflict resolution

Module 13 is incorporated into other modules in the 2017 FPO Training Course.

Overview

This module provides participants with skills and knowledge to communicate and interact effectively with other workers including gathering, conveying and receiving information through verbal and written forms and participating in work relations and conflict resolution.

Topics include:

- principals of communication including verbal and non verbal
- communication in the work place
- problem identification
- negotiation skills
- conflict resolution.

Demonstrated prerequisite knowledge and skills

- Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.
- Certificate 2 or higher in communication skills.

Learning outcomes

At the completion of this module participants should be able to:

- communicate and interact with others with regard to organisational and site standards and requirements
- work with established communication channels and protocols
- identify problems and resolve conflicts
- use basic principles of effective communication
- comply with basic principles of working relationships
- adhere to organisational standards for the presentation of written information
- participate in and understand basic workplace meeting procedures
- understand the types of verbal, written and visual communication.

Delivery

This module will be delivered over three sessions, each session will incorporate group activities:

Session 1	Principles of communication	60 mins
Session 2	Conflict resolution	90 mins
Session 3	Interaction with others; problem solving and negotiation skills	150 mins

Assessment

Participants will be required to complete an assignment in their own time and submit it by a nominated date.

Course material/handouts

Participants will be given course notes during the presentation of this module.

Contact details

This module will not be delivered in the 2017 FPO training course.

References/information

Communicate & Interact Effectively in the Workplace (Forest Operations) Manual, Tasmanian Skills Institute, Natural Resources Section.

Module 14 Forest practices plan preparation and certification;

Overview

This module provides participants with the necessary skills and knowledge to collect the appropriate information and prepare a forest practices plan.

Topics to be covered:

- *Forest Practices Code* and forest practices plans
- components of a forest practices plan
- who should be consulted
- preparation of a plan.

Demonstrated prerequisite knowledge and skills

Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.

Learning outcomes

At the completion of this module participants should be able to:

- understand the relationship between the *Forest Practices Code* and forest practices plans
- list the information required to prepare a forest practices plan, and how to obtain that information
- determine who should be consulted during forest practices plan preparation
- prepare a forest practices plan including completion of forest practices plan forms using appropriate wording, and undertaking appropriate checks before submitting a forest practices plan for certification consideration.

Delivery

This module will be delivered as follows:

Session 1	<i>Forest Practices Code</i> and forest practice plans	90 mins
Session 2	Information required and how to source it including specialists to consult	30 mins
Session 3	Field exercise and field trip	150 mins
Session 4	Post-field trip group discussion	45 mins
Session 5	Overview of FPP preparation requirements	15 mins

Assessment

Participants will be required to complete and submit for assessment a forest practice plan(s). The plan(s) must incorporate:

- roading and/or road upgrade activities
- harvesting
- conservation of natural and cultural values
- establishment and maintaining forests
- management of fuels, rubbish and emissions.

Course material/handouts

Participants will be given course notes during the presentation of this module.

Contact details

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Forestry Tasmania (Southern Region)
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References/information

- [Forest Practices Code](#)
- samples of completed forest practice plans

Module 15 Monitoring and compliance assessment

Overview

This module provides participants with the skills and knowledge to be able to monitor forest practices and to assess operations to ensure compliance with a forest practices plan.

Topics to be covered:

- monitoring and assessment process within the FPA
- legislation and codes of practices
- role of supervision and monitoring
- certificate of compliance.

Demonstrated prerequisite knowledge and skills

Minimum of three years practical field forestry experience, with a minimum of one year working with the Tasmanian forest practices system.

Learning outcomes

At the completion of this module participants should be able to:

- monitor forest practices to assess compliance with legislation and codes of practice
- report results in appropriate style and format
- complete compliance reports
- understand the formal monitoring and assessment process of the FPA.

Delivery

This module will be delivered as follows:

Session 1	Legislation and assessment methodology	45 mins
Session 2	Site assessments and compliance reports	45 mins
Session 3	Field trip	180 mins

Assessment

Participants will be required to complete an on-site field inspection and submit a compliance report.

Course material/handouts

- Participants will be given course notes during the presentation of this module.
- Section 41(1) notice

Contact details

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References/information

- Completed compliance reports
- [Forest Practices Code](#)
- [FPA annual reports](#)
- [FPA Monitoring and Assessment Protocols](#)

Document Control Log Tables

Document Summary Information:

Document name	FPO Training Resource Manual
Trim record	2010/8173
Owner	Jo Field
Author(s)	Jo Field, Graham Wilkinson and FPA specialists
Release date	2008
Release approved by	FPA Board, FPAC
Release status	Public document

Version Control:

Version	Date	Author(s)	Summary of changes
1	2008	FPA/Tasmanian Skills Institute	Original final document
2	16/03/2009	Jo Field, FPA	New FPA logo inserted on cover page
3	22/05/2009	Jo Field, FPA	Revisions to modules 1,2,3,5,8,10,11,12,14,15,16
4	24/06/2009	Jo Field, FPA	Revisions to all modules; merge module 16 with module 2.
5	12/03/2010	Jo Field, FPA and presenters of the relevant amended modules	Revisions to modules 1,2,5,12+13 (merged),14 changed to 13,15 changed to 14, include new module 15.
5.1	9/12/2010	Jo Field and Sarah Munks, FPA	Final revision to Module 12; addition of prerequisite info re Module 12
5.2	25/02/2011	Chris Grove, FPA	Style edit, no content change
6.0	28/02/2011	Jo Field, FPA	Corrections to editorial changes; changes to module 2 and 5 contact details.
7.0	16/8/2012	Jo Field, FPA	Change names and/or contact details of presenters for modules 4,6,7,8,12;pre-reqs changed for module 12; Update modules 2,3,5,6,7,8,9,10,11,12,13,15 and Appendix A delivery times and/or content.
7.1	20/8/2012	Jo Field, FPA	Minor edits under 'Delivery' section for modules 3 and 6.
7.2	30/8/2012	Jo Field, FPA	Minor edits under 'Delivery' section for module 9; additional references added under module 6.
7.3	16/10/13	Chris Grove	Note about accreditation period expiry
8.0	22/03/15	Chris Grove	Deleted units included in course on page 6, updated contact details, added hyperlinks, updated biodiversity module and deleted Appendix A.
9.0	05/05/17	Chris Grove	Re-ordering of modules, updating of material and contact details in consultation with presenters. Major review of VLM module.
9.1	08/05/17	Peter Volker	Edits to Welcome, Course Information and Role of FPO

Stages required for release outside FPA:

Category of advice	A2	
Stages	Required/not required	Completed (date)
CFPO	Required	2008
FPAC	Required	2008
Board	Required	2008