



## SUMMARY OF INTERNAL PROCEDURES FOR CHANGING STATUS FROM FPO INSPECTING TO FPO PLANNING : INFORMATION FOR THE WEBSITE

### OBJECTIVE OF PROCESS

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 to change status to FPO (Planning).

### ASSESSMENT PROCESS

1. Applicants must use the form on the FPA's website and submit the required documents: two (minimum) forest practices plans and associated documents (i.e. special evaluations) PLUS separate evaluations for two different FPPs for each of the five 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. The Publications Officer and Training Coordinator will circulate the application on the feedback form (2013/133792) to FPA managers for each program: (biodiversity, heritage and landscape, earth science, and compliance) for review and feedback.
3. Each program will provide comment within five working days on the feedback form.
4. If FPA staff disagree as to whether the applicant should change status to FPO Planning, an opinion from a suitable industry person(s) who does not work in the same organisation as the applicant will be sought.
5. Once all programs have completed their assessment, the file will be returned to the Publications Officer and Training Coordinator who will compile a summary of the feedback for review by the CFPO. If the feedback results in consensus for a recommendation for the Board of the FPA to consider a change of status to FPO Planning, the Publications Officer and Training Coordinator will prepare the papers for the board.
6. The feedback will be forwarded to the applicant before the board meeting, whether the feedback recommended a change of status or not.
7. If the process results in the board approving a change of status to FPO Planning, the applicant will be informed by email and posted the Instrument of Delegation.

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