

Department of
Sustainability and
Environment

Management Procedures

for timber harvesting, roading and regeneration
in Victoria's State forests

2009



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CONTENTS

CONTENTS	i
DEFINITIONS	i
ACRONYMS	v
GENERAL PROCEDURES	1
1.1. INTRODUCTION	3
1.1.1. Scope	3
1.1.2. Hierarchy	3
1.1.3. Purpose of Procedures	4
1.1.4. Application of Procedures	4
1.1.5. Approvals	4
1.1.6. Variation to Procedures	5
1.1.7. Register to be Maintained	7
1.1.8. Review of Procedures	7
1.1.9. Terms	8
1.2. PLANNING FOR TIMBER HARVESTING OPERATIONS	9
1.2.1. Coupe Size, Shape and Distribution	9
1.2.2. Silvicultural Systems	9
1.2.3. Identification of Coupe Boundaries and Exclusion Areas	10
1.2.4. Seasonal Closures	10
1.3. CONDUCTING TIMBER HARVESTING OPERATIONS	11
1.3.1. Tree Felling	12
1.3.2. Protection of Retained Trees	12
1.3.3. Thinning	12
1.3.4. Snig (Extraction) Tracks and Landings	12
1.3.5. Temporary Closures to Timber Harvesting Operations	13
1.3.6. Boundary Trails	14
1.3.7. Harvesting of Minor Forest Produce	14
1.3.8. Public Safety Zones	15
1.3.9. Weed Control	15
1.3.10. Forest Hygiene	16
1.3.11. Log Dumps	17
1.4. EXCLUSION AREAS AND RESTRICTIONS	18
1.4.1. Slope Limitations	18
1.4.2. Streams and Catchments	18
1.4.3. Landscape Protection	19
1.4.4. Protection of Excluded Areas	19
1.4.5. Habitat Retention	20
1.4.6. Rainforest	26
1.4.7. Old Growth Forest	26
1.4.8. Protection of Giant Trees	27
1.4.9. Threatened Species Protection	27
1.4.10. Apiary (areas covered by the Gippsland Forests Apiary Plan)	28
1.4.11. Historic / Cultural Heritage Sites	28
1.4.12. Additional Exclusion Areas and Restrictions	30
1.5. REGENERATION OF NATIVE FOREST	30
1.5.1. Seed Crop Monitoring	31
1.5.2. Seed Source	31
1.5.3. Seed Collection, Storage, Cleaning and Testing	31
1.5.4. Sale of Seed	32

1.5.5.	Site Preparation	32
1.5.6.	Seedbed Establishment and Sowing	33
1.5.7.	Pest Animal Control	34
1.5.8.	Stocking Surveys	34
1.5.9.	Remedial Regeneration Activities	34
1.6.	FOREST ROADS	34
1.6.1.	Responsibility and Management	35
1.6.2.	Planning	36
1.6.3.	Road Construction	36
1.6.4.	Stream and Drainage Line Crossings	41
1.6.5.	Maintenance	42
1.6.6.	Closure and Rehabilitation	43
VICFORESTS PROCEDURES		47
2.1.	TIMBER RELEASE PLANS	49
2.1.1	VicForests Responsibilities	49
2.1.2	Notification of a Proposed New TRP or Change to an Approved TRP	49
2.1.3	Review and Approval of a Proposed New TRP or Change to an Approved TRP	49
2.1.3.1	Documentation	49
2.1.3.2	Coupe Reconnaissance	50
2.1.3.3	Gross Coupe Area	51
2.1.3.4	Buffers on Roads and Coupe Driveways	51
2.1.3.5	Reselected Coupes and Updated Coupe Reconnaissance, Maps and Exceptions Reports	51
2.1.4	Modification to an Approved TRP	52
2.1.5	Publication of an Approved TRP	53
2.1.6	Identification of Coupe Boundaries and Exclusion Areas	53
2.2.	MONITORING, AUDITING AND REPORTING	54
2.2.1	Monthly Reporting	54
2.2.2	Annual Reporting	54
2.2.3	Coupe Finalisation	54
2.2.4	Compliance Auditing	56
2.3.	MISCELLANEOUS	57
2.3.1	Forest Produce Licences	57
2.3.2	Domestic Firewood Management	57
2.3.3	Harvesting in Water Supply Catchments	58
2.3.4	Falling Trees Outside of an Approved Coupe Boundary	58
2.3.5	Camp Sites	58
2.3.6	Planning for Road Construction and Improvement Operations	59
DSE PROCEDURES		61
3.1.	MONITORING, AUDITING AND REPORTING	63
3.1.1.	Monitoring of DSE Operations	63
3.1.2.	Monitoring Annual Harvest Performance	63
3.1.3.	Logging History	63
3.1.4.	TRP Review and Approval	63
3.1.5.	Coupe Finalisation	64
3.1.6.	Compliance Auditing of VicForests	64
3.1.7.	DSE Visits to Active VicForests' Harvesting Coupes	64
3.1.8.	Reporting of Issues to VicForests	64
3.2.	PLANNING	65
3.2.1.	Wood Utilisation Plans	65
3.2.2.	Identification of Coupe Boundaries and Exclusion Areas	65
3.2.3.	Planning for Road Construction and Improvement Operations	65

3.2.4.	Amendments to the Forest Management Zoning Scheme	66
3.2.5.	Changing the text of a Forest Management Plan	68
3.2.6.	Development of Additional Prescriptions	68
3.2.7.	Removal of Timber from Fire Control Lines	69
3.2.8.	Indigenous Cultural Heritage	69
3.2.9.	Native Title	71
3.3.	LICENCES AND PERMITS	72
3.3.1.	Domestic Forest Produce Sales	72
3.3.2.	Commercial Forest Produce Sales	74
3.3.3.	Timber Harvesting Operator's Licences	74
SCHEDULES		77
SCHEDULE 1:	TEMPLATE APPROVAL REQUEST FORM	79
SCHEDULE 2:	HABITAT TREE PRESCRIPTIONS	80
SCHEDULE 3:	ROAD CLASSIFICATION SYSTEM	81
SCHEDULE 4:	MINIMUM ROAD CLEARANCE WIDTHS & DRAINAGE STRUCTURE SPACING	77
SCHEDULE 5:	INTERIM WATER QUALITY RISK ASSESSMENT	64
SCHEDULE 6:	WATER SUPPLY CATCHMENTS	69
SCHEDULE 7:	ISSUING A FOREST PRODUCE LICENCE (SEED COLLECTION) TO VICFORESTS	73
SCHEDULE 8:	FOREST PRODUCE LICENCE APPLICATION –VICFORESTS SEED COLLECTION	76
SCHEDULE 9:	TEMPLATE ROAD CLOSURE PLAN	78
SCHEDULE 10:	TEMPLATE TRAFFIC MANAGEMENT PLAN	80
SCHEDULE 11:	REGISTER OF AMENDMENT TO THE FMP ZONING SCHEME	82
SCHEDULE 12:	TEMPLATE ACCESS NOTICE	81
SCHEDULE 13:	NEW COMMERCIAL SALES OF TIMBER RESOURCES - DECISION CHART	82
SCHEDULE 14:	TEMPLATE HISTORIC PLACES SITE RECORDING FORM	88
SCHEDULE 15:	DOCUMENTATION REQUIRED FROM VICFOREST FOR A PROPOSED NEW TRP AND CHANGE TO AN APPROVED TRP	100
SCHEDULE 16:	REFERENCES	102

DEFINITIONS

In these Procedures, unless the context requires otherwise:

'Action Statement' means an Action Statement made under section 19 of the *Flora and Fauna Guarantee Act 1988*.

'Area Manager' means the relevant DSE Area Manager, Land and Fire Services (Central, East Gippsland, North East, North West and South West) or a delegate appointed in accordance with 1.1.5(e) or 1.1.6(e) of these Procedures.

'associated activities' means the preparation of sites for timber harvesting operations; forest regeneration and site rehabilitation; and all road construction and road improvement operations for any activity including timber harvesting, recreation and fire prevention.

'Authorised Officer' means a DSE officer appointed as an Authorised Officer under S83 of the *Conservation, Forests and Lands Act 1987* for the purposes of relevant law.

'Code' means the *Code of Practice for Timber Production 2007*.

'cording' means log material, eucalypt and non-eucalypt, with a diameter greater than 15cm placed in a corduroy fashion on landings and snig tracks to distribute machine loading over a larger area.

'coupe driveway' means a temporary coupe access road associated with timber harvesting. For the purpose of the TRP and WUP, a coupe driveway is less than 500m long and is located on land managed by DSE. Coupe driveways are considered part of a coupe.

'delegated person' means an employee of DSE or VicForests delegated the powers, functions and duties of the Secretary in or under relevant law.

'District Manager' means the relevant DSE District Manager, Land and Fire Services (Mallee, Murray Goldfields, Wimmera, Far South West, Midlands, Otway, East Metro, Yarra, Baw Baw, South Gippsland, Heyfield, Bairnsdale, Orbost, Swifts Creek, Upper Murray, Ovens, Goulburn, Murrindindi).

'Forest Management Officer' means the relevant DSE Forest Management Officer, Land and Fire Services.

'Forest Officer' means a DSE or VicForests supervisor of timber harvesting operations and associated activities.

'forest produce' means Forest Produce as defined in the *Forests Act 1958*.

'Forest Produce Licence' means a licence issued under S52 (1) of the *Forests Act 1958*.

'General Licence' means a licence issued under S52 (1) of the *Forests Act 1958* and issued through the Seymour Transaction Centre.

'land manager' means the department, agency, corporation or statutory authority responsible for managing public land for or on behalf of the Crown.

'land owner' means the person who is the owner or authorised occupier of freehold land.

'managing authority' means the organisation responsible for the management of timber harvesting operations and associated activities.

'minor forest produce' means forest produce other than sawlogs and pulpwood.

'minor road improvement operations' means operations on a road that improve the class of the road, or significantly improve the condition of a section of a road within the original footprint of the road alignment.

'matting' is smaller head material (branches), bark or other vegetation that is used to cover cording on snig tracks and landings.

'nominated TRP Coordinator' means the DSE officer(s) appointed by the Area Manager, to coordinate the review of a proposed TRP or change to an approved TRP by Land and Fire Services;

'noxious weed' means noxious weed as defined in the *Catchment and Land Protection Act 1994*.

'pest animal' means pest animal as defined in the *Catchment and Land Protection Act 1994*.

'Procedures' means the Management Procedures for timber harvesting, roading and regeneration in Victoria's State forests, 2009.

'road construction' means capital works that involve the construction of a new section of road or new road that will form part of the DSE permanent road network.

'significant road improvement operations' means operations on a road that improve the class of the road and alter the original footprint of the road, requiring removal of native vegetation greater than the thresholds specified in *The Guide for Implementing Net Gain Policy on Public Land*:

- 0.5 ha of native vegetation in an EVC with Bioregional Conservation Status of Endangered, Vulnerable or Rare: and
- 1 ha of native vegetation in an EVC with Bioregional Conservation Status of Depleted or Least Concern.

In general these works are considered capital works, and include such operations as major resurface, major corner widening, significant bridge or other stream crossing structure works, including bridge replacement.

'Roading Officer' means the relevant DSE Roading Officer, Land and Fire Services.

'Site Plan' means (but is not limited to) a Burn Plan, Reafforestation Plan, Regeneration Plan, Forest Road Plan or Job Prescription/Plan.

'State forest' means State forest as defined in the *Forests Act 1958*.

'subordinate instrument' means subordinate instrument as defined by section 38 of the *Interpretation of Legislation Act 1984* and includes (but is not limited to) the Code (made under section 31 of the *Conservation Forests and Lands Act 1987*), a Forest Management Plan (made

under section 22 of the *Forests Act 1958*), a Special Area Plan (made under Division 2 of the *Catchment and Land Protection Act 1994*) and an Action Statement.

'temporary road' means a road or track and any associated bridges, crossings and culverts that does not form part of the permanent road network. A temporary road is mostly constructed for the purpose of accessing a coupe(s) (or part thereof) to undertake timber harvesting operations and associated activities and will be closed and rehabilitated on the completion of timber harvesting operations and associated activities in that coupe(s). A temporary road includes in-coupe roads and coupe driveways.

'Timber Harvesting Operator' means a person that is the holder of a Timber Harvesting Operator's Licence issued under S54 of the *Sustainable Forests (Timber) Act 2004*.

'Timber Harvesting Operator Procedures' means the document setting out the environmental and operational requirements that must be followed by a licensed Timber Harvesting Operator under the Sustainable Forests (Timber Harvesting) Regulations 2006 in undertaking timber harvesting operations and associated activities on State forest. (otherwise referred to as the Utilisation Procedures).

'timber resources' means timber resources as defined in the *Sustainable Forests (Timber) Act 2004*.

'wildlife' means wildlife as defined in the *Wildlife Act 1975*.

Any other term has the meaning as expressed in the Code unless otherwise specified.

ACRONYMS

AAV	Aboriginal Affairs Victoria
ARRB	Australian Roads Research Board
CAIR	Corrective Action and Incident Report
CAR	Comprehensive, Adequate and Representative Reserve System
cm	centimetres
CNR	Victorian Department of Conservation and Natural Resources
CIS	Coupe Information System
DBHOB	Diameter at Breast Height (1.3m) Over Bark
DSE	Victorian Department of Sustainability and Environment
EVC	Ecological Vegetation Class
FCP	Forest Coupe Plan
FMA	Forest Management Area
FMP	Forest Management Plan
FMZ	Forest Management Zone
FPSS	Forest Produce Sales System
GMZ	General Management Zone
GRU	Geographic Representation Unit
ha	hectares
HEMS	High Elevation Mixed Species forest
km	kilometres
LCC	Land Conservation Council
LEMS	Low Elevation Mixed Species forest
m	metres
mm	millimetres
NFSG	Native Forest Silviculture Guideline
NRE	Victorian Department of Natural Resources and Environment
RFA	Regional Forest Agreement
SAP	Special Area Plan
SMZ	Special Management Zone
SOP	Standard Operating Procedure
SPZ	Special Protection Zone
SWSC	Special Water Supply Catchment Area
TRP	Timber Release Plan
VEAC	Victorian Environmental Assessment Council
WUP	Wood Utilisation Plan



Part One

General Procedures

1.1. INTRODUCTION

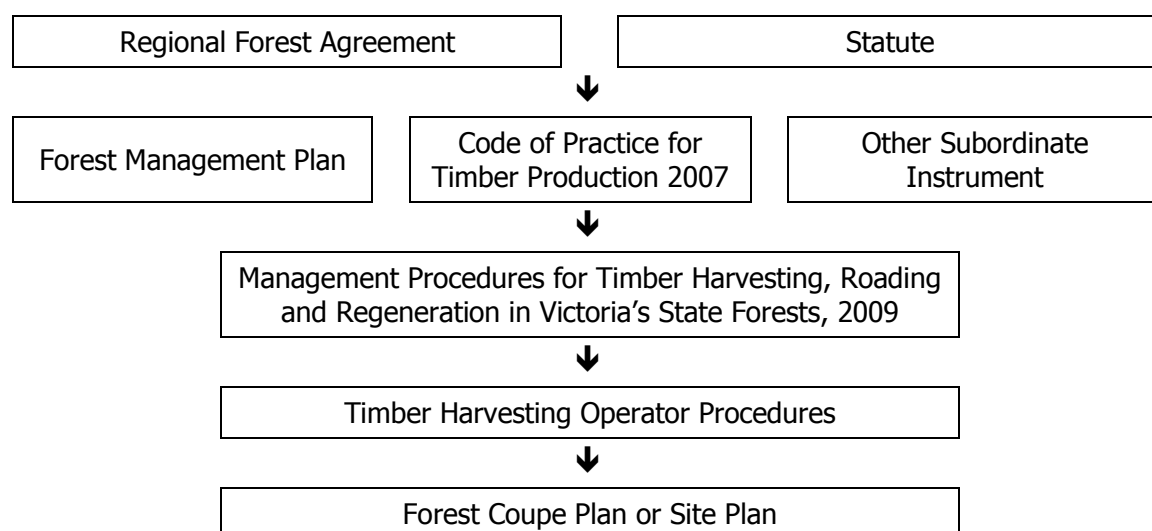
1.1.1. Scope

- (a) These Procedures apply to:
- i). all timber harvesting, roading and regeneration activities in Victoria's State forests; and
 - ii). timber harvesting in forest parks.

1.1.2 Hierarchy

- (a) These Procedures do not take the place of the mandatory actions in the Code.
- (b) Where there is a conflict between the requirements of these Procedures and a Subordinate Instrument, the Subordinate Instrument shall prevail.
- (c) Where there is a conflict between Subordinate Instruments, the most recently published shall prevail.
- (d) Any subsidiary operational procedures for timber harvesting, roading or regeneration in Victoria's State forests, including (but not limited to) Timber Harvesting Operator Procedures prepared by either DSE or VicForests, must as a minimum, satisfy the requirements for the protection of the environment specified in these Procedures.

Regulatory Hierarchy (generalised):



1.1.3 Purpose of Procedures

- (a) These Procedures specify environmental and operational requirements additional to the requirements of the Code.
- (b) These Procedures are a standard operating procedure associated with the Forest and Fire Environmental Management System.
- (c) The objectives of these Procedures are to:
 - i). standardise, where appropriate, the management of timber harvesting operations and associated activities in all Victorian State forests;
 - ii). provide instruction on operational and administrative procedures;
 - iii). form part of the regulatory framework for timber harvesting operations and associated activities;
 - iv). provide a framework for consistent administrative arrangements between DSE and VicForests at an operational level; and
 - v). provide a framework for VicForests and DSE to prepare subsidiary operational procedures for staff, contractors and Timber Harvesting Operators.

1.1.4 Application of Procedures

- (a) These Procedures are divided into three parts:
 - i). Part One: General Procedures, applying to all timber harvesting operations and associated activities (undertaken by VicForests and/or DSE);
 - ii). Part Two: VicForests Procedures, applying to VicForests (only); and
 - iii). Part Three: DSE Procedures, applying to DSE (only).
- (b) Employees, agents and contractors engaged in timber harvesting operations and associated activities for DSE or VicForests in Victoria's State forests must comply with these Procedures.

1.1.5 Approvals

- (a) Where these Procedures specify that the approval of the Area Manager or an Authorised Officer (where applicable) is required, the managing authority must seek such approval by completing an Approval Request Form (refer to Schedule 1 of these Procedures).

- (b) In approving or not approving a request, the Area Manager, or an Authorised Officer (where applicable) shall consider whether the request:
 - i). is in accordance with relevant legislation;
 - ii). does not compromise the operational goals of the Code;
 - iii). satisfies the mandatory actions of the Code;
 - iv). does not compromise the objectives of the relevant FMP; and
 - v). has been made following appropriate consultation with stakeholders.
- (c) The Area Manager or an Authorised Officer (where applicable) shall complete and sign the Approval Request Form and:
 - i). fax a copy of the signed and completed Approval Request Form to the Manager, Forestry Standards and Compliance; and
 - ii). fax and send the original copy of the signed and completed Approval Request Form to the contact person named by the managing authority making the request.
- (d) If the Area Manager or Authorised Officer (where applicable) does not approve the request he/she shall provide a written justification with the original copy of the signed and completed Approval Request Form.
- (e) The Area Manager may delegate the power to approve a request in accordance with 1.1.5(a) of these Procedures and/or the power to endorse a request in accordance with 1.6.6.4(a) of these Procedures. If the Area Manager makes the decision to appoint one or more delegates, he/she must notify the following persons of the decision:
 - i). the delegate (including any conditions and/or restrictions thereon);
 - ii). the Manager, Forestry Standards and Compliance; and
 - iii). the relevant VicForests Regional Manager (Area Manager North East, Central and East Gippsland only).

1.1.6 Variation to Procedures

- (a) These Procedures may be varied provided:
 - i). the variation is legal in accordance with relevant legislation;
 - ii). the operational goals of the Code are not compromised;
 - iii). the mandatory actions in the Code are satisfied;

- iv). the relevant FMP objectives are not compromised; and
 - v). appropriate consultation occurs with stakeholders (e.g. water authorities for harvesting during catchment closures).
- (b) These Procedures should only be varied on a case by case basis and blanket variations will generally not be made.
- (c) These Procedures may be varied by a delegated person, only where the Procedures variation is in accordance with the powers, duties or functions of the Secretary that have been delegated:
- i). the delegated person must be satisfied that the variation to these Procedures meets the requirements of 1.1.6(a) of these Procedures;
 - ii). the variation of these Procedures and reason therefore must be noted in the FCP or Site Plan; and
 - iii). the exercise of the delegation must be entered in the delegated person's register.
- (d) Where 1.1.6(c) of these Procedures does not apply, the following process must be followed to vary these Procedures:
- i). the managing authority must submit a completed Approval Request Form (Schedule 1 of these Procedures) to the Area Manager for approval (selecting Variation of Procedures as the type of approval being requested);
 - ii). the Area Manager must consider whether the requested variation meets the requirements of 1.1.6(a) of these Procedures and should discuss the request with relevant staff and external stakeholders (if appropriate), to determine the impact of, and necessity for, varying these Procedures;
 - iii). if the Area Manager does not approve the request to vary these Procedures he/she shall provide written justification of the reason for doing with the original copy of the signed and completed Approval Request Form to the contact person named by the managing authority;
 - iv). if the Area Manager does approve the request to vary these Procedures, he/she shall forward the signed Approval Request Form to the Director, Forests for endorsement;
 - v). the Director, Forests shall consult with relevant Divisions (as necessary) to determine whether or not to endorse the approved variation to these Procedures;

- vi). the Director, Forests shall complete the relevant section of the Approval Request Form and return the signed form to the Area Manager. If the decision is to not endorse the approval to vary these Procedures, the Director, Forests shall provide, in writing, a reason for this decision to the Area Manager with the signed Approval Request Form; and
 - vii). the Area Manager shall fax a copy of the signed and completed Approval Request Form to the Manager, Forestry Standards and Compliance and shall fax and send the original copy of the signed and completed Approval Request Form to the contact person named by the managing authority making the request.
- (e) The Area Manager and/or Director, Forests may delegate the power to approve or endorse a request vary these Procedures in accordance with 1.1.6(d) of these Procedures. If the Area Manager and/or Director, Forests makes the decision appoint one or more delegates, he/she must notify the following persons of this decision:
- i). the delegate (including any conditions and/or restrictions thereon);
 - ii). the Manager, Forestry Standards and Compliance;
 - iii). Area Managers (Director Forests only); and
 - iv). the relevant VicForests Regional Manager (Area Manager North East, Central and East Gippsland only).

1.1.7 Register to be Maintained

- (a) The Manager, Forestry Standards and Compliance shall maintain a register of:
- i). approvals made by the Area Manager in accordance with these Procedures;
 - ii). variations to these Procedures approved by the Area Manager; and
 - iii). all delegates of the Area Manager and Director, Forests under 1.1.5(e) and 1.6.6.4(a) of these Procedures.

1.1.8 Review of Procedures

- (a) The Executive Director, Forests and Parks must conduct a review of these Procedures and make changes as required when any one of the following occurs which results in a material change to environmental and/or operational requirements:
- i). a statue is created or changed;

- ii). a RFA is amended;;
 - iii). government policy is created or changed;
 - iv). the Code is revised;
 - v). a FMP is created or changed;
 - vi). an Action Statement and Flora and Fauna Guarantee Orders made under the *Flora and Fauna Guarantee Act 1988* is created or changed;
 - vii). other subordinate instrument is created or change; and
 - viii). DSE policy, guidelines and procedures are created or changed.
- (b) The Executive Director, Forests and Parks may conduct a review of these Procedures at any time and make changes as required to improve performance in meeting the objectives specified in 1.1.3(c) of these Procedures.
- (c) These Procedures are valid until completion of a review or until otherwise notified by the Executive Director, Forests and Parks.

1.1.9 Terms

- (a) The definition of terms used in these Procedures are, unless otherwise stated, those used in the Code or in the definitions section of these Procedures.
- (b) The documents referred to in these Procedures are listed in Schedule 16 of these Procedures.

1.2. PLANNING FOR TIMBER HARVESTING OPERATIONS

1.2.1 Coupe Size, Shape and Distribution

- (a) The harvesting of trees for timber production purposes must only be undertaken in coupes specified in a TRP or WUP, whichever applies.
- (b) Partially stocked or unstocked areas in adjacent coupes may be incorporated in the coupe for regeneration activities provided that the net harvested area does not exceed the maximum prescribed by the Code.
- (c) Shelterwood Two coupes may exceed 40ha net harvested area if adequately stocked with eucalypts that are 5 or more years old.

1.2.2 Silvicultural Systems

- (a) Harvesting and regeneration operations should be in accordance with the relevant FMP and guided by the following:
 - i). Mountain Ash forests - the *Mountain Ash Silviculture Decision Support System and Silviculture Reference Manual (SRM) No. 1*;
 - ii). Alpine Ash forests – the *Alpine Ash Silviculture Decision Support System and SRM No.4* (to be published in 2010);
 - iii). High Elevation Mixed Species (HEMS) – the *HEMS Silviculture Decision Support System and SRM No. 2*;
 - iv). Low Elevation Mixed Species (LEMS) – the *LEMS Silviculture Decision Support System and SRM No. 3* (to be published in 2010);
 - v). Riverine forests - group or single tree selection systems, or thinning. Seed-tree systems may be applied to areas of 2ha to 5ha in the River Red Gum forests where the existing stand is even-aged; or
 - vi). Box-ironbark forests – single tree selection according to the *Field guide to marking sawlog and firewood in Box Ironbark forests of the Bendigo FMA*.
- (b) In the Bendigo FMA, the residual forest basal area stocking after harvesting (thinning or single tree selection) must not be less than 8 square metres per hectare, unless specifically authorised by the Forest Officer for extraordinary circumstances such as fire salvage, forest health or public safety. This means tree numbers in a harvested stand may range from 30 – 150 trees per hectare depending on the mix of small, medium and large trees.

- (c) Post-harvest monitoring must be carried out to assess stocking and the need for regeneration works in all forest types (refer to 1.5 of these Procedures).
- (d) Where thinning is proposed refer to 1.3.3 of these Procedures.

1.2.3 Identification of Coupe Boundaries and Exclusion Areas

- (a) VicForests must refer to 2.1.6 of these Procedures and DSE must refer to 3.2.2 of these Procedures for further information on coupe boundary and exclusion area identification.
- (b) All coupe boundaries and exclusion areas must be located in the field and recorded and described on the FCP or Site Plan.
- (c) The managing authority must consult with any adjoining land managers / land owners and agree on the location of the mapped coupe boundary in the field.
- (d) Where a mapped exclusion area is based on a modelled value and that value is determined not to exist in the field, an amendment to the Forest Management Zoning scheme removing the exclusion for that modelled value may occur in accordance with 3.2.4 of these Procedures.
- (e) Identification and marking of exclusion zones in fire affected forest stands are referred to in the Fire Salvage Harvesting Prescriptions 2009.

1.2.4 Seasonal Closures

- (a) Timber harvesting operations and associated roading and regeneration must not take place during closure periods in water supply catchments as specified in Schedule 6 of these Procedures.
- (b) Timber harvesting operations and associated roading and regeneration must not take place during seasonal closures specified in the relevant FMP.
- (c) In Midlands FMA, snigging must not take place in GMZ and SMZ from 31 July to 31 October (in Designated Catchments additional seasonal closures may apply, refer to Schedule 6 of these Procedures).
- (d) In the Enfield, Linten, Creswick, Canadian, Ross Creek, Lal Lal and Mt Doran State Forests, domestic firewood collection must not take place during the months of July, August, January and February.
- (e) In the Portland FMA, domestic firewood collection must not take place during the months of June, July, August and September.

- (f) In the Woohlpooer and Cherrypool State forests, timber harvesting operations must not take place during the months of June, July, August and September.

1.3. CONDUCTING TIMBER HARVESTING OPERATIONS

1.3.1. Tree Felling

- (a) Where tree felling is planned to occur across any road, or within two (2) tree lengths of any road:
 - i). the road must be temporarily closed in accordance with 1.6.6.1 of these Procedures; or
 - ii). traffic control measures must be implemented in accordance with 1.6.6.3 of these Procedures.

1.3.2. Protection of Retained Trees

- (a) Where regeneration-burning operations are planned, slash must not be deliberately heaped, or permitted to accumulate, within 3m of the base of any retained habitat tree or Shelterwood One tree.

1.3.3. Thinning

- (a) *NFSG # 13* provides guidance on Ash regrowth thinning operations
- (b) *NFSG # 14* provides guidance on mixed species regrowth thinning operations.
- (c) *NFSG # 15* provides guidance on Box-ironbark thinning operations.
- (d) *NFSG # 16* provides guidance on Red Gum thinning operations.
- (e) The habitat retention prescriptions described in 1.4.5 and Schedule 2 of these Procedures apply to both conventional harvesting and thinning coupes.

1.3.4. Snig (Extraction) Tracks and Landings

- (a) Snig track crossings must be in accordance with 1.6.4 of these Procedures.
- (b) Unless corded, bark must not be deliberately placed on snig tracks (outrows in thinning operations are exempted from this requirement).
- (c) Where cording is used, cording must be placed on snig tracks before machinery causes soil damage.
- (d) VicForests landings located outside of approved TRP areas must be authorised by a General Licence.
- (e) Landings must be rehabilitated following completion of timber harvesting, and before the coupe is vacated, unless they are required for:
 - i). future Shelterwood Two operations; or
 - ii). harvesting of adjacent coupes within 3 years.

- (f) *NFSG # 11* provides appropriate guidance on landing rehabilitation.
- (g) Landings that do not require rehabilitation must be identified on the FCP.
- (h) Rehabilitation of corded and matted landings must include:
 - i). removal of as much matting as possible from the landing and spread across the coupe;
 - ii). removal of cording;
 - iii). excess bark distributed to allow a receptive seedbed between the heaps; and
 - iv). ripping/cultivation of any area where machinery has compacted the soil or if the landing was benched before cording; and
 - v). topsoil need not be stockpiled and respread on corded and matted landings if cording is placed directly onto the pre-existing ground surface.
- (i) Appendix 1 of *NFSG # 11* provides appropriate guidance for managing cording and matting operations.
- (j) All snig tracks must be rehabilitated to prevent:
 - i). unacceptable movement of soil down or from the track surface; and
 - ii). soil movement into streams.
- (k) Corded and matted snig tracks must have material lifted and aerated to allow burning.
- (l) Where burning is to occur, bark piles must not be placed within 10m of the coupe boundary.
- (m) Slash and bark piles must not exceed 4 square metres (ground area) and 10 cubic metres (total volume).

1.3.5. Temporary Closures to Timber Harvesting Operations

- (a) Refer to 1.6.6.1 of these Procedures for temporary road closures.
- (b) Timber harvesting operations must be suspended:
 - i). where it is likely that continuation of timber harvesting operations will cause a breach of the *Sustainable Forests (Timber Harvesting) Regulations 2006*; or
 - ii). when flooding is present in the area that is being harvested.
- (c) Unless cording and matting is used, snigging, forwarding or loading logs must be suspended when:

- i). soil within the coupe is saturated;
 - ii). water is flowing on or over any snig track; or
 - iii). there is a reasonable risk that effective track drainage cannot be maintained.
- (d) Carting must be suspended when:
- i). snow is lying on any road used to access or exit the coupe;
 - ii). water is flowing down any unsealed road or track;
 - iii). truck movement will deposit mud on a gravelled or sealed road;
 - iv). there is a risk of damage to road structure; or
 - v). there is a risk that carting may cause stream turbidity.

1.3.6. Boundary Trails

- (a) A boundary trail planned for use in regeneration burning must be located within the coupe boundary specified in an approved TRP or WUP.
- (b) A boundary trail must:
- i). have adequate drainage at all times;
 - ii). have the least possible amount of debris outside of the coupe boundary; and
 - iii). not be located in excluded area.

1.3.7. Harvesting of Minor Forest Produce

- (a) Minor forest produce may be harvested in GMZ and in SMZ if it is compatible with FMP or SMZ plan objectives.
- (b) Felling of trees for minor forest produce (excluding apiary and grazing) is permitted if sawlog productivity and forest health are not compromised and for the following purposes only:
- i). silvicultural or ecological requirements;
 - ii). safety requirements; or
 - iii). fence line clearance or road/track construction/maintenance.
- (c) Ferns (including Tree Ferns) may be harvested where they are likely to be killed or destroyed by timber harvesting operations, roading and regeneration, subject to:
- i). harvesting being authorised by the issue of a Permit under S48 of the *Flora and Fauna Guarantee Act 1988* and a Forest Produce Licence; and

- ii). all ferns that are removed being tagged.

1.3.8. Public Safety Zones

- (a) Coupes in which commercial timber harvesting operations are planned to occur in the 12 month period commencing 1 July must be nominated for declaration as a Public Safety Zone.
- (b) Coupes in which trees are to be felled for the purpose of producing domestic firewood in the 12 month period commencing 1 July must be nominated for declaration as a Public Safety Zone where there is a risk to public safety that cannot be managed via alternative means (for example road closure).
- (c) Where it is determined that public safety in domestic firewood coupes may be addressed via alternative means to that specified in 1.3.8(b) of these Procedures the reason for the decision and alternative risk control means must be documented on a registry file.

1.3.9. Weed Control

- (a) Forest hygiene procedures must be followed to prevent the introduction of weeds during timber harvesting operations, roading and regeneration (refer to 1.3.10 of these Procedures).
- (b) Where timber harvesting operations have introduced a noxious weed to a coupe, or increased the likelihood of the spread of an existing noxious weed infestation on a coupe, the managing authority must take appropriate steps to control the infestation.
- (c) Assessment of noxious weeds must be undertaken by the managing authority as follows:
 - i). a pre-harvest weed assessment to determine the type and extent of weeds on the coupe and on associated access roads; and
 - ii). post-harvest assessments to determine type and extent of weeds on the coupe and associated access roads must be undertaken the first spring after completion of site preparation and establishment and during the stocking survey.
- (d) Where the management authority has introduced weeds in accordance with 1.3.9(b) of these Procedures and identified these weeds in accordance with 1.3.9(c) of these Procedures, the managing authority must prepare a weed management plan and implement a weed control program. Where VicForests is

the managing authority the weed management plan should be prepared in consultation with the Forest Management Officer.

- (e) Where noxious weed management / control measures are required:
 - i). the areas to be treated with herbicide must be recorded on a map and should be marked in the field prior to treatment;
 - ii). only accredited Farm Chemical Users must carry out herbicide application;
 - iii). *NFSG #6* provides guidance on chemical selection, application rates and methods; and
 - iv). chemical use must comply with the product label.

1.3.10. Forest Hygiene

- (a) Machinery, vehicles and other equipment must not transport any weed or disease:
 - i). into or from any State forest; or
 - ii). from one location to another location within State forest.
- (b) The introduction or spreading of pathogens (e.g. *Armillaria* or *Phytophthora*) must be minimised by appropriate treatment of machinery when moving from known infected areas.
- (c) The spread of Myrtle Wilt (*Chalara australis*) must be minimised when operating in areas where it is known to exist. Recommended practices to minimise spread include:
 - i). minimising damage to individual Myrtle Beech trees;
 - ii). sterilising equipment with anti-fungal agent or warm water and soap prior to moving into a new area;
 - iii). pruning of Myrtle Beech that are subject to ongoing damage by vehicles; and
 - iv). immediate treatment of wounds on Myrtle Beech (including those left by pruning) with a commercial, waterproof wound sealant.
- (d) In the Thomson, Tarago and Yarra Tributaries water supply catchments serviced sanitary facilities must accompany any operation that is conducted on the land for any extended period.

1.3.11. Log Dumps

- (a) VicForests log dumps outside of TRP areas must be authorised by a General Licence issued by the Seymour Transaction Centre.
- (b) DSE log dumps must be managed under a log dump plan approved by the Area Manager that addresses:
 - i). the location and extent of the log dump (a map);
 - ii). fire protection of timber resources and timber harvesting plant and equipment;
 - iii). drainage;
 - iv). access, including any road construction and improvement;
 - v). rehabilitation;
 - vi). other non-fire related hazards;
 - vii). management arrangements; and
 - viii) legal and other requirements.
- (c) Log dumps that are associated with incident control operations must be in accordance with the relevant guidelines contained in the *Fire Management Manual 8.1 Fire Suppression*.

1.4. EXCLUSION AREAS AND RESTRICTIONS

1.4.1. Slope Limitations

- (a) Slope limits additional to those prescribed by the Code are specified in some FMPs and SAPs (refer to Schedule 6 of these Procedures). Where these are specified, the greater slope limit shall be applied.

1.4.2. Streams and Catchments

- (a) The *Heritage Rivers Act 1992* defines Heritage Rivers and natural catchments. Timber harvesting operations must be excluded from Heritage River Areas and Natural Catchment Areas in accordance with this Act (except where permitted in parts of the Goulburn and the Ovens Heritage River Areas).
- (b) Waterway buffer and filter widths required by the Code are determined according to water quality risk. Water quality risk is to be determined in accordance with Schedule 5 of these Procedures.
- (c) SWSC requirements are detailed in Schedule 6 of these Procedures. These apply to timber harvesting operations and associated roading and regeneration.
- (d) Designated Catchment requirements are detailed in FMPs and Schedule 6 of these Procedures. These apply to timber harvesting operations and associated roading and regeneration.
- (e) In the Bendigo FMA:
 - i). drainage lines have banks and/or eroded sections greater than 30cm deep and greater than 10m long. Distinctive riparian vegetation such as River Red Gum will generally be absent. Where sections meeting these criteria occur within 50m, the interconnecting depression must be treated as part of the drainage line; and
 - ii). machinery movement in the immediate vicinity of depressions occurring above drainage lines must be along the contour.
- (f) In the Mid Murray FMA:
 - i). minimum buffer and filter strip width in floodplain forests are specified in Table 4.1 of the Mid-Murray FMP; and
 - ii). temporary effluent and/or confluent streams that require a 10m buffer rather than a 10m filter are identified in the Mid-Murray FMP.

- (g) In the East Gippsland FMA, a 100m buffer applies along Brown Mountain Creek (in the area bounded by 655004 and 5873083 in the south-western corner and 657978 and 5876371 in the north eastern corner (GDA1994 and coordinate system VICGRID)).

1.4.3. Landscape Protection

- (a) Landscape protection is addressed at a broad scale planning level rather than at the coupe level. WUP and TRP planning must take into account the landscape planning requirements of FMPs.
- (b) In FMAs that do not have a FMP, DSE must maintain visual resource maps identifying landscape values and the location of Visual Management System Zones.
- (c) In East Gippsland FMA, standardised landscape management guidelines for timber harvesting operations have been incorporated into *The Landscape Management Guidelines East Gippsland Forest Management Area*.
- (d) Within other FMAs, landscape values are incorporated in the FMZ scheme with specific landscape management prescriptions/guidelines outlined in the relevant FMP.

1.4.4. Protection of Excluded Areas

- (a) Unless 1.4.4(b) of these Procedures applies, timber harvesting operations are not permitted:
 - i). in SPZs;
 - ii). in SMZs (where timber harvesting is excluded);
 - iii). in timber harvesting exclusion areas created in accordance with the requirements of an Action Statement and done in accordance with 1.4.9(c) of these Procedures;
 - iv). within 40m from the high bank of the Gunbower, Parnee-Milloo and Walpolla Creeks and the Ovens River;
 - v). within 60m of the high bank of the Murray River;
 - vi). within 40m of developed recreation facilities such as barbeques, major walking tracks and picnic tables;
 - vii). in any White Cypress Pine, Buloke, Grey Box, Yellow Box and Grey Box vegetation communities in the Mid-Murray FMA and Mildura FMA;

- viii). within 10m of vertical or near vertical sided gullies with a depth of half a metre or more that are actively eroding (or within 20m where slope exceeds 20 degrees) in the Bendigo FMA; and
 - ix). within 50m of a Silvicultural System Project treatment site and sites at which long term ecological monitoring is being conducted by Professor David Lindenmayer in the Central FMA.
- (b) Timber harvesting operations may be permitted in the excluded areas specified in 1.4.4(a) of these Procedures for the purposes of:
- i). safety or forest health;
 - ii). construction of roads or stream crossings where the location within SPZ or SMZ is on an approved TRP or WUP; or
 - iii). de-snagging, re-snagging or riverbank protection works approved by the relevant Catchment Management Authority.
- (c) Timber harvesting operations permitted in accordance with 1.4.4(b)i). of these Procedures must be approved by a delegated person (under Schedule 2 of the Sustainable Forests (Timber Harvesting) Regulations 2006) and noted in the FCP or Site Plan.
- (d) Timber harvesting operations permitted in accordance with 1.4.4(b)ii). and 1.4.4(b)iii). of these Procedures must be approved by the Area Manager.
- (e) Damage to excluded areas from tree felling must be minimised.
- (f) Trees that are likely to fall into excluded areas must not be felled unless approved by a delegated person (under Schedule 2 of the *Sustainable Forests (Timber Harvesting) Regulations 2006*) and noted on the FCP or Site Plan.
- (g) Rough heaping or windrow construction must not damage excluded areas or filter strips. Windrows must be located more than three metres from excluded areas if burning of windrows is to occur.

1.4.5. Habitat Retention

- (a) Habitat trees must be retained in accordance with Schedule 2 of these Procedures.
- (b) Trees in buffers or other exclusion areas that have been extended beyond the minimum requirements of the Code can contribute to habitat tree retention requirements. Where this occurs the FCP must specify that buffers or other exclusion areas have been extended for the purpose of habitat retention.

- (c) In the Otway FMA, where located on or adjacent to a coupe boundary, habitat patches must not be included in the net harvest area of adjoining coupes.

1.4.5.1 Benalla/Mansfield FMA and North East FMA

- (a) Seed trees may be counted as habitat trees.
- (b) Habitat trees must include live hollow bearing trees where they exist, and trees of younger age classes that are likely to develop hollows in the longer term.
- (c) Habitat trees must generally be retained adjacent to areas of high value habitat and to areas most easily protected from damage during harvesting and subsequent management operations.
- (d) Habitat trees may be retained in groups/patches dispersed across the coupe.
- (e) Where possible dead trees must be retained for habitat trees in addition to live trees.

1.4.5.2 Bendigo FMA and Box-Ironbark section of Midlands FMA.

- (a) Permanently retain:
- i). all trees (both standing dead or living) greater than 20cm DBHOB with visible hollows where safe and practicable to do so. These trees may count towards retention requirements in 1.4.5.2(a)ii) and 1.4.5.2(a)iii) of these Procedures;
 - ii). at least 10 living trees per hectare between 30cm and 39.9cm DBHOB;
 - iii). where they exist:
 - two living trees per hectare between 40cm and 49.9cm DBHOB inclusive; and
 - two living trees per hectare between 50 and 59.9cm DBHOB inclusive;
 - non-merchantable trees with healthy crowns should be preferentially retained;
 - iv). all trees greater than 60cm DBHOB in sawlog grade one harvesting operations and greater than 40cm DBHOB in sawlog grade two and non-sawlog operations and sawlog harvesting operations in a SMZ;.

- v). all standing dead trees greater than 40cm DBHOB;
 - vi). all living Yellow Box, Fryers Range Scentbark and Bealiba Ironbark trees. These trees may count towards retention requirements under prescriptions 1.4.5.2(a)ii). and 1.4.5.2(a)iii). of these Procedures.
- (b) A whole of coupe approach should be adopted (numbers averaged over coupe area) to ensure that the best habitat trees are retained, including where these occur in groups.
- (c) Retention of coarse woody debris:
- i). Firewood harvesting within a SMZ must be managed to ensure coarse woody debris levels are not reduced below pre-harvest levels.
 - ii). All log sections larger than 40cm diameter with hollows larger than 10cm diameter must be retained.
- (d) The period between the next and subsequent sawlog harvesting operations will be at least 25 years to allow recruitment across all habitat classes. Habitat trees intended for permanent retention will not be permanently tagged or labelled. It is expected that these trees will be evident from their form.

1.4.5.3 East Gippsland FMA and Tambo FMA

- (a) Retained habitat trees should be old living trees with a range of hollow sizes. Where these are absent or not present in sufficient numbers, trees that are old enough to develop hollows during the next 50 years may be counted.
- (b) Stags and younger, smaller trees may be counted as habitat trees if trees of the type described in 1.4.5.3(a) of these Procedures are absent or not present in sufficient numbers.
- (c) Habitat trees should preferably be retained in small clusters, which include younger regrowth and understory. Clusters must be retained across the coupe with consideration of the proximity of other retained vegetation.
- (d) In coupes adjacent to Brown Mountain Creek (in the area bounded by 655004 and 5873083 in the south-western corner and 657978 and

5876371 in the north eastern corner (GDA1994 and coordinate system VICGRID)):

- i). DSE staff with appropriate expertise in biodiversity management will guide the identification of hollow bearing habitat trees. This will be done in consultation with VicForests and the harvesting contractor(s);
- ii). all trees with a DBHOB greater than 250cm will be retained where it is safe to do so;
- iii). where present in sufficient numbers and it is safe to do so, at least 5 hollow bearing habitat trees per ha will be retained. Trees greater than 250cm may count towards this retention level;
- iv). where more than 6 retained hollow bearing habitat trees are present in a concentrated area (less than one quarter of a ha) then harvesting machinery should minimise traffic in that area and other trees may be harvested; and
- v). harvesting debris and other fuels are to be removed from within 20m of the base of retained hollow bearing habitat trees or from around groups of retained hollow bearing habitat trees to reduce the impact of regeneration burning where it is safe to do so.

1.4.5.4 Horsham FMA

- (a) The minimum mix of trees retained for habitat must include:
 - i). 10 habitat trees per 10ha;
 - ii). 5 potential habitat trees per 10ha; and
 - iii). 5 dead trees with hollows per 10ha (if available).
- (b) Trees currently being utilised by wildlife must be retained at the expense of potential habitat trees and dead trees.
- (c) Habitat trees must;
 - i). be large actively growing trees with a spreading form; and/or
 - ii). have hollows present and forming.
- (d) Trees growing in ephemeral wetlands and within 20m of the edge of the wetland may only be harvested using single tree selection. A 20m

buffer from the water line or saturated zone, wherever it occurs at the time of harvesting, also applies.

1.4.5.5 Midlands FMA

- (e) Except in the Box-Ironbark forests of the Midlands FMA, the following applies:
 - i). live habitat trees must be retained to a maximum of 3 trees per ha; and
 - ii). preference must be given to the retention of hollow trees or gum species as habitat trees.
- (f) In Box-Ironbark forests of the Midlands FMA, 1.4.5.2 of these Procedures applies.
- (g) All Powerful Owl recorded nesting or resident Powerful Owl sites must be protected in accordance with Appendix E of the Midlands FMP.
- (h) A Powerful Owl Management Area must have 1000ha of suitable owl habitat present at any one time. Suitable Powerful Owl habitat is:
 - i). SPZ (regardless of the state of the forest within) and SMZ within a Powerful Owl Management Area (3.5km radius circle);
 - ii). mature forest;
 - iii). regrowth forest greater than 30 years old (if any);
 - iv). forest subject to a Shelterwood One cut up to the end of 1980 (i.e. prior to 1981);
 - v). non-eucalypt (e.g. Blackwood gullies);
 - vi). "other eucalypt" forest (non-productive);
 - vii). mixed age forest if more than 50% of the canopy cover is mature over logging regrowth; and
 - viii). fire regrowth, if not salvaged or if more than 50% of the canopy is mature.
- (i) Suitable Powerful Owl habitat is not:
 - i). post Shelterwood One forest if the harvesting occurred after 1980 (until it is 30 years old);

- ii). post Shelterwood Two forest irrespective of the age of the first cut (until it is 30 years old); or
 - iii). post Seed-Tree or Clearfall forest (until it is 30 years old).
- (j) In Powerful Owl Management Areas, for scheduling, calculate:
- Area of SPZ (ha) + area of suitable habitat in SMZ (ha) - 1000ha = Area available for harvesting (ha).

1.4.5.6 Mildura FMA and Mid-Murray FMA

- (a) The following must be retained:
- i). all trees known to be used for nesting by significant fauna (e.g. Superb Parrot and Regent Parrot) must be retained and protected;
 - ii). a minimum 20 live habitat trees within the 50-100cm DBHOB range per 10ha; and
 - iii). all trees greater than 100cm DBHOB.

1.4.5.7 Otway FMA

- (a) Patches of existing and potential hollow bearing trees should be retained at regular intervals across the coupe, or on the edges of the coupe.
- (b) Coupe design must aim to have no more than approximately 200m between areas of retained habitat (e.g. habitat patches, extended filters, adjacent excluded areas).

1.4.5.8 Portland FMA

- (a) All trees retained for habitat must:
- i). be living;
 - ii). have a DBHOB greater than 30cm;
 - iii). be fully mature;
 - iv). have existing hollows (in a minimum of 50% of trees retained for habitat); and
 - v). cater for identified key species needs.
- (b) Habitat tree marking must be clear and identifiable through the timber harvesting operation and any follow up treatment (within 2 years of

completion of timber harvesting) and must not be felled for seed collection.

- (c) Habitat trees must where possible:
 - i). be retained in clusters rather than scattered throughout the coupe;
 - ii). not be located within 20m of any road, track or coupe boundary likely to be used as a fire break;
 - iii). be located to complement filter strips, streams or retained areas; and
 - iv). have a diameter greater than 80cm.
- (d) All dead trees must be retained if they contain hollows and are greater than 50cm DBHOB but are not counted in the minimum habitat tree requirements.
- (e) All identified Yellow-Bellied Glider den trees and associated flight paths must be retained.
- (f) All identified feed trees must be retained. (Yellow-Bellied Glider feed trees are recognised by "V – notch" incisions into the sapwood and are found in a range of species including *E. viminalis*, *E. ovata*, *E. baxteri*, *E. obliqua* and *E. willisii*.)

1.4.6. Rainforest

- (a) Rainforest is defined ecologically as closed (greater than 70% projective foliage cover) broad-leaved forest vegetation with a continuous rainforest tree canopy of variable height, and with a characteristic diversity of species and life forms.
- (b) Timber harvesting operations are not permitted in a rainforest or rainforest buffer.
- (c) The *Differential species approach* (as described in *A field guide to rainforest identification in Victoria: differential species keys for the delineation of rainforest boundaries* (DSE 2009)) is used to identify rainforest boundaries.

1.4.7. Old Growth Forest

- (a) Old growth forest is defined as "...forest which contains significant amounts of its oldest growth stage in the upper stratum – usually senescing trees – and has not been subjected to any disturbance, and if so the effect of which is now negligible..."(from Woodgate *et al* 1994).

- (b) Where old growth forest is protected within a SPZ, the construction of new roads must be excluded from the mapped old growth within the SPZ.

1.4.8. Protection of Giant Trees

- (a) In East Gippsland and Tambo FMAs, all living trees equal to or greater than 4m DBHOB:
 - i). must be protected from the direct effects of timber harvesting operations and regeneration burning; and
 - ii). should not be isolated within the coupe. If possible they should be incorporated into retained habitat patches; and
 - iii). should be included on the Gippsland Giant Tree Register maintained by DSE.

1.4.9. Threatened Species Protection

- (a) Prescriptions for threatened species management are those stated in the most recent approved Action Statement or FMP.
- (b) Where an Action Statement or FMP requires an amendment to the FMZ scheme, this must be:
 - i). actioned by a DSE officer with appropriate expertise in biodiversity management nominated by the Area Manager
 - ii). undertaken in accordance with 3.2.4 of these Procedures; and
 - iii). endorsed by the Director, Biodiversity Policy and Programs.
- (c) Where an Action Statement or FMP requires the creation of a timber harvesting exclusion area, the timber harvesting exclusion area must be approved by the Director, Forests and endorsed by the Director, Biodiversity Policy and Programs.
- (d) Where draft prescriptions for threatened species management are in place this will be implemented only by negotiation with relevant stakeholders and must be approved by the Director, Forests and endorsed by the Director, Biodiversity Policy and Programs.
- (e) Where a new record of threatened species or communities is claimed subsequent to the approval of a TRP or WUP, the Director, Forests in consultation with the Director, Biodiversity Policy and Programs will determine if the required protection will be applied as an interim measure until the record can be confirmed or otherwise by a DSE staff member with appropriate expertise in biodiversity management.

1.4.10. Apiary (areas covered by the Gippsland Forests Apiary Plan)

- (a) The following prescriptions apply within a 1km radius surrounding an Apiary Zone 1 site:
 - i). age class distribution shall be managed to maximise the proportion of older age stands;
 - ii). at least two thirds or 66% of stands within Apiary Zone 1 shall be greater than 40 years of age;
 - iii). Yellow Stringybark (*E. muelleriana*) and Red Box forests (*E. polyanthemos*) shall be managed so that generally 66% of mature and/or over-mature age class of these individual species is maintained within the apiary zone; and
 - iv). Blue Box (*E. baueriana*) must not be harvested.
- (b) In the event of a wildfire greater than 5ha occurring within an Apiary Zone 1 site, these prescriptions do not apply to the area affected by the wildfire to allow for salvage harvesting.
 - i). the District Manager may reclassify a site until the effects of the wildfire have ameliorated.
 - ii). In salvage operations, fire tolerant species should generally not be harvested.

1.4.11. Historic / Cultural Heritage Sites

- (a) Indigenous cultural heritage sites are addressed in 3.2.8 of these Procedures.
- (b) Unrecorded historic sites identified at any stage of coupe planning, harvesting or regeneration must be reported to the Forest Management Officer.
- (c) For any unrecorded site other than tramways and water races, the Forest Management Officer must:
 - i) complete the Site Recording Form in accordance with Schedule 14 of these Procedures and immediately submit a copy to DSE's Historic Places Group (Historic Places Group shall provide reports to Heritage Victoria); and
 - ii) seek advice from Historic Places Group as to the level of protection required for the site. (Historic Places Group will seek advice from Heritage Victoria).
- (d) For all unrecorded tramways and water races the following protection applies:
 - i). a filter strip of a minimum 5m each side of the linear feature, measured from the edge of the linear feature's earthworks;

- ii). trees must be fallen away from the filter;
 - iii). the accumulation of slash within the filter must be minimised so as to reduce fire intensity in filters that will be burnt;
 - iv). trees must not be dragged across any earthworks associated with the linear feature unless at an approved crossing;
 - v). the number of crossings must be minimised;
 - vi). vehicle and machinery crossings may only be approved at sites that minimise disturbance to earthworks associated with the linear feature; and
 - vii). moveable artefacts within the tramway filter must be left in situ
- (e) All unrecorded tramways and water races shall be reported to the Forest Management Officer who must:
- i) complete the Site Recording Form in accordance with Schedule 14 of these Procedures for each tramway or water race (which may be after the harvesting event); and
 - ii) submit copies of these Site Recording Forms at least once annually to DSE's Historic Places Group (Historic Places Group shall provide copies to Heritage Victoria).
- (f) Recorded sites include those identified in any of the following:
- i). FMPs;
 - ii). The DSE Historic Places Register
 - iii). Victorian Heritage Register or Heritage Inventory
 - iv). Heritage overlays supplied by Heritage Victoria; and
 - v). *Historic Places Special Investigation: South-western Victoria* (LCC 1997).
- (g) Where a FMP identifies a management action of 'Protect historic fabric' or 'Protect historic landscape' feature:
- i). 'Protect historic fabric' – a buffer of at least 5m must protect the feature (e.g. hut, mining relic or timber tramway). The boundary must be marked, and the artefact left in situ; and
 - ii). 'Protect landscape feature' – the historic site covers a more extensive area (e.g. gold workings, a mill site or abandoned township site) and the context is important. The area must be excluded from harvesting.

- (h) For sites identified in the report *Historic Places Special Investigation: South-western Victoria* (LCC, 1997), the minimum prescriptions outlined in this report apply in addition to FMP requirements.
- (i) Any advice provided by Heritage Victoria in relation to the protection level of an historic site must be adhered to.

1.4.12. Additional Exclusion Areas and Restrictions

- (a) Refer to 3.2.6 of these Procedures for the development of prescriptions that result in exclusion areas and restrictions that are additional to statutory and FMP requirements.

1.5. REGENERATION OF NATIVE FOREST

1.5.1. Seed Crop Monitoring

- (a) *NFSG #1* provides guidance on seed crop monitoring and assessment techniques.

1.5.2. Seed Source

- (a) *NFSG #2* provides guidance on seed source.
- (b) Where seed quantities from GMZ and SMZ are inadequate to meet regeneration requirements approval for collection from standing trees in SPZ may be obtained provided that:
 - i). trees are not felled;
 - ii). seed collection is on behalf of the Crown or the Secretary, or for VicForests regeneration requirements;
 - iii). there is no machinery entry into rainforest and stream buffers;
 - iv). SPZ values are maintained;
 - v). the operation is assessed and monitored; and
 - vi). a seed collection plan prepared by the managing authority is approved by the Area Manager.
- (c) In addition to 1.5.2(b) of these Procedures, in Leadbeaters Possum SPZ:
 - i). canopy connectivity, particularly along roads must be maintained;
 - ii). understorey wattle must not be damaged during the operation; and
 - iii). hollow bearing trees, and pre-1900 aged trees are excluded from the operation.
- (d) The Area Manager may approve DSE collection of seed within SPZ.
- (e) VicForests seed collection within SPZ may be approved through the seed collection application process in Schedule 7 of these Procedures.

1.5.3. Seed Collection, Storage, Cleaning and Testing

- (a) *NFSG #2* provides guidance on seed collection and labelling.
- (b) *NFSG #3* provides guidance on seed extraction, cleaning and storage.
- (c) *NFSG #4* provides guidance on seed testing.

- (d) Seed collection is not permitted in areas excluded from timber harvesting and associated activities unless 1.5.2(b) of these Procedures applies.
- (e) Felling of individual trees in coupes not on the approved WUP or TRP for the purposes of seed collection may be approved by the Area Manager. Any merchantable timber in a tree felled for this purpose should be utilised.
- (f) Seed collection undertaken by DSE in coupes not on the approved WUP or TRP, using methods other than tree felling, does not require the approval of the Area Manager.
- (g) VicForests must obtain a Forest Produce Licence in accordance with Schedule 7 of these Procedures for the collection of seed.
- (h) Large hollow-bearing trees must not be felled for seed collection.
- (i) Habitat trees retained during previous timber harvesting operations must not be felled for seed collection.
- (j) For commercial seed picking (i.e. seed being collected for the purposes of selling to a third party), the principles and procedures described in *CNR Guideline 02-20-0773-1* (1995) must be followed.

1.5.4. Sale of Seed

- (a) Where DSE determines that seed stocks are surplus to planned or possible future requirements, subject to the approval of the District Manager, seed may be sold to the public, in accordance with the *Procedures for the sale or disposal of surplus seed*.
- (b) VicForests must be given the first right of refusal for seed of commercial species where the proposed sale exceeds 15kg per species.

1.5.5. Site Preparation

- (a) *NFSG #6* provides guidance on site preparation.
- (b) Site preparation operations must be recorded in CIS.
- (c) Site preparation treatment must be undertaken on coupes where:
 - i). there is inadequate stocking of seedlings, lignotubers, coppice or advanced stock (as determined by a stocking survey if necessary); and
 - ii). soil disturbance caused by timber harvesting has not achieved a seedbed that meets the standard specified in *NFSG #6* and *NFSG #8*.

- (d) Broadcast burning of slash is the preferred method of achieving a receptive seedbed. Where used any tracks created to contain the burn must:
 - i). not be constructed within filter strips or excluded areas, except for crossings approved on the FCP or Burn Plan;
 - ii). be effectively out-sloped or cross-drained; and
 - iii). be rehabilitated as soon as practical after the burn and before any SWSCs or other seasonal closure.
- (e) Notwithstanding 1.5.5(d) of these Procedures, mechanical soil disturbance is the preferred method of achieving a receptive seedbed where:
 - i). a receptive seedbed achieved by broadcast burning is unlikely; or
 - ii). forest fuel has not had time to cure and it is determined that a burn will not be effective in the next autumn; or
 - iii). the number of coupes to burn exceeds the amount of suitable burning time; or
 - iv). burning is difficult due to slope, fire-line construction restrictions or environmental factors; or
 - v). there is an adjacent coupe that has been thinned within the last two years; or
 - vi). the coupe to be regenerated was harvested using Shelterwood or Selection silvicultural systems and the retained trees are fire sensitive; and/or
 - vii). the initial regeneration burn has failed to produce a receptive seedbed.
- (f) A seedbed survey must be carried out :
 - i). as soon as possible after seedbed preparation; or
 - ii). following harvesting if no site preparation is required, to confirm that an adequate amount and distribution of receptive seedbed is present; or
 - iii). when reduced sowing rates are proposed.
- (g) In the Horsham FMA, any ploughing, ripping or other soil disturbance treatments are subject to:
 - i). approval by the Area Manager; and
 - ii). a flora inspection during the 12 month period prior to the operation.

1.5.6. Seedbed Establishment and Sowing

- (a) Establishment operations must be recorded in CIS.

- (b) *NFSG #6* provides guidance on undertaking a seedbed survey.
- (c) *NFSG #8* provides guidance on sowing and seed trees.
- (d) Optimum sowing periods are:
 - Mountain Ash: February - April or High elevation: June - Aug
 - Alpine Ash: March - June
 - HEMS: June - August or Central FMA: June - July
 - LEMS: February - April
- (e) Where aerial sowing using a helicopter is carried out, the operational techniques the *Heli-seeding Manual* (1995) and the *Instruction Manual for Heli-seeder No 3* (2005) provide guidance.
- (f) *NFSG #6* and *NFSG #9* provide guidance on planting.
- (g) *NFSG #12* provides guidance on the treatment of over-wood.

1.5.7. Pest Animal Control

- (a) *NFSG #7* provides guidance on browsing management.

1.5.8. Stocking Surveys

- (a) *NFSG #10* and the October 2002 amendment describe stocking survey procedures and the standards that must be achieved.
- (b) Stocking surveys must be conducted 18-30 months after sowing/seed fall or planting even-aged forests.
- (c) Uneven aged stands must be assessed 18-36 months after completion of harvesting.
- (d) Stocking survey field forms and maps are to be stored with the FCP and survey results recorded in CIS.

1.5.9. Remedial Regeneration Activities

- (a) A 'Backlog Regeneration Plan' as described in *NFSG #6* must be completed for coupes determined to have inadequate stocking.
- (b) All understocked coupes or parts thereof should be re-treated according to the Backlog Regeneration Plan as soon as practicable after the initial treatment.

1.6. FOREST ROADS

1.6.1. Responsibility and Management

- (a) DSE is the Road Authority under the *Road Management Act 2004* for the State forest road network, and will manage the State forest road network in accordance with this Act. Responsibilities of the Road Authority are specified in the Act.
- (b) Subject to 1.6.1(e) of these Procedures, VicForests will have access to the permanent road network for its timber harvesting operations according to guidelines and conditions specified in the *Road Management Agreement*.
- (c) Toll road maintenance responsibilities (on both DSE and VicForests sections) must be determined in accordance with the process outlined in the *Road Management Agreement*.
- (d) Transfer of road maintenance responsibilities to VicForests must be in accordance with section 4 of the Road Management Agreement.
- (e) Subject to 1.6.1(f) of these Procedures, where a road or vehicle route is on an approved TRP, a delegated person (under Schedule 2 of the Sustainable Forests (Timber Harvesting) Regulations 2006) that is an employee of VicForests, may approve snigging of forest produce along or across that road or vehicle route; and approve moving of heavy machinery along or across that road or vehicle route.
- (f) Where snigging forest produce or moving heavy machinery along or across any road or vehicle route (including that on an approved TRP or designated as a VicForests Section under the *Road Management Agreement*), VicForests must verbally notify the District Manager at least 48 hours prior to the event. Where environmental risk is determined to be significant, VicForests must obtain written approval from the Roding Officer at least 48 hours prior to the event. In addition, the snigging forest produce or moving heavy machinery must minimise:
 - i). the risk to machine operators and other road users;
 - ii). deterioration of the road surface and water quality;
 - iii). the total distance that machines will be travelling along or across the road network; and
 - iv). load point issues associated with walking a machine on a constructed crossing.

1.6.2. Planning

- (a) VicForests must refer to 2.3.6 of these Procedures and DSE must refer to 3.2.3 of these Procedures for further information on planning for road construction and improvement operations.
- (b) In preference to new road construction, existing roads must, where practicable, be used to access a coupe or work site, and to remove timber resources and forest produce from the coupe or work site.
- (c) A FCP must be prepared by the managing authority for timber harvesting operations associated with a road construction operation or significant road improvement operation.
- (d) A Site Plan must be prepared by the managing authority for a road construction operation or significant road improvement operation and must identify:
 - i). the class of road to be constructed / improved;
 - ii). maximum clearing width;
 - iii). sections of the road subject to narrowed or increased easements;
 - iv). The FMZs impacted upon;
 - v). the period of construction;
 - vi). methods and location of proposed crossings and drainage structures;
 - vii). any cultural heritage values and appropriate control measures;
 - viii). any biodiversity values and appropriate control measures; and
 - ix). environmental risks and appropriate control measures for the site.

1.6.3. Road Construction

1.6.3.1. Standards

- (a) All roads must be constructed and maintained in accordance with the *Review of Road Classifications, Geometric Designs and Maintenance Standards* (ARRB 2001) and these Procedures.

1.6.3.2. Construction of Permanent Roads

- (a) Clearing of the road site must:
 - i). not commence until the road alignment has been approved by the Area Manager (noting that approval may be given during the

- approval of the WUP or at the completion of the Land and Fire Services review of a proposed TRP or change or modification to an approved TRP);
 - ii). be at least for the relevant width (horizontal distance specified in Schedule 4 of these Procedures), but for no greater distance than any maximum clearing width specified in the Site Plan; and
 - iii). not bury stumps, logs or other debris in the formed width of a road; and
 - iv). remove all debris from the formed width of the road.
- (b) When adjoining an excluded area, any proposed road site must:
- i). not exceed the width specified in Schedule 4 of these Procedures, plus any additional width required to construct batters, as specified in the Site Plan; and
 - ii). not be disturbed until marked on the ground and approved by the relevant supervising officer.
- (c) Road construction should involve the least possible earthworks and:
- i). materials must not be placed where they may enter a stream or wetland; and
 - ii). topsoil should be removed and maintained in a stockpile, clear of logging debris and machinery, for site rehabilitation.

1.6.3.3. Construction of Temporary Roads

- (a) Temporary roads must be located in GMZ where practicable.
- (b) Approval must be obtained prior to commencing construction of a temporary road in SMZ or SPZ in the field. This may be obtained through:
 - i). an approved WUP for temporary roads associated with DSE managed coupes; or
 - ii). an approved TRP for temporary roads and coupe driveways associated with VicForests managed coupes; or
 - iii). a Site Plan approved by the Area Manager for temporary road construction not associated with timber harvesting.

- (c) Earthworks must be minimised in the construction of temporary roads and any material removed from the site must not be placed where there is a risk of it entering a stream or wetland.

1.6.3.4. Timing of Construction

- (a) Road construction must not occur during the seasonal closure periods specified in 1.2.4 and Schedule 6 of these Procedures.
- (b) Road construction must be undertaken when rainfall and soil conditions minimise the risk of erosion and impact on water quality, but when soil moisture is adequate to achieve compaction and stabilisation of the sub-grade.

1.6.3.5. Clearing Widths

- (a) Maximum clearing widths for roads are specified in Schedule 4 of these Procedures.
- (b) Clearing widths on permanent roads must:
 - i). at road junctions be the minimum formation width plus additional width required for the construction of batters; and
 - ii). where a slashed verge is necessary, be sufficiently wide to enable efficient control of unwanted regrowth.
- (c) Width of cleared easements must:
 - i). be kept to the minimum necessary; and
 - ii). be marked on the ground if varied from the standards specified in Schedule 4 of these Procedures.

1.6.3.6. Road Alignments

- (a) Road alignments must be cleared prior to road formation.
- (b) All merchantable timber removed during road alignments should be utilised.
- (c) Engineering advice must be sought for road alignments traversing cross slopes of 30 degrees or greater or 25 degrees and greater in areas of high soil erodability.

1.6.3.7. Fill Batter Construction

- (a) Fill batters must not cover the base of live trees.
- (b) Topsoil should be stockpiled and utilised in the rehabilitation of batter slopes.
- (c) Mulch used in rehabilitation works must be clean and weed free.
- (d) Disposal of excess fill must be in a manner that does not have an adverse long-term effect on the environment and water quality.
- (e) Engineer approved methods of mechanical consolidation of fill batters must be used.

1.6.3.8. Surfacing

- (a) Pavement material must not be placed on unconsolidated sub-grades.
- (b) Base course material must be consolidated and levelled prior to the placement of wearing course material.
- (c) Road formation should be boxed to contain both base and wearing course material.
- (d) On multiple use forest roads surfacing materials must be appropriate for non-harvesting related uses.

1.6.3.9. Road Drainage

- (a) Roads must have effective drainage structures in place at all times. The recommended maximum distance between drainage structures is specified in Schedule 4 of these Procedures.
- (b) Cross-drains must be constructed at an angle sufficient to discharge any water from the surface of the road.
- (c) On soils of high erosion hazard, temporary sediment traps to prevent erosion must be used during road construction.
- (d) Discharge from drainage structures is not permitted onto exposed erodible soils, over unstabilised fills or directly into streams.
- (e) Where there is a risk that drainage may discharge directly into a stream or wetland, a silt trap must be constructed to receive and dissipate this drainage.
- (f) Culvert installation must be in accordance with 1.6.4(b) of these Procedures.
- (g) Road drainage must not discharge onto any road, track, exposed soil, or drainage line or directly into a stream or wetland. Road drainage must discharge onto:
 - i). a strip of undisturbed vegetation at least 20m wide;
 - ii). a rock spill; or
 - iii). some other structure that dissipates the velocity of drainage flows.
- (h) Table drains must:
 - i). allow water to flow, without ponding;
 - ii). be created by extending the road when it is formed, and not by subsequent excavation;
 - iii). include run-offs of sufficient length to allow the table drain and run-offs to be cleaned;
 - iv). be supported by rock or otherwise stabilised in soils of a high erosion hazard; and
 - v). have silt traps constructed at the end if discharging directly into a stream or wetland buffer.

1.6.4. Stream and Drainage Line Crossings

- (a) Effective crossings must be in place where any road or track crosses any stream or drainage line.
- (b) Where used, culverts must:
 - i). be a minimum 375mm in diameter for permanent roads;;
 - ii). a minimum 300mm in diameter for temporary roads;
 - iii). be designed to withstand a 1 in 10 year rainfall event;
 - iv). where used in a catchment area that exceeds 100ha, be constructed in accordance with engineering advice;
 - v). be held in place and protected from erosion by either sandbags, timber, concrete or rock, placed at the head of and at the point of discharge from, the culvert;
 - vi). on a Class 5C and higher roads, be constructed to include a road sump;
 - vii). if constructed of concrete, have a minimum cover of 600mm as measured from the road surface to the top of the pipe and a maximum cover as specified in the *Installation of Steel-Reinforced Concrete Drainage Pipelines, Concrete Pipe Association of Australasia*;
 - viii).if constructed of a material other than concrete, have a minimum cover as recommended in the manufacturers specifications;
 - ix). on permanent streams, include a fish ladder if the diameter of the culvert is greater than 750mm;
 - x). on any fill face upstream or downstream be protected in a way that prevents erosion;
 - xi). not project above the bed of a stream, wetland or drainage line in a way which may prevent the passage of aquatic fauna;
 - xii). where construction diverts water from its natural course, return water to its natural course over a flume, rock spill, or other hard surface; and
 - xiii).ensure that any fill face upstream or downstream from a culvert, is protected in a way that prevents erosion.
- (c) Bridges must:
 - i). be designed in accordance with the *DSE Bridge Policy 2007*;

- ii). be designed to prevent constriction of any clearly defined channel;
 - iii). not utilise earth borrow from a stream or wetland buffer;
 - iv). cause the least possible disturbance to soil under or adjacent to any stream, wetland or drainage line;
 - v). ensure that excavations, sills, abutments, stringers and girders are made or placed above the high watermark of the stream, wetland or drainage line; and
 - vi). include protection from erosion by use of natural groundcover, a retaining wall, a bulkhead or a rock surface.
- (d) Temporary crossings to carry machinery during bridge construction must:
- i). be constructed only if the bed of the stream, wetland or drainage line is capable of bearing the weight of that machinery without being damaged;
 - ii). include a corduroy crossing of logs;
 - iii). have adequate drainage, including any access tracks, when construction is complete; and
 - iv). be removed and rehabilitated on completion of works.
- (e) Fords must:
- i). have a base and entry points constructed of rock, concrete, heavy timber or other erosion-resistant material;
 - ii). be as wide as the crossing place will allow; and
 - iii). not project above the bed of the stream or wetland in a way that may prevent the passage of aquatic fauna.
- (f) Log fill crossings must:
- i). only be used on snig tracks (extraction tracks); and
 - ii). be removed before provisional or final clearance of a coupe.

1.6.5. Maintenance

- (a) Roads and tracks must be maintained so that:
- i). discharge of turbid water into streams or wetlands is minimised;
 - ii). any soil windrow erected on the outside of a road is breached at regular intervals, except where the windrow protects a fill; and
 - iii). drainage is kept free of debris.

- (b) Blading-off of any permanent road is not permitted unless approved by the Area Manager.
- (c) Blading-off of snig tracks, boundary trails, temporary roads must:
 - i). be noted on the FCP or Site Plan; and
 - ii). ensure that the depth to which the track is cut into the soil profile is minimised.

1.6.6. Closure and Rehabilitation

1.6.6.1 Seasonal and Temporary Road Closures

- (a) Seasonal and temporary closures of permanent roads must:
 - i). comply with, and be by a delegated person (under S21(1)(ea) of the *Forests Act 1958*) or a Forest Officer authorised by a delegated person (under S21(1A) of the *Forests Act 1958*);
 - ii). be recorded in accordance with the standards specified in Worksite Traffic Management AS 1742.3 and *Code of Practice for Worksite Safety - Traffic Management*, issued under the *Road Management Act 2004*; and
 - iii). for seasonal closures be gazetted annually.
- (b) Where VicForests requires a permanent road to be temporarily closed (including erection of bunting barriers), VicForests must submit a completed Road Closure Plan (refer to Schedule 9 of these Procedures) to the Area Manager for approval.
- (c) All roads must be temporarily closed to general traffic, or have traffic control measures implemented in accordance with 1.6.6.3 of these Procedures, when timber harvesting operations and associated activities or prescribed burning conducted on or near a road presents a risk to road users.
- (d) All roads must be temporarily closed to the carting of timber resources and forest produce during wet weather, including when snow is lying on the ground, or dry periods if there is a significant chance that:
 - i). the road surface will deteriorate; or
 - ii). watercourses will be polluted.

1.6.6.2 Permanent Road Closures

- (a) The permanent closure of a permanent road must comply with, and be by a delegated person (under S21 (1) (ea) of the *Forests Act 1958*).
- (b) Except where the Area Manager has determined that a temporary road will become part of the permanent road network, a temporary road must be closed and rehabilitated by the managing authority (including removal of all bridges crossings and culverts) as soon as possible after the coupe(s) (or part therefore) for which the road was constructed to access has been harvested and regenerated.
- (c) The approach to any bridge, culvert or log fill crossing that has been removed must be adequately drained to restrict soil movement into a stream or waterway.
- (d) When timber harvesting operations in a coupe are complete, all temporary roads must be drained to ensure that soil movement is restricted.
- (e) Temporary roads that will not be used to access a coupe for a period of 12 months or more must be closed to all vehicles by an effective barrier.
- (f) Temporary roads that are to remain open after completion of timber harvesting operations and associated activities (for the purposes of accessing another coupe or to become part of the permanent State forest road network) must be identified on the FCP or Site Plan.

1.6.6.3 Traffic Control

- (a) Control of traffic may be required for safety reasons during timber harvesting and associated activities or prescribed burning. Any planned traffic control must:
 - i). have a Traffic Management Plan prepared in accordance with the *Road Management Act 2004 Worksite Safety Traffic Management Code of Practice*.
 - ii). be in accordance with a Traffic Management Plan (a template is provided in Schedule 10 of these Procedures); and
 - iii). be carried out by an accredited traffic controller, in accordance with Worksite Traffic Management AS 1742, and Code of Practice for

'Worksite Safety - Traffic management, issued under the Road Management Act 2004.

- (b) Where VicForests undertakes traffic control, a Traffic Management Plan in accordance with 1.6.6.3(a) of these Procedures must be provided to the Forest Management Officer one week prior to implementation of the plan.

1.6.6.4 Carting Out of Hours

- (a) Unless approved by an Authorised Officer and endorsed by the Area Manager, the removal of forest produce from the State forest is not permitted:
 - i). after sunset and before sunrise on Monday to Saturday inclusive; and
 - ii). at any time between midnight on Saturday and midnight on Sunday.
- (b) In addition to the information required on the Approval Request Form, a request for approval for carting out of hours must also specify the:
 - i). destination of produce;
 - ii). all roads that will be used for carting (excluding temporary roads); and
 - iii). when the cartage will occur.



Part Two

VicForests Procedures

2.1. TIMBER RELEASE PLANS

2.1.1 VicForests Responsibilities

- (a) VicForests is responsible for:
- i). preparing a proposed new TRP;
 - ii). preparing a proposed change to an approved TRP;
 - iii). Preparing a proposed modification to an approved TRP;
 - iv). ensuring a proposed TRP or change or modification to an approved TRP complies with all relevant legislation, relating to timber harvesting and associated activities;
 - v). consulting with relevant authorities and stakeholder groups;
 - vi). obtaining any permits or consents required to conduct operations; and
 - vii). Complying with all relevant legislation, the Allocation Order, Codes of Practice and approved TRP in the harvesting and selling of timber resources.

2.1.2 Notification of a Proposed New TRP or Change to an Approved TRP

- (a) The Chief Executive Officer, VicForests must notify the Executive Director, Forests and Parks (as delegate of the Secretary) in writing of a proposed new TRP or change to an approved TRP at least 30 days prior to submitting documentation for review. This letter must identify expected dates of submission of documentation for review by Land and Fire Services.
- (b) VicForests must notify the relevant Area Manager at least 30 days prior to submitting the proposed new TRP or change to an approved TRP for review by Land and Fire Services. The notification must include:
- i). the date the proposed new TRP or change to an approved TRP will be submitted for review;
 - ii). the number of coupes included in the proposed new TRP or change to an approved TRP per FMA; and
 - iii). identification of whether a new TRP, a major change to an approved TRP or a minor change to an approved TRP is proposed.

2.1.3 Review and Approval of a Proposed New TRP or Change to an Approved TRP

2.1.3.1 Documentation

- (a) VicForests must provide documentation in accordance with Schedule 15 of these Procedures to the Area Manager and the nominated TRP Coordinator at the commencement of the review by Land and Fire Services.
- (b) VicForests must provide documentation in accordance with Schedule 15 of these Procedures to the Manager, Forestry Standards and Compliance at the commencement of the review by the Forestry Standards and Compliance Unit.
- (c) VicForests must propose a change to an approved TRP to divest all unharvested timber resources when that approved TRP is to be replaced by a new TRP.
- (d) VicForests must provide documentation in accordance with Schedule 15 of these Procedures to the Executive Director, Forest and Parks (as delegate of the Secretary) (and provide a copy of that documentation to the Manager, Forestry Standards and Compliance) at the commencement of the process for the approval of a proposed TRP or change to an approved TRP. A letter must accompany this documentation and must include:
 - i). a statement regarding the consistency of the proposed TRP or change to an approved TRP with the Allocation Order, Code and Fire Code;
 - ii). a summary of the process used to develop the proposed TRP or change to an approved TRP;
 - iii). a statement regarding compliance with all relevant legislation, the Allocation Order, Codes of Practice and approved TRP in the harvesting and selling of timber resources;
 - iv). a statement that necessary permits, plans or permissions from statutory authorities will be in place before timber harvesting operations commence (where they apply); and
 - v). a statement regarding data quality.

2.1.3.2 Coupe Reconnaissance

- (a) The coupe reconnaissance must identify and provide planned management actions for all relevant coupe values.

2.1.3.3 Gross Coupe Area

- (a) Gross coupe area may include:
 - i). stream buffers;
 - ii). areas mapped as being greater than 30 degrees slope; and
 - iii). areas mapped outside State forests, where VicForests provides accurate tenure information demonstrating the coupe is actually located within State forest.
- (b) VicForests may submit proposed coupes incorporating SPZ (within the gross area) where a request to convert SPZ to GMZ in accordance with 3.2.4 of these Procedures accompanies the proposal.

2.1.3.4 Buffers on Roads and Coupe Driveways

- (a) Roads and coupe driveways may include a buffer of up to 250m either side of the centreline of the proposed alignment.
 - i). buffers are to be minimised at all times;
 - ii). reasons for uncertainty in planning and justification for buffers greater than 40m must be specified in the management issues section of the coupe reconnaissance;
 - iii). The area of buffer must be included in the gross area of the coupe and the area of the unbuffered planned road or coupe driveway included in the estimated net area of the coupe.
 - iv). all proposed road and coupe driveway alignments must be walked in the field by VicForests prior to inclusion on a proposed new TRP or change to an approved TRP
- (b) Roading operations that incorporate both improvement of an existing road and construction to extend that road must be identified as road construction in a proposed new TRP or change to an approved TRP.

2.1.3.5 Reselected Coupes and Updated Coupe Reconnaissance, Maps and Exceptions Reports

- (a) VicForests may re-select coupes and update the coupe reconnaissance, mapping and the Exceptions Report following the preliminary review by Land and Fire Services but not once the final review by Land and Fire Services has been completed.

- (b) VicForests must notify the nominated TRP Coordinator via CIS that updates to the proposed TRP or change to an approved TRP are complete and the proposed TRP or change to an approved TRP is ready for final review by Land and Fire Services. Updates to the Exceptions Report must be included with the notification.

2.1.4 Modification to an Approved TRP

- (a) VicForests must advise the relevant Forest Management Officer via CIS at least 5 working days prior to the intended commencement of timber harvesting of any minor modification to an approved TRP. A minor modification is:
 - i). a change to a coupe address;
 - ii). a change to year of harvest;
 - iii). a less intensive silvicultural system;
 - iv). the amalgamation of one or more coupes;
 - v). the division of a large coupe into several smaller coupes within the TRP boundary; or
 - vi). unmapped SPZ values identified during coupe marking.
- (b) VicForests must obtain the approval of the Area Manager for a major modification to an approved TRP. A major modification is:
 - i). a change to a more intensive silvicultural system; or
 - ii). an amendment to the forest stand description.
- (c) A major modifications must be submitted to the District Manager via CIS at least 10 working days prior to intended commencement of timber harvesting.
- (d) The information required when submitting a modification to an approved TRP includes:
 - i). the coupe address
 - ii). the type of modification;
 - iii). the reason for modifying the TRP ;
 - iv). modified reconnaissance information;
 - v). a shapefile showing the coupe location (for major modifications only).

2.1.5 Publication of an Approved TRP

- (a) VicForests must publish the approved TRP or change to an approved TRP (including 1:100,000 scale maps showing the location of coupes in each FMA) on its external website within 24 hours of the notice of approval being published in the Victorian Government Gazette.

2.1.6 Identification of Coupe Boundaries and Exclusion Areas

- (a) The following prescriptions are in addition to those specified in 1.2.3 of these Procedures.
- (b) VicForests must ensure that the coupe boundary identified in the field is the mapped coupe boundary on the approved TRP.
- (c) Where the TRP coupe boundary is mapped to a geographic feature and that geographic feature does not exist in the field (or its location does not match the mapped location), the coupe boundary may be moved a maximum of 50m from the mapped boundary to align with the actual location of the intended boundary feature.
- (d) If the coupe boundary must be moved more than 50m from the mapped TRP boundary to align with the actual location of the intended boundary features, then a TRP change is required.
- (e) VicForests must obtain the approval of the Area Manager to convert an exclusion area based on a modelled value to GMZ where that modelled value is determined not to exist in the field.

2.2. MONITORING, AUDITING AND REPORTING

2.2.1 Monthly Reporting

- (a) VicForests shall provide a monthly Operations Report to the Manager, Forestry Standards and Compliance that includes information on the following:
- i). currently active coupes by FMA;
 - ii). occupational health and safety and environmental monitoring, compliance and incidents;
 - iii). number and proportion of coupes harvested with declared public safety zones by FMA;
 - iv). changes and/or modifications to an approved TRP submitted during the month by category and Land and Fire Services Area.

2.2.2 Annual Reporting

- (a) By 30 September each year, VicForests will provide the Director, Forests with electronic and hardcopy information for the preceding financial year as specified within the :
- i). *Resource Allocation Procedures – Monitoring Annual Harvest Report*; and
 - ii). *Resource Allocation Procedures – Timber Harvesting Exceptions Report*
- (b) VicForests must participate in the verification and endorsement of products derived through the Monitoring of Annual Harvest Performance process as specified within *Resource Allocation Procedures – Monitoring Annual Harvest Performance*.

2.2.3 Coupe Finalisation

- (a) By the date specified in the *Coupe Finalisation Procedures*, VicForests must provide the Manager, Forestry Standards and Compliance with electronic and hardcopy reports of coupes nominated for finalisation or removal from an approved TRP and a copy of the stocking survey field forms.
- (b) For coupes harvested using uneven-aged and even-aged coupe silvicultural systems, VicForests must include the following information for each coupe nominated for finalisation:
- i). Forest Management Area;
 - ii). coupe address (in the format Block- Compartment- Coupe);

- iii). harvested area that requires regeneration (must be the full coupe area, not part thereof);
 - iv). forest type;
 - v). silvicultural system;
 - vi). establishment date (date of sowing or seed fall);
 - vii). stocking percentage;
 - viii). survey intensity (standard, intensive or extensive);
 - ix). unstocked areas (areas greater than 1ha for even-aged systems and greater than 2ha for uneven-aged systems that are unstocked); and
 - x). post-harvest species (whether or not at least 10 individuals of each of the pre-harvest eucalypt species have been recorded).
- (c) For coupes harvested using uneven-aged and even-aged coupe silvicultural systems VicForests shall supply the following information on each coupe nominated for finalisation (if available):
- i). browsing intensity (amount of browsing on the regeneration);
 - ii). weeds present prior to harvesting (scale of weed infestation); and
 - iii). weeds present at time of stocking survey (scale of weed infestation).
- (d) For coupes that have been thinned, VicForests must report on the following information for each coupe nominated for removal from the TRP:
- i). Forest Management Area;
 - ii). coupe address (in the format Block- Compartment- Coupe);
 - iii). area thinned (must be the full coupe area, not part thereof);
 - iv). forest type;
 - v). silvicultural system;
 - vi). stand age;
 - vii). pre-harvest basal area (the basal area for regrowth and overwood, prior to thinning);
 - viii). post-harvest basal area (the basal area for regrowth and overwood post-thinning);
 - ix). proportion of retained trees damaged by the thinning operation;

- x). average out-row width; and
 - xi). average bay width.
- (e) The audit process for coupe finalisation is detailed in the *Coupe Finalisation Procedures* and must be followed.

2.2.4 Compliance Auditing

- (a) VicForests shall participate in any compliance auditing of its timber harvesting operations and associated activities undertaken by or on behalf of DSE, including:
- i). audit opening meetings;
 - ii). interviews;
 - iii). the provision of required documents and information;
 - iv). field assessments;
 - v). audit closing meetings; and
 - vi). consultation during the development of follow-up action programs.
- (b) Resources and facilities required by the auditing team will be provided as agreed during the audit opening meeting.
- (c) Follow up actions determined through the auditing program will be implemented on receipt of the final audit report.

2.3. MISCELLANEOUS

2.3.1 Forest Produce Licences

- (a) VicForests may apply for a Forest Produce Licence to harvest timber resources where:
 - i). harvesting clearly benefits DSE's forest management objectives; and
 - ii). cannot be approved through a TRP.
- (b) VicForests applications must:
 - i). be sent via VicForests' Corporate Support Office to the Manager, Forestry Operations;
 - ii). include a FCP addressing all information required to develop a WUP; and
 - iii). explain how the proposed harvesting addresses criteria specified in 2.3.1(a) of these Procedures.
- (c) Harvesting may commence when:
 - i). the Area Manager has approved the coupe in accordance with the *Wood Utilisation Planning Guidelines*; and
 - ii). the Manager, Forestry Operations has issued a Forest Produce Licence.

2.3.2 Domestic Firewood Management

- (a) The VicForests Regional Manager (or delegate) is responsible for:
 - i). assisting DSE where possible in the identification of coupes with sufficient volumes and suitable for domestic firewood collection;
 - ii). consenting (or otherwise) to public access to coupes identified by DSE for domestic firewood collection;
 - iii). providing an Access Notice to the Area Manager (refer to Schedule 12 of these Procedures), within 2 weeks of the completion of timber harvesting;
 - iv). completing (with DSE) and signing the Hazard Identification Checklist; and
 - v). notifying the Area Manager in writing if the access to the coupe for the purposes of domestic firewood collection shall be terminated prior to the end of the access period (at least 1 week prior to the termination date).

2.3.3 Harvesting in Water Supply Catchments

- (a) Schedule 6 of the Procedures provides a list of water supply catchments and associated requirements.
- (b) In addition to Schedule 6 of these Procedures, in the Thomson, Tarago and Yarra Tributaries water supply catchments the area harvested must not exceed the following limits measured as a rolling average (ha per annum) commencing July 2004:
 - i). Thomson - Ash forests 150ha, Mixed species forests 15ha;
 - ii). Tarago - Ash forests 55ha, Mixed species forests 23ha; and
 - iii). Yarra Tributaries - Ash forests 52ha, Mixed species forests 15ha.
- (c) In addition to Schedule 6 in the Bunyip and Learmonth's Creek water supply catchments the area harvested must not exceed the following limits (hectares per annum), averaged over the previous 10 year period commencing July 1996 (for example in July 2007 the 10 year period commences July 1997):
 - i). Bunyip - Ash forests 15ha, Mixed species 15ha; and
 - ii). Learmonth's Creek - Ash forests 7ha, Mixed species 3ha.
- (d) In the Thomson, Tarago and Yarra Tributaries water supply catchments serviced sanitary facilities must accompany harvesting operations.

2.3.4 Falling Trees Outside of an Approved Coupe Boundary

- (a) A delegated person (under items 1, 2, 3 and 4 of Schedule 2 of the *Sustainable Forests (Timber Harvesting) Regulations 2006*) may approve the felling of a tree outside of the boundary of a coupe on an approved TRP if that tree presents a demonstrable risk to the health and safety of any person undertaking timber harvesting operations, roading and regeneration within that coupe.
- (b) Any decision made under 2.3.4(a) of these Procedures must be recorded on the FCP.

2.3.5 Camp Sites

- (a) Camp sites and shower units in State forests that are associated with timber harvesting operations and associated activities must be located:
 - i). within a coupe on the approved TRP if it is safe to do so and requires no unnecessary tree clearance; or

- ii). in another location approved by the Area Manager.

2.3.6 Planning for Road Construction and Improvement Operations

- (a) The following prescriptions are in addition to those specified in 1.6.2 of these Procedures.
- (b) All road construction, significant road improvement operations, minor road improvement operations and road maintenance operations must be in accordance with the *Road Management Agreement*.
- (c) All road construction and road improvement operations must be specified in an approved TRP.
- (e) At completion of road construction operations, VicForests must notify the Roding Officer of the location of the road (so that the road may be included on the DSE Road Register).



Part Three

DSE Procedures

3.1. MONITORING, AUDITING AND REPORTING

3.1.1. Monitoring of DSE Operations

- (a) DSE will monitor operations in accordance with the *Coupe Monitoring Procedures*.

3.1.2. Monitoring Annual Harvest Performance

- (a) Monitoring of Annual Harvest Performance reports and associated materials must be prepared annually in accordance with *Resource Allocation Procedures – Monitoring Annual Harvest Performance*.

3.1.3. Logging History

- (a) Logging History information must be prepared annually for each FMA in accordance with the *Logging History Data Capture Guidelines*.
- (b) Logging History data for the preceding financial year will be verified and prepared for inclusion in the Corporate Geospatial Data Library in accordance with *SOP 3.4 – Verification of Logging History*.

3.1.4. TRP Review and Approval

- (a) DSE is responsible for the following aspects of the TRP process:
 - i). reviewing a proposed TRP, change to an approved TRP or major modification to an approved TRP as prepared by VicForests
 - ii). providing advice to VicForests on the identification and planning for the protection of values within coupes (or parts thereof) proposed for inclusion in the TRP and on forest management activities within or adjacent to those coupes;
 - iii). verifying a proposed TRP, change to an approved TRP or major modification to an approved TRP as prepared by VicForests is consistent with the Allocation Order, the Code and the Fire Code;
 - iv). approving a proposed TRP or change to an approved TRP and publishing a notice of approval in the Government Gazette; and
 - v). approving a major modification to an approved TRP.
- (b) DSE will follow the processes outlined in the *Guidelines for the review of a Timber Release Plan* in meeting responsibilities specified in 3.1.4(a) of these Procedures.

3.1.5. Coupe Finalisation

- (a) Coupe finalisation and/or removal from the TRP will be completed in accordance with *Coupe Finalisation Procedures*.

3.1.6. Compliance Auditing of VicForests

- (a) An independent environmental auditor appointed by the Executive Director, Forests and Parks will undertake compliance auditing of VicForests' timber harvesting operations, and associated roading and regeneration annually..

3.1.7. DSE Visits to Active VicForests' Harvesting Coupes

- (a) DSE shall notify VicForests at least 24 hours in advance of entering any active coupe.
- (b) When visiting active coupe, DSE staff must follow the safety system of the contractor responsible for the coupe.

3.1.8. Reporting of Issues to VicForests

- (a) DSE shall notify VicForests in writing (including by email) of any issue of concern relating to the conduct of timber harvesting operations and associated activities.
- (b) The notifications must be signed by the Area Manager or the District Manager, dependent upon the seriousness of the issue.
- (c) A CAIR relating to the issue of concern shall be raised by DSE and issued to the Area Manager or District Manager (which ever signed the notification) and a copy provided to the Manager, Forestry Standards and Compliance. The CAIR shall only be completed when VicForests has satisfactorily addressed the issue.
- (d) A copy of the notification and the CAIR must be placed on a registry file.

3.2. PLANNING

3.2.1. Wood Utilisation Plans

- (a) Refer to *SOP 3.1 – Wood Utilisation Planning* for further information.
- (b) A WUP must be prepared to provide the general public with information regarding the location and approximate timing of DSE managed timber harvesting operations and associated road construction and road improvement operations.
- (c) All planned timber harvesting coupes that involve tree felling and roadline coupes in which road construction operations, significant road improvement operations and minor road improvement operations associated with timber harvesting is planned must be included in a WUP.
- (d) Coupes designated for the collection of firewood that was fallen during a previous harvesting activity do not require inclusion in the WUP.

3.2.2. Identification of Coupe Boundaries and Exclusion Areas

- (a) The following prescriptions are in addition to those specified in 1.2.3 of these Procedures.
- (b) Where the mapped coupe boundary is an identifiable feature in the field, this feature is the coupe boundary.
- (c) Where the mapped coupe boundary is a physical feature that is not readily identifiable in the field or where the mapped coupe boundary relates to a modelled value (e.g. old growth forest or a non-descriptive EVC) the field location of the coupe boundary must be located using a Global Positioning Unit (GPS) and must be marked in the field. The standard required for GPS data capture is described in the *Standard Operating Procedure 3.4– Verification of Logging History*.
- (d) Where a GPS reading is not possible (e.g. under heavy canopy cover, deep valleys or insufficient satellite coverage) other means, such as a hip chain and compass, must be used to establish the coupe boundary in the field.
- (e) In the Bendigo FMA, the coupe boundaries for all sawlog harvesting operations must not be varied from that specified on the FCP map.

3.2.3. Planning for Road Construction and Improvement Operations

- (a) The following prescriptions are in addition to those specified in 1.6.2 of these Procedures.

- (b) All road construction and road improvement operations must be specified in an approved WUP.
- (c) A Site Plan must be approved by the District Manager.

3.2.4. Amendments to the Forest Management Zoning Scheme

- (a) Amendments to the FMZ scheme must be in accordance with the relevant RFA and FMP. In general, any amendment must ensure that:
 - i). the overall integrity of the FMZ scheme is maintained;
 - ii). no net deterioration occurs in the protection of identified CAR values across an FMA or GRU (as appropriate to the value);
 - iii). the timber production capacity of State forest is maintained (including availability of sawlog resources and potential sawlog from regrowth stands);
 - iv). The protection of national estate values is maintained at the agreed regional scale, however minor changes to the levels of protection of individual values may occur as a result of the change; and
 - v). changes to the FMZ scheme and consultation processes are made in a way that maintains the confidence of internal and external stakeholders.
- (b) An amendment to the FMZ scheme must be approved by the Director, Forests except as described in 3.2.4(f) of these Procedures. The following information must be provided when seeking approval:
 - i). a completed register (refer to Schedule 11 of these Procedures)
 - ii). the reason for the amendment (refer to 3.2.4(i) of these Procedures)
 - iii). a description of how the requirements of 3.2.4(a) of these Procedures have been satisfied;
 - iv). a list the stakeholders consulted, the method of consultation (refer to 3.2.4(d) of these Procedures), the matters raised and a description of how relevant matters raised by stakeholders have been addressed;
 - v). an accurate map (1:25.000 scale or better) and GIS line work (that meets the corporate data standards outlined in *SOP 3.4 – Verification of Logging History*; and
 - vi). the endorsement of the Area Manager and Manager, Forest Policy and Projects.
- (c) Appropriate stakeholder consultation must be undertaken prior to an amendment to the FMZ zoning scheme being approved:

- (d) Appropriate consultation will be determined by the Manager, Forest Policy and Projects, and;
 - i). should involve relevant internal and external stakeholders; and
 - ii). must include public advertisement of the proposed amendment to the FMZ scheme for public comment, where the area of the change within a FMZ exceeds 200ha (this requirement may be met by public advertisement of the cause of the change (e.g. Action Statement or Government policy)).
- (e) Subject to 3.2.4(a) of these Procedures, the FMZ scheme may be amended:
 - i). as a result of strategic forest management decisions (e.g. additions to the formal conservation reserve system, linear reserve networks, landscape protection, catchment protection);
 - ii). where FMZ are based on modelled, mapped or interpreted values, when those values are determined to be absent in the field;
 - iii). where a new record (e.g. threatened species, cultural heritage sites, historic sites) or previously unmapped value (e.g. rare EVC, rainforest, Leadbeater's Possum zone 1A habitat) is discovered, to ensure compliance with statutory requirements, or strategies or prescriptions contained in a FMP, an Action Statement (refer to 1.4.9(b) of these Procedures), or other subordinate instrument; or
 - v). for operational or other reasons.
- (f) The Area Manager may approve a minor amendment to the FMZ scheme in an active timber harvesting or roadline coupe (e.g. where a mapped value is absent or where a value is present but not mapped) provided that:
 - i). the requirements specified in 3.2.4(a) of these Procedures are satisfied;
 - ii). the aggregated area of the amendment is less than 10ha; and
 - iii). the Manager, Forest Policy and Projects is notified of the approved amendment and is provided the information specified in 3.2.4(b)i) to 3.2.4(b)v) of these Procedures.
- (g) Approved amendments to the FMZ scheme must be:
 - i). incorporated into FMZ100 and/or FMZ25 spatial data layer and placed in the corporate geospatial data library (CGDL) and the superseded version archived within 3 months of approval;

- ii). maintained in a register as per Schedule 11 of these Procedures by the Manager, Forest Policy and Projects; and
- iii). all supporting documentation specified in 3.2.4(b) of these Procedures is kept on registry file by the Manager, Forest Policy and Projects.

3.2.5. Changing the text of a Forest Management Plan

- (a) Changes to the text of a FMP must consider the intent of any relevant RFA.
- (b) Changes to the text of a FMP must be approved by the Director, Forests.
- (c) Appropriate stakeholder consultation must be undertaken when a change to the text of a FMP is proposed. Appropriate consultation will be determined by the Manager, Forest Policy and Projects.
- (d) Approval of a proposed change to the text of a FMP must be requested in a memorandum to the Director, Forests, which:
 - i). states the name of the FMP;
 - ii). specifies the original text,
 - iii). specifies the proposed change to the text; and justification of the proposed change;
 - iv). includes an analysis of the impact (if any) of the text change on the protection of CAR values and/or timber production capacity;
 - v). lists the stakeholders consulted, the method of consultation, the matter raised and describes how relevant matters raised by stakeholders have been addressed; and
 - vi). is endorsed by the Area Manager and Manager Forest Policy and Projects.
- (e) The Manager, Forest Policy and Projects must keep a registry file of, and disseminate, approved changes to the text of an FMP.

3.2.6. Development of Additional Prescriptions

- (a) The development of prescriptions that result in harvesting exclusion zones or restrictions on timber harvesting additional to the Code, a FMP, other Subordinate Instrument or these Procedures (for example protection measures for a particular EVC) must:
 - i). include appropriate consultation with the Manager, Forestry Standards and Compliance, VicForests and relevant stakeholders;
 - ii). be endorsed by the Area Manager; and

- iii). only be implemented once approved by the Director, Forests.
- (b) Where prescriptions require a change to the FMZ scheme, 3.2.4 of these Procedures must be followed.
- (c) Approved prescriptions must be incorporated into these Procedures at the time of the next review undertaken in accordance with 1.1.8 of these Procedures.

3.2.7. Removal of Timber from Fire Control Lines

- (a) Removal of timber from wildfire control lines must be approved and managed in accordance with the relevant guidelines contained in the *Fire Response and Suppression Manual*.
- (b) Where contractors are directly engaged by DSE to undertake timber salvage operations, the DSE project supervisor must ensure that:
 - i). contractors have an appropriate occupational health and safety management system in place that at a minimum satisfies the occupational health and safety requirements of the *SafeTCare Business Rules for OH&S Management of Contractors*;
 - ii). contractors and all employees hold the relevant Timber Harvesting Operators Licence; and
 - iii). timber removal and rehabilitation works are managed in accordance with the *Industry Standard in Forestry Operations Harvesting and Haulage* (WorkSafe Victoria, 2007).

3.2.8. Indigenous Cultural Heritage

- (a) The location of indigenous cultural heritage sites and places must be treated as confidential.
- (b) Heritage information must be managed in accordance with locally developed agreements between DSE and relevant Aboriginal community representatives, and in consultation with AAV.
- (c) DSE staff must manage inspections of active coupes by AAV staff and Regional Cultural Heritage staff in accordance with the *Procedure for community visits to active timber harvesting coupes managed by DSE*.
- (d) *The Procedure for Identifying and Protecting Registered Aboriginal sites* must be followed in the:

- i). identification and protection of registered Aboriginal sites on timber harvesting coupes and backlog regeneration works on coupes harvested prior to 2000; and
 - ii). preparation of Cultural Heritage Permits for silvicultural activities involving mechanical disturbance where registered Aboriginal sites were not able to be relocated during a pre-harvest survey and an existing Cultural Heritage Permit does not apply.
- (e) If any Aboriginal archaeological deposits (e.g. shell midden deposits, stone artefacts, burnt mounds or hearths) that are not addressed in a Permit or Cultural Heritage Management Plan are found during timber harvesting operations, roading and regeneration:
- i). activities causing disturbance to the heritage site must immediately cease;
 - ii). an exclusion zone of at least 50m must immediately be established around the site;
 - iii). the site must be reported to the AAV Registrar on 1800 762 003.
 - iv). the AAV Registrar may be notified by phone to expedite recommendations for site management.
- (f) If human skeletal remains are uncovered the person who discovers the remains must immediately:
- i). cease all activities in the vicinity of the remains;
 - ii). notify the Victoria Police, and the State Coroner's Office on 1300 309 519;
 - iii). notify Integrated Emergency Coordination Centre on 1300 888 544 if there are reasonable grounds for believing that the remains are Aboriginal in origin; and
 - iv). notify the District Manager.
- (g) If human skeletal remains are uncovered the managing authority must:
- i). ensure there is no further disturbance to the remains;
 - ii). notify the Secretary of the Department of Planning and Community Development on 1800 762 003 of the discovery of Aboriginal remains, if confirmed by the State Coroners Office or Victoria Police; and

- iii). implement any directions from the Secretary of the Department of Planning and Community Development in relation to the site.

3.2.9. Native Title

- (a) Proposed plans to construct or realign permanent roads on Crown Land must be referred to the relevant Regional Native Title Coordinator to address all necessary procedural rights under the *Native Title Act 1993* or the Native Title Settlement Framework.

3.3. LICENCES AND PERMITS

3.3.1. Domestic Forest Produce Sales

- (a) DSE must manage domestic firewood collection in accordance with whichever of the following guidelines applies:
- i). *Domestic firewood collection in coupes on an approved Timber Release Plan; or*
 - ii). *Domestic firewood collection in non-Timber Release Plan coupes.*
- (b) Any person collecting forest produce for domestic use must be the holder of a Domestic Firewood Permit or Forest Produce Licence and Receipt/Tax Invoice (C-Licence).
- (c) A Domestic Firewood Permit may only be issued by an authorised domestic firewood agent. A Forest Produce Licence and Receipt/Tax Invoice may only be issued by a delegated person (under S52 (1) of *the Forests Act 1958*).
- (d) A maximum of 12 cubic metres of domestic firewood is permitted per household per year on Domestic Firewood Permit or Forest Produce Licence and Receipt/Tax Invoice. Where the permit holder demonstrates need for a greater volume (e.g. reliance on firewood for heating and cooking) up to 20 cubic metres may be issued in one year.
- (e) Domestic Firewood Permits and Forest Produce Licence and Receipt/Tax Invoices must:
- i). be issued sequentially;
 - ii). be issued only to persons collecting forest produce for domestic (personal) use;
 - iii). be issued for areas where forest produce collection is authorised;
 - iv). be fully completed in BLOCK letters using a black or blue inked ballpoint pen;
 - v). include the residential address of the permit/licence holder (not a Post Office box number);
 - vi). include the name of the person collecting the firewood if different from the person issued the permit/licence;
 - vii). include the concession card type and number where the permit/licence holder is eligible for a concession fee (the card must be sighted by the issuing person);
 - viii). not be backdated;

- ix). be issued as an original to the permit/licence holder as evidence of the permit/licence;
 - x). not be returned at a later date for a refund or exchanged for credit towards the purchase of another permit or licence; and
 - xi). have permit conditions and map attached.
- (f) Domestic firewood permits must:
- i). be issued for areas designated for domestic firewood collection only;
 - ii). be issued for a maximum of 1 cubic metre of firewood per permit;
 - iii). be issued for a maximum of 1 day per permit; and
 - iv). include the concession card type and number where the Permit Holder is eligible for a concession fee (the card must be sighted by the issuing agent).
- (g) Forest Produce Licence and Receipt/Tax Invoices must:
- i). be issued for up to a maximum of 12 cubic metres of domestic firewood;
 - ii). be issued for areas designated for forest produce harvesting or collection;
 - iii). specify the period for which forest produce collection is permitted;
 - iv). specify the volume of forest produce authorised for collection;
 - v). specify the forest produce type authorised for collection; and
 - vi). include a Forest Produce removal recording form to be completed by the licence holder each time Forest Produce is collected and removed from State forest.
- (h) In the Bendigo FMA, Forest Produce Licence and Receipt/Tax Invoices authorising the collection of domestic firewood (domestic firewood permits) may only be issued:
- i). at DSE offices;
 - ii). to local residents;
 - iii). where households have completed the current Box-ironbark Firewood Application Form;
 - iv). once annually per household; and
 - v). for a maximum of 18 cubic metres per household per year to be collected over a specified timeframe from a specified site.

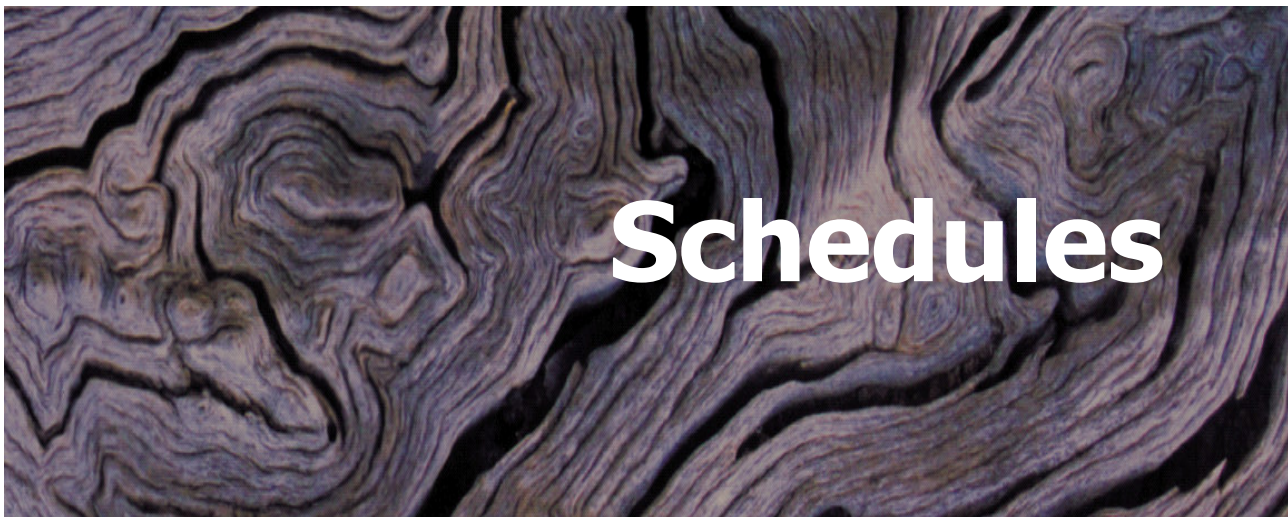
3.3.2. Commercial Forest Produce Sales

- (a) Schedule 13 of these Procedures provides guidance on administering new commercial sales of forest produce.
- (b) Where the commercial sale of forest produce is by competitive tender, tender documents must be approved by the Manager, Forestry Operations prior to the conduct of the tender.
- (c) Any person harvesting forest produce for commercial purposes from coupes managed by DSE must be the holder of, or work on behalf of the holder of, a Forest Produce Licence
- (d) DSE may issue a Forest Produce Licence where the:
 - i). application meets criteria listed in the *Guidelines for Assessing an Application for a Forest Produce Licence*;
 - ii). application is received and recommended by a delegated person (under S6(2) of the Forests (Licences and Permits) Regulations 1999); and
 - iii). the applicant has not previously been issued a Forest Produce Licence for the same product type within the same financial year.
- (e) Forest Produce Licences may only be issued by the Manager, Forestry Operations.
- (f) DSE must assess an application by VicForests for a Forest Produce Licence for seed collection in accordance with Schedule 7 of these Procedures.
- (g) A Forest Management Officer must review the cumulative product volumes harvested against each Forest Produce Licence at the end of each month to ensure licence volumes are not exceeded.


3.3.3. Timber Harvesting Operator's Licences

- (a) The Forestry Standards and Compliance Unit administers Timber Harvesting Operator's Licences and will notify licensees when renewals are due.
- (b) Applications for a Timber Harvesting Operator's Licence must be on the appropriate application form and be accompanied by the relevant certificates of competencies and application fee.
- (c) Applications and renewals may be presented to a DSE office reception. Reception staff must:

- i). take copies of the accompanying certificates of competency and attach to the application form;
 - ii). collect the application fee;
 - iii). issue a receipt;
 - iv). inform the applicant that the licence will be posted to them; and
 - v). forward the application to the Timber Harvesting Operator's Licence coordinator Nominated by the Area Manager.
- (d) The Timber Harvesting Operator's Licence coordinator nominated by the Area Manager will take a copy of the application (and place the copy on a registry file) and will forward the original application to the Manager, Forestry Standards and Compliance who will:
- i). check the application and accompanying competencies;
 - ii). approve the Licence;
 - iii). ensure that details are entered onto the Timber Harvesting Operator's Licence database; and
 - iv). generate and post a Timber Harvesting Operator's Licence to the applicant.



SCHEDULE 1: TEMPLATE APPROVAL REQUEST FORM

TO (Area Manager):	
FROM (Managing Authority):	
Date of request:	
Contact person:	
Type of approval being requested:	
<input type="checkbox"/> In accordance with Procedures <input type="checkbox"/> Variation of Procedures <input type="checkbox"/> Permanent Change to Procedures	
Particulars of Request (including Management Procedures reference):	
Suggested change to Procedures (Variation of Procedures only):	
Name of coupe, road, catchment or other area to which this request applies (attach map):	
Reason this request is being made:	
1. Are any stakeholders (including land managers and landowners) affected by this request? (provide details) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. If YES, have you consulted with the affected stakeholders <input type="checkbox"/> Yes (attach evidence) <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. If YES, specify agreed actions/risk mitigation measures to be implemented (provide details)	
4. Does this request comply with all relevant legislation? (provide details) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Does this request comply with the goals of the Code? (provide details) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Does this request comply with the objectives of the Forest Management Plan? (provide details) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<i>If NO has been answered for any of the above, this request should not be approved.</i>	
Approved / Not Approved (If not approved attached explanation) Signed: Name: Position: Date:	Endorsed / Not Endorsed (If not endorsed attached explanation) Signed: Name: Position: Date:

Fax signed and completed form to the Forestry Standards and Compliance Unit at (03) 9637 8589.

SCHEDULE 2: HABITAT TREE PRESCRIPTIONS

FMA/ FMP	Forest Type	Habitat Tree Requirements	Comment
East Gippsland	All	4 – 5 trees per ha	Seed trees currently left should be counted towards habitat tree numbers.
Tambo	Ash/HEMS Mixed Species	4 – 5 trees per ha 4 – 5 trees per ha	Generally consistent with the Central Highlands FMP. Seed trees currently left should be counted towards habitat tree numbers.
Central Gippsland (other than Central Highlands FMP area)	All	4 – 5 tree per ha	Seed tree currently left should be counted towards habitat numbers.
Central Highlands (Central, Dandenong and part of Central Gippsland).	Ash/HEMS Mixed Species	All ash eucalypts originating before 1900 At least 40 trees per 10ha for the length of the rotation in ash forests originating since 1900 and in all mixed-species forests 40+ trees per 10ha	Current prescription agreed in the Central Highlands FMP should be applied.
Benalla/Mansfield	Ash/HEMS Mixed Species	4 – 5 trees per ha 4 – 5 trees per ha	Seed trees currently left should be counted towards habitat tree numbers.
North East (Wangaratta and Wodonga)	Ash/HEMS Mixed Species	4 – 5 trees per ha 4 – 5 trees per ha	Seed trees currently left should be counted towards habitat tree numbers.
Otway	All	5 trees per ha (net coupe area) / 10 trees per ha (gross coupe area)	
Midlands	All	3 trees per ha except Box Ironbark.	Refer below for Box-ironbark prescriptions.
Mid Murray	All	20 trees per 10ha (≥50cm but ≤100 cm DBHOB) Retain all trees (>100cm DBHOB)	
Bendigo	All	See below.	
Horsham	All	10 trees per 10ha 5 potential habitat trees per 10ha 5 dead trees with hollows per 10ha	Any additional trees above the 10 trees per 10ha should be retained in place of potential habitat and dead trees.
Portland	All	Retain habitat trees to a basal area of 2 – 4m ² /ha Specific prescriptions for Yellow Bellied Glider.	Group selection.
Mildura	River Red Gum	20 trees per 10ha (≥50cm but ≤100 cm DBHOB) Retain all trees (>100cm DBHOB)	

Notes:

- In all cases except the Otway FMA, habitat tree retention rates apply to the net coupe area.
- The net coupe area is the gross coupe area, less exclusion areas (e.g. streamside buffers, rainforest buffers, and Heritage River Areas). Large and readily identifiable exclusion areas (e.g. Large areas >30°) should be identified prior to the commencement of timber harvesting operations, roading and regeneration. Smaller exclusion areas that are not readily identified until timber harvesting operations and associated activities commence (e.g. small rocky areas, small areas of steep slope, inaccessible areas) may be left unharvested and counted as retained habitat within the net coupe area. Buffers extended beyond the minimum requirements of the *Code* should be included in the net coupe area and counted towards retained habitat.
- This table does not fully represent the detail of current prescriptions. Refer also 1.4.5 of these Procedures and relevant FMP.

SCHEDULE 3: ROAD CLASSIFICATION SYSTEM

Road Class ¹	Type	Service Function Description	Road Type Description
5A	Primary Road >100 ADT ²	<ul style="list-style-type: none"> Provides primarily for the main traffic movements into and through a region. This includes access to high use visitor sites and forest areas Caters generally for higher travel speed, all vehicle types including large vehicles (i.e. buses and trucks). 	<ul style="list-style-type: none"> All weather road predominantly two-lane and mainly sealed. A high quality³ of service road Design speed standard of 80 - 50km/h according to terrain Minimum carriageway width is 7m
5B	Secondary Road 100 - 30 ADT	<ul style="list-style-type: none"> Provides access to moderate use visitor sites and forest areas Serves the purpose of collecting and distributing traffic from local areas, moderate use visitor sites and forest areas to or from primary or minor roads Caters for moderate travel speed a full range of vehicles including large vehicles 	<ul style="list-style-type: none"> All weather two lane road formed and gravelled or single lane sealed road with gravel shoulders A good quality of service road Design speed standards of at 70 - 30 km/h according to terrain Minimum carriageway width is 5.5m
5C	Minor Road 50 – 20 ADT	<ul style="list-style-type: none"> Provides a link to low and moderate use visitor sites and forest areas, and forms a feeder link to a logging coupe access track/road or fire track Purpose is to link areas, which are traffic generators to secondary or primary roads Caters for lower travel speed and full range of vehicles 	<ul style="list-style-type: none"> Generally all weather single lane two-way unsealed formed road usually lightly gravelled A fair quality of service road Design speed standards of 60 - 20 km/h according to terrain Minimum carriageway width is 4m
5D	Access Track/Road <20 ADT	<ul style="list-style-type: none"> Provides access to low use visitor sites and forest areas Can be short term, temporary or feeder roads to access individual timber harvesting coupes Provides for fire protection and management access (sometimes exclusively for management vehicles only) Caters for low travel speed and a range of vehicles in dry weather May be seasonally closed 	<ul style="list-style-type: none"> Substantially a single lane two-way generally dry-weather, formed (natural materials) track/road A low quality of service track/road Design speeds of 40 - <20 km/h according to terrain Minimum carriageway width is 4m May be restricted to four wheel-drive vehicles
5E	Rough Track <10 ADT	<ul style="list-style-type: none"> Provides primarily for four wheel-drive vehicles Mainly used for fire protection purposes, management access and limited recreational activities Caters for very low travel speed May be seasonally closed May be restricted to management vehicles only 	<ul style="list-style-type: none"> Predominantly a single lane two-way earth tracks (unformed) at or near the natural surface level A very low quality of service track Predominantly not conforming to any geometric design standards Minimum cleared width is 3m

Notes:

¹ The prefix 5 is related to the Austroads National Functional Road Classification categories.

² Average Daily Traffic (ADT) represents the average daily traffic over the peak season.

³ Quality of service is defined in terms of the level of convenience, (geometric standards), comfort (ride qualities) and safety (travel consistency) provided.

SCHEDULE 4: MINIMUM ROAD CLEARANCE WIDTHS AND DRAINAGE STRUCTURE SPACING

MAXIMUM CLEARING WIDTHS (M) REQUIRED FOR TYPICAL ROAD CONSTRUCTION

Side Slope		Road Class			
Degrees	%	5B	5C	5D	5E
0-7.5	0-13	13	7	6	4
7.5-15	13-27	17	11	10	7
15-22.5	27-41	23	17	16	10
22.5-30	41-58	30	24	23	14

Notes:

- Recommended clearing width is a horizontal distance.
- Table assumes that debris disposal is complete before construction commences.
- Extra clearing width may be required if debris disposed is concurrent with road construction.
- Clearing widths do not include slashed verges except within engineering or road safety priority areas where extra cleared widths are shown to be required.
- Recommended clearing width for temporary road is 6m.
- Additional widening is often required at curves.

RECOMMENDED MAXIMUM DISTANCE BETWEEN DRAINAGE STRUCTURES¹

Soil Erosion Hazard	ROAD GRADE							
	1:50	1:25	1:15	1:12	1:10	1:8	1:7	1:5
	1°	2°	3.5°	4.5°	6°	7°	8°	11°
	2%	4%	6%	8%	10%	12%	15%	20%
Low	250	170	130	115	100	90	60	30
Moderate	200	150	120	105	90	80	50	NP ²
High	160	130	110	95	80	65	NP ²	NP ²

Notes:

¹ Drainage structures include culverts, roll-overs, and inverts or cross drains.

² Road Grade Not Permitted

SCHEDULE 5: INTERIM WATER QUALITY RISK ASSESSMENT

- (a) Using the *'Field guide and assessment kit- soil erosion hazard assessment and soil permeability assessment and classification'* determine the:
- i). soil erosion classification; and
 - ii). soil permeability classification.
- (b) Combine the soil erosion and soil hazard classifications to determine an overall soil category of low (L), moderate (M), high (H) or very high (VH) as shown in Table 1 below.
- (c) Use this overall soil category to determine water quality risk as shown in Table 2 below.

Table 1: Determining overall soil category

Soil Permeability Classification	Soil Erosion Classification			
	Low	Medium	High	Very High
Low	M	M	H	VH
High	L	L	M	M

Table 2: Translating overall soil category to water quality risk

Overall Soil Category	Water Quality Risk
L	Low water quality risk
M	Moderate water quality risk
H	High water quality risk
VH	Very High water quality risk

SCHEDULE 6: WATER SUPPLY CATCHMENTS

Catchment	Status	Slope Limit	Seasonal Closure	Stream Buffers	Filter Strips	Comments
Central Gippsland FMA²						
Thomson River	SWSC & SAP	30°	1 May - 30 Nov	40m ¹	10m	Subject to additional regulations under the <i>Forests Act 1958</i> which includes limitations on access, camping, hunting with hounds and horse riding
Tyers River	SWSC & SAP	30°	1 June – 31 Oct	20m	10m	Applies above 650m ASL Harvesting restrictions on land above 1220m Buffer within 200m of Moondarra Reservoir foreshore Buffer of 40 m on Jacobs Creek up to the Walhalla Road
Tanjil River	SWSC & SAP	30°	1 June – 31 Oct	20m	10m	Closure applies north of Icy Creek – Mt Baw Baw Road
Tarago River	SWSC & SAP	30°	1 May – 31 Oct	20m	10m	
Bunyip River	SWSC & SAP	25°	1 June – 31 Oct	20m	10m	
Loch River	SWSC	30°	1 July – 30 Sept	20m	10m	
Drouin	SWSC	30°	1 July – 30 Sept	20m	10m	
Glenmaggie	SWSC		1 June – 31 Oct	40m Macalister below Caledonia 40m Wellington below Carey 40m Barkley below Mt Skene Creek 40m of Glenmaggie Creek below east and west branches		
Mirboo North	SWSC & SAP			Buffer of 100m around the off-take weir Buffer from the banks of streams, watercourses and spring areas specified on Plan No. S-101, and throughout the catchment, of between 20m and 40m		
Tarra River	SWSC		1 June – 31 Oct			
Central FMA						
Sunday Creek	SWSC	30°		20 m	10 m	
Kilmore	SWSC & SAP	30°		refer to the gazetted <i>Notice of Land Use Determination 1965</i> for buffer and filter widths		
Upper Goulburn	SWSC	30°		20 m	10 m	

Notes:

SWSC - Special Water Supply Catchment

SAP - Special Area Plan

¹ Major streams only

² In addition to the above prescriptions for Central Gippsland FMA and Dandenong FMA, refer to 2.3.3 of these Procedures.

Catchment	Status	Slope Limit	Seasonal Closure	Stream Buffers	Filter Strips	Comments
Dandenong FMA²						
Bunyip River	SWSC & SAP	25°	1 May - 30 Nov	20m	10m	60m buffer upstream of weir.
Britannia Creek	SWSC & SAP	30°	1 July - 30 Sept	20m	10m	
Tomahawk Creek	SWSC	30°	1 July - 30 Sept	20m	10m	
McCrae's Creek	SWSC & SAP	30°	1 July - 30 Sept	20m	10m	60m buffer upstream of weir.
Micks Creek	SWSC & SAP		Harvesting excluded			
Healesville	SWSC & SAP		Harvesting excluded			
Armstrong Creek East	Restricted		Harvesting excluded			
Learmonth Creek		25°	1 May - 30 Nov	40m ¹	10m	1 coupe per year
McMahons Creek	Restricted	25°	1 May - 30 Nov	40m ¹	10m	A maximum of 30% of each of these catchments is to be harvested over a 10 year period.
Starvation Creek	Restricted	25°	1 May - 30 Nov	40m ¹	10m	
Cement Creek	Restricted	25°	1 May - 30 Nov	40m ¹	10m	There is to be harvesting in only 1 of the 4 restricted access catchments in any one year.
Armstrong Creek West	Restricted	25°	1 May - 30 Nov	40m ¹	10m	
North East FMA						
Lake Hume (Northern)	SWSC		30 June – 1 Oct			In accordance with Plan No. S-1275B.
Mount Tabor Creek	DC		1 July – 30 Sept			40ha maximum annual area harvested.
Black Dog Creek	DC		1 July – 30 Sept			30ha maximum coupe size
Bakers Gully Creek	SWSC; DC		1 July – 30 Sept			20ha maximum coupe size
West Kiewa River	DC		1 July – 30 Sept			40ha maximum coupe size.
Musk Gully Creek	DC		1 July – 30 Sept			35ha maximum coupe size
Diddah Diddah Creek	SWSC; DC		1 July – 30 Sept			20ha maximum coupe size
Benalla - Mansfield FMA						
Upper Goulburn (Upper Delatite)	SWSC & SAP	30°	1 June – 31 Oct	20m	10m	
Lake Nillahcootie	SWSC	30°	1 June – 31 Oct	20m	10m	
Ryans Creek	SWSC & SAP; DC Category 1 Category 2 Category 3	- <12° 30°	- 1 May – 31 Oct 1 May – 31 Oct	- 20m 20m	- 10m 10m	No harvesting No clearfelling
Tambo FMA						
Lake Hume (Northern)	SWSC		30 June – 1 Oct			In accordance with Plan No. S-1275B
Mitchell River	SWSC		30 June – 1 Oct			Above 900m
Nicholson River	SWSC & SAP	30°				200m buffer around the Nicholson Reservoir and Water supply off-take on the Nicholson River as shown on Plan No. S-1411. 40m buffer around Nicholson and Barmouth Rivers as shown on Plan No. S-1411. 20m buffer from banks of permanent streams & drainage lines as shown on Plan No. S-1411.

Notes:

SWSC - Special Water Supply Catchment

SAP - Special Area Plan

DC – Designated Catchment identified in the FMP

Restricted - Restricted access catchments managed by agreement between Melbourne Water and DSE

¹ Major streams only

² In addition to the above prescriptions for Central Gippsland FMA and Dandenong FMA, refer to 2.3.3 of these Procedures.

Catchment	Status	Slope Limit	Seasonal Closure	Stream Buffers	Filter Strips	Comments
East Gippsland FMA						
Orbost (Rocky River)	SWSC & SAP			100m on main river. 40m on major tributaries 30m on other watercourses. 100m on off-take weir.		40ha maximum annual area harvested.
Betka River	SWSC			150m on main river. 20m on major tributaries and other permanent streams.		120ha (1% of catchment) max annual area harvested.
Cann River	SWSC					
Brodribb River	SWSC					
Buchan River	SWSC					
Bemm River	SWSC					
Tambo River	SWSC					
Boggy Creek	SWSC					
Midlands FMA						
Blackwood	DC		1 June - 31 Oct			35ha maximum coupe size.
Bullarto	DC		1 June - 31 Oct			20ha maximum coupe size.
Colbrook	DC		1 June - 31 Oct			5ha maximum coupe size.
Collier Gap	DC		1 June - 31 Oct			2ha maximum coupe size.
Djerriwarrh	SWSC & SAP; DC		1 June - 30 Sept			15ha maximum coupe size.
Korweinguboora	DC		1 June - 31 Oct			15ha maximum coupe size.
Hickmans Creek (Elmhurst)	DC		1 June - 31 Oct			40ha maximum coupe size.
Lal Lal Lake Environs	SWSC & SAP; DC		1 June - 31 Oct			5ha maximum coupe size.
Long Gully	DC		1 June - 31 Oct			15ha maximum coupe size.
Lake Merrimu	SWSC & SAP; DC		1 June - 30 Sept		20m buffer	40ha maximum coupe size.
Moorabool	DC		1 June - 30 Sept			10ha maximum coupe size.
Mount Cole	DC		1 June - 31 Oct			20ha maximum coupe size.
Musical Gully	SWSC; DC		1 June - 30 Sept			2ha maximum coupe size.
Pykes Creek	SWSC; DC		1 June - 30 Sept			40ha maximum coupe size.
Rosslynne	SWSC & SAP; DC		1 June - 30 Sept			40ha maximum coupe size.
Shepherds Creek	DC		1 June - 31 Oct			40ha maximum coupe size.
Sugarloaf	DC		1 June - 30 Sept			20ha maximum coupe size.
Troy	SWSC; DC		1 June - 30 Sept			2ha maximum coupe size.
White Swan	DC		1 June - 31 Oct			20ha maximum coupe size.
Wombat	DC		1 June - 31 Oct			20ha maximum coupe size.

Notes:

SWSC - Special Water Supply Catchment

SAP - Special Area Plan

DC – Designated Catchment identified in the FMP

Catchment	Status	Slope Limit	Seasonal Closure	Stream Buffers	Filter Strips	Comments
Otway FMA³						
Lorne – St Georges River		25°	1 May – 30 Nov			Max harvest 2.5% per year and 15% per decade of total forested area of each catchment
Skenes Creek	SWSC	25°	1 May – 30 Nov			
West Barham River	SWSC	25°	1 May – 30 Nov			
Upper Barwon	SWSC	25°	1 June – 31 Oct			Max harvest 5% per year and 25% per decade of total forested area of each catchment
Gellibrand River	SWSC	25°	1 June – 31 Oct			
Painkalac Creek	SWSC & SAP	25°	1 June – 30 Sept			
Pennyroyal Creek	SWSC	25°	1 June – 30 Sept			
Matthews Creek	SWSC	25°	1 June – 30 Sept			
Gosling Creek	SWSC	25°	1 June – 30 Sept			

Notes:

SWSC - Special Water Supply Catchment Areas

SAP - Special Area Plan

³ Within the Otway FMA, 20° and 15° slope limits will be applied in proclaimed water supply catchments in areas of Land Degradation Hazard Class 4 and 5 respectively.

SCHEDULE 7: ISSUING A FOREST PRODUCE LICENCE (SEED COLLECTION) TO VICFORESTS

1. Procedure

- (a) VicForests must apply to DSE for a Forest Produce Licence (FPL) for each DSE Forest Management Area that it seeks to collect seed from. There should be only one FPL issued per year for each DSE Forest Management Area, but a supplementary FPL may be considered.
 - (b) To apply for a FPL to collect seed, the VicForests Senior Forester - Silviculture must complete and submit an Application for a Forest Produce Licence (FPL) for commercial harvesting of forest produce to the designated DSE Area Manager for the relevant FMA (see Table 2).
 - (c) The information indicated in Table 1 below (for seed proposed to be collected up to 30 June) must be appended to the application.
 - (d) DSE will consider the requirements of the Management Procedures (sections 1.5.2, 1.5.3 and 1.5.4) any other matter deemed relevant.
 - (e) Any FPL issued to VicForests for the purpose of seed collection will be for a period of up to 12-months (1 July to 30 June) and will be subject to the Special Conditions listed below.
 - (f) An application for an FPL should be received by the relevant Area Manager a minimum of one month before collection is planned to begin. Preferably, all applications for a FPL are received by 1 June for the forthcoming financial year.
 - (g) The Area Manager will consider the application and recommend to the DSE Manager, Forestry Operations whether or not a seed licence should be issued.
 - (h) The DSE Manager Forestry Operations will respond to the application for an FPL within four weeks of receipt of the application.
 - (i) The current royalty (GST inclusive) for VicForests extracted seed will apply. The royalty rate will be indexed annually to changes in the Consumer Price Index.
 - (j) VicForests will submit an annual summary of seed collected by species and volume and Forest Management Area to the Area Manager by 31 July,
 - (k) The Area Manager will verify the information supplied is accurate in accordance with table 3 (allocation of volumes to VF) and then forward it to the Manager Forestry Operations.
 - (l) The DSE Manager Forestry Operations will verify the data and enter it into FPSS and issue invoices for the extracted seed annually, on or before 30 September.
-

- (m) Royalty will be waived for seed collected for the purposes of regenerating salvage coupes affected by significant fires (excluding fuel reduction or regeneration burning).

Table 1: Information to be appended to FPL application.

FMA	Species	Estimated weight ¹ of extracted seed (kg)		
		Within the TRP	Outside the TRP	Total (kg)

¹ Weight to the nearest 20 kg is acceptable.

2. SPECIAL CONDITIONS

- (a) For seed collection outside of areas on an approved TRP, VicForests must discuss plans with DSE staff and advise the Area Manager (see Table 2) of the details of collection at least one week prior to the commencement, via copies of one or more Seed Collection Coupe Plans, which include maps/shape files.
 - (b) Any site-specific conditions deemed necessary by the Area Manager will be discussed with the VicForests Senior Forester - Silviculture before finalisation by DSE.
 - (c) Outside of areas on the approved TRP, seed collection must be undertaken by climbing, unless approved by the Area Manager.
 - (d) All capsules/seed collected under the authority of a FPL must be extracted at VicForests or DSE facilities. The extracted weight of seed collected in each Area must be provided to the Area Manager by 30 July each year.
 - (e) VicForests must designate all seed that was used under condition 1(h) and DSE will credit/reimburse royalties on that seed.
 - (f) All collection of seed must follow the recommended procedures in *NFSG #2* including the 2005 update of its Appendix 12 and 1.5.3 of these Procedures (where applicable).
 - (g) All seed collected must be used for regeneration or rehabilitation of State forest coupes. Any intended different uses must be authorised by the Manager, Forestry Operations.
-

Table 2: Designated DSE Forest Managers

Land and Fire Area	Designated DSE Land & Fire Area Manager	Forest Management Area
North East	Peter Farrell	North East, Benalla-Mansfield, Central
Central	Grange Jephcott	Central Gippsland(except Heyfield and Yarram), Dandenong
East Gippsland	David Tainsh	East Gippsland, Central Gippsland (including Heyfield and Yarram) Tambo

Table 3 Annual VicForests seed collection summary

DSE Area	Species	Total extracted volume (kg)	Seed (kg) used for salvage purposes	Seed (kg) sold to DSE	Seed (kg) incurring royalty

SCHEDULE 8: FOREST PRODUCE LICENCE APPLICATION –VICFORESTS SEED COLLECTION

Date received / reference number:
For DSE use only

Forests Act 1958 (section 52)
Forests (Licences and Permits) Regulations 1999 (regulation 6)

Application for a Forest Produce Licence

VicForests Seed Collection in State forest in Victoria

The harvesting of forest produce is not authorised until a valid FPL has been issued by DSE.

DSE will use the information submitted on this form to assess the application. Please ensure that the application contains adequate information to fairly assess the application.

No FPL is guaranteed in response to an application and applicants are advised not to make any commitments – financial or otherwise – until in receipt of a valid FPL.

FPLs are subject to conditions imposed by DSE. A copy of these conditions are available from the Customer Service Centre on 136 186.

VicForests Region:

Postal address:

Name of contact:

Phone:

Privacy Statement:

The information in this application form and any licence that is issued following processing of this application will be stored by the Department of Sustainability and Environment (DSE) for the purposes of administering the Forests Act 1958 (the Act). You have the right to access and correct information about you that is held by DSE. In most cases requests for access will be administered through the Freedom of Information process, particularly requests that in some way affect the privacy of another individual or relate to commercial activity. Requests for access should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 3002 or privacy.enquiries@dse.vic.gov.au. This information may be disclosed to another Government organisation for the purpose of administering or enforcing the Act or any other relevant Act.

The purpose for which an FPL is required is: **to collect seed**

The forest produce that is required is: **seed.**

The **period** for which the FPL is required: From:

Note: The maximum duration of a Forest Produce Licence is twelve (12) months.

The **area of supply, species and weight** for which the FPL is required (Attach Table 1 from Schedule 7 of the Management Procedures).

Do you intend to engage a contractor to harvest forest produce? No Yes

Note: All Seed Collectors must have a current relevant Timber Harvesting Operator's Licence

Please attach copies of a **current Workcover Insurance policy** held in the name of the applicant, as required under the Accident Compensation Act 1985 and Accident Compensation (Workcover Insurance) Act 1993.

A copy of a current Workcover Insurance policy is attached to this application.

I do not require a Work Cover Insurance Policy under the Accident Compensation (Workcover Insurance) Act 1993.

If a Work Cover Insurance Policy is required under the Accident Compensation (Workcover Insurance) Act 1993 but a copy is not attached, please state the reason why:

Note: Please attach additional paper if required.

I hereby apply for a Forest Produce Licence as described above, and I certify that:

- To the best of my knowledge, the information provided within this application is true and correct in every detail.
- I understand that the information provided on this application form will be used to assess my application for a FPL.
- I understand that DSE will consider performance history in assessing applications made by current FPL holders.
- I understand that a FPL may not be granted, or if granted, the FPL I am granted may be for a different volume and area of supply that is described above.
- I understand that I will be required to lodge security in the form of a bank guarantee or other form as determined by DSE, in accordance with DSE's Credit Management Policy and Procedures.
- I understand that the Forest Produce Licence if granted, will be subject to conditions imposed by DSE.
- I understand that royalties and other charges may be payable for forest produce taken under the authority of a FPL.

Signed:

On completion, please submit this form (and attachments) to your nearest DSE office.

SCHEDULE 9: TEMPLATE ROAD CLOSURE PLAN

<h2 style="margin: 0;">Road Closure Plan</h2>	
Closure Location: <i>General Location</i>	Grid. Ref.:
Road name(s):	Estimated road use <i>Vehicles per day</i>
Coupe Address:	Coupe Name:
Operations Area:	District:

Risks
<i>Summary of risks to be managed through traffic management</i>

Closure Location	
Roads Affected: <i>Description of roads affected (i.e. Blue Range Road at Quartz Link).</i>	
Location of Barriers: <i>See Map (Attached)</i>	
Location of Signs: <i>See Map (Attached)</i>	
Alternate Routes: <i>Description of alternate route if possible</i>	
Cartage Routes Ex Coupe:	
Closure Dates	
Closure Start Date:	Closure Finish Date:
Duration of Closure: <i>Actual number of days the road will be closed</i>	

Hours of Closure	
Road Closed At: <i>Closure Time</i>	Road Opened At: <i>Opening Time</i>
Stop/Go Use: <i>Yes/No</i>	
When Stop/Go To Be Used (if applicable): <i>Description of when stop/go will be used or N/A</i>	
Bunting and Signage:	
Weekend Traffic Management: <i>Yes/No</i>	
W/E Explanation: <i>Reason weekend closure is required or N/A</i>	

Communications
UHF Channel:
Other Comms: <i>Other communication requirements.</i>
Emergency Vehicle <i>Emergency vehicles must be allowed to pass closure as soon as safely possible after harvesting team is aware of the need. Emergency drivers should request transport through the closure on above UHF channel or by reporting to logging team leader.</i>
Log Trucks Protocols <i>Should log trucks/management traffic need to pass through the closure list the appropriate protocols here (i.e. must call first, must shut gate at all times etc.)</i>

Other Details
<i>Any other relevant details</i>

Approved:	<i>Signature</i>	Date:	
Name:			
Title:			

Road Closure Plan- Map

Closure Location:

Road name:

Coupe Address:

Operations Area:

Grid. Ref.:

Coupe name

District

Legend

- Roads
- Coupe Boundary
- Barrier Location
- Road Closed Signs
- Public Information Signs
- Alternative Routes

1:10000



N

Disclaimer: The locations of roads and barriers on this map are only approximate and merely indicative. This map is generated from Victorian Government data and may be of assistance to you. However, DSE does not guarantee that the publication is without flaw of any kind and therefore disclaims all liability for error, loss or damage that may arise from reliance upon it.

SCHEDULE 10: TEMPLATE TRAFFIC MANAGEMENT PLAN

Traffic Management Plan

Traffic Management Location:	<i>General Location</i>	Grid. Ref.:
Road name(s):	Estimated road use	<i>Vehicles per day</i>
Coupe Address:	Coupe Name:	
Operations Area:	District:	

Risks

Summary of risks to be managed through traffic management

Traffic Management Location

Roads Affected: *Description of roads affected (i.e. Blue Range Road at Quartz Link).*

Location of Barriers: *See Map (Attached)*

Location of Signs: *See Map (Attached)*

Alternate Routes: *Description of alternate route if possible*

Cartage Routes Ex Coupe: *Description of cartage route if possible*

Management Dates

Start Date: _____ **Finish Date:** _____

Duration of Traffic Management: *Actual number of days the road will be managed*

Hours that Traffic Management will be required

Road traffic will be managed from: *Time of day traffic management to commence.* **to:** *Time of day traffic management to cease.*

Stop/Go Use: *Yes/No*

When Stop/Go To Be Used (if applicable): *Description of when stop/go will be used or N/A*

Bunting and Signage:

Weekend Management: *Yes/No*

W/E Explanation: *Reason weekend traffic management is required or N/A*

Communications

UHF Channel: _____

Other Comms: *Other communication requirements*

Log Trucks Protocols *List any specific protocols for log trucks*

Other Details – How traffic will be managed

Any other relevant details

Approved:		Date:	
Name:			
Title:			
Acknowledged:		Date:	
Name:			
Title:			

Traffic Management Plan - Map

**Traffic
Management
Location:**

Grid. Ref.:

Road name(s):

**Estimated road
use**

Coupe Address:

Coupe Name:

Operations Area:

District:

Legend

- Roads
- Coupe Boundary
- Barrier Location
- Traffic Management Signs
- Public Information Signs
- Alternative Routes (if req)

1:10000



N

Disclaimer: The locations of roads and barriers on this map are only approximate and merely indicative. This map is generated from Victorian Government data and may be of assistance to you. However, DSE does not guarantee that the publication is without flaw of any kind and therefore disclaims all liability for error, loss or damage that may arise from reliance upon it.

SCHEDULE 11: REGISTER OF AMENDMENT TO THE FOREST MANAGEMENT PLAN ZONING SCHEME

FMA / District:

Name and Position Title of Proponent:

Conversion of SMZ or SPZ to GMZ / Conversion of SPZ to SMZ:

Amendment Number (FMA/YR/001)	Date Proposed	FMZ (SMZ or SPZ) and Type ¹	Area (ha)	EVC	Timber Resource Volume	Species and Growth Stage	GRU	Reserve values and FMZ proposed (GMZ or SMZ)	Approved by: (date)

Conversion of GMZ to SMZ or SPZ / Conversion of SMZ to SPZ:

Amendment Number (FMA/YR/001)	Date Proposed	Zone Type ¹ (GMZ or SMZ)	Area (ha)	EVC	Timber Resource Volume	Species and Growth Stage	GRU	Reserve values and FMZ proposed (SMZ or SPZ)	Approved by: (date)

FMZ Type

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. FMZ based on strategic forest use decision 2. FMZ based on modelled values | <ol style="list-style-type: none"> 3. FMZ based on mapped values 4. FMZ based on interpreted values |
|--|---|

Endorsed by:

Approved by:

See notes over page for explanation

Notes:

- *Amendment Number* - Unique tracking number consisting of - *FMA name / 2 digit year number / 3 digit sequential number*. Number to be assigned by Manager, Forest Policy and Projects.
- *Date proposed* - starting date of amendment process.
- *FMZ and Type*¹ – Current FMZ and number to be entered describing the type of the zone.
- *Area* - estimated using the best information at the time. Where accurate mapping is not initially possible then better data standards may be required prior to the annual analysis stage.
- *EVC* - Ecological Vegetation Class taken from EVC maps. Note any differences that occur between mapped class and what occurs on the ground.
- *Estimated timber resource volume* - best estimate of timber resource volume (cubic metres) by product type (sawlog / residual log).
- *Species / Growth Stage* - As much information should be provided as possible, i.e. species, age and product by grade (may be outlined in accompanying documents).
- *GRU* - a map of GRU's can be found in the FMP. Many reserve values have targets to be met for each of the GRU's that make up a FMA.
- *Reserve values* - the values that form the basis of the FMZ scheme should be listed here, these can be found in the appendices of the FMPs or by checking the various GIS layers that underlay the zoning scheme.
- *Endorsed by*. to be signed by Area Manager and Manager, Forest Policy and Projects
- *Approved by* - to be signed by the Director, Forests or Area Manager (where applicable)

This register is to be kept on a registry file along with supporting documentation

SCHEDULE 12: TEMPLATE ACCESS NOTICE

ACCESS NOTICE

This Access Notice is issued pursuant to clause 4(c) of the Deed of Indemnity and Access executed by the Secretary to the Department of Sustainability and Environment (on behalf of the State of Victoria) and VicForests (the Deed).

The Department of Sustainability and Environment (DSE) may only allow access by the public to coupes identified in an Access Notice for the purpose of domestic firewood collection pursuant to a domestic firewood licence or permit issued under section 52 of the *Forests Act 1958* during the Access Period unless:

- (a) prior to the end of the Access Period, DSE notifies the VicForests' Regional Manager, or delegate, confirming in writing that the domestic firewood collection from the coupe has been completed; or
- (b) prior to the end of the Access Period, VicForests notifies the Area Manager, or his or her delegate, confirming in writing that access to the coupe by the public must be discontinued due to VicForests' coupe regeneration requirements

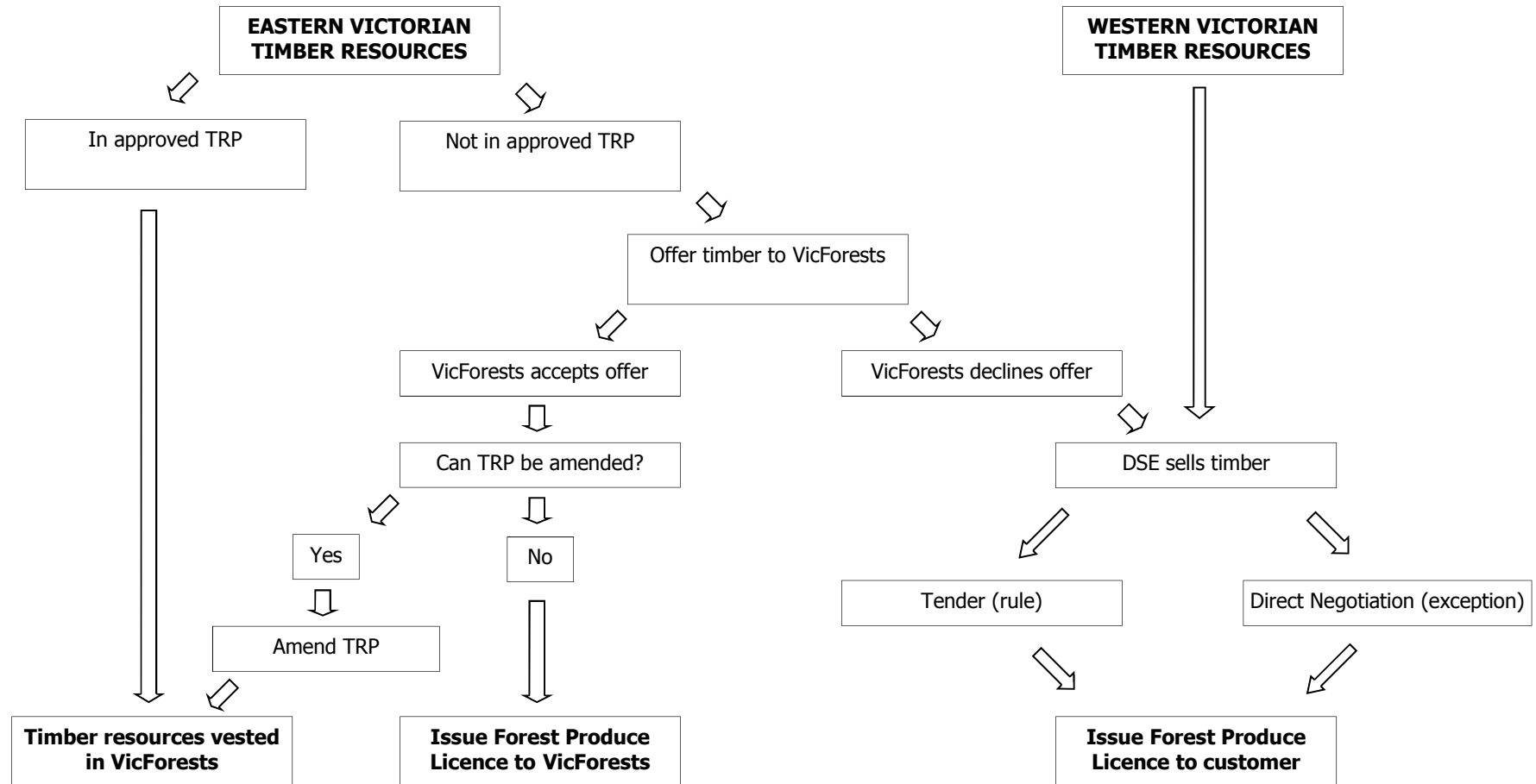
Coupe Address	Access Period	
	From	To

Signed:

VicForests Regional Manager (or delegate)

Date:

SCHEDULE 13: NEW COMMERCIAL SALES OF TIMBER RESOURCES - DECISION CHART



SCHEDULE 14: TEMPLATE HISTORIC PLACES SITE RECORDING FORM

**Department of
Sustainability and
Environment**

Historic Places Group – Public Land Assets
Department of Sustainability and Environment
PO Box 500, East Melbourne, VIC, 3002. Ph. (03) 9637 9885
Site Recording Guidelines Revised May 2007

The identification and assessment of historic places on Victorian public land is co-ordinated by the Historic Places Group, Public Land Division. Places are assessed, then listed on the Historic Places database. The database helps the Group to provide expert advice and support for conservation, management and interpretation of historic places.

The Historic Places Group uses the Australia *ICOMOS Charter for the Conservation of Places of Cultural Significance* (the 'Burra Charter') as its guide to the conservation and management of historic places.

Place means site, area, building or other work, group of buildings or other works together with associated contents and surrounds

Cultural significance means aesthetic, historic, scientific or social value for past, present or future generations.

These guidelines have developed by the Historic Places Group to help field staff complete the Site Recording Form (revised May 2007). Please complete as much of the site recording form as possible.

HPS No. Site number. This number will be assigned by the Historic Places Group.

PLACE NAME The most commonly used name for the site. If the site is known by other name(s) please indicate alternative name(s).

LOCATION 1 The name of the street, track, gully, creek spur, etc. in which place is located. Provide sufficient detail to enable the site to be found at a later date.

LOCATION 2	The name of the suburb, locality, park, reserve, etc. in which place is located. Provide sufficient detail to enable the site to be found at a later date.
REGION	DSE Area (see Appendix 1).
PARK MANAGEMENT AREA	These relate to the former Park Management Areas of NRE (see Appendix 2). Leave if not known.
FOREST MANAGEMENT AREA	see Appendix 3.
MUNICIPALITY	Local Government Area.
LAND STATUS	The current land or reservation status of the place or the area in which the place is located.
LIMS PARCEL No.	LIMS parcel number.
LCC/VEAC RECOMMENDATION	The current Victorian Environmental Assessment Council (VEAC) recommendation for the place, or area in which place is located.
GIS SITE TYPE	State whether the place is a point, line, or area feature: for example, if it is a single structure like a kiln or building ('point'), a tramway or water channel ('line'), a homestead complex comprising houses, outbuildings, etc. ('area').
MAP NAME	The Australian Map Grid (AMG) map name. Preferably the 1:25,000 series or, if unavailable, the 1:100,000 series.
MAP No.	The Australian Map Grid (AMG) map number.
EASTINGS	Easting according to the correct procedure; preferably six digits.
NORTHINGS	Northing according to the correct procedure; preferably seven digits.
DESCRIPTION	A brief description of the essential elements of the place. Include dimensions of individual elements. Copy markings on artefacts and equipment. Details, such as

drawings, sketches, photographs and maps, should be appended as appropriate.

CURRENT USE

A brief describe of the current use of the place.

CONDITION

The current condition of the place. Good, fair, or poor. Condition is relative and subjective. A ruin may be in very poor condition compared to an intact building, but in good condition for a ruin. Try to assess condition in terms of stability. A structure in a stable condition would be assessed as good. A structure expected to deteriorate rapidly would be considered to be in poor condition.

SITE COMPLETE

Do sufficient remains survive, in the form of foundations, earth works, machinery, etc., to help understand the use and operation of the site? Yes or no.

CONTEXT

The relationship of the site to its surrounding environment and, if appropriate, other sites.

INTERPRETATION

What is the interpretive potential of place? High, medium or low.

SITE TYPE

The type of place. For a brief list of site types, see Appendix 4.

THEME 1

The principle historic theme represented by the site. A site can be represented by several themes, for example a mining site may also relate to themes of exploration or settlement. To reflect this, there are three 'theme' fields - Theme 1 is for the key theme, i.e. the major theme associated with the place. Themes 2 and 3 should be used for related historic themes. Choose themes from the second, or sub-theme, level on the list of historic themes, see Appendix 5. For example, 8.1 *Organising recreation* or 3.3. *Exploiting natural resources*. Do not select the themes printed light grey without consulting the Historic Places Section.

THEME 2

As above.

THEME 3

As above.

YEAR 1	The date of construction or creation of the site.
YEAR 2	The period in which the activities associated with the site took place.
HISTORY	A brief history of the site. Keep in mind five key words: what, how, who, when and where. Include information that will support the statement of significance. Detailed chronologies may be appended, if appropriate.
ASSOCIATION	The names of people, companies, etc. and events associated with the history of the place. If possible, indicate the type of association.
SIGNIFICANCE 1	Suggested level of significance, for example, national, state, regional or local. Significance is determined by historical research, site survey and comparative analysis. <u>The level of significance will be determined by the Historic Places Section.</u>
SIGNIFICANCE 2	A summary of why the place is important. Keep in mind four key values: aesthetic, historic, scientific, and social. <u>The statement of significance will be prepared by the Historic Places Section.</u>
AHC	Is the place registered by the Australian Heritage Council? (e.g. the former Register of the National Estate) Yes or no.
HERITAGE VICTORIA	Is the place registered by Heritage Victoria? Is it listed on the Victorian Heritage Register or the Heritage Inventory? Yes or no.
NATIONAL TRUST	Is the place classified by the National Trust? Yes or no.
PLANNING (HERITAGE OVERLAY)	Is the place listed on a municipal planning scheme? Yes or no.
IMAGES	Do slides or photographs exist? Yes or no. If yes, state whether colour or black and white, their location, and their date if known.
ARTEFACTS	Are there artefacts associated with the place? Yes or no. If yes, what type of artefact and where is it located?

NOTES

Further information. Use this field to add any relevant information about the place. For example, are there other published or unpublished sources, files, photographs, etc. that may tell us about the history and significance of the place. Is there someone who

RECORD SOURCE

The source of information used to complete this site recording form.

INSPECTION

The dates of site inspections. If no previous inspection, the present date.

Appendix 1 DSE Area

	North East South West	Undefined
Port Phillip	Gippsland North West	

Appendix 2 Park Management Area

Goldfields	Central	Dandenong
Southern Mallee	Otways/Coast	Bairnsdale
Mid Murray	Wimmera	East Gippsland
Northern Mallee	Far South West	South Gippsland
Goulburn	Port Phillip	Central Gippsland
Alpine	Westernport	Undefined
Murray	Mornington Peninsula	

Appendix 3 Forest Management Area

Mildura	
Horsham	East Gippsland
Portland	Dandenong
Mid-Murray	Benalla-Mansfield
Bendigo	Central Gippsland
Midlands	Wangaratta
Otway	Wodonga
Central	Tambo
	Undefined

Appendix 4 Site Type

Site type (group)

- Cemeteries and burial sites
- Community facilities
- Education
- Exploration and survey
- Farming and grazing
- Forestry
- Government and administration
- Law enforcement
- Manufacturing and processing
- Maritime industry
- Military
- Mining and mineral processing
- Monuments and memorials
- Parks, gardens and trees
- Postal and telecommunications
- Recreation
- Transport
- Township site
- Utilities
- Water infrastructure

Site type (items)

For example

- Cemeteries and burial sites – graves, plantings, shelters, monuments, Chinese funerary feature
 - Community facilities – public halls, mechanics' institutes
 - Education – schools, shelter sheds, school plantations
 - Exploration and survey – tracks, trigonometric cairn
 - Farming and grazing – cattlemen's huts, homestead, yards, soil conservation plot
 - Forestry – charcoal kiln, eucalyptus distillery, fire tower, tramways, hut, dug out, saw dust heap, saw mill site, seasoning kiln, tramways, log landing site, camp, boiler, bridge, plantation
 - Government and administration – offices, library, asylum, quarantine/immigration station
-

- ❑ Law enforcement – court houses, police quarters, lock ups, stables, police paddocks, internment camp
 - ❑ Manufacturing and processing – factory,
 - ❑ Maritime industry – sealing, whaling, fishing, port facilities, shipwrecks, jetties, light houses, customs house
 - ❑ Military – drill hall, battery, internment camps, rifle range
 - ❑ Mining and mineral processing – gold mining site, battery, powder magazine, race, shaft, pump house, puddler, mullock heap, dredge, dam, boilers, shaft/adit, lime kiln
 - ❑ Monuments and memorials – avenue of honour, cairns, monuments
 - ❑ Parks, gardens and trees – botanic gardens, park, memorial planting
 - ❑ Postal and telecommunications – post office, signal station, repeater station, telegraph office
 - ❑ Recreation – swimming pool, rifle range, snow, bandstand, grandstand, scenic look out, show ground, racecourse
 - ❑ Transport – aerodrome, bridge, road, track, railway line, viaduct, water tower, engine shed, goods shed, culvert, siding, tunnel
 - ❑ Township site: residence, hut, church, store, bank
 - ❑ Utilities – fire, electricity, power station
 - ❑ Water infrastructure – dams, channels
-

Appendix 5 Theme

Theme	Sub-theme
<p>1. Tracing the evolution of a continent's special environment</p>	<p>1.1 Tracing climatic and topographical change 1.2 Tracing the emergence and development of Australian plants and animals 1.3 Assessing scientifically diverse environments 1.4 Appreciating the natural wonders of Australia</p>
<p>2. Peopling the Continent</p>	<p>2.1 Recovering the experience of Australia's earliest inhabitants 2.2 Appreciating how Aboriginal people adapted themselves to diverse regions before regular contact with other parts of the world 2.3 Coming to Australia as a punishment 2.4 Migrating Migrating to save or preserve a way of life Migrating to seek opportunity Migrating to escape oppression Migrating systematically through organised colonisation Changing the face of rural and urban Australia through migration 2.5 Promoting settlement on the land through selection and group settlement 2.6 Fighting for the land Resisting the advent of Europeans and their animals Displacing Aboriginal people</p>
<p>3. Developing local, regional and national economies</p>	<p>3.1 Exploring the coastline 3.2 Surveying the continent and assessing its potential Looking for inland seas and waterways Looking for overland stock routes Prospecting for precious metals Looking for land with agricultural potential Laying out boundaries 3.3 Exploiting natural resources Hunting Fishing Mining Making forests into a saleable resource Tapping natural energy sources 3.4 Developing primary industries Grazing stock Breeding animals Developing agricultural industries 3.5 Recruiting labour 3.6 Establishing lines and networks of communication Establishing postal services Developing electronic means of communication 3.7 Moving goods and people Shipping to and from Australian ports Safeguarding Australian products for long journeys Developing harbour facilities Making economic use of inland waterway Moving goods and people on land Building and maintaining railways Building and maintaining roads Getting fuel to engines Moving goods and people by air</p>

<p>3. Developing local, regional and national economies (cont'd)</p>	<p>3.8 Farming for export under Australian conditions</p> <p>3.9 Integrating Aboriginal people into the cash economy</p> <p>3.10 Altering the environment for economic development Regulating waterways Reclaiming land Irrigating land Clearing vegetation</p> <p>3.11 Feeding people Using indigenous foodstuffs Developing sources of fresh local produce Importing foodstuffs Preserving food and beverages Retailing foods and beverages</p> <p>3.12 Developing an Australian manufacturing capacity</p> <p>3.13 Developing an Australian engineering and construction industry Building to suit Australian conditions Using Australian materials in construction</p> <p>3.14 Developing economic links to Asia</p> <p>3.15 Struggling with remoteness, hardship and failure Gambling on uncertain climatic conditions and soils Going bush Dealing with hazards and disasters</p> <p>3.16 Inventing devices to cope with special Australian problems</p> <p>3.17 Financing Australia Raising capital Banking and lending Insuring against risk Cooperating to raise capital</p> <p>3.18 Marketing and retailing</p> <p>3.19 Informing Australians Making, printing and distributing newspapers Broadcasting</p> <p>3.20 Entertaining for profit</p> <p>3.21 Lodging people</p> <p>3.22 Catering for tourists</p> <p>3.23 Adorning Australians Dressing up Australians Caring for hair, nails and shapes</p> <p>3.24 Selling companionship and sexual services</p> <p>3.25 Treating what ails Australians Providing medical and dental services Providing hospital services Developing alternative approaches to health</p>
<p>4. Building settlements, towns and cities</p>	<p>4.1 Planning urban settlement Selecting township sites Making suburbs Learning to live with property booms and busts</p> <p>4.2 Supplying urban services</p> <p>4.3 Developing urban institutions</p> <p>4.4 Living with slums, outcasts and homelessness</p> <p>4.5 Making towns to serve rural Australia</p> <p>4.6 Remembering significant phases in the development of towns and suburbs</p>

<p>5. Working</p>	<p>5.1 Working in harsh conditions Coping with unemployment Coping with dangerous jobs and workplaces</p> <p>5.2 Organising workers and work places Structuring relations between managers and workers</p> <p>5.3 Caring for workers' dependent children</p> <p>5.4 Working in offices</p> <p>5.5 Trying to make crime pay</p> <p>5.6 Working in the home</p> <p>5.7 Surviving as Aboriginal people in a white-dominated society</p>
<p>6. Educating</p>	<p>6.1 Forming associations, libraries and institutes for self education</p> <p>6.2 Establishing schools</p> <p>6.3 Training people for workplace skills</p> <p>6.4 Building a system of higher education</p> <p>6.5 Educating people in remote places</p> <p>6.6 Educating people in two cultures</p>
<p>7. Governing</p>	<p>7.1 Governing Australia as a province of the British Empire</p> <p>7.2 Developing institutions of self-government and democracy Protesting Struggling for inclusion in the political process Working to promote civil liberties Forming political associations</p> <p>7.3 Federating Australia</p> <p>7.4 Governing Australia's colonial possessions</p> <p>7.5 Developing administrative structures and authorities Developing local government authorities Providing for the common defence Preparing to face invasion Going to war Controlling entry of persons and disease Policing Australia Dispensing justice Incarcerating the accused and convicted Providing services and welfare Enforcing discriminatory legislation Administering Aboriginal Affairs Conserving Australian resources Conserving fragile environments Conserving economically valuable resources Conserving Australia's Heritage</p>
<p>8. Developing cultural institutions and ways of life</p>	<p>8.1 Organising recreation Playing and watching organised sports Betting Developing public parks and gardens</p> <p>8.2 Going to the beach</p> <p>8.3 Going on holiday</p> <p>8.4 Eating and drinking</p>

<p>8. Developing cultural institutions and ways of life (cont'd)</p>	<p>8.5 Forming associations Associating to preserve traditions and group memories Associating to help other people Associating to mutual aid Associating to pursue common leisure interests</p> <p>8.6 Worshipping Maintaining religious traditions and ceremonies Founding Australian religious institutions Making places for worship Evangelising Running city missions Founding and maintaining missions to Australia's indigenous people</p> <p>8.7 Honouring achievement</p> <p>8.8 Remembering the fallen</p> <p>8.9 Commemorating significant events and people Remembering disasters Remembering public spectacles Remembering people</p> <p>8.10 Pursuing excellence and innovation in the arts and sciences Making music Creating visual arts Creating literature Designing and building fine buildings Advancing knowledge in science and technology</p> <p>8.11 Making Australian folklore Celebrating folk heroes Myth making and story-telling</p> <p>8.12 Living in and around Australian homes</p>
<p>9. Marking the phases of life</p>	<p>9.1 Bringing babies into the world Providing maternity clinics and hospitals Promoting mothers' and babies' health</p> <p>9.2 Bringing up children</p> <p>9.3 Growing up Courting Joining youth organisations Being teenagers</p> <p>9.4 Forming families and partnerships</p> <p>9.5 Growing old Retiring Looking after the infirm and the aged</p> <p>9.6 Mourning the dead</p> <p>9.7 Disposing of dead bodies</p>



Historic Places Section (Public Land Management)
Department of Sustainability and Environment
 PO Box 500, East Melbourne, 3002. Ph. (03) 637 9885

Site Recording Form Revised May 2007

HPS No.		Place Name	
		Other name(s):	
Location <i>Locality</i>			
Region <i>DSE Region</i>			
Park Management Area (leave blank) <i>Former National Parks Service Management Area</i>			
Forest Management Area <i>Forests Service Management Area</i>			
Municipality			
Land Status <i>Current reservation status</i>		LIMS Parcel No.	
LCC/VEAC Recommendation		GIS Site Type	
Map Sheet <i>Map Sheet Name and Number</i>			
Eastings		Northings	
Description <i>Description of the essential elements of the place</i>			
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Site Type (Group)			
1.			
Site Type (Category)			
1.		4.	
2.		5.	
3.		6.	

History

Brief history of place.

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Sources

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Historic Theme

1. **3.**
2. **4.**

Significance

Statement of significance

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Listing

AHC HERITAGE VICTORIA NATIONAL TRUST PLANNING (HO)

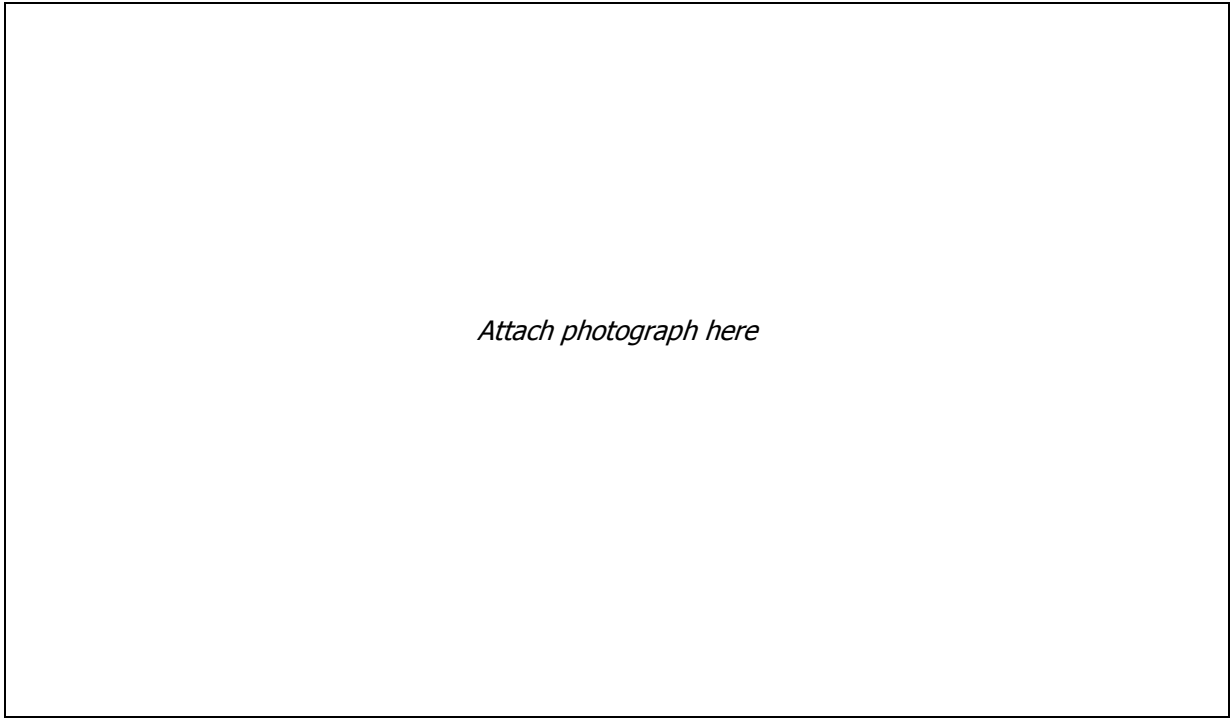
Notes

Further information

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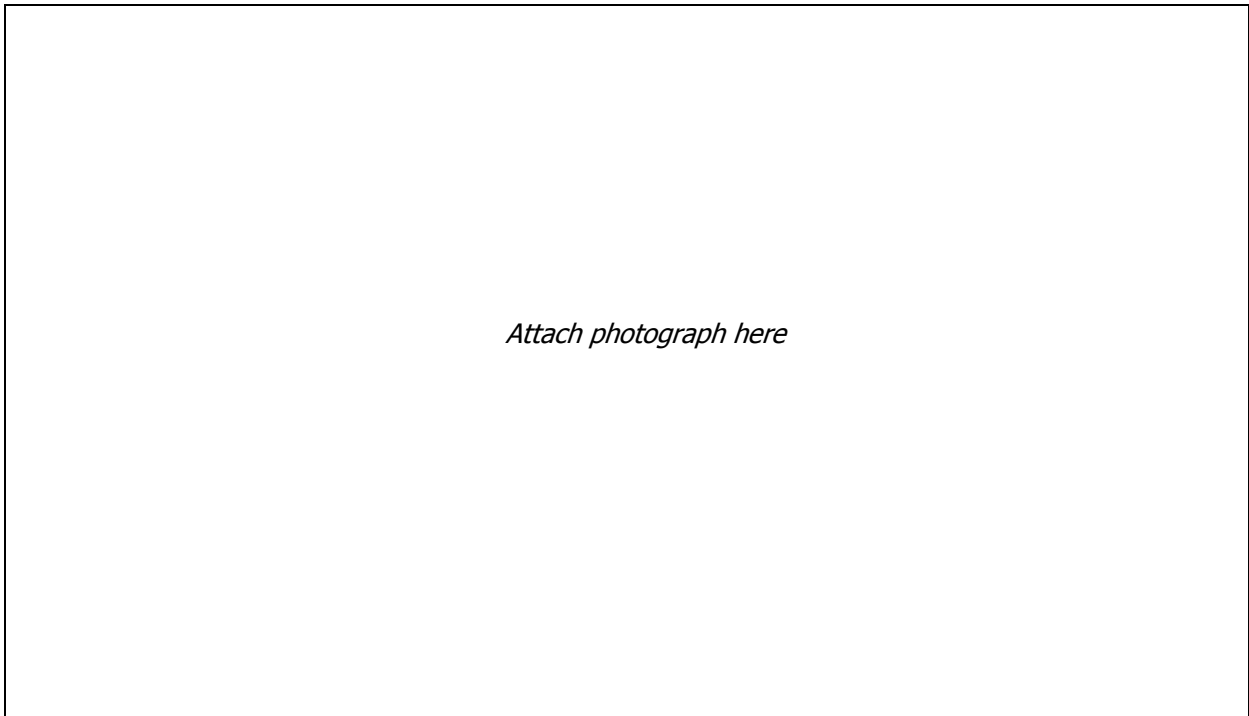
Inspection

Date of site inspection



Caption
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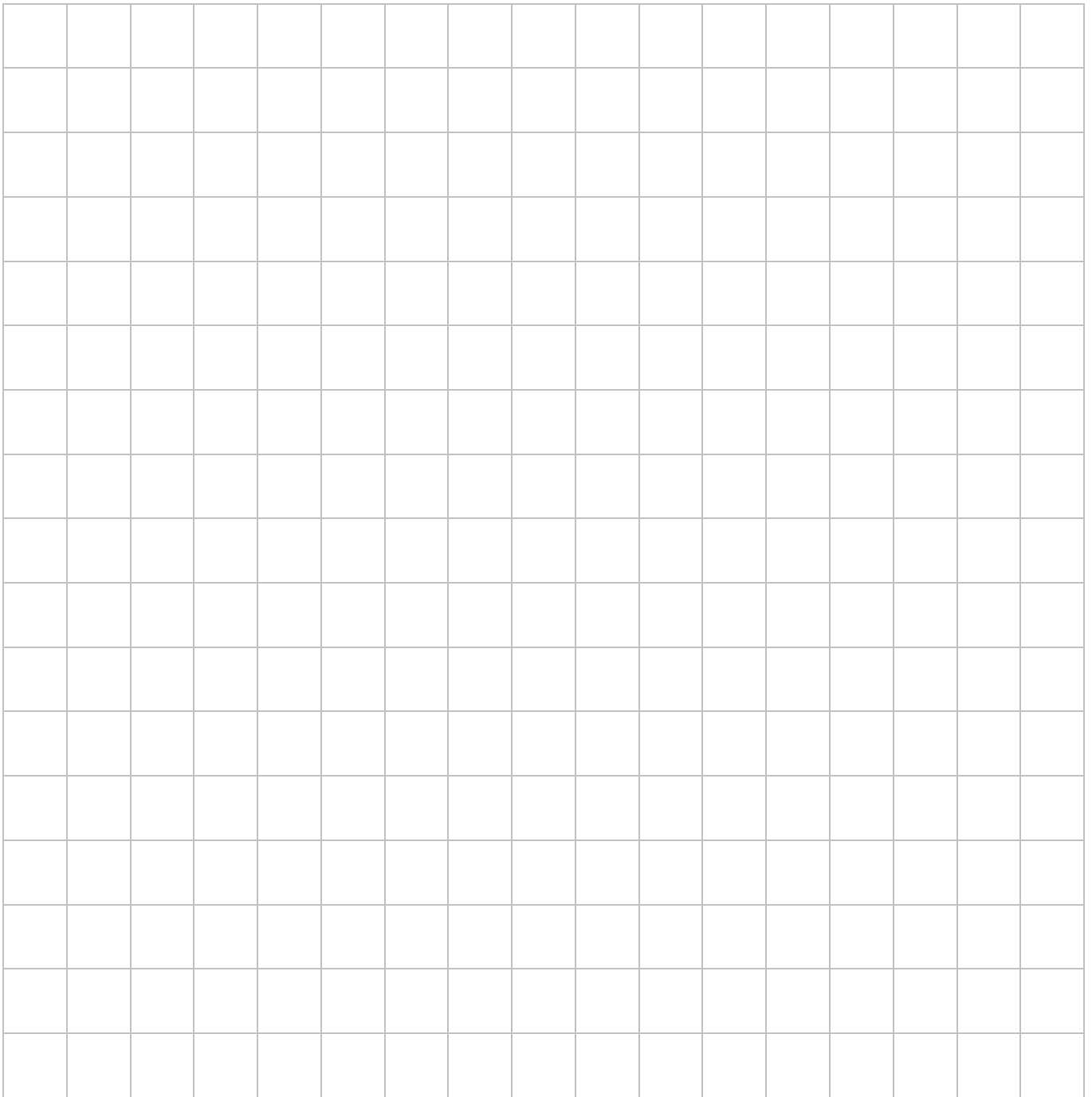
Direction of Photograph



Caption
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Direction of Photograph

Site plan



North

Recorder	Date	Scale
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SCHEDULE 15: DOCUMENTATION REQUIRED FROM VICFOREST FOR A PROPOSED NEW TRP AND CHANGE TO AN APPROVED TRP

Documentation required for each stage of review and approval of a proposed new TRP and change to an approved TRP

Type	Land and Fire Services Review		Forestry Standards and Compliance Unit Review	Approval
	<i>Nominated TRP Coordinator</i>	<i>Area Manager</i>	<i>Manager, Forestry Standards and Compliance</i>	<i>Secretary or delegate</i>
Letter	Softcopy	Softcopy	Softcopy	Hardcopy
Schedules	Softcopy spreadsheet	Softcopy spreadsheet	Softcopy spreadsheet	Hardcopy spreadsheet
Consultation Summary			Softcopy spreadsheet	Hardcopy spreadsheet
Land and Fire Services review response			Softcopy spreadsheet	Hardcopy spreadsheet
Spatial Data	Shapefiles of proposed boundaries and stand types for each coupe (including metadata)		Shapefile of proposed coupe boundaries	Hardcopy 1:100,000 map of coupe boundaries
Exceptions Report	Softcopy spreadsheet	Hardcopy spreadsheet	Softcopy spreadsheet	Hardcopy spreadsheet

Coupe schedules:

Schedule Type	Proposed new TRP		Proposed change to an approved TRP	
	Land and Fire Services Review	Forestry Standards and Compliance Unit Review	Land and Fire Services Review	Forestry Standards and Compliance Unit Review
New coupes	✓	✓	✓	✓
Change to an approved coupe boundaries	✓	✓	✓	✓
Unharvested or partially harvested coupes		✓		
Harvested coupes not yet finalised		✓		
Coupes to be removed from the TRP		✓		✓

Information to be provided in coupe schedules by FMA and District

New coupes, carry over coupes and coupes to be removed from the TRP	Change to an approved coupe boundary (additional to new coupe information)
Planned year of harvest	Amended gross coupe area (ha)
Coupe address (in the format XXX-XXX-XXXX)	Amended estimated net coupe area (ha)
Estimated net coupe area (ha)	Amended roadline length (km)
Gross coupe area (ha)	Amended forest stand description (if relevant)
Roadline length (km)	
Silviculture system / Roadline operation type	
Forest stand description	

SCHEDULE 16: REFERENCES

GENERAL

Differential species approach - A field guide to rainforest identification in Victoria: differential species keys for the delineation of rainforest boundaries (DSE), Victoria, 2009 (available from Information Victoria)

Action Statement No. 238 (Rainforest), DSE, Victoria (available on the web)

Code of Practice for Timber Production, DSE, Victoria, 2007 (available on the web)

Code of Practice for Worksite Safety - Traffic Management, VicRoads, 2004, (available on the web)

Field guide and assessment kit soil erosion hazard assessment and soil permeability assessment and classification, Centre for Forest Tree Technology, 1999.

Field guide to marking sawlog and firewood in Box Ironbark forests of the Bendigo FMA, DSE, 2008 (available from the Bendigo office)

Fire Management Manual 8.1 FIRE SUPPRESSION, DSE, Victoria, 2006 (available on Fireweb)

Historic Places Special Investigation: South-western Victoria, LCC, Victoria, 1997

Installation of Steel-Reinforced Concrete Drainage Pipelines, Concrete Pipe Association of Australasia, 2002 (available on the web)

Road Management Agreement, DSE, Victoria, 2008 (available on the Forests Document Management System)

Review of Road Classifications, Geometric Design and Maintenance Standards, for Natural Resources and Environment and Parks Victoria (unpublished), George Giummara, 2001.

SafeTCare Business Rules for OH&S Management of Contractors, DSE, Victoria, 2005 (available on inform)

The Guide for Implementing Net Gain Policy on Public Land, DSE, Victoria unpublished

Worksite Traffic Management AS 1742.3, (available on the web)

DSE TIMBER HARVESTING, ROADING AND REGENERATION PROCEDURAL DOCUMENTS

ACTIVITY	PROCEDURAL DOCUMENT	FREQUENCY	UNIT	IMPLEMENTATION
Timber Release Plan	Guidelines for the review and approval of a Timber Release Plan	Annually	Statewide	Land and Fire Services District staff; Manager, Forestry Standards and Compliance
Timber Harvesting Operator's	Timber Harvesting Operator's Procedures	Annually	Statewide	Land and Fire Services District staff; Manager, Forestry Standards and Compliance
Wood Utilisation Planning	SOP 3.1: Wood Utilisation Planning	Annually	FMA	Land and Fire Services District staff
	Procedures for identifying and protecting registered Aboriginal sites	Annually	Statewide	Land and Fire Services District staff; Manager, Forestry Standards and Compliance
Coupe Planning	SOP: Coupe Planning	As required	Coupe	Land and Fire Services District staff
Sale or Disposal of Surplus Seed	Procedures for sale or disposal of surplus seed	As required	Statewide	Land and Fire Services District staff
Coupe Finalisation	Coupe Finalisation Procedures	As required	Coupe	Land and Fire Services District staff
Harvesting Supervision	SOP: Coupe Commencement, Operations and Completion	As required	Coupe	Land and Fire Services District staff
	Coupe Monitoring Procedures	Monthly	Coupe	Land and Fire Services District staff
Community Visits	Procedures for Community visits to active timber harvesting coupes managed by DSE	As required	Coupe	District Manager
Logging History	Logging History Guidelines	Annually	FMA	Land and Fire Services District staff
	SOP 3.4: Verification of Logging History	Annually	Statewide	Manager, Standards and Compliance; Land and Fire Services Logging History Coordinators and Sustainable Timber Resource Planners
Domestic Firewood Collection	Procedures for Domestic firewood collection in non-Timber Release Plan coupes	Annually and as required	Coupe	Land and Fire Services District staff
	Procedures for Domestic firewood collection in Timber Release Plan coupes			Area Manager

LEGISLATION

Catchment and Land Protection Act 1994

Conservation, Forests and Lands Act 1987

Flora and Fauna Guarantee Act 1988

Forests Act 1958

Interpretation of Legislation Act 1984

Native Title Act 1993, Commonwealth legislation

Road Management Act 2004

Sustainable Forests (Timber) Act 2004

Sustainable Forests (Timber Harvesting) Regulations 2006

Wildlife Act 1975

SILVICULTURAL GUIDELINES AND MANUALS

Silvicultural Guidelines

CNR Guideline: *Control of commercial and non-commercial access to eucalypt seed from native State forests*. Department of Conservation and Natural Resources, Victoria, 1995.

Heli-seeding Manual. Department of Conservation and Natural Resources, Victoria, 1995.

Instruction Manual for Heli-seeder No 3 VicForests and DSE, Victoria 2005

NEMSS #6 - *Silviculture Guideline for the Mixed Species Forests of the North-East Area*. North-East Mixed Species Silviculture Project, Forests Service, Department of Natural Resources and Environment, Victoria, 1997.

NFSG #1 - *Native Forest Silviculture Guideline No.1, Seed Crop Monitoring and Assessment*. Department of Conservation and Natural Resources, Victoria, 1993.

NFSG #2 - *Native Forest Silviculture Guideline No.2, Eucalypt Seed Collection*. Department of Conservation and Natural Resources, Victoria, 1994.

NFSG #3 - *Native Forest Silviculture Guideline No.3, Seed Extraction, Cleaning and Storage*. Department of Conservation and Natural Resources, Victoria, 1994.

NFSG #4 - *Native Forest Silviculture Guideline No.4, Eucalypt Seed Sampling and Testing*. Department of Conservation and Natural Resources, Victoria, 1995.

NFSG #5 - *Native Forest Silviculture Guideline No.5, Eucalypt Seed Coating*. Department of Natural Resources and Environment, Victoria, 2001.

NFSG #6 - *Native Forest Silviculture Guideline No.6, Site Preparation*. Department of Natural Resources and Environment, Victoria, 1998.

NFSG #7 - *Native Forest Silviculture Guideline No. 7, Browsing Management*, Department of Sustainability and Environment, Victoria, 2005.

NFSG #8 - *Native Forest Silviculture Guideline No.8, Eucalypt Sowing and Seedfall*. Department of Natural Resources and Environment, Victoria, 2001.

NFSG #9 - *Native Forest Silviculture Guideline No.9, Eucalypt Planting*. Department of Conservation and Natural Resources, Victoria, 1993.

NFSG #10- *Native Forest Silviculture Guideline No.10, Eucalypt Stocking Surveys*. Department of Natural Resources and Environment, Victoria, 1997.

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