



Forestry Statistics Survey

Guidance Notes (2004/2005)

Contents

Acronyms.....	ii
Definitions.....	iii
Introduction.....	1
General information.....	1
Who should complete the questionnaire?.....	1
Coverage.....	1
Reporting period.....	1
Units of measurement.....	1
Document format.....	2
Guidance notes.....	3
Section B – General information.....	3
Section C – Area of softwood timber by species and age.....	5
Section D – Area of hardwood by species and age.....	7
Section E – Main purpose for which timber is grown and actual/ estimated clearfelling age.....	9
Section F – Products sold/ Supplied from plantations and indigenous forests.....	9
Section G – Mean annual increment (MAI).....	10
Section H – Damage/ Loss due to fire and other causes.....	11
Section I – Conversion of existing plantations.....	13
Section J – New afforestation.....	14
Section K – Workforce and health.....	14
Section L – Significant sites within the FMU.....	16
Section M – Plantation and indigenous forest resources.....	16
Section N – Local participation and business opportunities.....	17
Section O – Infrastructure development.....	18
Section P – Existence of natural habitats.....	19
Section Q – Acknowledgement.....	20
Conversion Factors / Product Codes / Species Codes.....	21

Acronyms

CCMA	Commission for Conciliation, Mediation and Arbitration
DWAF	Department of Water Affairs and Forestry
FES	Forestry Economics Services
FMU	Forest management unit
FSA	Forestry South Africa
FSC	Forest Stewardship Council
MAI	mean annual increment
NCT	Natal Co-operative Timber
NTFP	non-timber forest product
PDI	previously disadvantaged individual
SG	Surveyor General
SMME	small, medium and micro enterprises
TWK	Transvaal Wattle Growers
WGA	Wattle Growers' Association

Definitions

Alien invader vegetation	Alien invader vegetation is defined for the purpose of this survey as any exotic plants growing outside managed plantation areas. Thus also plantation species and weeds that have spread from demarcated plantation areas into riparian zones, open areas and indigenous forests.
Community infrastructure projects	Project that focus on the establishment or improvement of infrastructure for the people who are living in close proximity to forestry management units. These people would include the forestry workers and their dependants.
Erosion	A condition in which the earth's surface is worn away by the action of water and/or wind.
Forest	Forest includes: <ul style="list-style-type: none"> • natural forest, woodland and a plantation <ul style="list-style-type: none"> • the forest produce in it; and • the ecosystems which it makes up.
Forestry management unit (FMU)	An area of land, on all or part of which there is forest, and which is managed as an integrated unit. <i>UN Food and Agriculture Organisation definition:</i> A clearly demarcated area of land covered predominantly by forests, managed to a set of explicit objectives and according to a long-term forest management plan. A forest management unit may cover several hundred hectares to fractions of. The entire area of the forest management unit will have to be clearly demarcated on the ground and usually also on a map. Under the broad objectives to which the entire management unit is subjected, sub-units may be managed under different and separate management regimes.
Jungle area	Jungle areas are unmanaged areas where no silvicultural activities or management is taking place.
Licence	A legal document giving official permission to do something.
NTFP	Non-timber forest product, seen as products that are not included in the commercial roundwood products of the forestry operations.
Natural forest	A group of indigenous trees: <ul style="list-style-type: none"> • whose crowns are largely contiguous, or • have been declared by the Minister to be a natural forest under section 7(2) of the National Forest Act (Act 84 of 1998)
Open area	All areas on the FMU that are not planted under trees or indigenous forests. It would include riparian zones and wetlands except where stated that these must be addressed separately. It would include areas of natural vegetation under fynbos, grassland, woodlands and other vegetation classes.
PDI	Previously disadvantaged individuals means persons who were previously disadvantaged by unfair discrimination and who, in terms of section 9(2) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), may be protected and advanced to achieve equality and, for the purposes of

	these regulations, includes the following designated groups: (a) men of African, Asian or coloured descent; (b) women, irrespective of descent; and (c) disabled persons, irrespective of descent.
Permit	A legal document giving official permission to do something
Plantation	A group of trees cultivated for exploitation of the wood, leaves, bark or essential oils in the tree.
Permanent employee	A person who has been appointed permanently, notwithstanding that such a appointment may be on probation, to a post contemplated in Section 8(1) (a) of the Public Service Act, as amended, and includes a person contemplated in the same Act as 'employee'. 'Employee', according to the Basic Conditions of Employment Act (Act 75 of 1997) means– <ul style="list-style-type: none"> a) any person, excluding an independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration; and b) any other person who in any manner assists in carrying on or conducting the business of an employer, and 'employed' and 'employment' have corresponding meanings.
Reporting period	The period from 1 July of the previous year to 30 June of the current year ending before the date of return of the statistics form for the current year (for example, 1 July 2004 to 30 June 2005 for submission in 2005).
Riparian sone	Buffer strip surrounding wetlands and riparian habitats. The width of this zone is determined through delineation practices as endorsed by the forestry industry and defined by the Conservation of Agricultural Resources Act 43 of 1983.
Roundwood	Unprocessed timber in its log form as delivered to a sawmill, pulp mill or other processor.
Significant site	Special management zones within an FMU that contain features that are natural or human-made, and which require particular strategies due to their scientific, ecological, paleontological, archaeological, historical, traditional, aesthetic or recreational values.
Tree	Includes any tree seedling, sapling, transplant or coppice shoot of any age and any root, branch or other part.
Temporary employee	An individual who is employed to fill a temporary, emergency or short-term need, with no guaranteed minimum number of hours of employment. The term includes seasonal, intermittent and on-call workers and workers employed less than 20 hours per week.
Transformed land	Transformed land is land that has been transformed from its natural state to service a particular land use (for example, plantations).
Untransformed land	Untransformed land is land that is still in its natural state.

Temporary unplanted areas	Plantation areas that were clearfelled and have not been replanted yet. It is currently denuded of plantation trees but the intent exists that it will be re-afforested in future.
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Introduction

The Department of Water Affairs and Forestry realises that the South African forestry industry plays a significant role in the economic development of the country. DWAF aims to assist and promote this industry and to create an enabling environment for it to function effectively.

Growth and development in the forestry sector can, however, only contribute to the national well-being of the people of South Africa if it is practised sustainably. To enable the development of policies, legislation and plans that would promote the sustainability of the forestry industry, the Minister and policy makers must have access to the most up to date information regarding the forestry industry.

DWAF was tasked with collating and publishing information annually on the location, extent and nature of existing timber plantations and indigenous forests in South Africa. This information is not only used by Government in the drafting of the State of the Forest Report, but is also used to evaluate the sustainability of the forestry industry against the national Principles, Criteria, Indicators and Standards for Sustainable Forest Management.

DWAF would therefore like to request all stakeholders to co-operate in the collection of industry statistics

General information

Who should complete the questionnaire?

This return must be completed by all owners, managers or lessees of plantations and indigenous forests. It must also be completed by the owners of cutting or felling rights or arrangements over any plantations.

The guidance notes in this document indicate for each question whether it should be completed by plantation owners, indigenous forest owners or both.

Coverage

The document must be completed for forest management units within a district. If your company operates more than one FMU per district, data can be aggregated per district. The information required for this survey deal with the plantations and indigenous forests of a FMU (thus planted and natural forests and their associated ecosystems).

Reporting period

The reporting period is 1 July to 30 June of the period preceding the date of return (E.g. if date of return is 10 December 2005 the period would be 1 July 2004 to 30 June 2005)

Units of measurement

Metric units, rounded to the nearest whole number should be used throughout this return and all volume figures recorded in cubic metres (m³). Tons should be converted to cubic metres using the standard conversion factors appearing in the back of this document.

Document format

This document is also available in an electronic format. Should you prefer to complete it electronically please contact FES

Please indicate in section Q of the questionnaire how you would like to receive the form in future.

Guidance notes

The guidance notes in this document correspond to the sections and questions in the Forestry Statistics Survey questionnaire. It is provided to assist you in completing the questionnaire.

Number	Guidance note
	Section B – General information
B.1	<p>Indicate if you have sold, leased or rented out any land with plantations and/ or indigenous forests on it during the reporting period. Please note that this question deals with forestry land and not the sale of standing trees to an outside agent (e.g. a harvesting contractor) who will only harvest the trees and not manage the land.</p> <p>Indicate the area (in hectares) of plantation and/or indigenous forests that were included in the transaction. If the land consists of a mosaic of plantations and indigenous forest patches indicate the estimated area of plantation and total estimated indigenous forest area (sum total of all forest patches).</p> <p>Provide full contact details for the new holder of the land.</p> <p>N.B. The questionnaire must be completed only for the portion, if any, still managed by you. If the FMU was sold, please ensure that you have recorded the name of the purchaser/ lessee and return this form to us.</p> <p>Applicable to: Plantation & Indigenous forest</p>
B.2	<p>Indicate if you have acquired or leased land with plantations and or indigenous forests on it during the reporting period. Please note that this question deals with forestry land that you acquired and not with standing trees that you might have bought from another landowner with the sole intention of clearfelling and selling the timber.</p> <p>Indicate the area of plantation and/or forests included in the transaction. If the land consists of a mosaic of plantations and indigenous forest patches indicate the estimated area of plantation and total estimated indigenous forest area (sum total of all forest patches).</p> <p>Applicable to: Plantation & Indigenous forest</p>
B.3	<p>If you received the Forestry Statistics Survey Form and you do not own, lease, manage or have felling rights over any plantation/ indigenous forest during the applicable period please provide us with appropriate comments and return the form to us and we will adjust our records.</p> <p>Only by providing us with the correct information can we ensure that these forms are sent to the right persons/ organisations.</p>

Number	Guidance note
	Applicable to: Plantation & Indigenous Forest
B.4 & B.5	<p>The owner information in our record is shown in section B.4 and B.5. Compare the information printed on the form with your current information and record any changes in the space provided on the right hand side of the form. Check that the farm names and numbers (SG numbers) correspond with current farm names and numbers.</p> <p>Applicable to: Plantation & Indigenous Forest</p>
B.6	<p>Provide a summary of the FMU area as at the beginning of the reporting period (1 July of previous year). Distinguish between the following:</p> <ul style="list-style-type: none"> • Plantation area: Including temporary unplanted areas, roads, timber landings, etc. • Indigenous forest: Include the sum total of forest patches within the boundaries of the estate. • Riparian zones and wetlands: Include all demarcated riparian zones and wetlands. • Untransformed open land: Natural areas excluding indigenous forests, riparian zones and wetlands. This would include natural vegetation areas (e.g. fynbos, grassland, woodland areas) <p>An FMU does not include farm land.</p> <p>Calculate the forest area at the end of the reporting period (30 June of current year) by:</p> <p>Adding to the above mentioned land acquired through sale or leasing as indicated in section B.1 during the reporting period. Include riparian zones and untransformed land on the FMU.</p> <p>Deducting the area that was sold off or rented out to other owners as indicated in section B.2 during the reporting period. Include riparian zones and untransformed land on the FMU.</p> <p>Applicable to: Plantation & Indigenous Forest</p>
B.7	<p>Make use of aerial photographs or maps to determine the size of different habitat types. Total indigenous forest area should be the same as the total indigenous forest area at the end of the reporting period in question B.6 (that is, if the area previously had been accurate. If not, allow for correction adjustments).</p> <p>Applicable to: Plantation & Indigenous Forest</p>
B.8	<p>The purpose of question 8 is to calculate the percentage of government charges relative to total forestry operational costs (exclude agricultural and other land use costs).</p> <p>Indicate what the total operating costs were for the reporting period. Distinguish between costs for Plantation and Indigenous Forest.</p>

Number	Guidance note
	<p>Indicate the total of taxes, levies and charges paid. Distinguish between Skills levy, Council levy, UIF/WCA, Water levy, Income tax, VAT.</p> <p>Applicable to: Plantation & Indigenous forest</p>
B.9	<p>Select the management system that best describe your management system.</p> <ul style="list-style-type: none"> • A formal computer based system would be one where computer programmes are used to maintain records. Such a system could be linked to electronic mapping systems such as ARC VIEW. You would have access to such computer systems and yourself or your company update information. • A formal paper based system would be one where all records are maintained in paper format. You would not have direct access to a computer-based system. It might be that an outside agent update your records on a computer based system and supply you with paper copies of maps, APOs, etc. • An informal undocumented system would be a system where there is no formal record keeping and documented plans. The FMU might be small enough to justify decisions based on sound judgement. <p>Applicable to: Plantation & Indigenous forest</p>
B.10	<p>Please indicate whether you are maintaining a separate budget for indigenous forest management activities. This budget would exclude activities related to plantations and other land uses.</p> <p>Applicable to: Indigenous forest</p>
Section C – Area of softwood timber by species and age	
C.1	<p>Softwood sawlogs (e. g. pine saw logs)</p> <p>From your compartment lists indicate the area (ha) according to age class for each softwood species as on the last day of the reporting period. The first and second columns provide an indication of when the trees would have been planted and how old they are (as accurately as possible).</p> <p>Temporary unplanted areas are areas that were clearfelled and not replanted during the reporting period. Indicate the species that used to grow on the area before clearfelling.</p> <p>Jungle areas are unmanaged areas of exotic species where no silvicultural activities or management is taking place but that will be harvested for softwood sawlogs.</p> <p>Calculate the total area for each species as well as the total area of softwood sawtimber (sum total of areas for all species). Transfer the total area of softwood sawtimber to column 3, line 1 of the table in Section E. This will be done automatically if you complete the questionnaire in electronic format.</p>

Number	Guidance note																		
	Applicable to: Plantation																		
C.2	<p>Softwood for pulpwood (e. g. pine pulp)</p> <p>From your compartment lists indicate the area (ha) according to age class for each species on the last day of the reporting period. The first and second columns provide an indication of when the trees would have been planted and how old they are (as accurately as possible).</p> <p>Temporary unplanted areas are areas that were clearfelled and not replanted during the reporting period. Indicate the species that used to grow on the area before clearfelling.</p> <p>Jungle areas are unmanaged areas of exotic species where no silvicultural activities or management is taking place but that will be harvested for softwood pulpwood.</p> <p>Calculate the total area for each species as well as the total area of softwood pulpwood (sum total of areas for all species). Transfer the total area of softwood pulpwood to column 3, line 4 of the table in Section E. This will be done automatically if you complete the questionnaire in electronic format.</p> <p>Applicable to: Plantation</p>																		
C.3	<p>Softwood for other products (e. g. pine timber)</p> <p>From your compartment lists indicate the area (ha) as accurately as possible according to age class for each product and species combination on the last day of the reporting period. Use the following codes to indicate the products and species (also provided on last page of this document):</p> <p>Products Code</p> <table data-bbox="391 1381 737 1745"> <tbody> <tr> <td>Sawlogs</td> <td>1200</td> </tr> <tr> <td>Poles</td> <td>1300</td> </tr> <tr> <td>Mining Timber</td> <td>1400</td> </tr> <tr> <td>Pulpwood</td> <td>1500</td> </tr> <tr> <td>Matchwood</td> <td>1600</td> </tr> <tr> <td>Charcoal</td> <td>1700</td> </tr> <tr> <td>Firewood</td> <td>1800</td> </tr> <tr> <td>Other</td> <td>1900</td> </tr> <tr> <td>Waste</td> <td>2000</td> </tr> </tbody> </table> <p>Species Code</p>	Sawlogs	1200	Poles	1300	Mining Timber	1400	Pulpwood	1500	Matchwood	1600	Charcoal	1700	Firewood	1800	Other	1900	Waste	2000
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	<table border="0"> <tr> <td>P. patula</td> <td>1150</td> </tr> <tr> <td>P. elliotii</td> <td>1200</td> </tr> <tr> <td>P. taeda</td> <td>1250</td> </tr> <tr> <td>P. radiata</td> <td>1300</td> </tr> <tr> <td>P. pinaster</td> <td>1350</td> </tr> <tr> <td>Other softwood species</td> <td>1500</td> </tr> </table> <p>The first and second columns provide an indication of when the trees would have been planted and how old they are.</p> <p>Temporary unplanted areas are areas that were clearfelled and not replanted during the reporting period. Indicate the species that used to grow on the area before clearfelling.</p> <p>Jungle areas are unmanaged areas of exotic species where no silvicultural activities or management is taking place but that will be harvested for a range of softwood products.</p> <p>Calculate the total area for each species and product combination. Transfer the total area for each product to the corresponding line of column 3 in Section E. This will NOT be done automatically if you complete the form in electronic format.</p> <p>Applicable to: Plantation</p>	P. patula	1150	P. elliotii	1200	P. taeda	1250	P. radiata	1300	P. pinaster	1350	Other softwood species	1500
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	Section D – Area of hardwood by species and age												
D.1	<p>Hardwood for pulpwood (e. g. eucalypts)</p> <p>From your compartment lists indicate the area (ha) according to age class for each species on the last day of the reporting period. The first and second columns provide an indication of when the trees would have been planted and how old they are (as accurately as possible).</p> <p>Temporary unplanted areas are areas that were clearfelled and not replanted during the reporting period. Indicate the species that used to grow on the area before clearfelling.</p> <p>Jungle areas are unmanaged areas of exotic hardwoods where no silvicultural activities or management is taking place but that will be harvested for hardwood pulpwood</p> <p>Calculate the total area for each species and transfer the values to the corresponding species columns in line four of the table in Section E. This will be done automatically if you complete the form in electronic format.</p> <p>Applicable to: Plantation</p>												
D.2	Hardwood for mining timber												

Number	Guidance note																												
	<p>From your compartment lists indicate the area (ha) as accurately as possible according to age class for each species on the last day of the reporting period. The first and second columns provide an indication of when the trees would have been planted and how old they are.</p> <p>Temporary unplanted areas are areas that were clearfelled and not replanted during the reporting period. Indicate the species that used to grow on the area before clearfelling.</p> <p>Jungle areas are unmanaged areas of exotic hardwoods where no silvicultural activities or management is taking place but that will be harvested for hardwood mining timber.</p> <p>Calculate the total area for each species and transfer the values to the corresponding species columns in line three of the table in Section E. This will be done automatically if you complete the form in electronic format.</p> <p>Applicable to: Plantation</p>																												
D.3	<p>Hardwood for other products</p> <p>From your compartment lists indicate the area (ha) according to age class for each product and species combination on the last day of the reporting period. Use the following codes to indicate the products and species:</p> <p>Products Code</p> <table data-bbox="391 1178 737 1539"> <tr><td>Sawlogs</td><td>1200</td></tr> <tr><td>Poles</td><td>1300</td></tr> <tr><td>Mining timber</td><td>1400</td></tr> <tr><td>Pulpwood</td><td>1500</td></tr> <tr><td>Matchwood</td><td>1600</td></tr> <tr><td>Charcoal</td><td>1700</td></tr> <tr><td>Firewood</td><td>1800</td></tr> <tr><td>Other</td><td>1900</td></tr> <tr><td>Waste</td><td>2000</td></tr> </table> <p>Species Code</p> <table data-bbox="391 1675 831 1873"> <tr><td>E. grandis (incl.clones & hybrids)</td><td>2150</td></tr> <tr><td>Other gum</td><td>2450</td></tr> <tr><td>Wattle</td><td>2800</td></tr> <tr><td>Poplars</td><td>4000</td></tr> <tr><td>Other hardwood species</td><td>3000</td></tr> </table>	Sawlogs	1200	Poles	1300	Mining timber	1400	Pulpwood	1500	Matchwood	1600	Charcoal	1700	Firewood	1800	Other	1900	Waste	2000	E. grandis (incl.clones & hybrids)	2150	Other gum	2450	Wattle	2800	Poplars	4000	Other hardwood species	3000
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	<p>The first and second columns provide an indication of when the trees would have been planted and how old they are.</p> <p>Temporary unplanted areas are areas that were clearfelled and not replanted during the reporting period. Indicate the species that used to grow on the area before clearfelling.</p> <p>Jungle areas are unmanaged areas of exotics hardwoods where no silvicultural activities or management is taking place but that will be harvested for a range of hardwood products.</p> <p>Calculate the total area for each species and product combination and transfer the total area value to the applicable product line and species column of the table in Section E. This will NOT be done automatically if you complete the form in electronic format.</p> <p>Applicable to: Plantation</p>
	<p>Section E – Main purpose for which timber is grown and actual/ estimated clearfelling age</p>
	<p>This section summarises into main purposes the areas in sections C and D and actual or estimated felling ages by purpose.</p> <p>Area – The areas (in hectares) on this form are to be transferred from:</p> <p>Softwood (Column 3)</p> <p>Softwood sawlogs - Section C.1</p> <p>Softwood pulpwood - Section C.2</p> <p>Softwood other products - Section C.3</p> <p>Hardwood (Columns 5, 7, 9, 11 and 13)</p> <p>Hardwood pulpwood - Section D.1</p> <p>Hardwood mining timber - Section D.2</p> <p>Hardwood other products - Section D.3</p> <p>Age – Please provide as accurately as possible the actual age at which trees were clearfelled per species and product. Alternatively, please indicate the estimated age at which they will be clearfelled (i.e. the planned rotation age).</p> <p>Applicable to: Plantation</p>
	<p>Section F – Products sold/ Supplied from plantations and indigenous forests</p>
F.1.1	<p>This section requires a breakdown of sales/ supplies according to plantation timber species and roundwood product categories. The quantity of roundwood for own use as well as that used or intended for use by own or associated factories or plants must be included.</p>

Number	Guidance note
	<p>All figures are to be recorded in cubic metres or metric tons as indicated for the applicable product. Where necessary use the "Standard Industry Conversion Factors" listed on the last page of this document.</p> <p>Applicable to: Plantation</p>
F.1.2	<p>This section requires a breakdown of sales/ supplies according to indigenous timber species. The quantity of roundwood for own use as well as that used or intended for use by own or associated factories or plants must be included.</p> <p>All figures are to be recorded in cubic metres or metric tons as indicated for the applicable product. Where necessary use the "Standard Industry Conversion Factors" listed in the back of this document.</p> <p>Applicable to: Indigenous forest</p>
F.2.1 & F.2.2	<p>In the statistics reporting process it is important to match the volume of roundwood sold from plantations and indigenous forests with the volume of roundwood purchased by processing enterprises. The volume of timber purchased and processed in South Africa is obtained from census forms sent to identified purchasers and processors.</p> <p>Please supply the names and contact details of the most important people/organisations (main clients in terms of volume) who bought plantation (planted) and indigenous timber from you during the reporting period. Use a separate page if there are more than three buyers.</p> <p>Applicable to: Plantation & Indigenous forest</p>
F.2.3	<p>Indicate the volume of roundwood timber that you have processed from plantations and indigenous forests on your own FMU and thus not sold as round wood logs. Exclude any timber bought from other FMUs.</p> <p>Applicable to: Plantation & Indigenous forest</p>
Section G – Mean annual increment (MAI)	
	<p>Mean annual increment is an indication of the volume of timber that is added annually per hectare as a result of tree growth.</p> <p>Please calculate MAIs by :</p> <p>Taking the volume figures given in Section F and dividing that volume by</p> <ul style="list-style-type: none"> - the actual age at which trees were felled given in Section E and dividing the result by - the actual area felled from which the volumes were derived. <p>e.g. for <i>E.grandis</i>: From table F1.1 convert all the tonnages for the different roundwood product categories in the <i>E. grandis</i> row into cubic metres by using the Standard Conversion Factors at the back of the guidance notes. Calculate the total volume (m³) for all the <i>E.</i></p>

Number	Guidance note
	<p><i>grandis</i> roundwood products. Divide the total volume by the average harvesting age for the <i>E. grandis</i> product categories as indicated in column 6 of table E. Divide this value by the total hectares for <i>E. grandis</i> product categories as indicated at the bottom of column 5 of table E.</p> <p>Applicable to: Plantation</p>
	<p>Section H – Damage/ Loss due to fire and other causes</p>
H.1	<p>Indicate the area of softwood plantation, hardwood plantation and indigenous forest lost due to various destructive agents.</p> <p>Destruction due to incidents of adverse weather would include windfalls, flooding, etc.</p> <p>Record destruction by insects and disease only if the trees are killed by a large outbreak of disease and/or insects. Ignore small isolated incidences. Also record the species of insects and diseases if known.</p> <p>Damage by animals would include baboon damage</p> <p>Provide a short description of the damage caused by weather, insects, disease and animals. If possible identify the insect, pathogen and animal species that caused the damage.</p> <p>Indicate the number of separate fires experienced as well as the total area damaged by fires during the reporting period.</p> <p>In the case of timber theft indicate the volume of timber actually lost due to theft.</p> <p>Applicable to: Plantation & Indigenous forest</p>
H.2	<p>Check that what you records here for 'total area' and 'number of separate fires' are the same as the values you recorded in H.1.</p> <p>Natural causes of fire would include: lightning, the result of heat and drought, fires caused by landslides or other natural events.</p> <p>A fire might be accidentally caused e.g. when fires get out of hand during the burning of grazing land or collection of honey or careless actions such as throwing away burning cigarettes</p> <p>Arson would include fires that were started with the intention to cause damage.</p> <p>Applicable to: Plantation & Indigenous forest</p>
H.3	<p>Capital expenditure relates to the purchase of fire fighting machinery/ equipment and</p>

Number	Guidance note
	<p>security equipment e.g. hose pipes, fire engines, uniforms etc.</p> <p>Operational expenditure relates to non-capital costs of fire protection and security and include fire fighting, fire belt preparation, fire fighting equipment servicing, staff, standby allowances, helicopters, hiring of security companies, etc.</p> <p>Applicable to: Plantation & Indigenous forest</p>
H.4	<p>Do not try and calculate the value of NTFPs lost to fire.</p> <p>Only calculate the value of timber and equipment lost.</p> <p>For timber: Value of the undamaged timber should be calculated and then the value of the salvaged timber should be subtracted from this amount. The value lost will be the market value of timber at the time of the fire.</p> <p>For equipment: Loss of plant, infrastructure and equipment should be calculated. Calculate the resale value of the items. E.g. suppose you lost a 10-year-old tractor during a fire, ask yourself how much you could have received if you had sold the tractor during the reporting period.</p> <p>Applicable to: Plantation & Indigenous forest</p>
H.5	<p>N.B.: Complete this section only if you record expenditure for indigenous forests separate from plantations.</p> <p>Capital expenditure relates to the purchase of fire fighting machinery/ equipment and security equipment e.g. hose pipes, fire engines, uniforms etc.</p> <p>Operational expenditure relates to non-capital costs of fire protection and security and include fire fighting, fire belt preparation, fire fighting equipment servicing, staff, standby allowances, helicopters, hiring of security companies, etc.</p> <p>Applicable to: Indigenous forest</p>
H.6	<p>Alien invader vegetation is defined for the purpose of this survey as any exotic plants growing outside managed plantation areas. Thus also plantation species and weeds that have spread from demarcated plantation areas into riparian zones, open areas and indigenous forests.</p> <p>It is possible that there will be patches of the FMU affected by different species and with different degrees of severity. Estimate on average how bad the degree of infestation by alien invaders is in the affected areas and rate infestation according to:</p> <p>Low – less than 25% of FMU infested Moderate – between 25 and 50% of FMU infested High – more than 50% of FMU infested</p>

Number	Guidance note
	<p>Also indicate the species of alien vegetation.</p> <p>Applicable to: Plantation & Indigenous forest</p>
H.7	<p>Record, by their type, the number of separate incidents of crime that have occurred in the plantation area or in the indigenous forest area.</p> <p>If the same person, or group of people, is committing the same crime regularly (e.g. timber theft) then these should be treated as separate incidents.</p> <p>Theft of forest resources includes theft of timber and NTFPs</p> <p>Applicable to: Plantation & Indigenous forest</p>
H.8	<p>Indicate in how many of the incidents of crime reported in H.7 the offenders were arrested and prosecuted. Also indicate in how many of the incidents the offenders were convicted of the crimes.</p> <ul style="list-style-type: none"> • Arrest: When an offender is taken into custody and handed over to the relevant authorities. • Prosecution: When an offender is tried in a court of law • Conviction: When an offender is found guilty of the offence by a court of law. <p>Do not report the number of offenders but only the incidents of crime. The number of incidents should be the same as in H.7.</p> <p>Applicable to: Plantation & Indigenous forest</p>
Section I – Conversion of existing plantations	
	<p>Record the areas of plantations converted to other timber species and /or other land uses during the reporting period in this section.</p> <p>Indicate under 'Open Areas' if plantations are converted back to natural vegetation.</p> <p>Furnish areas in hectares rounded to the nearest hectare.</p> <p>NB Please ensure that the total obtained in the bottom right of the table is the same when the totals are added horizontally and vertically.</p> <p>Applicable to: Plantation</p>

Number	Guidance note
	Section J – New afforestation
	<p>This section requires information on any newly planted areas (i.e. planted for the first time) during this reporting period.</p> <p>NB Please furnish areas in hectares rounded to the nearest hectare.</p> <p>Applicable to: Plantation</p>
	Section K – Workforce and health
K.1	<p>Report only on employees who are involved in forestry activities. Thus if you operate an estate with plantations and sugar cane, report only on employees involved in forestry or who are involved for more than 50% of their time in forestry operations.</p> <p>Distinguish between permanent and temporary employees.</p> <p>Average wage/ salary: Indicate the average wages and salaries that are paid to the different categories of employees per month. Thus for example calculate the average for different levels of labourers and only provide this average value.</p> <p>Number of employees involved in forestry activities: Indicate the number of people who are employed as a result of forestry activities. If you operate a farm with other land uses such as cattle farming, exclude the employees who are working with the other land uses or who are involved for less than 50% of their time in forestry operations.</p> <p>Number of employees with permanent residence in district: Permanent residence is where an employee has his/ her own home (and probably their immediate family). E.g. An employee may live temporarily on the farm but his/ her permanent residence will be where s/he returns during vacation, or periods of unemployment. The objective is to determine how many of the employees are employed from local areas (thus not brought into the area from other districts)</p> <p>Disabled persons: A disabled person is one that is physically or mentally impaired.</p> <p>Temporary employees: These are employees that you employ for short periods of time during the year (e.g. when planting or weeding). Calculate the total number of temporary employees who were employed during the reporting period. Different temporary employees might be paid different wage rates. Estimate the average wage rate and report on that.</p> <p>Support staff: These would be secretaries and administrative staff who are supporting forestry staff.</p> <p>Applicable to: Plantation & Indigenous forest</p>

Number	Guidance note
K.2	<p>Indicate the total number of man-days that were lost due to employees not turning up for work as a result of illness or personal reasons. Exclude public holidays and normal company leave.</p> <p>Applicable to: Plantation & Indigenous forest</p>
K.3	<p>An HIV/ Aids strategy will be a written document. It should ideally indicate how you intend to deal with HIV/ Aids on your FMU, who will be the target, what methods you will use (e.g. condom distribution) with timings.</p> <p>Applicable to: Plantation & Indigenous forest</p>
K.4	<p>HIV/ Aids education may relate to prevention and/ or treatment.</p> <p>Anti-retroviral therapy (ART) is where anti-retroviral drugs are administrated (and proper surveillance and monitoring tools are put in place.)</p> <p>Specify if other types of health programmes pertaining to HIV/ Aids than the ones listed are used.</p> <p>Applicable to: Plantation & Indigenous forest</p>
K.5	<p>Indicate the number of employees (permanent and temporary) who received some form of training related to their jobs.</p> <p>In-service training includes on the job training under supervision of experienced staff and should have documented training procedures.</p> <p>Under accredited training courses indicate the number of employees who have received attendance certificates for the successful completion of the courses. Accredited training courses are accredited under the South African Qualifications Authority (SAQA)</p> <p>Learnerships must be part of an official SAQA-accredited programme and the necessary requirements as stipulated by the Department of Labour should be met.</p> <p>Tertiary education include students who receive bursaries from the organisation managing the FMU.</p> <p>See www.labour.gov.za for information on accredited courses, learnerships, etc.</p> <p>Applicable to: Plantation & Indigenous forest</p>
K.6	<p>Indicate the number of incidents of group labour conflict (e.g legal as well as illegal strikes, work stoppages, go-slows, etc). This would exclude conflict situations between individuals and only pertain to group or organised conflict situations.</p>

Number	Guidance note
	<p>Record the number of disciplinary hearings that took place during the reporting period. This would also include cases where employees requested arbitration form the CCMA and referrals to the CCMA.</p> <p>Applicable to: Plantation & Indigenous forest</p>
Section L – Significant sites within the FMU	
L.1	<p>List the number and type of sites with a significant social, ecological or historical value in the FMU.</p> <p>Indicate whether these sites are located in plantation areas, indigenous forest or open areas. In determining the location of the site decide on the predominant land use around the site (e.g. is it located within a plantation compartment, inside an indigenous forest or outside forest areas.). Open areas can be seen as non-forested areas such as riparian zones, grasslands, within village boundaries, etc.</p> <p>Such sites might include burial sites, archaeological sites, special ecological areas, recreational areas and areas that might be of significant value to certain stakeholder groups.</p> <p>Applicable to: Plantation & Indigenous forest</p>
L.2 & L.3	<p>A record of significant sites and any interactions between FMU management and stakeholders regarding these sites should be maintained. This record should indicate complaints received about the condition and management of the sites.</p> <p>The condition of the sites would include physical appearance and maintenance. The management of the site would include access control, interaction with stakeholders and the ability to provide a service to stakeholders.</p> <p>E.g. in the case of a significant burial site aspects such as weed control and not planting trees too close to the site might determine its condition. Management and service provision would include making it possible for stakeholders to visit the site.</p> <p>Applicable to: Plantation & Indigenous forest</p>
Section M – Plantation and indigenous forest resources	
M.1	<p>Indicate the number of permits that were issued for activities such as grass collection, fishing, etc.</p> <p>Applicable to: Plantation & Indigenous Forest</p>
M.2	<p>Indicate the market value of the resources extracted. To calculate market value estimate the value at which these resources can be sold by those collecting them and multiply it with the total volume of resources removed (e.g. estimate the value at which thatch grass or fire wood</p>

Number	Guidance note
	<p>is sold in the local area and multiply it with the bundles of firewood, thatch grass removed from the FMU).</p> <p>Applicable to: Plantation & Indigenous forest</p>
M.3	<p>Estimate the area of the FMU where the specific product can be collected or used. Record the area of the FMU that is CURRENTLY available for each user group.</p> <p>Applicable to: Plantation & Indigenous forest</p>
M.4	<p>Indicate where the product can be accessed – in plantation, indigenous forest, open areas.</p> <p>Applicable to: Plantation & Indigenous forest</p>
M.5	<p>Estimate how much of the product resource is still available. Rate availability according to scarce, adequate and abundant. E.g. if fuelwood can be collected easily rate it as abundant. If medicinal plants are difficult to find rate it as scarce.</p> <p>Applicable to: Plantation & Indigenous forest</p>
M.6 & M.7	<p>Indicate if any initiatives were implemented to provide more of the products or to ensure a sustainable supply for the future (e.g. cultivation of medicinal plants). Also indicate the area set aside for such initiatives.</p> <p>Possible initiatives could include the placement of bee hives in the forest, cultivation of thatch grass or medicinal plants in open areas. It could also include the development of new hiking/ mountain bike trails or the development of tourist accommodation. If it is not possible to establish the area occupied by such an initiative (e.g. tourist accommodation or hiking trails) indicate so in column M.7</p> <p>Applicable to: Plantation & Indigenous forest</p>
M.8	<p>Indicate for recreational activities or non-consumptive resource use activities the number of permits issued, income from these activities, accessibility to user groups, the location of these activities (plantation, indigenous forest, open areas) and any new recreational activities.</p> <p>Applicable to: Plantation & Indigenous forest</p>
Section N – Local participation and business opportunities	
N.1	<p>This question deals with opportunities that were created specifically for the benefit of previously disadvantaged individuals. It could include opportunities such as the establishment of small business ventures, or assistance to labourers to establish their own contracting businesses. It could include the development of new job opportunities specifically for PDIs but it does not include the provision of employment in normal day to day activities.</p> <p>These opportunities could also include granting access to previously restricted resources to</p>

Number	Guidance note
	<p>PDI's by issuing licenses or by negotiating user rights.</p> <p>You should only record opportunities that were STARTED during the reporting period. Make sure you do not count the same opportunity twice e.g. in your previous or next questionnaire.</p> <p>Provide a one-sentence description of each opportunity. (E.g. Assisted labourers in setting up a contracting business, granting a licence for the controlled harvesting of medicinal plants, allowing people to harvest honey from the FMU.)</p> <p>For each opportunity record the number of PDIs that expressed an interest in participating. E.g. in setting up a contracting business 20 labourers were interested.</p> <p>For each opportunity record the number of PDIs that actually participated during the reporting period. E.g. eventually only 5 labourers were involved in the new contracting business.</p> <p>Applicable to: Plantation & Indigenous forest</p>
N.2	<p>Provide information on the individuals or organisations that are directly or indirectly involved in your forestry operations on the FMU, either as suppliers of goods and services, processors of forestry products or present on your forestry land. Indicate if ownership is held by PDIs, if they focus on indigenous forest operations or on plantation forestry operations. Use an extra page if more space is required.</p> <p>E.g. provide information on the contractors working on the FMU and the suppliers supplying equipment, chemicals to the FMU.</p> <p>Applicable to: Plantation & Indigenous forest</p>
N.3	<p>Provide a list of groups who currently have access to the FMU and estimate the number of people per group. Indicate the type of activities that they are involved in. Also indicate if they are making use of plantation or indigenous forest areas and how big the area is that they access. Examples of such groups could be birding clubs, 4X4 clubs and medicinal plant harvesters who would access only a small area of the FMU.</p> <p>These people differ from the ones identified in N.2 in that they are not directly involved in forestry operations but use the FMU for non-forestry activities.</p> <p>Applicable to: Plantation & Indigenous forest</p>
Section O – Infrastructure development	
O.1 & O.2	<p>These infrastructure projects may be both on and/ or off the estate and may include new projects or the upgrading of existing infrastructure.</p> <p>The main beneficiaries of the project should be your employees or 'others' e.g. neighbouring communities.</p>

Number	Guidance note
	<p>Only record those infrastructure projects that STARTED during the reporting period. Make sure you do not count the same project twice e.g. in your previous or next questionnaire.</p> <p>Inputs might include: cash, the value of your time, tools & machinery, materials e.g. timber</p> <p>Estimate the total value of inputs you have and will provide to each type of project.</p> <p>Indicate how many people will benefit from these developments (e.g. number of people who will be served by a new clinic, number of people who will benefit from new houses or a community centre)</p> <p>E.g. you are supporting two community schools and both of these projects started during the reporting period. You are providing a total of R50 000 in cash to the first school during the next 2 years. You are providing timber of value R25 000 to the second school during construction over the next 3 years. You should record 'R75 000.' Although these projects are going on for more than one reporting period you should not refer to these projects in the next questionnaires.</p> <p>Applicable to: Plantation & Indigenous forest</p>
Section P – Existence of natural habitats	
P.1	<p>Degraded riparian zones would include areas where invasive aliens are growing in the riparian zones, where wetlands were dammed or dried, roads and compartments extending into wetlands, harvesting activities took place in wetland areas, erosion damage, etc.</p> <p>Applicable to: Plantation & Indigenous Forest</p>
P.2	<p>Indicate the area of riparian zones where actual rehabilitation work took place during the reporting period.</p> <p>Applicable to: Plantation & Indigenous Forest</p>
P.3	<p>What is the average SASS 5 score for your FMU.</p> <p>Applicable to: Plantation & Indigenous forest</p>
P.4	<p>Erosion can be caused by either wind or water action. When the topsoil is exposed by forestry activities erosion can take place during heavy rains or high winds. Also gully erosion where dongas are formed due to for example the inadequate rehabilitation of slip paths.</p> <p>Indicate the area that was damaged by erosion (thus where topsoil was lost due to wind or water action) during the reporting period.</p> <p>Applicable to: Plantation & Indigenous forest</p>

Number	Guidance note
P.5 & P.6	<p>List the fauna and flora species that occur on the FMU that are endangered according to the IUCN Red Data List. Use the following criteria as per IUCN Red data list version 3.1 (www.redlist.org)</p> <p>CRITICALLY ENDANGERED (CR): The taxon is facing an extremely high risk of extinction in the wild.</p> <p>ENDANGERED (EN): The taxon is facing a very high risk of extinction in the wild.</p> <p>VULNERABLE (VU): The taxon is facing a high risk of extinction in the wild.</p> <p>NEAR THREATENED (NT): With evaluation the taxon does not qualify for Critically Endangered, Endangered or Vulnerable now, but is close to qualifying for or is likely to qualify for a threatened category in the near future.</p> <p>Indicate if there is a formal monitoring and documentation system for these species in place. Such a system would record sightings of the species and indicate where, when and how many of the particular species were observed. Record would be maintained over time for comparisons to estimate if these species are increasing or decreasing in numbers. The status of the species is also checked annually against the most recent Red Data List.</p> <p>Also indicate if there is a management system in place to assist with the recovery of these species. Such a management system should consider activities that would support the rehabilitation of the natural habitat for these species.</p> <p>Applicable to: Plantation & Indigenous forest</p>
P.7	<p>Provide a summary of all the chemicals that are used annually on the FMU together with the volumes and the reasons for use.</p> <p>Applicable to: Plantation & Indigenous forest</p>
Section Q – Acknowledgement	
Q.1 & Q.2	<p>Sign and acknowledge that the information provided is correct.</p> <p>Your comments and suggestions to improve the data collection process are very important to us.</p> <p>Please indicate in which format you would like to receive the survey form in future.</p> <p>Applicable to: Plantation & Indigenous forest</p>

Conversion Factors / Product Codes / Species Codes

1. STANDARD INDUSTRY CONVERSION FACTORS (FOR USE IN SECTION F)							
Product/Species		Ton	Cubic Metre	Product/Species		Ton	Cubic Metre
Sawlogs				Pulpwood			
Softwood		1 ton (wet)	= 0.94 m ³	Softwood		1 ton	= 1.00 m ³
<i>E. grandis</i> (incl.clones & hybrids)		1 ton	= 0.94 m ³	<i>E. grandis</i> (incl.clones & hybrids)		1 ton	= 1.47 m ³
Other Eucalyptus		1 ton	= 0.78 m ³	Other Eucalyptus		1 ton	= 1.25 m ³
Mining Timber				Wattle		1 ton	= 1.14 m ³
<i>E. grandis</i>		1 ton	= 1.47 m ³	Other hardwoods		1 ton	= 1.25 m ³
Other Eucalyptus		1 ton	= 1.25 m ³	Matchwood			
Wattle		1 ton	= 1.14 m ³	Poplar		1 ton (wet)	= 1.03 m ³
Transmission / Telegraph Poles		1 ton	= 1.25 m ³	Poles, Laths etc.		1 ton	= 1.56 m ³
				Firewood		1 ton	= 1.25 m ³

2. PRODUCT CODES (FOR USE IN SECTIONS C.3 AND D.3)		
Sawlogs		1200
Poles		1300
Mining Timber		1400
Pulpwood		1500
Matchwood		1600
Charcoal		1700
Firewood		1800
Other		1900

Waste		2000
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3. SPECIES CODES (FOR USE IN SECTIONS C.3 AND D.3)		
3.1 SOFTWOOD SPECIES CODES (SECTION C.3)		
<i>P. patula</i>		1150
<i>P. elliotii</i>		1200
<i>P. taeda</i>		1250
<i>P. radiata</i>		1300
<i>P. pinaster</i>		1350
Other Softwood Species		1500

3.2 HARDWOOD SPECIES CODES (SECTION D.3)		
<i>E. grandis</i> (incl.clones & hybrids)		2150
Other gum		2450
Wattle		2800
Poplars		4000
Other Hardwood Species		3000