

## Guide to using the AFAR V 1.0 April 2009

### Stage 1 - The Primary Assessment Form

The Primary Assessment Form is designed to give ACT enough information to undertake an eligibility test and model the carbon sequestration of the project. The information is also used to create a listing in the AFAR. The following guide will help you fill in the Primary Assessment Form.

number	question	how we use it	what you should include
1	Site name	This helps to distinguish projects	
2	Site address	The site address may differ from the landholders address	The road address of the nearest access point. E.g. 357 Manna Gum road Beenak Vic
3	Site size	The size of the project is needed to estimate returns and test eligibility.	You are allowed up to five patches per Property Assessment, you should include all patches over 0.2 ha
4	Is the project planned or planted	This is to assist modelling and AFAR listing	If the project is planned or already planted
5	If planned when will planting commence	This is to assist modelling	The date you intent to plant, if you are not committed to planting pick next year.
6	If planted, when did you plant: Month	This is to assist modelling	
7	Planting Method	This is to assist modelling and the eligibility test	Whether the project was direct seeded, or planted with seedlings. You may need to provide evidence of the revegetation method. Currently natural regeneration is not eligible
8	Planting Type	This is to assist modelling and the eligibility test and AFAR listing.	Select the best description of your project. E.g. a pine plantation would come under non native agro-forestry, a riparian planting would come under Non Harvest / biodiversity

		Many purchasers like to know what type of project is contributing to their permits	
9	Dominant Species	This is to assist modelling and the eligibility test and AFAR listing.	. You can list as many species as you want. This section should only include the major tree species such as eucalypt or pine
10	Other Species		Enter all other species you can list, include the understory and grasses where possible
11	Do you plan to harvest your project	This is to assist modelling and the eligibility test and AFAR listing.	Include the next harvest event, we will contact you for more information if you select this tab
12	If so when	This is to assist modelling	include the date
13	Number of Plantings Per Hectare (planned or planted):	This is to assist modelling and the eligibility test and AFAR listing.	The planting rate of the dominant tree species(s), try not to include grasses and groundcovers or understory.
14	Has the site been affected by fire, pest or any other event:	This is to assist modelling	
15	Type of event:	This is to assist modelling , different event s have different impacts and we need to put the information into the model	Type of event
16	% of plantings affected:	This is to assist modelling ,	Per cent age of affected area
17	Has the site been affected by any land degradation issues:	This is to assist modelling	
18	Type of degradation:	This is to assist modelling	
19	% of plantings affected:	This is to assist modelling	
20	Briefly describe the revegetation plan or existing site history:	This answer is used to build the detailed model of your project. The more information you provide the more accurate the model.	<p>We need to include any treatment that would have eloped or hindered the project.</p> <p>Below are some examples</p> <p>Ground preparation – spraying ( strip, spot or broad</p>

			<p>acre), intense grazing, ripping, mounding, irrigation</p> <p>Planting - fertiliser, weed control, jute matting, guarding, etc</p> <p>Post planting – weed control fertiliser</p> <p>Harvesting – post/poles/firewood/thin/harvest</p>
	If the plantings are existing, what is the estimated % survival rate:	This is to assist modelling and the eligibility test	The estimated number of plants still alive today from what was planted.
	How many titles (lot no's) is the project on:	This is to assist in preparing the property assessment. The type of land tenure can affect the complexity of registering projects	As some plantings cross titles, please let us know so we can provide additional information in the Property Assessment
	What is the land tenure type:	This is to assist the eligibility test and to assist in preparing the property assessment. The type of land tenure can affect the complexity of registering projects please let us know so we can provide additional information in the Property Assessment	Land tenure type
	If the tenure type is Other, please describe:	You must own the land or control the carbon rights to create permits or certificates	Describe any other land tenure such as crown land under committee of management
	Was the land clear (over 80%) of trees on December 31, 1989:	This is to assist the eligibility test; we check this with the NCAT Data Viewer. The Viewer is not always conclusive and we may need to get further evidence from you to prove the land was over 80% clear of vegetation in 1989	The state of the land on 31 <sup>st</sup> December 1989
	Are there any existing claims on the carbon / trees or land use:	This information is to ensure that you are eligible to create permits, some landholders have signed contracts with funding groups to	

		plant trees in exchange for carbon rights, we need to be sure that you are able to create permits.	
	If there are existing claims, please describe:		Details of any carbon rights contracts or other dealings in regard to your project
	Are the plantings subject to any land management agreement:	This is to assist determining eligibility	
	If there is a land management agreement, please describe:		Details of any land management agreements
	Was Government funding used to establish the site:	This information is used to assist modelling, some schemes have specific rules about government funding and this will assist us in determining your status or let you know if more information is required. Some government bodies have funded revegetation in return for carbon rights, this does not necessarily make you ineligible but it may reduce the permits you are able to create.	
	If Government funding was used, please describe:		Description of government funding,  Include amount received ( or % of total project), when receive and if any conditions are attached
	Are there any caveats on the site:	This is to ensure you will be the beneficiary of the project	
	Please describe any caveats:		Describe any caveats on the property
	General description of the site:	This answer is used to make the description of the project. You are encouraged to put as much detail into this section as possible.	The description should be aimed at purchasers and highlight the environmental and social benefits of your project.
	Is there anything else you would like us to know: (other events or degradation issues for example)	This information is used to assist in the modelling, AFAR listing and eligibility test	You should include anything else that you think might be important, or answers to any question(s) that did not have a suitable option or description
	What is your minimum price \$/t Co2e:	This is used to create the listing. This is not	The price you would like to receive for each tonne of

		necessarily the final price, you can negotiate with buyers or accept other offers.	CO2e or permit. If you are trying to sell you property outright then put the total property price. We can work out the price per tonne for you or enter the total property price.
	<p>If known, please enter the sites longitude:</p> <p>If known, please enter the sites latitude</p> <p>If longitude and latitude are unknown, please use the space above to describe mapping position (ie, map reference):</p>	<p>This assists with the modelling .</p> <p>The bearings of the plantings or paddock will give the most accurate modelling results</p>	<p>Include the latitudes and longitudes and description of wher you got the bearings from.</p>
	Do you want others to view audit reports for this project:	If you answer yes others will be able to view audit reports. This can greatly assist in the sales of permits, other may wish to keep them private and only release them to buyers when a transaction is occurring.	<p>Yes – other sill see audit reports</p> <p>No – audit reports will remain hidden</p>
	Do you want others to view this project using web based mapping technology:	This information is used to create a map of the location. Maps can be to paddock, local, or regional scale.	
	Do you want this project to be visible on the AFAR:	This is to assist the AFAR listing. The more people that see you listing the more likely it will sell. However some landholders and may wish to not have their project listed on the AFAR and only open to offers from institutional investors	<p>Yes - A listing on the AFAR will be created base don the above info</p> <p>No the project will only be available to institutional investors.</p>

## Stage 2 - loading images

The section stage of the Primary Assessment Form is to load up images of your project.

The following tips and instructions will help make it easier

You can load up to six (6) images a sketch map of the project and two location maps.

### Images

To get the most out of your listing try to include a variety of images including if possible

An image of the project from a distance to get a view of the project in the landscape

A closer image of the plantings to show the health of the project

An image of any native animals visiting the site

### Tips

Keep images below 600 x 600 pixels. Images can be resized by using the picture manager available with windows software. Open the image with picture manager and then select the "picture" drop down menu from the toolbar, then select "resize" and on the right hand side of your screen you will have some resizing options. Resize the image. You must then save changes; you can also rename the image at this point. Image Size - It is best to keep the images and maps etc under 200 kb.

Naming the images. To make the database work the naming of the images is very important. To rename an image right click on the image in the explorer window and select "rename". You can then rename the image using your project ID number. After the project ID number you must put in an underscore and the number of the image such as - **18610978\_1** - . Then rename each image the same.

Only upload one image at a time.

If you are having trouble email the images with your project ID number to [enquiries@australiancarbontraders.com](mailto:enquiries@australiancarbontraders.com) and we will upload them for you

## Maps

The maps in the AFAR are important to purchasers to let them know where projects are.

Maps can be created wither through scanning in documents or being created in Google Earth. You can zoom in to your project using Google Earth or Google Maps ( or a number of other online mapping tools) and create a place mark with your name or property ID on it. In Google Earth you can then select "File" and "save as picture", select to save as jpeg format and name the image as **18610978\_map**. You can then zoom in or out to make another map and save as **18610978\_2**

## Sketch Map

A sketch map of the project can be created and loaded to assist us in undertaking the Property Analysis. A sketch map also gives purchasers a better understanding of what the project involves. You can draw a sketch map on a piece of paper and then scan it onto your computer and adjust its size and rename it in the same manner as an image. If you are having trouble just send us the scanned image by email or a hard copy in the post, quoting the project ID to ACT, P.O. Box 1020 Castlemaine Vic 3450 and we can do it for you.