

Forest Enterprises

Management and Administration Services

Forest Enterprises provides a comprehensive package of management and administration service to each forest investment generally as follows (variations will occur in respect of older and non standard investments) -

Forest Management

We are responsible for your forest and therefore visit the forest regularly to check on the status of the tree crop, maintain security and avoid unauthorised access, ensure that all access tracks and culverts are clear, check and remove any wandering stock etc.

We act as the contact point and the liaison party with neighbours, District and Regional Council Officers, Ministry of Agriculture and Forestry officers, Rural Fire Authorities and the many other third parties both official and casual who have an interest in your forest.

We are responsible for all Health and Safety and Resource Management issues relating to your forest.

We maintain an extensive paper and digital database containing records of all field operations undertaken in your forest, together with plot data collected during each operation, as qualitative evidence in respect of the development of the forest, for programming future operations within the forest, for modelling for insurance plus general valuation purposes and ultimately for harvest planning and marketing purposes.

We keep up to date and accurate digital maps of your forest to aid forest management and supervision plus provide stand areas for input into all valuation and modelling projections.

At the appropriate times in the life of your forest we undertake detailed inventory work to obtain a current profile to re-calibrate the projection and analysis models used for insurance and other valuation purposes and in later years for harvest planning.

Each year we update the valuation of your forest for insurance purposes based upon the investment update and valuation work completed for your Annual Report and negotiate the best insurance arrangements for your forest.

We liaise and cooperate with other forest owners in each district and the relevant authorities to provide a coordinated and skilled fire fighting capability. This includes contributing, or having available at a central point, fire-fighting equipment from shovels and rakes to monsoon buckets and mobile water tanks with pumps. In addition we are required to have staff on stand by 24 hours 7 days a week during the dry months.

We liaise with the Forest Auditor (investments since 1992) to assist them to complete their annual independent review of your forest.

We arrange independent forest health inspections and assist as required with the inspections and the subsequent follow up remedial action.

We negotiate and manage grazing leases during the years that grazing is possible and desirable under the growing trees.

Towards the maturity of your forest we undertake detailed harvest planning work and prepare the information necessary to commence the marketing of the logs that will be harvested.

We co-ordinate and manage the harvest of your forest and all the associated supervision, reporting and payment consequences.



Coordination and Supervision of all Field Work

We are responsible for coordinating and supervising all fieldwork in your forest from establishment to harvest. This includes the initial establishment of your forest right through the planting, pruning, and thinning activities.

In addition to work related to the tree crop, we also co-ordinate and supervise track and culvert installation and ongoing clearance and maintenance, regular noxious and other weed spraying, fencing repairs and maintenance plus noxious and other pest control work.

As part of our co-ordination and supervision of all field work, we assist in training and safety programs for the field staff to ensure they are fully skilled and suitable for the work.

Investment Administration

We are responsible for the day-to-day administration of the investment including payments, bank reconciliation's, plus debtor and creditor activity.

We maintain full accounting records for the investment both paper and computer and prepare, publish and distribute a comprehensive set of accounts as part of a detailed Annual Report and keep all historical accounting and other records required by law.

We distribute notices for and collect the funding Calls required from investors including following up slow and late payers to ensure payment.

We attend to and complete all GST, Income Tax, Statistical and other regulatory reporting and liaison functions.

We liaise with the Trustee and Financial Auditor (for investment since 1992) to enable each to fulfil their obligations to you.

We maintain a computer based investor share register with full contact details for each Investor plus the investments they own.

We provide tax information specific to each investor annually to enable them to complete their tax return in order to claim the tax losses available and also to account for the harvest revenue in the latter years.

We respond to all investor queries received by phone, mail, email or office visit and at key times during the investment arrange forest visits and informal Investor meetings.

We complete an annual investment update and indicative valuation for inclusion in the Annual Report and as input into the annual insurance valuation and secondary market Investment Reports.

We process transfers of investment when received direct or as a result of a sale and purchase on our secondary market.

As necessary we report to all Investors and comment on topical issues and other matters of interest.

We operate a secondary market to enable investors to liquidate their investment prior to harvest and to provide the opportunity to purchase investments in established forests.

Industry Overview

We monitor central and local government activity and respond/react as required on behalf of our Investors to developments that may impact upon their investment.

We monitor professional organisations that provide services relevant to our Investors and respond to developments within these bodies that may impact upon their investment.

We represent our Investors on relevant industry bodies such as NZ Forest Owners Association and Kyoto Forest Association.

S A R Wilton
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