

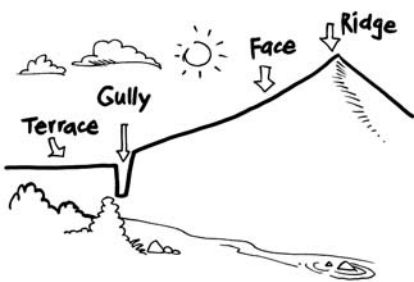
FORMAK Header Guide

Introduction

The table below sets out the definition of some of the general fields that need to be filled in when completing FORMAK measurement forms for the four different modules. The right hand columns in the table below identify which modules require the information.

It is essential that these are filled out correctly as they record information about the measurements that allows them to be effectively analysed and potentially related to other data sets.

| Field | Description | Site Assessment | Vegetation Plot | Bird Count | Pest Animal Transect | | | | | | | | | | | | | | | | | | |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------|----------------------|-----------|---------------|-----------------|--------------|------------|--------------|-----------------------|---------|------------|-------------|--------------|-------------------|--------------|--|---|---|---|---|
| Assessed by | <ul style="list-style-type: none"> • Firstname & Lastname of person who is making the measurements / assessments. • This is the person who is most experienced and makes the final decision on what is recorded. | √ | √ | √ | √ | | | | | | | | | | | | | | | | | | |
| Recorded by | <ul style="list-style-type: none"> • Firstname & Lastname of the person who is recording the measurements / assessments called out by the assessor. In many cases the assessor will work on their own – also undertaking recording. In these cases their name is also recorded in the recorder field. | √ | √ | √ | √ | | | | | | | | | | | | | | | | | | |
| Date | <ul style="list-style-type: none"> • In the format: dd/mm/yy e.g. 03/04/04 | √ | √ | √ | √ | | | | | | | | | | | | | | | | | | |
| Time | <ul style="list-style-type: none"> • In 24 hr clock format: hour hour: minute minute e.g. 09:40, 15:23 etc | | | √ | | | | | | | | | | | | | | | | | | | |
| Region | <p>The local government regional or unitary authority boundary (see appendix for map of boundaries). From the list of:</p> <table style="width: 100%; border: none;"> <tr> <td>√ Northland</td> <td>√ Tasman</td> </tr> <tr> <td>√ Auckland</td> <td>√ Nelson</td> </tr> <tr> <td>√ Waikato</td> <td>√ Marlborough</td> </tr> <tr> <td>√ Bay of Plenty</td> <td>√ West Coast</td> </tr> <tr> <td>√ Taranaki</td> <td>√ Canterbury</td> </tr> <tr> <td>√ Manawatu - Wanganui</td> <td>√ Otago</td> </tr> <tr> <td>√ Gisborne</td> <td>√ Southland</td> </tr> <tr> <td>√ Hawkes Bay</td> <td>√ Chatham Islands</td> </tr> <tr> <td>√ Wellington</td> <td></td> </tr> </table> | √ Northland | √ Tasman | √ Auckland | √ Nelson | √ Waikato | √ Marlborough | √ Bay of Plenty | √ West Coast | √ Taranaki | √ Canterbury | √ Manawatu - Wanganui | √ Otago | √ Gisborne | √ Southland | √ Hawkes Bay | √ Chatham Islands | √ Wellington | | √ | √ | √ | √ |
| √ Northland | √ Tasman | | | | | | | | | | | | | | | | | | | | | | |
| √ Auckland | √ Nelson | | | | | | | | | | | | | | | | | | | | | | |
| √ Waikato | √ Marlborough | | | | | | | | | | | | | | | | | | | | | | |
| √ Bay of Plenty | √ West Coast | | | | | | | | | | | | | | | | | | | | | | |
| √ Taranaki | √ Canterbury | | | | | | | | | | | | | | | | | | | | | | |
| √ Manawatu - Wanganui | √ Otago | | | | | | | | | | | | | | | | | | | | | | |
| √ Gisborne | √ Southland | | | | | | | | | | | | | | | | | | | | | | |
| √ Hawkes Bay | √ Chatham Islands | | | | | | | | | | | | | | | | | | | | | | |
| √ Wellington | | | | | | | | | | | | | | | | | | | | | | | |
| Catchment | <ul style="list-style-type: none"> • The main river catchment in which the measurement is located. • This river name must appear on a NZMS 260 map of the area. | √ | √ | √ | √ | | | | | | | | | | | | | | | | | | |
| Site Name | <ul style="list-style-type: none"> • A well accepted location name of the area that has been used over many years. • If the area is a reserve – this will be the reserve name. | √ | √ | √ | √ | | | | | | | | | | | | | | | | | | |
| Ownership | <p>The general category of ownership of the site from the list of:</p> <ul style="list-style-type: none"> √ Private √ Department of Conservation √ Local Authority √ Other | √ | | | | | | | | | | | | | | | | | | | | | |

| Field | Description | Site Assessment | Vegetation Plot | Bird Count | Pest Animal Transect |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------|----------------------|
| Legal Protection | Broad category of legal protection from a choice of..... <ul style="list-style-type: none"> ✓ Informal (no legal protection) ✓ Legal Covenant ✓ Reserve (legally gazetted reserve) ✓ Conservation Estate | ✓ | | | |
| NZMS 260 map number. | <ul style="list-style-type: none"> • The letter and number of the NZMS 260 series map e.g. R26. • If a GPS is used for locations, this is not required. | ✓ | ✓ | ✓ | ✓ |
| Map grid reference East | <ul style="list-style-type: none"> • The 3 digit easting (or x coordinate) read from a 260 series map by recording the first 2 digits from the bottom of the map and then estimating the 3rd digit (see instruction for grid references on 260 series map and in the Location Guideline). | ✓ | ✓ | ✓ | ✓ |
| Map grid reference North | <ul style="list-style-type: none"> • The 3 digit northing (or y coordinate) read from a 260 series map by recording the first 2 digits from the side of the map and then estimating the 3rd digit (see instruction for grid references on 260 series map and in the Location Guideline). | ✓ | ✓ | ✓ | ✓ |
| GPS East | <ul style="list-style-type: none"> • The seven digit easting from a GPS unit displaying New Zealand Map Grid (see Location Guideline). | ✓ | ✓ | ✓ | ✓ |
| GPS North | <ul style="list-style-type: none"> • The seven digit northing from a GPS unit displaying New Zealand Map Grid (see Location Guideline). | ✓ | ✓ | ✓ | ✓ |
| GPS Accuracy | <ul style="list-style-type: none"> • The accuracy reported by a GPS unit in metres. E.g. 12.4m | ✓ | ✓ | ✓ | ✓ |
| Offset Bearing | <ul style="list-style-type: none"> • The magnetic bearing in degrees from the point where a location was taken to the measurement point (see Location Guideline). | ✓ | ✓ | ✓ | ✓ |
| Offset Distance (m) | <ul style="list-style-type: none"> • The distance in metres from the point where a location was taken to your measurement point. This will generally be estimated by pacing (see Location Guideline). | ✓ | ✓ | ✓ | ✓ |
| Assessment Radius | <ul style="list-style-type: none"> • This is only recorded for a Site Assessment. It is the distance from the location point (which is as close to the centre of the site as possible) to the edge of the site. It is recorded in metres. In some cases this will be several thousand metres (i.e kilometres). | ✓ | | | |
| Landform | Choice of: <ul style="list-style-type: none"> ✓ Terrace ✓ Gully ✓ Face ✓ Ridge  | | ✓ | | |

| Field | Description | Site Assessment | Vegetation Plot | Bird Count | Pest Animal Transect |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------|----------------------|
| Altitude | <ul style="list-style-type: none"> Metres above sea level (from map, GPS or altimeter) | | √ | | |
| Slope | <ul style="list-style-type: none"> Average slope over the plot area in degrees (see Height Estimation Guideline for use of clinometer). | | √ | | |
| Aspect | <ul style="list-style-type: none"> This is the predominant direction that the hill slope faces. Hold your arms out in either direction along the contour of the slope. Bring your hands together in front of you – this point is the direction of the aspect. Measure with a compass and record magnetic direction (i.e read directly from the compass – see field guide for use of compass). | | √ | | |
| Drainage | Choice of √ Poor: swampy sites where water stands for long periods √ Medium: runoff may be slow, with water accumulating in hollows for a day or two after rain. √ Good: water runs of site rapidly. | | √ | | |
| Location Diagrams | <ul style="list-style-type: none"> Show approach to plot to allow relocation in future. Draw a sketch showing how to practically locate the plot in the field. Include distinctive features such as watercourses, major slips, fences, roads etc that are close to the plot | | √ | √ | √ |
| Description / sketch of area assessed. | <ul style="list-style-type: none"> Show the layout of key features in the plot area – big trees, windthrow, canopy gaps etc. | √ | √ | | |
| Notes | <ul style="list-style-type: none"> Any additional relevant information on the measurements / assessment. Include notes on any significant observations, e.g less common or unusual bird species seen. Record any key issues that could influence the measurements recorded e.g. “stock have recently entered the area and browsed and trampled vegetation”. | √ | √ | √ | √ |

APPENDIX

Region

