

PAMPHLET No. 4.
BULLETIN No. 58

WESTERN AUSTRALIA

The Foresters' Manual

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PART I. — *Sections 5, 6, 7,*

GENERAL DISTRICT WORK
(South-West)

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Issued under the authority of the Premier
and Minister for Forests

The HON. D. R. McLARTY, M.L.A.

WESTERN AUSTRALIA

The Foresters' Manual

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PART I.

GENERAL DISTRICT WORK
(South-West)

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Insert as Para. 416 (a):

"No officer, other than the Conservator, shall, unless specially authorised, address correspondence to other Government Departments. This is in accordance with Public Service Regulations."


CONSERVATOR OF FORESTS.

Section 5.

Returns, Reports, Correspondence,
Records, etc.

411. (a) In an organisation such as ours in which administrative units are often hundreds of miles from the head office, and sometimes even a hundred miles from the main divisional centres of administration, it is of great importance for each unit to be able to rely on prompt information by the medium of returns and correspondence.

Prompt returns necessary.

(b) It may not at all times be apparent to the officer in the field why a prompt return is essential, but he should bear in mind that the Conservator has a multitude of questions to answer and statistics to prepare for the department as a whole, which can be done effectively only if every officer in the chain of administration assists by prompt and accurate returns and replies to correspondence.

(c) Correspondence itself and trunk line calls can be kept to a minimum only if each officer responsible for routine returns will submit them promptly when due and will see that they contain all the information required.

412. Officers should prepare a list showing—

List of returns to be prepared.

- (a) the various returns and reports to be submitted;
- (b) by whom prepared;
- (c) period covered;
- (d) to whom furnished, and
- (e) when to be submitted.

This list should be kept prominently before the officer concerned.

A list of the returns and reports required at head office for accounting registration and statistical purposes is given in section 8.

413. Unless otherwise directed returns, reports, and correspondence should be written in duplicate, and a copy retained by the forester. Where typewriters are not provided, the manifold letter books should be used for communications, which should be legibly written with a hard pen or indelible pencil so that a good carbon copy may be obtained.

Returns, letters, etc., to be written in duplicate.

414. Each communication must be confined to one subject and the title of the subject matter stated at the top of the page. One side only of the paper should be used.

Each letter to be confined to one subject.

415. It is essential that all correspondence should be attended to without delay. In the event of an officer not being in a position to give immediate attention to matters referred to him by correspondence he should notify the person concerned of the position and advise him when action can be expected. When replying to head office correspondence care should be taken to quote the H.O. file number.

Head office correspondence number to be quoted.

416. All head office correspondence shall be addressed to the Conservator of Forests, and, under no circumstances, shall any letters or telegrams relating to departmental business be sent forward to any officer at head office either by name or title.

Head office correspondence.

- Sealed envelopes to be used. 417. (a) All correspondence reports and returns should be forwarded to head office in sealed envelopes.
- (b) Maps and plans, if forwarded in envelopes, should be unsealed, the envelope being fastened by means of a paper fastener. Officers should see that letters and packets are correctly stamped so that surcharges may be avoided.
- Misdirected correspondence. 418. In the event of communications being sent to an officer in error, he should redirect any such communication to the person for whom it was intended, and notify head office of the action taken.
- Telegrams. 419. Telegrams should be sent only in cases of urgency. They should be carefully worded so that the message will be clear and concise.
- Filing of correspondence, etc. 420. All correspondence, permits, contracts, instructions, etc., should be carefully and systematically filed, so that they may be readily accessible for reference at any time.
- Card index system. 421. Only in districts where a Forest Assistant is employed will the records be kept on a card index system.
- When approval has been given for the introduction of this system, a clerk from head office will, if required, proceed to the district office to assist to establish the system on standard lines.
- Method of filing correspondence. 422. In districts where a Forest Assistant is not employed the following method of dealing with records should be followed, so that some degree of uniformity will exist throughout the different offices:—
- (a) A file consisting of a file back, then the correspondence, etc., and a face sheet on which will be written the subject matter of the file, and in some cases the name of the person introducing the subject, will be fastened together by a paper fastener inserted from the back. File covers and face sheets are obtainable on requisition from head office.
 - (b) All papers should be placed on the file in order of date, the paper bearing the latest date being always on top. Copies of correspondence issuing from a district office, as well as those received, must be inserted on the file dealing with the particular subject referred to.
 - (c) All inward correspondence and other papers should be dated with the office date stamp or by hand at the smaller offices, immediately after being opened.
 - (d) After a file has been dealt with for the time being, it should be placed in its proper position in pigeon holes provided for the purpose.
- Records not be destroyed. 423. No records shall be destroyed except by special permission of the Conservator or other authorised officer acting on his behalf, and then only in exceptional circumstances.
- Standard headings for filing system. 424. The following is a list of standard headings and sub-headings which will embrace most of the subjects dealt with. One of these standard headings should appear over each pigeon hole in which will be kept all files coming under that heading. The sub-headings are suggested as subjects for files.

Alienations.

All files relating to applications for land should be filed in the pigeon hole under this heading. It should not be necessary to start a new file for each application. A separate file shall be kept for alienations dealt with on each 80-scale plan (Lands Department) within the boundary of the district, and each application, as received, shall be placed on the file dealing with the plan on which the area is shown.

Arboreta.

- (a) Experimental areas.
- (b) Sample plots.

Brands.

- (a) Timber Inspection Brands.
- (b) Timber Workers' Brands.
- (c) Private Property Brands.

*Circulars and Instructions from Head Office.**Education and Publicity.*

- (a) Lectures.
- (b) Posters.
- (c) Publications.
- (d) Timber samples.
- (e) General.

Fires and Fire Control.

- (a) Advance burning.
- (b) Controlled burning.
- (c) Burning-off permits.
- (d) Firebreaks.
- (e) Fire reports.
- (f) Observation towers and telephone lines.
- (g) Fire-fighting appliances with sub-files for each type of appliance.
- (h) General.

*Forest Act and Regulations.**Game Act.*

- (a) Appointments as honorary Game Wardens.
- (b) Applications for Game Licenses.
- (c) Offences against Game Act.

General.

Under this heading would be placed files for which no heading exists. In the event of any subject becoming prominent under this heading, another main head should be provided.

Grazing.

- (a) Forest leases.
- (b) General.

Inspection of Timber.

- (a) Inspection returns.
- (b) Applications for inspection.
- (c) W.A.G.R. orders.
- (d) P.M.G. orders.
- (e) Tramway Department orders.
- (f) State Electricity Commission orders.
- (g) General.

Licenses.

- (a) Firewood.
- (b) Fence post.
- (c) Forest produce.
- (d) Other licenses.

Mill Sites.

- (a) Applications for.
- (b) General.

Permits (issued by head office).

Separate files should be kept for each head office permit.

Permits (local).

- (a) Local firewood.
- (b) Local hewing.
- (c) Local pile and pole.
- (d) Settlers.
- (e) Local sawmilling permits.

Plans and Surveys.

- (a) District plans.
- (b) Topographical surveys.
- (c) Fire plans.
- (d) F.D. 80's.
- (e) Miscellaneous plans.

Property.

- (a) Handing-over statements.
- (b) Horses, harness, and vehicles.
- (c) Offices, quarters, and furniture.
- (d) Stores and equipment.
- (e) Returns of equipment.
- (f) Motor vehicles—separate file for each vehicle.
- (g) Motor vehicle mileage returns (F.D. 68A)—separate file for each vehicle.
- (h) Tractors.
- (i) Power saws.
- (j) Stationary engines.

*Prosecutions.**Regulations.*

- (a) Instructions and new regulations.

Reports and Returns.

- (a) Monthly journals.
- (b) Quarterly reports.
- (c) Returns—a separate file to be kept for each regular return dealt with by the office concerned.
- (d) General.

Revenue and Expenditure.

- (a) Audit.
- (b) Cash orders.
- (c) Estimates.
- (d) Expenditure.
- (e) Petty cash.
- (f) Refunds.
- (g) Stamps.
- (h) General.

Staff.

- (a) Allowances.
- (b) Awards and agreements.
- (c) Regulations.
- (d) Salaries and wages.

*State Forests and Reserves.**Sylviculture.*

- (a) Afforestation—a separate file for each plantation and nursery.
- (b) Reforestation—a separate file for each sub-district or unit.
- (c) General.

Works Programmes.

- (a) Received from higher authority.
- (b) Given to overseers and subordinates.

Timber Workers.

- (a) Registration of timber workers.

425. (a) Two sets of "district" plans mounted and marked "Set A" and "Set B" have been prepared for each division or isolated district, showing alienated land, timber reserves, permits, etc. The colouring has been carried out in accordance with the schedule pasted on the back of each plan. One set of these plans should be kept in the plan case provided for that purpose at the office concerned and held for reference only. On no account must they be taken into the field without permission of the Conservator or be used where they are liable to excessive wear and tear. The other set will be kept at head office and brought up to date from time to time.

District plans.

(b) Every six months the officer in charge of the division or district holding district plans should forward to head office in the plan case the set he holds, which will be replaced immediately by an up-to-date set from head office. A duplicate key to the plan case is kept at head office, so that it is not necessary for the officer to post his key.

426. Other sets of district plans marked "Set C," "Set D," and so on, and mounted in sections for the use of forest officers in the field are also issued to each district. The officers to whom these are issued are responsible for these plans and must keep them up-to-date from the "Set A or B," whichever may be in the district office at the time. The field plans should, therefore, never be more than six months out of date.

Field plans.

427. The field plans will be inspected from time to time by the Divisional Forest Officer.

Plans to be inspected by Divisional Forest Officer.

428. (a) The Government Entomologist is very desirous of obtaining information as to any serious insect attacks on vegetation of economic value in the South-West, and the co-operation of forest officers is most essential to the successful investigation of the various forest insect pests.

Forest insect pests.

(b) It is realised that officers will not be able to devote the necessary time to the actual collection of insects, but they will probably be able to furnish such information as will indicate to the Entomologist where his presence is needed.

(c) Forest officers should, therefore, bear this in mind, and report any matters which they consider worthy of note, to the Government Entomologist. No regular report is called for.

Inspection of machinery and bush equipment.

429. (a) The question of inspection of machinery and gear used in sawmilling and other forest operations, with a view to minimising accidents, is dealt with by the Inspector of Machinery, and it is considered that, as far as mill machinery is concerned, adequate safeguards are provided under the Inspection of Machinery Act, 1921. These inspectors, however, exercise no supervision over bush work.

(b) Every forest officer should, therefore, regard it as part of his duty to pay attention to the equipment used in the bush, and draw the attention of permit holders and responsible persons in charge of bush operations to anything which he considers may lead to accident. Discretion must be exercised in carrying out this duty, so that needless trouble may not be caused by drawing the attention of workmen rather than responsible overseers to defects. If any defects are pointed out and no action is taken to repair them, a report should be immediately submitted to head office, together with recommendations concerning necessary action.

(e) Matters deserving of attention are:—

- (1) The condition under which log hauling is carried out, and the tackle used.
- (2) Condition of permanent way, bridges, culverts, signals, and staff system for running bush trains.
- (3) Method of stacking timber.
- (4) Method of loading trucks.
- (5) Condition of rolling stock, whims and lifting gear.

(d) It is advisable, if possible, to point out any defects which may be noticed, or to refer any trouble which may occur to an Inspector of Machinery, and seek to obtain his advice in the matter. Should the Inspector of Machinery regard the trouble as coming within his purview, then the whole matter can be left with him to deal with.

Transfers of staff, changes of address.

430. (a) The officer in charge of a district is responsible for seeing that head office is notified immediately an officer reports to him for duty from another district, or immediately an officer leaves his district for another district. It is necessary that the officer's new address be supplied, otherwise pay cheques and other mail matter may be sent to the old address.

(b) It is not sufficient for head office to know that certain instructions for transfer have been issued, because local circumstances may have necessitated a change in the arrangements which were contemplated.

Vacation of office.

431. (a) Every officer before vacating his office on transfer or leave shall see that everything is left in order for his successor and that a correct handing-over statement, in the Form F.D. 20, is prepared.

(b) A list of all works in hand and instructions for future operations that may be pending should be written up. All records should be completely entered up and any returns that may be due prepared. A record of any outstanding royalty in connection with local permits or other matters requiring immediate attention should be left.

Keys.

432. When an officer is vacating an office, he must hand over the keys of all safes, cupboards, buildings, etc., pertaining to such office.

433. If when taking over a new district or sub-district an officer finds that attention has not been given to these matters, and that there is anything of an unsatisfactory nature, he should report the fact to head office. In the absence of any such report it will be assumed that everything was found in order and that he has accepted full responsibility.

Officers to report anything of an unsatisfactory nature.

434. (a) When any buildings are erected for or purchased by the department, head office should be immediately advised by the officer in charge of the district or division, when such buildings are completed or taken over, and the following particulars supplied on form F.D. 181A:—

Insurance and maintenance of buildings.

By whom occupied.

Purpose for which used.

Number of rooms.

Material used in construction of walls (outside), partition walls, roof, lining and ceiling.

If supplied with electric light—number of points.

Telephones, switches, transformers (stating whether property of department or Commonwealth).

If departmental equipment is to be stored in the building the report should indicate what this may consist of.

(b) A sketch should accompany the report indicating the position of the building referred to and the distance removed from any other buildings on either side.

(c) Insurance will be arranged from head office on receipt of this information.

(d) In order to provide a convenient means of reference to buildings, for fire insurance and other purposes, e.g., tenancy, alterations, repairs, renewals and painting, a number has been allotted to each insured building owned by this department.

(e) Number plates have been affixed centrally on and near the top of the front doors of the respective buildings. In the case of new buildings the number plates will be sent out from head office after receipt of the sketch for insurance purposes.

(f) Forest officers should notify head office from time to time of any renovations considered necessary to buildings under their charge.

- See Amendments 26-2-57

Section 6.

Stationery, Stores, Plant and Equipment.

435. The following forms are used in connection with the requisition and issue of stationery, stores, plant and equipment:—

Requisitions.

F.D. 200—Advice of despatch of stationery and stores.

F.D. 283—Requisition for equipment, plant and machinery and stores.

F.D. 199—Advice of despatch of equipment, plant and machinery.

F.D. 198—Transfer of equipment, plant and machinery.

Requisitions should be written in duplicate, the original being sent to head office and the duplicate being retained in the book for reference.

- 434 (j) Forms F.D. 429 in future will be forwarded to the Divisional Office, but a summary on Form F.D. 436 covering the essential items of maintenance for houses and offices should reach Head Office not later than 21st January. No returns are required for huts, garages, sheds, etc., although they should be inspected at the same time to ensure that any termite damage or undue deterioration is corrected.
- (k) Divisional officers are authorised to carry out any repairs and maintenance that might be required of minor nature, i.e. broken windows, replacement of loose and broken boards, replacement of broken catches, handles and such other work of a like nature and must ensure that termite precautions are fully maintained.
- (l) The external painting of dressed woodwork, i.e. mouldings, barges, fascias, window frames, roofing etc. should be done at not less than 5 year intervals and should be listed in the work programme with Divisional estimates each year, for the ensuing financial year.
- (m) The initial external painting of weatherboards and outer walls will be done only on Head Office approval.
- (n) The oiling of dadoes should only be carried out when necessary, normally at long intervals, although oil will be supplied by the Department at other times, provided the work is carried out by the occupant in his own time and if approved by the Divisional officer. Where wooden battens have been used on the joins of the Ceilite lining, they should not need re-oiling. In any case, oiling in situ should not be attempted because of the possibility of marking the Ceilite. When the walls are being painted or calsomined, the wooden battens should be removed and oiled before being replaced.
- (o) The calsomining or painting of interior walls will be the responsibility of the Department when it is considered necessary by a Regional Superintendent either -
1. At the time of change of occupancy or
 2. In cases where the house was occupied for a long period of years without inside maintenance.
- (p) Should the occupant be prepared to do the work himself, in his own time, this may be arranged on the approval of the Regional Superintendent, and the Department will supply calsomine or paint and brushes. Paint for interior use will be supplied in colours as near

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434 (P)

as possible to the tenants' or local officer's request, provided the range is limited to not more than four colours for any one house.

Para. 434 (f).

Add:

Para. 434(f). With the construction in recent years of many houses and buildings in which such termite susceptible timbers as Karri and Pine have been used, it is most important that they be subjected to regular inspection periodically, at least once per year. This is primarily to ensure that all ant stopping precautions have been maintained and that termites have not, and cannot, get access to the building. Even when properly ant stopped in the first place, it is not unusual for occupants to build earth or timber ramps to the back verandah and erect trellises and structures in such a position as to give ready access for termites and thus nullify the earlier precautionary measures. All such cases must be corrected.

- (g) All buildings incorporating timbers other than Jarrah, will have a metal plaque, naming the timbers used, fixed to the right hand front corner 4 feet above floor level. Plaques will be supplied by Head Office on request.
- (h) There will be a general inspection of houses so that items requiring repair or maintenance can be attended to and the attention of tenants drawn to any unsatisfactory conditions created by their occupancy. Divisional officers will arrange for the inspection during the first week in January of each building under their control. Form F.D. 429 will be completed for each house and office in question. It is desired, where feasible, the inspection be done by the Forest Assistant in each Division. Where not practicable, the Officer-in-Charge at each centre will carry out the inspection.

Advices of despatch.

436. Advices of despatch are made out at head office in triplicate, the original and duplicate being sent to the officer requiring the supplies, who must complete the receipt on the duplicate and return it to head office immediately after receiving the goods.

Transfer of plant, equipment, etc.

437. When plant or equipment is to be transferred from one district to another, instructions in duplicate, for the transfer, are issued to the officer in possession of the goods at the time. He will retain the original and forward the duplicate to the consignee when despatching the goods. The consignee must sign the acknowledgment on the duplicate form and forward it to head office immediately after the receipt of the goods. It is most important that this system be strictly adhered to, and no transfers to any officer other than those under the control of the person to whom the goods are on charge, and for whose equipment he accepts responsibility, should be made without the proper authority, except in cases of extreme urgency, when notification of such action should be at once sent to head office, the form of requisition for equipment, plant and machinery being altered for the purpose, if no F.D. 198 is available.

Sufficient particulars of articles required.

438. (a) When submitting requisitions, care should be taken to see that sufficient particulars of the articles of equipment required are submitted. W.A.G. Nos. must be quoted on requisitions for parts for motor vehicles, and house numbers on requisitions for material for houses.

(b) Requisitions for forms should quote the F.D. numbers of the forms required.

(c) It should be remembered that the Stores Clerk in Perth has for guidance in most instances no other information than that which has been supplied by the officer who has prepared the requisition.

(d) Telephone calls to head office for equipment and spare parts are to be kept to an absolute minimum. Officers should realise that very little time is gained and that errors are easily made when ordering by telephone. This matter has been the subject of a number of circulars and letters from head office.

Ledger reference numbers.

439. In order that the cost of supplies may be charged against the correct accounts, the ledger reference number should be shown on the requisition, in the space provided, or, failing this, the work for which the supplies are required should be shown. (See Estimates and Standard Headings on forms 91 and 92.) Requisitions should also be marked "Loan Account" where applicable.

Officer-in-charge personally responsible for equipment.

440. All stores and equipment are debited to the district or work, and the officer in charge is held personally responsible for its proper care and safety. He should see that all equipment in use by his assistants is in good and serviceable condition. — see amendment 440A. (1-7-57)

Vehicles and power equipment.

441. The department has a large and increasing capital investment in motor vehicles, engines, tractors, graders and power equipment. In some divisions a vehicle and engine inspector is appointed to assist the Divisional Forest Officer to ensure good maintenance and economy.

Maintenance record forms.

442. All forest officers are responsible for the correct maintenance of vehicles under their control, for the correct entering of the running book F.D. 373 and for keeping form

Para. 440A. When transporting Bulldozers, Wheel Tractors, various motor vehicles and other machinery, concrete pipes etc. on Departmental trucks, care must be taken to ensure that loads are adequately secured by chains or wire ropes.

The officer in charge is held responsible to see that this is carried out, and should instruct drivers that any vehicle carrying such loads must not leave the loading place until the load is adequately secured with ropes and chains which should be kept for this purpose.

441. The Department has a large and increasing capital investment in motor vehicles, engines, tractors, graders and power equipment. A Plant & Maintenance Engineer is provided to assist Districts in the economical use and maintenance of this equipment.

441A. No alterations, additions, or engine changes apart from normal repairs and replacement of parts will be made to any Departmental Vehicle, Automotive Unit, Stationary Engine or Power Saw without the approval of the Plant and Maintenance Engineer of the Forests Department (P.M.E.) or an approval in writing from the Conservator.

441B. No engine will be changed or parts cannibalised without the approval of the P.M.E. In urgent cases a telephone call to the P.M.E. is authorised.

441C. Serious operational failures, which cannot be repaired within 48 hours, of items of Plant and Equipment valued at above £2,000 must be reported, particularly in summer, by radio or telephone calls to the P.M.E. or to Head Office (Management Branch).

441D. For the first 6 months' life of all new vehicles and heavy equipment a special note on performance at the foot of the Form 68A must be signed in person by the Divisional Forest Officer or District Officer responsible. Personal inspections must be made periodically where possible.

441E. No local construction of trailers, caravans or other plant will be undertaken without reference to the P.M.E.

See Circ. 5/55 of 14/2/55 *Jay*

F.D. 330 where it is readily available for inspection by visiting officers. Running books and F.D. 330 (amended if necessary) are equally important for stationary engines, tractors and power saws.

443. Half monthly returns are to be submitted promptly from all centres to head office on F.D. 68A. This form is self explanatory, and must be completed in full. Redistribution of vehicles by head office when necessary is based upon the information contained in the return.

Half-monthly
vehicle returns.

444. A record of all equipment, plant and machinery received and disposed of must be kept by officers in charge of districts, camps or works. This record will be kept in the forms F.D. 138 and F.D. 193 in the following manner:—

Record of
equipment to be
kept.

Special file covers or binders will be supplied, in which will be filed copies of returns on form F.D. 138, and particulars of equipment received and disposed of on form F.D. 193. An officer on filing the copy of his return will then insert on top of such return one or more forms F.D. 193, on which will be recorded particulars of equipment received and disposed of since submitting the return to head office. After the original return has been checked at head office and any discrepancies adjusted, a corrected return entered in red ink showing the equipment on charge at the end of the last half year, will be forwarded from head office. On receipt of this, it should be filed on top of the officer's own return for the same period, but under the forms showing additions, etc., for the subsequent half year. The next return will then be prepared from the F.D. 138 received from head office, embodying any alterations or additions shown on the F.D. 193 for the corresponding period.

① Equipment Returns

445. (a) Half-yearly returns of equipment, plant and machinery, on form F.D. 138, must be prepared in duplicate by officers in charge on the 30th day of April and the 31st day of October in each year. The original is to be forwarded to head office and the duplicate retained for reference and filed in the special files provided for the purpose. F.D. 362 covers fire equipment.

Half-yearly
returns of
equipment.

(b) The officer in charge is personally responsible for seeing that a correct list of equipment on hand is supplied, and he must also see that, where articles are branded or numbered, such information is shown on the return. He should advise head office in a separate letter of what articles are worn out, useless, or surplus to requirements.

446. Any equipment, tools, plant or machinery which may be considered to be useless must be retained and accounted for until an inspection has been made by an authorised senior professional officer who will decide what steps should be taken for the disposal of such articles. An authorised senior professional officer is one who has been specifically advised by the Conservator of his duties in this matter.

"Writing off" of
useless
equipment.

447. Articles of equipment are not to be written off until written approval from head office has been received. This approval will not be given until a certificate is received regarding the disposal of the articles.

Disposal of articles
after inspection.

Lost or stolen equipment.

448. Where articles of equipment are lost or missing, particulars of same must be submitted in writing to the Conservator with an explanation stating the manner in which the loss was incurred, and any action taken for the recovery of the same.

Articles of equipment which are on charge on Form F.D. 138 so lost or missing may only be written off with the approval of the Hon. Minister for Forests. Certain articles which are part of tool kits and are lost or stolen may be replaced on a requisition supported by an explanation from the D.F.O.

Articles no longer required.

449. In the event of any articles being no longer required in connection with any district or work, the matter should be reported to head office when, if considered advisable, the transfer will be authorised or other action taken.

Handing-over statements.

450. Officers leaving any district or taking up work in a district should see that a handing-over statement in the Form F.D. 20, signed by both parties, is prepared in triplicate. The original should be forwarded to head office, the duplicate taken by the person handing over, and the triplicate retained by the officer taking over the district. The equipment handed over should be shown on the Forms F.D. 138 and F.D. 362, which should be attached to the handing-over statement. This statement should be as complete as possible, so as to avoid all necessity for audit queries and enquiries at a later date.

Sale, hire or loan of equipment, stores, or plant.

451. (a) Under no circumstances whatever may Government property be sold, hired, loaned, or otherwise disposed of without the written approval of the Conservator first being obtained.

(b) In the event of surplus material being on hand which is of no further use within the district, the officer in charge shall supply full particulars, together with any offers which might have been received therefor. If in the opinion of the Conservator, such material cannot be utilised in any other district the approval of the Tender Board will be obtained for its disposal. Petrol and other like commodities shall not be loaned or disposed of to persons contracting to carry out works for the Department.

(c) Proceeds from the sale of Government property shall be brought to account in the usual way.

Purchase of goods locally.

452. Officers must make every endeavour to obtain the supplies required through the ordinary channels by requisition. If in emergency goods are urgently required, such goods may be purchased locally with the approval of a senior officer. All accounts shall be prepared on a Treasury Form 10, and, if in order, shall be signed in the space provided for the signature of the "officer incurring expense," and should be forwarded to head office for payment. Only in exceptional circumstances should officers pay for goods locally by cash order.

Explosives.

453. Explosives may be purchased locally after approval is obtained from head office, or a senior professional officer, provided the rates charged are not considered excessive.

Government Gazettes.

454. *Government Gazettes* are supplied only to a limited number of senior officers. Such officers should, therefore, arrange for any assistant foresters to have access to the *Government Gazettes* they receive in order that they may have an opportunity of becoming conversant with notices

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"All automotive parts and other equipment replaced in course of repairs of all vehicles and items of plant must be cleaned and held for inspection by the Plant and Maintenance Engineer, who will authorise disposal or transfer".

Amended
Paragraph
No. 456

"All motor vehicles and tractors are insured against loss or damage by fire or accident and for third party risk. Procedure to be followed in the event of an accident is as follows :-

When an accident occurs, whether involving other parties or not, the officer responsible for the vehicle should notify Head Office by telegram or telephone.

State Insurance Office Form No. 263 should then be filled in and forwarded to Head Office.

No action should be taken to repair the vehicle until approval is received from Head Office.

If the officer responsible considers the job can be done locally, he must submit to Head Office two or more quotes (3 if possible) for the work before it will be considered by the State Insurance Office.

In no circumstances should a Departmental officer admit liability to any party involved in an accident. This liability is determined by the State Insurance Officer and by a Court of Law if necessary.

Witnesses' names and statements should be submitted if available.

Officers should keep in mind that accident insurance covers minor accidents such as broken head lamps, windscreen, etc., which may occur without any other vehicle being involved.

Amendment

of

28-6-51

Circular

No. 23/51

published therein. Normally, anything contained in the *Government Gazette* which affects forest officers will be sent out in the form of a circular from head office.

455. (a) Whenever any departmental buildings, equipment or other property is destroyed or damaged by fire, the officer in charge of such property should at once forward to the Divisional Officer, for transmission to head office, a report containing the following information:—

Destruction of buildings or equipment by fire.

1. Time, date and place of the fire.
2. Nature, extent and cause of the fire.
3. Description of property affected.
4. Whether destroyed or to what extent damaged.
5. Approximate cost of repair or replacement as the case may be (quotations from local tradesmen being supplied if considered desirable).
6. Name of person in charge of the property at the time of the fire.
7. Names of any witnesses of the occurrence (written statements of such witnesses should be attached to the report).

(b) Upon receipt of such a report, the Department will be in a position to lodge a claim against the insurance office.

(c) Attention of all officers is drawn to the necessity to check up on equipment lost or destroyed after fire fighting. Many cases have occurred in the past of insurance claims being overlooked. See also paragraph 457.

456. All motor vehicles and tractors are insured against loss or damage by fire or accident and for third party risk. Procedure to be followed in the event of an accident is set out in Section 3 "Accounts".

Insurance of vehicles.

See Amendment 29/51

457. Insurance against fire only is effected by head office on power saws, fire equipment including hoses and radio, and on instruments in accordance with equipment returns. Every officer responsible for equipment must report losses by fire, stating the circumstances, immediately the loss is discovered. This will enable action from head office to claim insurance on those items covered.

Insurance of equipment.

458. The importance of checking on the insurance of plant hired in emergencies for fire fighting is dealt with in paragraph 354. Section 3 (Accounts) and requires careful consideration by all officers.

Insurance of hired plant and equipment.

Section 7.

Land Inspection.

459. All applications received by the Lands Department for land within timber districts are referred to the Forests Department for report. In certain cases there is sufficient information available in head office from past inspection reports, special assessments, etc. to enable a reply to be sent to the Lands Department. In the majority of cases, however, it is necessary to obtain further information by field inspections. The primary object of such inspections is to ensure—

Object of land inspection.

- (1) that good quality forest suitably situated shall be retained for dedication as State Forest;
- (2) that the alienation of land shall not interfere with the economic management of State Forest as a result of the loss of necessary water supply, access routes, etc.;
- (3) that marketable timber in excess of the quantity required by a settler to effect necessary improvements on land selected shall not pass from the ownership of the Crown or be destroyed in the process of clearing, etc.

In certain cases, where some information concerning the land applied for is already available in head office, a detailed inspection and full report is not required. In such cases, this position is explained in the instructions sent from head office.

Form of inspection report.

460. In all cases where no special instructions are issued, a complete report on printed form F.D. 89 is required. When submitting a land inspection report on this form, no forwarding letter is required. If available, however, additional information, such as local circumstances which it is considered may affect the case, should be given in the space provided on the report for additional remarks.

Method of inspection.

461. When starting on a land inspection, a preliminary reconnaissance should be made to determine the distance apart it will be necessary to run classification lines. This may vary from 10 to 40 chains apart, depending on such factors as the size of the area to be inspected, the nature of the country, and the value of the forest it is carrying. As a general rule, classification lines should be run across the fall of the country, and preferably at right angles to the main axis of the area to be inspected. In running these classification lines the volume of timber will be estimated on a strip a chain wide (half chain on either side of the line) and officers must not attempt to alter these figures with the idea of allowing for variation in loadage thought to occur outside the one-chain strip.

Field notes.

462. As he paces along the classification line, the inspecting officer must enter, at 10-chain intervals—

- (a) marketable log timber over 90 inches girth;
- (b) marketable log timber under 90 inches girth;
- (c) timber removed.
(All the above figures to be given as loads per acre in the round, full volume measure.)
- (d) notes on piles, poles, regrowth, understorey and ground vegetation, and descriptive notes of soil types.

As he passes from one type to the next, a line must be drawn in the notebook and separate records kept of the loadages and vegetation on each type.

463. Attention is drawn to the necessity for qualifying such descriptions as "poor," "open," "good," "sparse," "scattered," "dense." In themselves these terms have very little meaning, and particulars concerning average heights, number of stems per acre, and similar information, are essential. The same remarks apply to the use of terms such as "first quality forest," "second quality," etc. Ordinary log volume tables will be used for calculating the volume of standing timber. Mid-girth measurements will be obtained by ocular estimate or the use of taper tables. In general practice, officers will

obtain volumes along one-chain strips by adding together the estimated loadage in each marketable tree standing on such strip. Each 10 chains on the line representing one acre.

464. Special reference should be made in field notes and later in the report to all species of economic value, such as sheoak, mallet, boronia, etc.

Boronia, sheoak,
etc.

465. From these notes the inspecting officer will complete the information required on land inspection report, Form F.D. 89. It is important to note that separate loadages and particulars are required for each timber type.

Land inspection
report.

466. The Divisional Forest Officer will be responsible for training of staff required to carry out land inspection in his division, in proper methods of timber estimation, classification work, and the preparation of reports on Form F.D. 89. In the original issue of the manual, plates were given showing examples of the manner of filling in this form. These are not repeated in this pamphlet as it is considered that personal tuition from the D.F.O. is more important.

Training of staff
in land inspection.

467. In special cases, where land is required for only temporary occupation, or where it is desirable that the Department shall retain control over clearing methods, on land in proximity to regenerated forest, plantations, etc., the forest officer may recommend the issue of a Forest Lease, in lieu of alienation, and, in such cases, should give—

Issue of forest
leases instead of
alienating of
land.

- (a) his reasons for such recommendation;
- (b) term of lease proposed;
- (c) special conditions to be inserted;
- (d) boundary of the proposed lease;
- (e) whether the applicant would be prepared to accept a forest lease.

468. F.D. 89 calls for recommendations from the inspecting officer under four headings—

Recommendations.

- (1) for immediate alienation;
- (2) alienation subject to marketable timber being reserved to the Crown;
- (3) reserved until marketable timber removed;
- (4) for permanent dedication as State forest.

An officer making a recommendation under these headings must remember that present day timber values are not the only guide and that considerable thought needs to be given to the area under consideration, as decisions made today may have far-reaching affects in the future.

Some of the many factors which need consideration are—

- (1) the necessity for preserving lines of access for hauling and fire control;
- (2) the question of fire lines and the State Forest boundaries;
- (3) the value of the land to the Forests Department as a mill site, a water point, an overseer's headquarters, or a camp for employees;
- (4) the effect of an alienation upon fire hazards in the locality;
- (5) where areas are distant from State Forest it must be kept in mind that timber reserves, even if the timber is of low present day value, should be held for settlers' requirements in the future.

The remarks column of the report provides space in which to set out reasons for the recommendation made.

Officers to regulate land inspections and avoid unnecessary travelling.

469. Officer in charge of divisions and districts should endeavour to regulate land inspection work to avoid unnecessary travelling, by arranging for this work to be carried out when an officer has other work in the locality. In any case where it is considered that unnecessary expense in travelling and loss of time will result from prompt attention to a request for land inspection a letter should be sent to head office intimating the period likely to elapse before a land inspection report will be received.
