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051078

**BULLETIN No. 36.**

**25 JUL 1957**

**WESTERN AUSTRALIA.**

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# **THE FORESTERS' MANUAL.**

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**PART I.**

**GENERAL DISTRICT WORK  
(South-West).**

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Prepared under the direction of  
**S. L. KESSELL, Conservator of Forests.**

Issued under the authority of the Minister for Forests:  
**The Hon. PHILIP COLLIER, M.L.A.**

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PERTH:

BY AUTHORITY: FRED. WM. SIMPSON, GOVERNMENT PRINTER.

1926.

## INTRODUCTION.

This manual has been prepared for the instruction and guidance of the field staff, and each officer is expected to study carefully the instructions contained herein. It is being published in sections, and, when complete, will deal with the work of the department under the following headings:—

Part I.—General District Work (South-West).

Part II.—Reforestation.

Part III.—Fire Control.

Part IV.—Afforestation.

Part V.—Expenditure control and periodic reports.

Part VI.—Sandalwood control and regeneration.

Part VII.—General District Work (Wheat Belt and Gold-fields).

Each part as issued will override the instructions contained in circulars on subjects mentioned herein, and such circulars will automatically be cancelled.

Supplementary instructions dealing with new conditions which may arise or any amendments to existing practices, may be issued as occasion arises, and it will be the duty of each field officer to keep his copy of the manual up to date.

In the event of any instruction not being clearly understood by an officer, he should refer the matter to Head Office, quoting the number of the instruction in question, when further advice on the subject will be given.

S. L. KESSELL, *787/10*  
Conservator of Forests.

## SECTION 1.

**FOREST ACT AND REGULATIONS.**

1. Every forest officer should make himself thoroughly conversant with the provisions of the Forest Act and Regulations. On each officer rests the responsibility of seeing that these provisions are observed. Forest officers to be conversant with Act and Regulations.
2. A forest officer should see that his copy of the Act and Regulations is kept up to date and that the amendments forwarded to him from time to time are correctly inserted in their respective places. Amendment to Forests Act and Regulations.
3. A forester should notify Head Office immediately on receipt of the Forest Act or Regulations comes under his notice, and state when a full report can be expected. Breaches of the Act or Regulations. Preliminary Report.
4. The full report should state the extent of the damage sustained by the Crown and set out briefly the full facts of the case, with a recommendation as to whether it is considered the offender should be prosecuted. In cases where a permit holder or contractor, through an act of omission or otherwise, is responsible for an offence committed by a timber worker, a forester should recommend whether action be taken against one or both the offenders. If forest produce has been seized, full particulars of such should be supplied, and the best method for effecting a sale (if necessary) suggested. The royalty value of any forest produce illegally felled or obtained should be stated. In the case of a first offence, it is not always advisable to take legal proceedings. Where it appears that an offender has erred through ignorance, although ignorance of the law is no excuse, such a case might be met by a warning, or an endorsement of a timber worker's registration certificate. If an offence calls for more drastic action, the report should state whether it is considered sufficient evidence is available to secure a conviction. Where offences relate to the illegal felling of trees and the number of trees is not considerable, they should be tallied and measured by the forester and details furnished in his report. Measurements should give the girth of the stump, girth of crown and length of logs. If the operations have been on an extensive scale, and the work involved in measuring up the trees is likely to take several days, this fact should be mentioned in the report, and the officer should await instructions from Head Office before proceeding. Full report.
5. Immediately after interviewing any person regarding a forest offence, and whilst the facts are fresh in his memory, a forester should record in his note book the date and place of the interview and details of the conversation. Where possible, signed statements should be obtained from witnesses and persons concerned in the commitment of the offence. Interviews and signed statements.

6. When a prosecution is decided upon, instructions are issued from Head Office to the forester whose duty it is to take out the necessary summons and conduct the proceedings. A forest officer conducting a prosecution should keep a record of all costs incurred in connection with the case, and, in the event of the verdict being given in favour of the Department, he should inform the magistrate of such costs, and request him to order that they be paid by the defendant.

Instructions for prosecutions issued by Head Office.

7. In simple cases dealing with breaches of regulations, it is anticipated that the forester shall be capable of conducting the prosecution, and it is not the wish of the Department to build up costs against the defendant by employing counsel unless there are certain difficulties in the case which render the forester doubtful of his ability to deal with it. If a forester doubts his ability to take any case, he should ask for counsel at the time of submitting the full report. In certain instances, the need for counsel may not become apparent until a later date, in which case a short report should be submitted to Head Office, stating the reason why counsel is then desired, so that the matter may be taken up with the Crown Law Department, and, if approved, necessary arrangements made. The date upon which it is desired that the hearing shall take place should also be stated, so that the Under Secretary for Law may say whether the case can be dealt with by a Crown Law officer, or whether outside counsel shall be engaged. Whenever possible, arrangements should be made for every case to be heard by a Resident Magistrate rather than by local justices of the peace.

Legal advice or representation.

8. When it is intended to issue a summons, a complaint may be sworn before a justice of the peace for the magisterial district in which the offence has been committed, or before a justice of the peace for the whole State, or before any police or resident magistrate, or before the Clerk of Petty Sessions, who may sign and issue a summons.

Making of complaints.

9. Every complaint must be for one matter only, unless the matters of complaint are substantially of the same act or omission on the part of the defendant.

Each complaint to be for one matter only.

10. Proceedings in a court of petty sessions can only be taken in respect of an offence committed within six months prior to the date of the complaint.

Complaints to be made within six months.

11. A complaint should be drawn up on the printed form prescribed under the Justices Act, 1902, and obtainable from any Clerk of Courts.

Form of complaint.

12. A complaint may be sworn before a justice of the peace, etc., as above, and posted to the Clerk of the Court of Petty Sessions at which the hearing will take place, if it be not convenient to lodge it with him personally. A cash voucher for the court fees for complaint and summons should be sent to the Clerk of Courts with the complaint. Instructions regarding cash vouchers are given in paragraph 22.

Complaints may be posted to Clerk of Petty Sessions.

13. The description of any offence in the words of the Act, order, by-law, regulation, or other instrument creating the offence, or in similar words, shall be sufficient in law. What is sufficient description of an offence.

14. The summons shall be directed to the defendant and shall state shortly the matter of the complaint and require him to appear at a certain time and place to answer such complaint. Summons to state matter of complaint.

15. The summons must be signed in duplicate by the Justice or other person taking the complaint. The date of hearing should be inserted in the summons before being signed. The forester should, therefore, get into touch with the Clerk of Courts beforehand, and ascertain when the case can be heard. Summons to be signed in duplicate.

16. A summons should be made returnable at the court nearest the place where the offence was committed, but this can be varied if it is convenient to all parties, and the case can be heard at some other court. Court of hearing.

17. The summons must be served by delivering a duplicate thereof to the defendant personally, or, if he cannot be found, by leaving it with some person for him at his last known place of abode. The summons should be delivered either by an officer of the Forests Department or an officer of the Police Department. In deciding the method to be adopted in delivering the summons, it should be borne in mind that one of the costs against the defendant is the cost of service, and this should be kept down to a minimum. Service of summons.

18. The service of any summons may be proved by an endorsement on the summons signed by the person by whom it was served, setting forth the date, place and mode of service; or such persons may depose to the service on oath at the hearing. Proof of service.

19. A summons is prepared by the complainant in duplicate on a form to be obtained from any Clerk of Courts. Form of summons.

20. Any Justice or Clerk of Petty Sessions may issue a summons for any person required as a witness. A summons to a witness must be served and proof of service may be given as above described in the case of a summons to a defendant. Summons for witness.

21. The court fees payable in connection with the issue of a summons are as follows:— Court fees.

	s.	d.
For every complaint not on oath . . . . .	1	0
For every summons to defendant . . . . .	1	0
Summons to witness, each . . . . .	1	0
Services of all summonses within one mile of Court . . . . .	1	0

Mileage on service of summonses, one shilling per mile (one way only), excepting where a railway is available. If a railway is available, railway fare and ten shillings per day, or five shillings per half day, for time occupied in travelling.

22. Court fees payable upon lodging complaints and issuing summonses, including mileage, will be paid by cash voucher. Payment of court fees.

Instead of paying court fees in cash or by cash order, the Crown Law form of cash voucher should be used. These forms are obtainable from any Clerk of Courts. The forester should insert clearly the full christian names and surname of the defendant in the first column, and in the second column the description of the process, e.g.,

"Complaint and Summons, including Service";  
"Summons to Witness";

or as the case may be. The form must be signed by the Forester-in-Charge or other authorised officer.

The amount of fees payable will be filled in by the Clerk of Courts, and the receipt issued by him for such fees will be attached to the cash voucher, which is then treated as cash and paid in by him in the usual way. Separate vouchers are not necessary for each summons.

23. On no account should foresters pay witness fees. All Crown witnesses must be referred to the Clerk of Courts for payment. This arrangement has been made with the Accountant, Crown Law Department. Foresters not to pay witness fees.

24. Solicitors' fees should not be paid by the forester or Clerk of Courts. Such fees will be paid by the Accountant, Crown Law Department, after receipt of the solicitor's account. Solicitors' fees paid by Crown Law Department.

25. On no account whatsoever should foresters receive any fines or costs imposed and recovered from the defendant. These, together with all damages or royalty awarded or assessed by the Court, must be paid to the Clerk of Courts. Subsequent payment will be made to this office by the Crown Law Department. Fines, costs, etc., to be paid to Clerk of Courts.

26. A report of the prosecution in the form F.D. 27 must be forwarded to Head Office immediately after the hearing of the case. Reports of prosecution.

A separate report for each prosecution must be submitted, showing the fine imposed, the details of costs allowed and any damages or royalty assessed by the Court, the names of all witnesses for the Crown and the names of counsel appearing for and against the Department.

The report should also indicate what witnesses are officers or employees of the Department.

Particular care should be exercised in preparing these reports, as they form the basis for opening accounts in the Crown Law Department from which this Department is recouped for amounts paid by the forester, witness fees allowed to forest officers, and damages or royalty awarded or assessed by the Court.

If time has been allowed by the Court for payment of fines, costs, etc., reference to this fact should be made in the remarks column on the report.

In cases where the action is lost by the Department, or dismissed with or without costs, similar reports in detail are required. The reason why an action has not been successful must be stated in the report.

27. Subsequent action to see that the order of the Court is complied with is taken by the Crown Law Department.

Crown Law Department to that order of Court is complied with.

28. Any forest produce which a forester may have cause to believe has been illegally obtained in whole or in part may be seized. The onus of proving that the whole or any part of such forest produce was lawfully obtained then rests upon the reputed owner.

Seizure of forest produce (Sections 55 and 60).

In order that the provisions of Section 55 of the "Forests Act, 1918," may be complied with, any forest produce which has been seized on behalf of the Crown must be stamped or marked in a distinctive manner. Officers concerned, therefore, will be supplied with:—

- (a) A broad arrow punch.
- (b) Timber crayon (blue or red).
- (c) Labels, on which will be printed the following:—

F.D. 148.

FORESTS DEPARTMENT.

Notice of Seizure.

The Forest Produce contained in this  
..... has been seized by the under-  
signed authorised officer on behalf of the  
Crown this..... day of....., 192.....

(Signature).....

Forester.

When a forest officer is on patrol and has not the above equipment available, it may be advisable to seize forest produce without delay. In such case, the officer should mark the forest produce with charcoal, pencil, etc., to indicate that it has been seized, and notify, in writing, if possible, all persons likely to be interested in its removal of the fact that seizure has been effected. Early steps should then be taken to comply with the following instructions:—

29. When seizing a stack, or truck of timber or other forest produce, the officer in question will—

Procedure to be followed.

- (1) Attach a label, duly completed, to some conspicuous piece of timber (or as the case may be) on the stack or truck;
- (2) Make broad arrow crayon marks distinctly on as many of the pieces of forest produce as may be considered necessary, writing also, where practicable, the word "Seized," and his signature and date; and,
- (3) Make broad arrow punch marks on as many of the pieces of forest produce as may seem desirable.

(a) The labels would be a sufficient notification that the forest produce was not to be interfered with;

(b) The crayon marks would serve the same purpose if the labels were torn off; and

(c) The punch marks would serve the same purpose; and, in addition, be of use as a guide to the identification of seized forest produce when other marks had become obliterated either by the action of the weather, or wilfully, as, for instance, when an attempt is made to steal the seized forest produce.

The labels should be written with black lead pencil or timber crayon, not with indelible pencil or ink.

30. Seizure of forest produce on private property may be effected in the same manner as on Crown land, only with the holder's consent. Otherwise a complaint must be sworn before a justice of the peace by the forest officer, stating his belief that forest produce, liable to the payment of royalty, dues or charges, is secreted on the private property in question. The Justice may issue a warrant to the police to search for such produce, and the forest officer should accompany the police officer.

Seizure of forest produce on private property.  
(Section 61.)

31. In the event of any forest produce being seized in cases where—

Sale of seized forest produce.

(a) Costs, such as demurrage, will not accumulate through holding;

(b) No serious deterioration is likely to take place through holding;

(c) The risk of loss through pilfering is not serious;

the forest produce so seized should be held until after the offence is finally dealt with.

On the other hand, if forest produce cannot safely be held for any of the above reasons, advice should be despatched to Head Office by telegraph, if necessary, together with recommendations as to method of disposal and offers obtained, if any.

Only in cases where the private ownership of seized forest produce has been established beyond further doubt may a forester release any seized forest produce without Head Office authority.

32. Persons from whom forest produce has been seized for non-payment of royalty dues or charges must be given at least ten days in which to pay such dues or charges. In default of payment within this period, the forest produce may then be disposed of. Notice to this effect should be served in writing.

Disposal of forest produce seized for non-payment of royalty.  
(Section 60.)

33. Officers should not in any circumstances sell forest produce until they have received authority from Head Office. On receipt of such authority, the forest produce should be disposed of according to the instructions issued. An official receipt should be given for any payments received, and the proceeds of such sales must, of course, be accounted for with other revenue on the statements of collections, in the usual manner. A record of all confiscations will be kept at Head Office, and sufficient information must be given on the cash sheet to enable the payment to be reconciled to the respective item.

Head Office approval to sale necessary.

34. If damages to be claimed are assessed at over £50, application should not be made to have these awarded by the magistrate, but the matter must be referred to Head Office, when the advisability of starting an action to recover such damage by civil process will be considered. Damages can equitably be claimed as the value to be obtained for timber when worked up by the most economical process and sold in the best market, less the cost of preparing and placing it on the market.

Loss or damage caused by an offence.  
(Section 53 (9).)



35. Where damages are to be claimed, the forester should—

- (a) Measure up the volume of timber in the round illegally cut.
- (b) Estimate the timber in the square on a 50 per cent. recovery by the method set out in Forest Regulation 32 (c).
- (c) Supply the foregoing information to Head Office and apply for a ruling as to the damages to be asked for.

Basis for calculating damages.

When this information is supplied from Head Office, particulars, where necessary, will be given of the basis on which the calculation is made, so that the forester may be fully informed of the position.

36. Except in the case of piles and poles, the same method of computing the contents of logs will be adopted for both mature and immature timber.

Contents of mature and immature timber.

37. Forest produce unlawfully obtained remains the property of the Crown and may not under any circumstances be handed over to the defendant without Head Office authority. If a forester considers that the defendant has been sufficiently penalised by the Court proceedings he may recommend that the forest produce concerned be released. In other cases a recommendation should be forwarded concerning method of disposal and probable value.

Timber may not be released when damages paid.

38. The Conservator may sue for and recover royalties, fees, and charges due and payable under the Forests Act.

Proceedings for recovery of royalty, fees, etc. (Section 57.)

When it is decided to take proceedings for the recovery of an outstanding debt, the matter is placed in the hands of the Crown Law Department, and all subsequent payments or arrangements in connection therewith must be made direct with officers of that department.

## SECTION 2.

### TIMBER TRADE.

#### REGISTRATION OF TIMBER WORKERS AND BRANDS.

(*Forest Regulations 4 to 19.*)

39. Forest officers should realise that the registration of bush workers is not organised for the sake of collecting a registration fee, but for the proper control of men actually engaged in the removal of timber from the bush. Timber workers who, after being warned, persist in wasteful cutting methods, or otherwise contravene regulations, must be prevented from working in the bush until they are prepared to adopt proper methods. Consequently, it is necessary that every man who handles timber prior to the time royalty is paid on it shall be a registered timber worker.

Control of bush workers.

40. In the event of any man working timber on Crown land, the responsibility of obtaining registration under Regulation 4 before starting operations rests with both the individual concerned and the holder of any concession, lease or permit on which the individual is working. Both employers and employees must be made to realise their responsibility in this connection.

Responsibility for registration.

41. In view of the fact that certain districts have no regular offices constantly open, it is necessary that foresters meet the convenience of bush workers and facilitate their obtaining registration certificates when visiting various bush camps. Companies and bush workers, however, must be made to realise that the onus of obtaining registration is not on the forester, but rests with themselves.

Foresters to facilitate the registration of timber workers.

42. Bush workers should be in a position to produce their registration certificate when demanded by any officer of the Department.

Certificates to be produced on demand.

43. If, after reasonable warning, permit holders or bush workers fail to take the necessary steps to comply with the provisions of the Forests Act and Regulations, having reference to the registration of timber workers, then legal proceedings will need to be taken to make them realise their responsibilities.

Legal proceedings to be taken if Regulations not complied with.

44. An application for registration as a timber worker by a person who has not previously been registered should be made on the form F.D. 14, and lodged with the forester, together with the registration fee of 2s. 6d. A receipt must be issued by the forester for the fee and the application endorsed with his recommendation and receipt number. The application should then be forwarded to Head Office, where, if it is found to be in order, registration will be effected and a certificate in the form F.D. 10 issued.

Slow registration.

45. Timber workers' full christian names and addresses must be given on all applications for registration and on all certificates issued. Initials are not sufficient.

Full christian names to be given.

46. An application for the renewal of registration must be accompanied by a previous certificate or a certified copy.

Renewal of registration.

The expired certificate should be endorsed with the forester's recommendation for renewal or otherwise, the receipt number, fees paid, and the place of employment of the timber worker, and then forwarded to Head Office.

If an individual applying for renewal cannot produce his expired certificate for the last year of his registration, fees amounting to 5s. must be collected (2s. 6d. for certified copy and 2s. 6d. for renewal). Under no circumstances may 2s. 6d. be accepted with a promise that the old certificate will be forwarded in due course. If the timber worker desires to forward an old certificate, then he must hold his 2s. 6d. and forward it with the certificate.

47. Any person who, prior to the passing of the "Forests Act, 1918" (viz., 3rd January, 1919) followed the occupation of a sleeper hewer in this State, whether on Crown lands or on private property, is eligible for registration as a sleeper hewer.

Registration of sleeper hewers.

Unless it is within the knowledge of the forester that an applicant is qualified for registration as a sleeper hewer, he should obtain from him a statutory declaration, in the form F.D. 99, and forward it to Head Office with the application.

Where possible, applicants should refer to foresters now employed for confirmation of their statements.

48. Certificates must be personally delivered to the timber worker by the forester, who should, if possible, obtain in a note book the signature of a timber worker in acknowledgment of the receipt of his certificate, or at least make a note of delivery in each instance in his pocket book.

Delivery of registration certificates.

In exceptional circumstances where personal delivery cannot be effected, certificates may be posted to the timber worker's known address, if each certificate be accompanied by a covering letter of which a carbon copy is kept by the forester, and a supporting entry is made in his postage stamp book. It is essential that the forester shall be in a position to produce satisfactory evidence of the delivery of certificates to those persons whose applications for registration have been approved.

In the event of a timber worker having left the district before delivery of his registration certificate has been effected, the forester should return the certificate to Head Office with advice as to his new address, if known.

49. Arrangements should be made for responsible mill officers to see that all bush workers, when taken on, are holding current registration certificates. They should also see that unregistered men fill in a form of application for registration or apply for renewal before going out into the bush.

Mill officers should examine registration certificates.

50. Every timber worker before taking up employment on any area other than that specified in his certificate, shall apply to the Forester-in-Charge of the new area for an endorsement on such certificate in the space provided, relating to such change of employment.

Change of employment to be endorsed on certificate.

51. Timber workers' registration fees may be collected by any Departmental officer holding an official or interim receipt book.

Registration fees.

52. Although it is necessary to accept an application from any person desiring to apply for registration as a timber worker, owing to the work involved in refunding small amounts, the fee of 2s. 6d. per man per annum should not be accepted unless registration is to be recommended. Where registration in the capacity applied for is not recommended, but is subsequently granted, the fee should be collected and a receipt issued before the certificate of registration is handed over. It should be made clear that the lodging of an application for registration does not authorise the applicant to operate on Crown land.

Fee not to be collected if registration not being recommended.

53. In order to avoid delay in dealing with applications, particulars of fees collected for timber workers' registration, brand registration and hammer must be shown on the application

Fees paid to be shown on application.

for timber workers' registration or expired certificate before being forwarded to Head Office. A rubber stamp as shown below has been provided for this purpose:—

RENEWAL RECOMMENDED.							
FEES PAID	<table style="border: none;"> <tr> <td style="font-size: 3em; vertical-align: middle; padding-right: 5px;">{</td> <td style="padding: 2px 5px;">REGN. OF TIMBER WORKER.....</td> </tr> <tr> <td style="font-size: 3em; vertical-align: middle; padding-right: 5px;">{</td> <td style="padding: 2px 5px;">REGN. OF BRAND.....</td> </tr> <tr> <td style="font-size: 3em; vertical-align: middle; padding-right: 5px;">{</td> <td style="padding: 2px 5px;">HAMMER BRAND.....</td> </tr> </table>	{	REGN. OF TIMBER WORKER.....	{	REGN. OF BRAND.....	{	HAMMER BRAND.....
{	REGN. OF TIMBER WORKER.....						
{	REGN. OF BRAND.....						
{	HAMMER BRAND.....						
RECEIPT No.....	DATE.....						

54. When the forester finds that a forest offence has been committed by any timber worker, he shall demand from him his registration certificate and hold it until such time as the offence has been dealt with, when the certificate will be endorsed and returned to him. The fact that the Department is holding a timber workers' registration certificate will not prevent the timber worker concerned from continuing to work as usual while his case is being considered.

Timber workers' certificates to be endorsed re forest offences committed.

When any timber worker is convicted of a forest offence, or when found to have been guilty of a forest offence by a forester and not prosecuted, an endorsement will be made on his registration certificate. In the latter case such endorsement will only be made with the approval of the Conservator and will serve as a warning to first offenders, or in cases which do not seem to deserve drastic action. Before any endorsement is recommended, the forester must be absolutely sure that the timber worker is guilty of the offence.

55. Every person engaged in felling and hewing timber on Crown lands must provide himself with a distinctive branding hammer.

Timber workers' brands.

56. No branding hammer shall be used by a timber worker unless it is registered in the Department. The fee for such registration is 1s. per annum. A certificate of registration of brand, in the form F.D. 195, is issued from Head Office.

Brand not to be used unless registered in the Department.

57. Branding hammers can be obtained from the Department at a cost of 9s. plus registration fee, but timber workers must accept the designs allotted by the Department.

Brands obtainable from Department.

58. Application for registration of a private property brand must be made in the form F.D. 83 and signed by the owner of the property or his registered attorney. Applications signed on behalf of the owner of the private property by timber contractors or agents must not be accepted.

Private property brands.

59. The fee for registration of a private property brand is 1s.

Fees for registration of private property brand.

60. Private property brands may be obtained from the Forests Department at a cost of 9s.

Brands obtainable from head office.

### PERMITS.

(*Forest Regulations 20-46.*)

61. As far as possible, all applications for permits should be made on form F.D. 51, and lodged with the Forester-in-Charge of the district, who should see that the application is in order and collect the necessary advertising deposit of 10s. After noting the application on the district plans, the forester should then forward it to Head Office, together with his report on and classification of the area and his recommendation as to whether it should be made available for cutting, and, if so, at what upset royalty.

Applications for permits other than local hewing and fire-wood permits.

62. If the application is for a sawmilling permit, the report should state whether the applicant proposes to erect a mill, and, if so, the daily capacity of it. In the event of the applicant having a mill erected, its location and capacity should be stated. On receipt of this information, if it is decided to make the area available for cutting, tenders are invited through the press, or the cutting rights are submitted to public auction. If there is no reason to the contrary, the highest tenderer or bidder obtains the permit. The permit in the form of an agreement will be drawn up at Head Office and then signed by both parties. Stamp duty amounting to 5s. (being 2s. 6d. on original and 2s. 6d. on duplicate agreement) is payable by the permit holder.

Sawmilling permits.

A copy of each permit agreement is forwarded to the Forester-in-Charge of the district within which the area is situated. The forester should carefully peruse these agreements and see that the operations of the permit holder are in accordance with the requirements of his agreement.

63. Every person conducting a sawmill under permit, lease, or concession, must keep a mill landing book, in the form F.D. 184, and a mill log book in the form F.D. 183, in accordance with the requirements of the Regulations. These books are obtainable on application by the sawmiller to the Conservator. The books are numbered consecutively, and a record is kept of all books on issue to each mill.

Books to be kept by saw-millers.

64. The mill landing book in the form F.D. 184 shall be kept at the mill, and therein the correct measurements of all mill logs deposited in the mill yard shall be recorded immediately on delivery. This book must be the book of first entry, and on no account must the entries be copied from note or other books.

Mill landing books.

65. In special cases where the existing practice is to measure logs on the bush landings, a variation of the above procedure may only be allowed after the matter has been submitted to Head Office, and the Conservator's approval obtained.

Measurement of logs on bush landing.

66. The log book in the form F.D. 183 is to be kept at the mill office. It should be written up in duplicate each day from the mill landing book to show the details of all logs received at the sawmill during a calendar month.

Log book.

67. All logs felled shall ultimately be brought to account in the log book. Any log which is not considered a milling proposition shall, upon request, be inspected by an officer of the Department and duly branded with a "condemned" brand. Condemned logs to be branded.

Special trips should not be made in connection with such inspections, but the logs shall be sighted when an officer is next in the vicinity.

When logs are condemned at the mill landings, the respective entries in the landing and mill log books shall be initialled by the forester, and the entries shall be clearly endorsed "Condemned."

Royalty shall be paid on all timber from Crown lands delivered at the mill landing, unless condemned by a forest officer, and on all timber for which the fallers have received payment.

68. No allowance shall be made for logs purported to have been docked at the mill landing. Docking may, however, be permitted in the bush, and the waste may be allowed provided the fallers are not paid for the quantities docked. Should the fallers receive payment therefor, the full volume of the log must be returned for royalty assessment. Allowance not to be made for logs docked at mill. Docking in the bush may be allowed.

69. At the end of each month the log book shall be ruled off and the original pages excised and forwarded to the Forester-in-Charge within three days of the close of each month. This return must be supported by a statutory declaration in the form F.D. 11a, and a summary of sawmilling operations in the form F.D. 182. On receipt of these forms, the forester should carefully peruse them to see that they are correctly filled in, and, after extracting any information he may require, forward them to Head Office without delay. Only under exceptional circumstances should log returns reach Head Office later than the 7th of each month. Delay in forwarding results in a congestion of work in the Accounts Branch towards the 15th of the month, by which date all accounts must be rendered, in order to give permit holders sufficient time to check their accounts and pay by the end of the month, to obtain the discount allowable under the Forest Regulations. Mill returns.

70. Immediately on delivery at the mill landing, every log shall be marked in consecutive order, to the satisfaction of the forester, by a distinguishing number, and such number shall be shown and correspond with the entry of such log in the mill landing and log books. Logs to be numbered at mill landing.

71. When visiting the various mills, the forester or assistant forester must make it a practice to measure up one or more logs on the landing and check the particulars into the mill landing book. The officer should initial the entries checked in this way. Any discrepancies in the measurements should be immediately reported to Head Office. Foresters to measure logs on mill landing.

72. An examiner will visit each mill periodically and make an exhaustive examination of the mill books to see that all timber obtained has been correctly returned for royalty purposes.

Examiner to inspect mill books.

73. In the event of a permit being cancelled through expiration or forfeiture, a forest officer shall immediately tally all logs left in the bush and shall furnish a return thereof to Head Office, to enable an account to be rendered for the royalty involved.

Upon cancellation of a permit logs in bush to be tallied.

74. Tables giving the cubic contents of logs of all girths and lengths can be purchased from the Department at 3s. each.

Log tables.

75. Immediately on the erection of any sawmill on private property or Crown lands, the Forester-in-Charge of the district shall obtain from the mill owner or manager and furnish to Head Office particulars of such mill in the form F.D. 16.

Particulars of sawmills erected.

76. Applications for hewing rights over Crown lands and the granting of hewing permits (other than local hewing permits) are dealt with in the same manner as applications for sawmilling permits.

Head Office hewing permits.

77. Local hewing permits for which the total royalty payable shall not exceed £10, may be issued in the form F.D. 174 only for such areas as the Conservator may specially authorise by letter from Head Office. This will generally be restricted to working circles where regeneration work is in progress.

Local hewing permits.

The conditions fixed in this permit agreement shall not be altered without reference to the Conservator.

The rate of royalty on any group of permits shall be fixed by the Conservator on the recommendation of the forester. In the event of the class of bush varying as work progresses, either in quality of timber or loadage, or the hauling distance, notification of the circumstances and recommendations concerning the alteration of the rate of royalty to meet the new conditions shall be forwarded to Head Office. Total royalty in no case to exceed £10.

The period of permits shall not exceed one month, and all permits shall expire on the last day of the month.

The number of hewers to be employed under any one permit shall not exceed two, and the area referred to in the permit shall not exceed cutting for one month, that is to say, a pair of cutters should not be given a local hewing permit for an area of country sufficient to last them for several years. The permit should refer only to the small coupe on which they are working for the month.

The hewers shall be registered and the names of the registered number of hewers to be employed shall be supplied at the time of application for the permit. Verbal application for permits may be dealt with by the forester, or he may require written application. This is a matter which can be fixed in the district to meet the circumstances of each case.

Hewn sleepers may be moved to approved depots for inspection, but shall not be railed or removed from such depot until inspected and tallied.

All timber removed under the permit shall be submitted for inspection and the usual inspection fees paid. Royalty will be collected by the inspector within one week of inspection, and, unless a deposit of £10 is held, no sleepers shall leave the dump where inspected until royalty is paid, provided that, with the approval in writing of the Conservator, approved firms may be permitted to pay royalties due, in which case the sleepers may be removed after inspection without requiring a deposit to be lodged. The local hewing permit numbers must be shown on inspection returns. Where the sleepers of more than one permit holder are stacked together, each permit holder must, prior to inspection, give to the inspecting officer a statement of the number of sleepers held. Separate inspection returns are not required for each local permit, provided each return does not cover more than one contract.

The officers inspecting the timber must endorse the inspection return "Royalty to be collected locally" in order to avoid accounts being sent out from Head Office.

All royalty shall be paid by the permit holder unless payment by a third party has been authorised by the Conservator. Such authority shall be in writing and must state the name and address of the approved person or firm.

The inspection returns should then be endorsed "Royalty payable at Head Office by....."

When bringing to account revenue collected in connection with local hewing permits, royalties and inspection fees shall be separately shown on the cash sheets.

The permit agreement will be made out in quadruplicate, and the issuing officer must see that good carbon is used so that all copies are easily decipherable. The first copy of the permit, which represents the original, will be handed to the permit holder. The second copy must be delivered to the officer responsible for the inspection and collection of royalty. It is not sufficient for the issuing officer to leave this copy, or post it on the off-chance of its being received by the officer concerned. Special care must be taken in its delivery, and frequent conferences between the two officers will be advisable. The third copy will be forwarded to Head Office, so that the accounts branch may keep a check on the collection of royalty. The fourth copy will be retained in the book of permits, and it will be advisable for officers in charge of districts where these permits are being issued, to initial this book as frequently as possible and pay particular attention to detailed arrangements concerning royalty collection, so that there may be proper co-operation between the assistant foresters concerned. Cancelled forms of permit must be forwarded to Head Office. The assistant forester responsible for the collection of royalty will be issued with a table similar to that in Appendix 2, which will render easy the calculation of timber in any quantity of sleepers



of various sizes. All calculations will be made and royalty charged to the nearest cubic foot.

An endeavour must be made to require permit holders to cart sleepers as they are cut, so that royalty payments may be made promptly as inspections are carried out. If, for reasons beyond the control of the permit holder, such as wet weather preventing carting, etc., it is necessary to allow sleepers to accumulate in the bush, the assistant forester or Forester-in-Charge (not the overseer) must tally the sleepers at the stump at the end of each month. Royalty must then be paid promptly on the total of sleepers tallied. In order to prevent confusion subsequently, such sleepers on which royalty has already been paid must be clearly branded at both ends with a special brand which will be supplied on application. The brand will be in the form R.↑P. An endeavour should be made, however, to avoid this necessity, but, at the same time, it is essential that permits be cleared up within a fortnight of the time they expire, and if sleepers cannot be carted within that period the above arrangements should be given effect to and sleepers so branded on which royalty has been paid must be stacked separately at the siding to avoid confusion and the possibility of charges being duplicated by the timber inspector. Any difficulty in making such arrangement, or special contingency not covered by the above instructions, should be reported to Head Office.

Each permit holder will be supplied with a litho. of the Working Circle. Such litho. will be supplied with the first permit issued to each permit holder. The litho. will remain the property of the Department, and should be obtained from the permit holder who is not desirous of taking up further permits.

78. The holder of every permit, timber lease, or concession on which hewing operations are being conducted, must remove all hewn timber to approved stacking sites for inspection. One or more stacking sites for each holding shall be nominated and approved by a forest officer, and all hewn timber obtained shall be stacked separately on the respective sites. In the event of hewn timber being obtained from an amalgamated group of areas on which the same royalty is payable, the timber may then be stacked on the one site for inspection.

Hewn timber to be stacked on approved sites.

79. The holder of each hewing permit (other than local hewing permits), lease or concession is required to submit to the Forester-in-Charge, within three days of the close of each month, a declaration in the form F.D. 11b, showing the quantity of hewn timber obtained and removed to approved stacking sites during the last preceding month. This form should be carefully checked by the forester and then forwarded to Head Office.

Return of hewn timber.

In the event of no inspections being carried out during the month, although hewing operations may have been conducted, a declaration endorsed "Cutting operations continued during the month, but no timber inspected" must be submitted.

When operations have been completely suspended a "Nil" declaration is required, even if prior exemption has been obtained.

Apart from this declaration and the inspection return, F.D. 125, no other returns of hewn timber are required

80. Householders who make a practice of obtaining firewood for their own use from the forest may do so where regeneration operations are not in progress without any special authority from the forester, provided it is found that the forest is not suffering on account of such operations and that they do not encroach upon firewood permit areas. Firewood supplies.

Where areas are undergoing regeneration treatment, it may be necessary to confine the operations of these people to definite blocks and insist on their applying to the forester for authority to obtain dead waste wood from such areas.

Persons who gather firewood for sale will be controlled by the permit or license system in operation in the district.

In districts where the firewood for the townspeople is supplied by carriers who are not continuously engaged in this work, the system of issuing quarterly licenses may be introduced with the approval of the Conservator.

Firewood cutters' licenses are issued on the printed form at a fee of 3s. per quarter. These licenses are only issued with a view to exercising a certain amount of control over those who are not continuously engaged in the cutting of firewood.

In such cases, the licenses should be issued to the men actually cutting the timber in the bush, and each man must have a separate license made out in his own name. In the event of a man leaving the work, and a new cutter being engaged, licenses may not be transferred, but the old license must be cancelled and the full fee paid for a new license.

Where persons are engaged exclusively in firewood cutting, their operations must be controlled by the issue of local or Head Office firewood permits. Head Office firewood permits are dealt with on similar lines to sawmilling and hewing permits.

Firewood cutters are not required to have a registered brand unless there are special circumstances in which a forester considers it advisable for the cutter to brand the stumps of trees felled.

81. Local firewood permits in the form F.D. 175 may be granted monthly by foresters in such districts as the Conservator may specially authorise in writing. This system is usually confined to Working Circles where regeneration work is in progress. The rate of royalty on any group of permits shall be fixed by the Conservator on the recommendation of the forester. Local firewood permits.

The form of permit is self-explanatory. Permits are made out in quadruplicate, in the same way as for local hewing permits.

Every permit shall be accounted for, and all cancelled forms shall be forwarded to Head Office.

82. All royalties due under local firewood permits shall be collected locally and shall be brought to account in the usual way by the officer in charge. Royalty on local firewood permits.

## Amendment to Foresters' Manual.—Part I.

The Foresters' Manual is amended as follows:—

1. By deleting paragraphs 84, 85 and 86, and inserting in lieu thereof the following:—

84. Except in the case of Working Circles where regeneration operations are in progress (see para. 85 as amended), the cutting of piles and poles is confined to—

- (1) townsite reserves and country that has been or is in process of being made available for group or other settlement, subject to the reservation of timber;
- (2) country that is not required to be set apart for permanent dedication as State Forest or Timber Reserve, *i.e.*, country that may be released for settlement in the near future, after the timber has been removed.

The Forester may without reference to Head Office, upon the production to him of an order for piles and poles, grant to the holder of such order a pile and pole license in the Form No. 202 to cut the required timber from unalienated land within townsite reserves or country that is being or has been made available for group or other settlement, subject to the reservation of timber, provided such country is not already held under a sawmilling or hewing permit.

In cases where a sawmilling or hewing permit conferring the right to cut piles and poles has been granted, it will be necessary for the permit holder, when he desires to cut piles and poles, to produce his order to the Forester in Charge and obtain from him a license in the Form F.D. 202 to cut the timber referred to in the order.

When an application is received from any person holding an order, or

When an enquiry is made by any person in advance of receiving an order, regarding the granting of permission to cut piles or poles from Crown land that has not been made available for group or other settlement, but which the Forester considers is not required for permanent reservation, the Forester should, before granting a license or signifying approval to the issue of a license, submit the matter to Head Office for consideration.

His recommendation should be accompanied by a plan showing the area from which it is desired to obtain the piles or poles, and should set out clearly the reasons why he considers such area is not suitable for inclusion in any future State Forest.

Books of license forms, F.D. 202, are obtainable from Head Office.

Local pile and pole licenses are issued in a similar manner to local hewing and local firewood permits except that licenses will be issued for periods of three calendar months (see Forest Regulation 50), and the quantity of timber for which a license may be granted need not be restricted to less than £10 royalty value. The term for which a license is granted must be clearly shown on the form of license.

The royalty payable will be at the rates prescribed by the First Schedule to the Forest Regulations, 1925.

The cutting of piles and poles on townsites, group settlement country, and areas released for settlement subject to the reservation of timber, may be carried on without the trees being first marked by the Forester for that purpose, but cutting should be confined to coupes. In other cases trees must be marked by the Forester with his tree-marking axe for felling.

If a person obtaining a pile and pole license is also the holder of a sawmilling or hewing permit on which a reasonable deposit is held by the department, there is no necessity to collect a deposit on the license which will then be treated as if a deposit had been lodged in connection therewith.

In cases where a deposit is lodged either on the license or on a permit, Clause 5 (a) of the license will be struck out, thereby allowing the licensee to remove piles and poles from the dump before royalty has been paid, provided such piles and poles have been inspected or tallied by an authorized officer of the department.

If no deposit whatever is held, piles and poles cut under the license shall not be removed from the dump after inspection or tallying until royalty thereon has been paid.

85. In Working Circles where regeneration operations are in progress, the Conservator may, in accordance with the provisions of the Working Plan, authorize the removal of piles and poles.

Cutting of Piles and Poles on Working Circles.

Provided such authorisation has been given, the Forester may, upon the production of an order for piles or poles, grant to the holder of such order, a license in the Form F.D. 202, subject to payment of royalty at the rates prescribed by the First Schedule to the Forest Regulations.

All trees to be utilised for this purpose shall be marked by the Forester with his tree-marking axe for felling.

86. Returns of piles or poles INSPECTED or TALLIED must be submitted on Form F.D. 125A (commonly known as Inspection Returns).

Pile and Pole Returns.

If inspection of the timber is not required the words "TALLY ONLY" must be written clearly across the return form. This will serve to indicate that the timber has not been departmentally inspected and that no inspection fees are payable. Inspection fees will be charged on all returns of piles and poles NOT bearing this endorsement.

In cases of this kind the return form should be amended as follows:—

- (1) Strike out the word "inspected" and insert in lieu the word "tallied," so that it will read: "Return of hewn or round timber tallied," etc.
- (2) Strike out the words "AND THAT AN ACCOUNT FOR THE COST OF THIS INSPECTION SHOULD BE RENDERED TO" in the certificate at the foot of the form.

The same form will be used to furnish particulars of piles and poles that have been inspected and will be filled in in the usual manner for inspected timber. The lengths and crown diameters of piles and poles must be shown on the returns.

If royalty has been collected by the Forester the words "ROYALTY COLLECTED LOCALLY, RECEIPT No. . . ." should be endorsed across the return form. When no such endorsement is shown, an account for royalty will be rendered from Head Office. This applies whether the timber is inspected or tallied.

If no deposit is held royalty on the piles or poles obtained should be collected by the Forester when the inspection or tally is being made.

Where a deposit is held the Forester should endeavour to collect royalty when inspecting or tallying the piles or poles, but if unable to do so, a royalty account will be rendered to Head Office on receipt of the return.

Special hammers will be issued to mark poles and piles that have been tallied. These hammers will be on issue to the District Offices, not to individual officers. The number on the hammer is for Head Office reference only and does not indicate the officer using it.

Branding Piles and Poles when Talled, Inspected, or when Royalty paid.

Each hammer will have on one end the brand F  $\uparrow$  D  
No.

and on the other the brand R  $\uparrow$  P.  
No.

In all cases where a tally only of piles and poles is made ~~and no royalty has been collected~~ by the Forester, they should be branded with the brand F  $\uparrow$  D, and if royalty on  
No.

such piles and poles is collected by the Forester, the timber should also be branded with the R  $\uparrow$  P brand.  
No.

If the piles and poles have been inspected they should be branded in the usual way with the officer's inspection hammer only.

2. Paragraph 107 is amended by deleting the words "local pole permit" in the fourth and fifth lines, and inserting in lieu thereof the words "pile and pole license."

S. L. KESSELL,  
Conservator of Forests.

1st November, 1927.

In the event of difficulty being experienced in collecting from any permit holder, a note explaining the circumstances should be made on the return forwarded to Head Office.

83. The holder of a firewood permit issued locally or from Head Office is required to lodge with the forester immediately after the close of each month, for transmission to Head Office, a return in the form F.D. 29, showing the quantity of firewood obtained during the month. Truck numbers shall be shown on the return submitted and, where it is not convenient to show the tonnage, the size of the truck, *i.e.*, whether large or small, shall be stated. This return must be verified by statutory declaration which is provided at the foot thereof. Firewood returns.

84. As a general rule the cutting of piles and poles on Crown lands is confined to townsite reserves and country that is being made available for group or other settlement, or country that is not to be set apart for permanent reservation as State forest. Pile and pole permits.

There is no fixed rate of royalties prescribed by regulation on piles and poles, but the forester is advised from Head Office in connection with any permission granted for this purpose of the royalty to be charged.

When the holder of a sawmilling or hewing permit granted over group settlement country or any country in process of alienation desires to cut piles and poles, he must apply to the forester for a permit stating the number and dimensions of the piles or poles to be cut. Provided the cutting of this class of timber has been authorised by the Conservator, the forester may grant a local pile and pole permit in the form F.D. 202. The permit holder will then be required to render monthly a return on form F.D. 196 giving particulars of the piles and poles obtained.

The cutting of piles or poles on group settlement country included in hewing or sawmilling permits may be carried on without the trees being first marked by the forester for that purpose. In other cases the trees must be marked.

85. In Working Circles where regeneration operations are in progress, the forester may be authorised by the Conservator to grant local pile and pole permits on similar lines to local hewing and firewood permits. Local pile and pole permits.

Each local permit will specify the number of piles or poles to be taken, the royalty on which must not exceed £10. The royalty payable will be fixed by the Conservator from time to time for each working circle. Forms of permit are obtainable from Head Office.

86. Returns on the form F.D. 196, showing particulars of the poles and piles obtained under all pile and pole permits, must be rendered to the forester immediately after the close of each month. After being endorsed to show whether the royalty has been paid or is payable locally, they should be forwarded to Head Office. If royalty has been paid, the amount collected and receipt number should be stated on the return. This return will be Pile and pole returns.

submitted irrespective of whether such timber has been inspected or not. Royalty on this class of forest produce will be based on these returns and not on the certificates of inspection. The lengths and crown diameters of piles and poles must be shown on the returns.

87. Returns of forest produce other than that previously mentioned must be submitted monthly or as required under the permit and verified by a declaration on form F.D. 11c. Returns of other forest produce.

88. The permit holder is responsible for seeing that returns of all forest produce obtained are furnished to the Forester-in-Charge within the specified time, and he should be given to understand that any failure on his part in this respect may lead to a prosecution for breach of the Regulations, or cancellation of his permit. Forest produce returns to be rendered promptly.

It is the duty of the forester to see that the returns are forwarded on to Head Office without delay to enable the accounts to be rendered by the 15th of each month. When difficulty is experienced in obtaining the returns, the forester should report the matter to Head Office, giving the names of the offenders and stating what steps, if any, were taken by him to get the returns in.

When no operations have been carried out during any month, a "Nil" return must be submitted, even if prior exemption has been obtained.

89. Permit rights are disposed of by public auction or tender on a royalty basis, the upset royalty being fixed by the Conservator. Royalty.

In cases where the aggregate royalty payable in respect of a permit does not exceed £10, permits may be granted with the approval of the Conservator without being submitted to auction or tender.

The royalty payable on logs taken from permits which have not been submitted to public auction or tender or from timber concessions or leases shall be as prescribed in the first schedule to the Forest Regulations.

90. In order to ensure payment of royalty within the prescribed period, provision is made when granting a permit for increasing the rate of royalty offered by 18 per cent. A corresponding reduction in the royalty is made if the account is paid during the month within which it is rendered. Discount allowed when royalty paid within specified period.

A table is appended showing the equivalent values of loads and cubic feet and the addition of the 18 per cent. to the cubic foot values. (See Appendix I.)

In cases where the scheduled rate of royalty applies, provision has been made in the First Schedule for a discount of 15 per cent. to be allowed.

91. Accounts for royalties are forwarded from Head Office (unless otherwise arranged) and, except in the case of hewn timber, are based on the returns of forest produce obtained submitted by permit holders. Royalties on hewn timber are assessed from information given on the inspection returns. Payment of royalty.

Royalties are to be paid direct to Head Office unless otherwise directed.

92. Except where tree marking has been carried out, under-size trees can be cut on timber leases and permits only after permission in writing has been obtained from the Conservator, and all such timber shall be subject to such royalty as may be determined when such permission is granted. Under-size trees.

Only Jarrah and Karri trees of 90 inches in circumference measured over the bark at four feet three inches from the ground may be cut by a permit holder, except in special circumstances. Possible exceptions are as follows:--

- (1) On prime forest country under working plans where fire control is established.
- (2) Sparsely timbered country outside the prime timber belt on which it is never likely to prove economical to carry out forest operations. On this class of country, especially where it is likely to be alienated after being cut over, foresters should recommend that the permit holders be allowed to cut on a face. Such recommendations will only be given effect to after a re-inspection to be arranged by Head Office.

Recommendation for a permit holder to cut on a face should be made in all cases when it is known that the land is to be released for alienation when cut over. A permit to cut poles on such areas may also be granted and may run concurrently with the hewing or sawmilling permit.

93. Permit holders desirous of laying tramways over Crown lands for the removal of timber or other forest produce, shall lodge an application in the form F.D. 49, accompanied by a deposit of a half year's rent, with the Conservator. The rent payable on a tramway permit is £2 10s. per mile per annum. Tramway permits.

94. A district forester may grant *bona fide* farmers and settlers a permit in the form F.D. 88 to cut timber free of royalty for their own requirements, but not for sale: provided he is satisfied that it is not possible for the farmer or settler to obtain sufficient timber for his requirements from indigenous timber growing on his own land. Where there are reserves set apart for settlers' requirements within a reasonable distance, the timber should be cut on these reserves. Where there are no reserves set apart for settlers' requirements, within a reasonable distance, permission may be granted to cut timber on Crown lands and timber leases (but not within a mile of a sawmill). Wherever possible, the trees which may be taken should be marked by a forester. No prime trees, whether over or under standard size, should be made available, and no poles which are likely to develop into mill logs should be taken. Settlers' permits are not issued for the purpose of enabling persons to fence in or otherwise improve town lots. Settlers' permits.



95. A settler who has sold the timber from his own holding or who has destroyed timber on his block which would have proved suitable for his requirements, is not entitled to a free settler's permit, but is required to pay royalty on any timber he may obtain from Crown lands.

Royalty payable if settler has sold his timber.

96. To meet cases of this kind a book of fence post licenses may be obtained from Head Office, and licenses granted by the forester to *bona fide* land holders who require posts for immediate use on their own property. A royalty on such posts of one penny each is payable in advance on the issue of the license. The minimum fee on a license is 5s. The license serves as a receipt for the royalty paid.

Fence post licenses.

No license shall be issued for more than 5,000 posts.

The timber should be marked for felling by the forester.

Licenses are prepared in triplicate, the original being issued to the applicant, the duplicate forwarded to Head Office, and the triplicate is retained in the book for audit purposes.

In the majority of cases it will be found that a person who holds a registered private property brand has sold timber from his holdings.

97. A permit holder must operate continuously and comply with all the conditions of his permit, unless exempted by the Conservator. When a permit holder finds that it is impossible for him to comply with the working conditions of his permit, he should immediately lodge with the Forester-in-Charge of the district an application, in the form F.D. 62, accompanied by a fee of 2s. 6d. for each month for which exemption is required. The application should be endorsed with the recommendation of the forester and forwarded to Head Office. Foresters should make it clear to permit holders that they must apply in advance for exemption required, and not wait until their attention is drawn to the matter by this Department. Failure to comply with the conditions of a permit in this respect may lead to its cancellation.

Exemption from conditions of permit.

When a permit holder is desirous of operating exclusively on private property for a definite period, he must apply in the usual way for exemption from the conditions of his permit setting out the private property locations on which he wishes to operate. In the event of the necessary approval being given, the forester must arrange to visit the bush and mill at intervals of not more than seven days, while the change over from the permit area to private property is taking place, and carefully check the operations in the bush and log returns at the mill.

Exemption to enable operations being conducted exclusively on private property will only be granted subject to the permit holder agreeing to keep a record of his operations and submit returns monthly in the same manner as is required by the Regulations when operating on Crown lands.

When only partial exemption from the conditions is required, to enable a permit holder to operate on private property and Crown lands simultaneously, application must be made to Head Office and the approval of the Conservator obtained. This application, in the form of a letter, should state the

Simultaneous operations on Crown lands and private property.

numbers of the locations over which it is desired to work. No exemption fee will be payable in this case. If approval is given, the permit holder and the forester are notified in writing, and the responsibility then rests with the forester to see that a proper check is kept on the operations to protect the revenue of the Department. In order to do this, the forester should obtain from the mill manager in writing a statement giving (a) the number and names of the fallers to be engaged on each location; (b) the date operations are to commence; (c) the estimated quantity of timber to be obtained; (d) estimated period of cutting; (e) an undertaking to prepare separate paysheets covering timber cut on each private property location, and to supply the forester at the end of each month or on the completion of the cutting on each location with a statement showing the wages or contract payments made for felling on such areas.

The forester should compare the statements of wages paid with the monthly returns before forwarding them to Head Office, and, if he is then in doubt regarding the accuracy of the returns, he should advise the Conservator accordingly. In addition to above precautions detailed field inspections must be made in each case.

Arrangements should also be made for the permit holder to supply each of the fallers operating on private property under the above arrangement with a special hammer brand, with which they shall clearly brand all private property logs in the bush immediately after felling. The fallers engaged on private property should also brand their logs and stumps with their own brand, in the same way as is the case on Crown lands.

Under no circumstances will a continuing or general permission to cut on private property simultaneously with Crown lands be granted.

98. An application to amalgamate two or more adjoining permits on which the same royalty is payable may be made by lodging with the Forester-in-Charge an application, accompanied by the fee of five shillings for each permit. After endorsing his recommendation, the forester should forward the application to Head Office. In the event of the amalgamation being approved, the permits can then be worked as one area.

Amalgamation  
of permits.

99. Permits may only be transferred with the written approval of the Conservator. When this has been given, a form of transfer, F.D. 50, should be prepared and submitted to Head Office, together with the registration fee of £1.

Transfer of  
permits.

Care should be taken to see that the correct amount of stamp duty is affixed to the transfer, and that the stamps are cancelled (by a person authorised to cancel stamps) within 28 days from the date of execution of the document, otherwise a fine for late cancellation is payable under the Stamp Act. Where no monetary consideration is paid, a minimum duty of 10s. must be affixed.

100. The holder of a sawmilling permit who proposes erecting a mill on Crown lands should apply to the Conservator through

Mill sites.

## Amendment to Foresters' Manual.—Part I.

The Foresters' Manual is amended by the addition of the following paragraphs :—

100a.—Many cases occur where timber workers and others erect residences and business premises on Crown lands without first obtaining the necessary authority to occupy the areas. In some cases the sites are most unsuitable for the purpose and may interfere with the operations of this Department.

Residence and  
business permits.

Where mill sites are granted in the case of mills operating on Crown land, all mill buildings, employees' houses, etc., should be erected within the area of the mill site. In the event of any persons occupying houses on areas outside but adjacent to the boundaries of a mill site without authority, the Forester should report the matter to Head Office, giving full particulars of the areas held and making a recommendation regarding the amendment of the mill site to include all areas on which such houses are erected.

In other cases within forest areas where there are no mill sites, a business or residence permit may be obtained from this Department at an annual rental of £1. Districts or localities where such permits will be granted must first be approved by the Assistant Conservator.

If the area required exceeds one quarter acre, the application should be referred to Head Office, when the question of granting a Forest Lease will be considered.

Permits will be granted by the District Forester in the form F.D. 54, obtainable from Head Office. The forms will be prepared in triplicate, the original to be issued to the permit holder, the duplicate to be retained in the District Office, and the triplicate copy forwarded to Head Office. The permits will be granted from the date of issue to the end of the calendar year and thereafter will continue in force so long as the rent is paid and the conditions are complied with.

Rent will be payable yearly in advance expiring on 31st December. A full year's rent (£1) will be collected on all permits granted between 1st January and 31st March; nine months rent (15s.) on permits granted between 1st April and 30th June, six months rent (10s.) on permits granted between 1st July and 30th September, and three months rent (5s.) on permits granted after the 30th September.

Thereafter rent will be payable at £1 per annum on the 1st January.

Provision has been made on the form of permit for the inclusion of any special conditions considered necessary to meet local requirements such as fencing, sanitation, etc.

Permits should be numbered consecutively and filed in numerical order in a Systex file in the District Office.

S. L. KESSELL,  
Conservator of Forests.

the forester for an area of land not exceeding 50 acres as a mill site. The application on Form F.D. 66 should be accompanied by a deposit of a half year's rent. Rent is payable on mill sites at the rate of £1 per annum for each 10 acres or fractional part thereof. No mill should be erected on Crown lands until the mill site has been approved by the Conservator.

101. All rents, unless otherwise stated in the agreements, are due on the 1st January and 1st July in each year, and payable in advance, not later than the 1st March and 1st September in each year. Rents.

102. Sound jarrah logs or saplings must not be used by permit holders and others for erection of bush landings, tents, huts, or stockyards. For this purpose Marri (redgum) is quite suitable and should be used in every case rather than Jarrah. Erection of huts, stockyards, etc.

103. The permit holder is responsible for the unlawful felling and removal of immature trees or other timber not included in the terms of the permit, on or from his permit area. Whenever a breach of this regulation is committed, if, in the case of a first offence, it is not considered advisable to prosecute, the attention of the permit holder should be drawn to the fact in writing, and Head Office should be informed of the occurrence. In all cases the forester should furnish a report and recommendation as to whether he considers legal proceedings should be taken against the permit holder. (See instructions regarding breaches of Act and Regulations.) Unlawful destruction of immature trees.

There is no regulation which specifically mentions the felling of immature trees by a timber worker, but action might be taken under Section 45 of the Forests Act for cutting without lawful authority. Indirectly, however, if the permit holder is prosecuted, the timber worker would be affected, because no permit holder would continue to employ a faller who persisted in cutting down immature trees on his permit area. In aggravated cases, the timber worker's certificate of registration may be endorsed, or even cancelled. Unless the permit holder is made to realise his responsibilities, he will look to the Department to police his permit area for him, instead of exercising proper care and control over the operations of his employees.

104. Section 184 of the "Road Districts Act, 1919." empowers any Road Board and any person authorised in writing under the seal of the Board (which includes any person carrying out public works under contract with a Road Board) to take native growing or dead timber from Crown lands within the road district and within one mile of the work to be done. Permits to Road Boards to cut timber for bridges, culverts, etc.

Works which involve considerable outlay are performed under the supervision of the Public Works Department, who insert in all specifications prepared by that Department a proviso that timber within one mile of the work can be obtained free of royalty on application to the Forester-in-Charge of the district, provided that the contractor fells only such trees as are marked by the forester for the purpose and that he brands the stumps of all trees felled with a brand supplied by the Forests Department.

A branding hammer, P.W.D., for the use of persons engaged on works of this description, can be obtained from Head Office by the forester, who will issue it to the person in charge of the work and arrange for its return to Head Office immediately after the completion of felling operations.

Where timber is genuinely required for such use by such persons, the forester may grant permission to take it, but he should not grant a general permission. The Road Board should apply in each case where it requires timber for the construction or repair of fences, bridges, etc.

All applications for permission to cut timber growing more than one mile from the work to be carried out should be referred to Head Office.

No permission will be granted to hew timber of less dimensions than 12in. x 6in., except in special cases, where sawn timber is not obtainable within a reasonable distance. In such cases, application shall be made to the Conservator for permission to cut such timber as may be required. Where timber is not available within one mile of the work, royalty will be payable.

#### TELEPHONE LINES.

105. The Deputy Postmaster General's Department has arranged to notify Head Office from time to time of the line of route for new telephone lines and width of clearing necessary. On receipt of this advice, the foresters concerned will be notified so that necessary action can be taken by them to report concerning—

Poles for Government telephone lines.

- (a) Any minor amendments to the route which might result in the saving of marketable timber or the preservation of shade trees along routes.
- (b) The marketing of any merchantable timber which it may be necessary to fell in connection with the clearing for the line.

106. It is necessary that reasonable control be exercised over the cutting of poles which may be required for the erection of the line where such poles are being obtained from Crown lands. No restrictions will, of course, be placed on the cutting of poles on the strip to be cleared for the erection of the line, and no royalty will be charged on such poles, unless special instructions are received in that connection from Head Office.

Control of cutting.

107. With reference to other poles which employees of the Postal Department or the line contractor, as the case may be, desire to obtain from Crown lands, outside the cleared strip, it will be necessary to obtain from the forester a ~~local pole permit~~ permit in the form F.D. 202. The forester should either mark the poles or agree with the person obtaining the poles concerning the locality from which they are to be taken, and the class of pole to be used, with a view to reasonable protection of growing timber.

Poles to be marked for cutting.

Para 109 is cancelled and the following is substituted in lieu thereof :-

109. The royalty payable on such poles will be the rates prescribed in the first schedule of the forest Regulations.

109a. Foresters should immediately notify Head Office if the construction of new lines on Crown Lands is commenced or further clearing carried out prior to the receipt of advice from the Conservator.

108. Royalty will be charged on all such poles, and full particulars concerning size, number, etc., must be forwarded to this office, through the forester, on the return form F.D. 196, at least once a month, so that the necessary accounts may be submitted. This return should be prepared and lodged with the forester by the Postal Department's foreman or the line contractor.

Returns to be submitted.

In cases where the line contractor is responsible for the payment of royalty, royalty shall be collected by the forester forthwith as returns are submitted by the contractor. In such cases the returns sent forward to Head Office should be endorsed "Royalty collected locally."

109. The royalty payable on such poles will be in accordance with the following rates:—

Royalty on poles for P.M.G's. Department.

Poles up to—

3in. dia. at crown, up to and including 30ft. lengths	1½d.
3in. dia. at crown, over 30ft. lengths	1d.
9in. dia. at crown, up to and including 30ft. lengths	11½d.
9in. dia. at crown, over 30ft. to 50ft. lengths	3d.
9in. dia. at crown, over 50ft. lengths	4d.

Foresters should immediately notify Head Office if the construction of new lines on Crown lands is commenced or further clearing carried out prior to the receipt of advice from the Conservator

### TIMBER INSPECTION.

(*Forest Regulations 32f and 95.*)

110. All applications for inspection of timber should be lodged with the Forester-in-Charge of the district in which the timber is situated. The Forester-in-Charge is responsible for the satisfactory carrying out of this work, and may arrange that certain applications may be lodged direct with the assistant forester responsible for timber inspection work in parts of the district distant from headquarters.

Application for inspection.

111. Foresters-in-Charge of districts should endeavour to arrange the inspection work in their districts so that the officers who are carrying out this work may start on Monday morning at one end of the district and work systematically so that unnecessary travelling may be avoided and all centres receive a periodic inspection at regular intervals.

Arrangement of work.

112. An assistant forester should, when carrying out the inspection of timber, take notes concerning—

Wasteful cutting.

- (a) abnormal number of eudemus;
- (b) bad cutting;

and, if opportunity offers, he should interview the individuals concerned with the object of warning them that better work will be expected.

It is the duty of every forester to see that the area under his control is worked to the best advantage and cut out with the least possible waste of timber.

113. The timber inspector should verify the fact that the timber is being obtained from the actual private property or permit nominated by the contractor.

Timber from private property and permits.

114. Except in cases of persons or firms who have already lodged substantial deposits with the Department as security in connection with a sawmill or other permit, all applicants for inspection of timber will be required to deposit a sum (minimum £10) with this Department as security for the payment of inspection fees. The sum to be paid will be based upon the estimated monthly account.

Deposits for inspection fees.

As a rule, officers in charge of districts will not be concerned with the collection of the deposits, but will arrange for the inspection of all timber presented for examination. They will, however, see that, in the case of new business, inspection returns are forwarded to Head Office as soon as possible, with any necessary information as to the address of the person who will be responsible for the payment of inspection fees, and the estimated average monthly cost of inspection, so that a deposit may be secured by Head Office.

115. As a general rule, departmental inspection of timber is authorised in the case of timber stacked alongside a Government railway line, or other metal railway line connected with the Government railway system.

Where timber may be inspected.

Before the services of a timber inspector are made available for the inspection of any timber stacked otherwise than alongside a railway as above, the Forester-in-Charge should obtain written authority to do so from Head Office.

In such cases, the inspection returns must be very clearly endorsed as follows:—"Passed at the.....Sawmill about.....miles from the.....Siding" (or as the case may be).

116. No timber obtained from privately held land shall be departmentally inspected unless such timber bears the registered brand of the owner of such land.

Inspection of timber from private property.

117. Inspectors' returns in the form F.D. 125 are printed in books in quadruplicate and numbered consecutively. All issues must be accounted for. The returns should be prepared immediately after the inspection. The four forms should be completed at one writing by means of carbon paper and indelible pencil. It is essential that serviceable carbon paper shall be used, so that each copy shall be quite legible. The original and triplicate forms should be sent to Head Office immediately after the inspection, and the duplicate to the Forester-in-Charge of the district, who will, after certification, forward it without delay to Head Office. Should an inspection be conducted by the Forester-in-Charge, the three copies must be forwarded forthwith. The quadruplicate form remains in the book held by the inspector for reference. No other returns of inspected timber are required from the forester.

Inspection returns.



Attention is directed to the fact that the foresters counter-signing these certificates alone are responsible for the correct filling in of the particulars as to the source from which the timber was obtained. The inspector is not in all cases able to supply this information. In order that the correct royalty rate may be charged, it is essential that the sawmilling or hewing permit number shall be shown in the third column when timber from Crown lands is inspected.

Once a book of returns has been commenced, a second book shall not be used until the first has been completed. Should only one return remain in the used book, and it is not desired to carry two books the remaining return should be forthwith cancelled and sent to Head Office. Officers should retain the books issued to them for their exclusive use, and should not issue returns from those held by others. In the event of books being transferred from one officer to another, Head Office should be advised, in order that the register can be amended accordingly.

118. Should it be found necessary to cancel any inspection return, the original, duplicate and triplicate should be endorsed "cancelled" with the inspector's signature and the date, and then sent to Head Office for the information of the audit inspector, the quadruplicate being similarly endorsed and retained in the book.

Cancelled forms.

119. Information on each return should be confined to one particular contract and destination (*i.e.* South Africa, New Zealand, India, etc.), and inspectors, where necessary, should inquire from the person presenting sleepers for inspection whether more than one contract is involved. Separate returns must be issued for each firm on whose behalf inspections are made.

Each return to be confined to one contract.

120. In the second column of the return, viz., that marked "Hewn or Sawn," it is essential that the letter "H" or "S," as the case may be, shall be written opposite each line of sleepers mentioned on the form. Inspection fees only are charged on timber against which "S" is shown, while both royalty and inspection fees are charged when "H" is entered.

Hewn or sawn sleepers to be shown.

121. As a higher inspection fee is charged on sawn timber than on other sleepers, care must be exercised to see that only such other sawn timber is shown in the spaces provided for that purpose. The term "sawn timber" applies also to crossing timbers.

Sawn timber.

122. On the last line of each return form, the inspector should write out in *words and figures* the *total number of sleepers* (irrespective of size) which have been *passed and branded*, e.g., a return having—

Total number of pieces passed to be shown.

400 sleepers 7ft. x 10in. x 5in. passed and branded and  
27 rejected, and

265 sleepers 6ft. 6in. x 9in. x 4½in. passed and branded  
and 10 rejected.

would have the words "Total number of pieces passed and branded—Six hundred and sixty-five (665)."

Where beams are being inspected, any heart-in timber should be very clearly indicated on the return. As in the case of sleepers the total number of beams should be written out in words and figures at the end of each form.

In the case of scantling, boards, etc., the total number of pieces passed and branded should be set out in writing and in figures where practicable.

123. After completing the inspection of a stack of timber the officer carrying out the work should mark with a timber Details to be noted on stacks of inspected timber.

123(a). On no account must officers carrying out timber inspection give any signed statement of the number of sleepers passed on behalf of any individual or firm.

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The only return on which an Inspector may place his signature in connection with sleepers passed, is the official form, F.D. 125.

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and poles of each size shall be shown separately, giving both length and crown diameter. Details of piles and poles rejected should also be shown.

128. The charges for inspecting various classes of timber are set out in the Second Schedule to the Forest Regulations. Inspection fees.

129. Accounts for inspection fees are forwarded from Head Office and are based on the returns submitted by timber inspectors. Inspection fees are collected from Head Office unless otherwise directed. Payment of inspection fees.

130. Where inspection fees are to be paid by the W.A.G.R. or other third party, the name of the contractor, as well as of such third party, must be shown on the inspection returns by crossing out the words "To whom" in the last line and adding the word "to" and the name of the third party. The certificate on the return form will then read as follows:—

"The above particulars are certified to be correct by W. Jones for the firm of John Brown, and the account should be rendered for cost of this inspection to the W.A. Government Railways," (or as the case may be)."

131. Only brands issued by the Department for inspection purposes shall be used to brand timber that has been examined and passed or rejected. On no account must inspection hammers be used by any person other than the one to whom the Inspection branding hammers.

Where beams are being inspected, any heart-in timber should be very clearly indicated on the return. As in the case of sleepers the total number of beams should be written out in words and figures at the end of each form.

In the case of scantling, boards, etc., the total number of pieces passed and branded should be set out in writing and in figures where practicable.

123. After completing the inspection of a stack of timber the officer carrying out the work should mark with a timber crayon on the stack the details relating to the number of pieces passed, the number rejected, the contractor's name, and date of inspection. This practice enables the representatives of contractors to refer to the stacks for information, whilst the officer is carrying out other inspections.

Details to be noted on stacks of inspected timber.

124. All hewn timber obtained from Crown lands must be inspected by an officer of the Forests Department.

Hewn timber from Crown lands to be inspected.

125. Special instructions concerning the inspection of sleepers cut under the local hewing permit system will be found in paragraph 77.

Inspection of sleepers from local hewing permits.

126. District officers and timber inspectors should *sign*, and not merely print, their names in the respective places shown near the bottom of the forms of Return of Sleepers and Timber Inspected.

Officers to sign returns of timber inspected.

127. So that the inspection fees for piles and poles inspected may be properly assessed, it is essential that the number of piles and poles of each size shall be shown separately, giving both length and crown diameter. Details of piles and poles rejected should also be shown.

Inspection of Piles and Poles.

128. The charges for inspecting various classes of timber are set out in the Second Schedule to the Forest Regulations.

Inspection fees.

129. Accounts for inspection fees are forwarded from Head Office and are based on the returns submitted by timber inspectors. Inspection fees are collected from Head Office unless otherwise directed.

Payment of inspection fees.

130. Where inspection fees are to be paid by the W.A.G.R. or other third party, the name of the contractor, as well as of such third party, must be shown on the inspection returns by crossing out the words "To whom" in the last line and adding the word "to" and the name of the third party. The certificate on the return form will then read as follows:—

Payment of inspection fees by third party.

"The above particulars are certified to be correct by W. Jones for the firm of John Brown, and the account should be rendered for cost of this inspection to the W.A. Government Railways," (or as the case may be)."

131. Only brands issued by the Department for inspection purposes shall be used to brand timber that has been examined and passed or rejected. On no account must inspection hammers be used by any person other than the one to whom the

Inspection branding hammers.

132a. When timber cut to sleeper sizes is passed according to a special specification for use for some special purpose such as for bridge transoms, each piece should be branded on both ends with the export branding hammer. Any pieces branded on one end only can

134a. When timber which has been passed and branded is again inspected, any pieces which are again passed should be rebranded; but the previous inspection brand should not be interfered with; both inspection brands should be visible on passed timber.

(a). Insist upon re-inspection, the export brand being marked on the freshly cut end, or

(b). Obliterate the previous pass brand and allow the cut down sleepers to go away as unpassed sleepers.

In each instance, Head Office directions should be obtained as to which of these courses shall be adopted, and Foresters direct that consignments be held up pending the receipt of instructions, if necessary.

135. A circle should be drawn *heavily* with a yellow timber crayon on *each end* of each sleeper or piece of timber rejected, and the reject brand on the reverse end of the branding hammer should be clearly impressed inside each of such circles.

When rejected sleepers, after having been reduced in size, e.g., from 7ft. x 10in. x 5in. to 6ft. 6in. x 9in. x 4½in. are again

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inspected.

of re-  
inspected.

Marking of  
condemned  
timber.

brand was originally issued by the Conservator. Under no circumstances should an inspector allow his inspection hammer out of his possession.

132. All sleepers and other timber passed and branded shall show the full face of the brand distinctly. The branding of timber in such a way that the inspector's number is not visible will be considered a serious dereliction of duty.

The whole face of the brand to be shown on timber inspected.

133. Except when instructed to the contrary, each piece of timber inspected should be branded. In special cases where the branding of each piece may prove unreasonable officers should refer to Head Office for instructions.

Each piece to be branded.

134. No timber (especially in the form of sleepers) which has been previously passed and branded shall be re-inspected unless written permission to do so has been received from Head Office in each particular instance. When timber has been re-inspected after the necessary permission has been obtained, the word "Reinspected" must be very clearly written across the face of the inspection return. This is very important.

Re-inspection of timber.

NOTE. No alteration in size.

When timber which has been passed and branded is subsequently reinspected and rejected, the original export brand must be completely obliterated immediately after the reinspection. The brand on the reverse end of the export branding hammers should be used for this purpose.

135. Large size sleepers which have been rejected may be cut down to a smaller size and presented for inspection as cut-down rejects. In such cases the rejected timber may be reinspected without reference to Head Office, but all returns covering the inspection of such sleepers must be clearly endorsed "Re-cut sleepers."

Inspection of cut-down rejected sleepers.

The timber inspector should examine the sleepers before inspection to make sure that they bear the reject brand, and, if there is no evidence of their having been rejected, such sleepers should not be passed as cut-down and the certificates must not be endorsed "Re-cut sleepers." It is very important that the inspector shall determine that cut-down sleepers are rejects, as otherwise royalty payment will have been avoided. No account for royalty is sent out in the case of certificates endorsed "Re-cut sleepers," as it is expected that the royalty will have been collected on the sleepers previously as rejects.

Should certificates covering re-inspected timber or re-cut sleepers be not properly endorsed, royalty charges are duplicated when accounts are rendered from Head Office, and full inspection fees will be again charged.

136. A circle should be drawn *heavily* with a yellow timber crayon on *each end* of each sleeper or piece of timber rejected, and the reject brand on the reverse end of the branding hammer should be clearly impressed inside each of such circles.

Marking of condemned timber.

When rejected sleepers, after having been reduced in size, e.g., from 7ft. x 10in. x 5in. to 6ft. 6in. x 9in. x 4½in. are again

presented for inspection, they must, if passed, be branded on *both* ends. The former reject brand should not be obliterated on the end which has not been cut off.

137. All condemned timber should be stacked quite apart from passed timber. Stacking of condemned timber.

138. All timber on the top of a stack should be placed sap-wood uppermost. The exposure of the heartwood to weather frequently causes serious deterioration of the timber after inspection. Stacking of passed sleepers.

139. Timber inspectors should immediately draw the attention of Foresters-in-Charge when brands bearing any resemblance to this Department's export brands are found on timber, and, more especially, on condemned sleepers. The Department takes strong exception to any brand having an outer circle. Brands objected to.

140. Persons responsible for the stacking of timber prior to inspection should be required to arrange that timber obtained from each source, viz., from private property, leases, concessions, or permits shall be kept separate from that obtained from any other source. Stacking of timber for inspection.

Each proposed stacking site should be made known to the forester or assistant forester, and approved before stacking commences. The contractor should be required to leave at least three feet between stacks. In exceptional cases where stacking accommodation is limited, the forester may approve of the stacks being placed at closer intervals, provided that at one end at least of each stack there shall be sufficient space for the inspector to swing his hammer freely.

141. Owing to the rapid deterioration of heart in squared timber when exposed to the weather, it has been decided that all returns of such timber inspected shall be endorsed by the officer inspecting it, as follows:— Inspection of heart-in beams

"Passed for shipment within 14 days from date hereof."

Any heart-in beams not so shipped after having been branded shall be considered as not having been passed, and foresters must see that the inspector's brands shall be thereupon obliterated.

Before passing any heart-in beams the inspector shall make it clear to the owner, or his representative, that the timber will be inspected only on these conditions.

There is no reason why such timber should not be re-inspected at a later date, and inspection fees at full rates will be charged for such re-inspection. All returns of such timber re-inspected shall be endorsed "Re-inspected and passed for shipment within 14 days from date hereof."

If such re-inspected timber be not shipped within 14 days of being re-branded, the brands shall be again obliterated.

Further re-inspections, at full rates, may be effected if desired.



145. Shipping certificates in the form F.D. 7, certifying that timber for export, bearing certain brands, has been inspected by departmental officers, are issued from Head Office. Shipping certificates.

146. It shall be of good, sound, strong timber, free from heart-wood, dry rot, knot holes; to be cut square; out of winding and straight, except that hewn sleepers may have camber to extent of half an inch. Standard specification for sleepers.

Sleepers shall not be cut on full quarter and shall be cut with an allowance of a quarter of an inch in width and one-eighth of an inch in thickness to allow for shrinkage, and no further allowances shall be made.

BUT WILL ALLOW slight variations in cutting, sound gum veins, gum pockets up to 6in. x  $\frac{3}{4}$ in.; surface sun shakes, end shakes up to 6in., few pin holes but not in groups; sap or wane not to exceed two inches on either face and not to come under rail seat; sound and firm knots up to 2in. in diameter.

Length specified shall be subject to a variation of one inch either way.

147. The following variations are permissible in the crown diameters of piles:— Variations permissible in crown diameter of piles.

When specified "12in. crown," the crown diameter may vary from 12in. to 14in.

When specified "14in. crown," up to 25ft. in length, the crown diameter may vary from 14in. to 16in., and

When over 25 feet in length, the crown diameter may vary from 14in. to 15 $\frac{1}{2}$ in.

The actual size should be shown in all returns.

148. A table showing the cubic contents of various sizes and quantities of sleepers is given in Appendix 2. Cubic contents of sleepers.

149. A table showing the number of sleepers of various sizes to the load is given in Appendix 3. Number of sleepers to the load.

### SECTION 3.

## ACCOUNTS.

### REVENUE COLLECTIONS.

#### *Official Receipt Books.*

150. Officers collecting revenue or cash on deposit on behalf of the Department shall in every instance issue an official receipt, in the Form F.D. 205, as an acknowledgement therefor, except when a license is issued, in which case no additional receipt shall be given. Issue of official receipts.

Every receipt shall be given on a printed form, taken from a numbered book, which shall be prepared in triplicate, and in no case shall manuscript receipts be issued.



The original receipts shall be issued to the payors, the duplicates must be forwarded to the Receiving Officer, Treasury Department, with the cash sheets, Treasury Form 2, to which they shall be securely attached, and the triplicate copies will be retained in the receipt book for the information of the issuing officer.

Duplicates and triplicates shall in every instance be direct carbon copies and must not be subsequently written up.

It is essential that serviceable carbon paper shall be used so that copies shall be quite legible. No erasion will be allowed, but in the event of a receipt being incorrectly filled in the inaccuracies shall be struck out and the necessary alterations made or the receipt form must be cancelled. Any alteration must be initialed by the issuing officer.

151. In cases where it becomes necessary to cancel receipts the cancelled forms shall not be destroyed, but shall be clearly endorsed "Cancelled" across the face thereof, and the original and duplicate copies shall be sent forward attached to the Cash Sheets, Treasury Form No. 2.

Cancelled receipts not to be destroyed.

152. Revenue stamps are not required on official receipts issued.

Revenue stamp not required.

153. Completed books shall be retained until such time as they have been examined by an Audit Officer, after which they may be destroyed in his presence should they no longer be required for reference purposes. Lists of all books so destroyed, giving first and last numbers, should be immediately forwarded to Head Office.

Books to be retained for audit inspection.

154. In the event of a transfer of officers between the districts, all undestroyed books shall be listed on a Handing-over Statement in the Form F.D. 20, which, after being signed by both the outgoing and incoming officers, shall be immediately forwarded to Head Office.

Receipt books to be shown on handing over Statement.

#### *Interim Receipt Books.*

155. To facilitate the collection of small revenue items such as timber workers' registration fees, etc., interim receipt books will be made available as required. These books shall be under the control of the officers in charge of the respective districts, and shall be issued to their assistants (C and D grade assistant foresters only) at their discretion.

To be controlled by officers in charge.

156. A record of all such books shall be kept at the district office showing the consecutive numbers received and to whom issued.

Record of books to be kept.

157. When interim receipts are issued by the assistants care must be taken to see that full particulars are disclosed thereon, i.e., name and address of the payor, date of issue, what the payment represents, etc., and, in addition, every receipt must be duly signed with the usual signature of the issuing officer.

Issue of interim receipts.

158. At least once a month all revenue collected shall be handed in to the district officer who shall acknowledge the receipt by signing his name on the back of the last duplicate copy, which shall also be endorsed with the date of payment and the total amount paid in. Official receipts will then be despatched to the payors and shall, when convenient, be delivered by the assistants, otherwise they may be posted direct. Collections to be paid in regularly.

Official receipts shall be duly endorsed "as per interim receipt No. . . ."

159. Annual audit.

159.

When officers in charge of Districts are remitting revenue collected by assistants, the number of the Interim Receipt must be shown on the Cash Sheet in addition to the number of the official receipts. The letters "I.R" must precede the number of the Interim Receipt.

If this practise is followed the necessity of forwarding Interim Receipt Books to Head Office for an annual audit will be dispensed with.

Officers holding Interim Receipt books must be advised that each book when completed is to be returned to Head Office for inspection by the Audit Department.

and 20th (except in June, when the collections for the last period shall be forwarded immediately after the close of business on the 30th June, with the relative duplicate copies of both bank receipt and cash sheet).

163. Where banking facilities do not exist, the collections shall be dealt with in a manner to be approved in writing by the Conservator. Other method of dealing with collections.

164. In special cases (where collections cannot be banked locally), "Cash Bags" will be issued for the purpose of forwarding remittances to Perth and in connection therewith the following instructions shall apply:— Cash bag remittances.

- (a) Each officer supplied with a bag from Head Office must see that he is also supplied with a "Cash Bag Receipt Book."
- (b) Each cash bag will be provided with a padlock the key of which must remain in the possession of the Officer-in-Charge.
- (c) When it is desired to forward remittances, the bag must be securely locked and handed to the guard of a train.

158. At least once a month all revenue collected shall be handed in to the district officer who shall acknowledge the receipt by signing his name on the back of the last duplicate copy, which shall also be endorsed with the date of payment and the total amount paid in. Official receipts will then be despatched to the payors and shall, when convenient, be delivered by the assistants, otherwise they may be posted direct. Collections to be paid in regularly.

Official receipts shall be duly endorsed "as per interim receipt No. . ."

159. Toward the close of each financial year all books must be returned to the district offices for transmission to Head Office, not later than the 30th June, for audit purposes. Annual audit.

*How to remit Collections.*

160. Except as hereinafter provided all moneys collected shall, unless otherwise authorised in writing by the Conservator, be paid in, where banking facilities exist, daily, to the credit of the Colonial Treasurer's Account. Collections shall, where possible, be cleared through the Commonwealth Bank. Where no branch of that bank is operating, clearances should be made through the most convenient bank in the locality. Collections to be banked daily.

161. When collections are banked, a bank receipt in duplicate, in the Treasury Form 27, shall be obtained. Books of these forms are obtainable direct from the Treasury Department. Bank receipts to be obtained

162. The duplicate bank receipt, together with a statement of collections, in the Treasury Form 2, the totals of which must agree, shall be forwarded direct to the Treasury Department, Perth, four times a month, viz., 2nd, 10th, 18th and 26th (except in June, when the collections for the last period shall be forwarded immediately after the close of business on the 30th June, with the relative duplicate copies of both bank receipt and cash sheet). When to forward collections.

163. Where banking facilities do not exist, the collections shall be dealt with in a manner to be approved in writing by the Conservator. Other method of dealing with collections.

164. In special cases (where collections cannot be banked locally), "Cash Bags" will be issued for the purpose of forwarding remittances to Perth and in connection therewith the following instructions shall apply:— Cash bag remittances.

- (a) Each officer supplied with a bag from Head Office must see that he is also supplied with a "Cash Bag Receipt Book."
- (b) Each cash bag will be provided with a padlock the key of which must remain in the possession of the Officer-in-Charge.
- (c) When it is desired to forward remittances, the bag must be securely locked and handed to the guard of a train.

- (d) Before depositing the bag, an entry shall be made in the "Cash Bag Receipt Book," which must be signed by both the officer depositing and the railway guard in the spaces provided for that purpose.
- (e) Any officer failing to obtain the signature of the guard will, in the event of loss, be held personally responsible, and will be expected to make good such loss.
- (f) Where cash bags are in use, cash sheets in the Treasury Form 2 will be forwarded direct to the Conservator and not to the Treasury Department as in the case of collections locally banked.
- (g) The actual cash forwarded must agree with the total as per the cash sheet.
- (h) Officers should see that their remittances are acknowledged by an official receipt issued from Head Office.

165. In the event of circumstances warranting the direct remittance of moneys collected per medium of money orders or postal notes, the cost of obtaining such orders or notes may be deducted from the total collections and the net amount only remitted. Such method of clearing collections is, however, subject to the approval referred to in paragraph 163. Deductions allowable.

166. In the event of no revenue being collected in any month a cash sheet with the word "nil" endorsed thereon shall be forwarded at the close of such month. Return required if no revenue collected.

167. If, after an official receipt has been issued, it is found that an overpayment has been made, or that, for some other reason, a refund of the amount or part thereof is due to the payor, no direct refund shall be made, but the full amount collected shall be remitted. Direct refunds not to be made.

In such cases, the amount refundable shall be shown in the "Trust Column" of the cash sheet, and advice must be forwarded to Head Office setting out the name and address of the payor, the cash sheet number on which the amount was brought to account, and for what reason the refund should be made.

A refund will then be made from Head Office without further reference to the district officer.

168. A postal remittance book, in the Treasury Form 26 shall be kept at all district offices where money is received through the post, and, where possible, the entries must be initialled by two officers, both of whom should be present when the correspondence is opened. Postal remittance book.

169. Attention is drawn to the following Treasury Regulation No. 22:— Negligence in clearing collections.

When any receiver shall have neglected to pay in or transmit to the Treasury his collections, or to render his accounts within the time prescribed by or under these regulations, the payment of his salary may be suspended until he has complied and his accounts have been satisfactorily adjusted.

*Receiver's Cash Book (Treasury Form No. 2).*

170. Books of these forms, in duplicate, will be supplied by the Treasury Department upon requisition. Cash books.

171. Duplicate copies shall be obtained at the one writing with the use of carbon paper. How to prepare cash sheets.

172. All of the columns provided must be used, and the information shown in each must be in accordance with the respective headings. All columns to be used.

173. If licenses are issued, the license numbers will be quoted in the column provided for recording receipt numbers. License numbers to be quoted.

174. Every license number, or receipt number, shall be shown on the cash sheets, and, in the event of a form being cancelled, the number shall be quoted and the word "cancelled" shall be written in the "Particulars" column. Cancelled licenses and receipts to be shown.

175. The only amounts which should appear in the "Trust Fund" column are those which, for various reasons, are refundable to the payors. Under that heading are included all deposits in connection with contract work, forest produce permits, etc. Trust Fund column.

176. All collections other than those referred to in the preceding paragraph shall appear in the "Revenue" column. Revenue column.

177. In the third column must be inserted the name of the company, firm or person directly responsible for the payment, in whose name the receipt should also be made out, and not the name of the person who might be making payment on behalf of another party. From whom received column.

It will readily be understood that, unless this information is correctly given, it is impossible to credit the right accounts in the Head Office books with the respective amounts.

178. The amount appearing as the "Daily Total" must represent the actual collections remitted, and must agree with the bank receipt when collections are banked. How to total the cash sheet.

179. In the "Progressive Total" column must be shown the total collections for the expired portion of the month, and that total must be carried forward to the 25th of each month inclusive, and then closed off. Progressive total.

180. For the month of June the progressive total will be extended to the 30th of the month, and collections must be paid in immediately. Progressive total for month of June.

*Royalties and Inspection Fees.*

181. The following returns form the basis for charging royalties and inspection fees on forest produce removed from Crown lands:— Basis for charging royalties.

(a) Log Returns—Form F.D. 183.

(b) Inspection Returns—Form F.D. 125.

- (c) Pile and Pole Returns—Form F.D. 196.
- (d) Firewood Returns—Form F.D. 29.
- (e) Miscellaneous Forest Produce Returns—Form F.D. 11c.
- (f) Local Firewood Permits—Form F.D. 29.

Foresters' Manual, Part 1, is amended by Circular 112. As from 1/1/1929 Paragraph 185 is entirely cancelled and the following is substituted for it:-

Para.  
185.

Where cottages or huts are used by Departmental employees whose services are paid locally by cash order, the following procedure should be adopted:-

- (a) The full amount of wages due to each employee as per the time sheet should be shown on the wages sheet in the column marked "Gross amount due".
- (b) Any rent due by an employee of the Department should be shown opposite his name in the column headed "Conservator of Forests" under "Deductions".
- (c) The balance of money payable after deducting the rent from the total wages will be shown in the column "Net amount due", and a cash order for such net amount will be drawn in favour of the employee, who will sign his name in the column provided for that purpose.

NO CASH ORDERS WILL BE DRAWN  
LOCALLY FOR RENT DUE TO THE DEPART-  
MENT BY EMPLOYEES.

- (c) Pile and Pole Returns—Form F.D. 196.
- (d) Firewood Returns—Form F.D. 29.
- (e) Miscellaneous Forest Produce Returns—Form F.D. 11c.
- (f) Local Firewood Permits—Form F.D. 29.

Detailed instructions regarding these returns and the payment of royalties and inspection fees are given under their respective headings in Section 2, "Timber Trade."

*Departmental Cottages.*

182. Rent, at rates to be determined by the Conservator from time to time, shall be paid by all tenants occupying departmental cottages. Cottage rents.

183. In the event of such tenants not being officers of the Department, rent shall be collected by the officers in charge of the districts weekly, if convenient, but under no circumstances shall it be allowed to accumulate for a period exceeding one month. Collections will be cleared in the usual way. How to collect when tenants are not departmental officers.

184. When cottages are tenanted by departmental officers whose salaries or wages are paid from Head Office, procurement orders in the following form will be required authorising the Conservator to deduct such rent as it becomes due from salary or wages payments. Orders should be forwarded to the Conservator immediately possession of the cottage is taken, and no special request from Head Office should be necessary. Procurement orders required from Departmental officers.

Place.....

CONSERVATOR OF FORESTS,  
PERTH.

You are hereby authorised to deduct from any <sup>salary due, or that</sup> wages <sub>may hereafter become due to myself the undersigned, such amounts as may fall due from time to time on account of rent for the departmental cottage of which I am the tenant.</sub>

This order shall remain operative until such time as it is cancelled by me in writing.

Affix penny revenue stamp.

Signature.....

Witness.....

Date.....

185. When cottages are tenanted by departmental employees whose wages are paid locally by cash order, the following procedure shall be adopted:— How to collect when wages are paid locally.

(a) The full amount of wages due, as per the time-sheet, shall be shown on the wages sheet, and an acquittance obtained for such amount in the column provided.

(b) Two cash orders shall then be drawn, the first in favour of the Accountant, Forests Department, for the amount of rent due, and the second in favour of the officer concerned for the balance of wages.

- (e) ~~Both cash order numbers shall be quoted on the wages sheet opposite the respective amount.~~
- (d) ~~The cash order drawn in favour of the Accountant shall be immediately despatched to Head Office and will there be cleared to revenue.~~

186. The officer responsible for payment of wages shall see that all rent due to the Department has been collected from the respective tenants before final wages are paid.

All rent to be paid before final settlement.

187. Change of tenancy of any departmental cottage must be notified in order that the records at Head Office may be adjusted and the right person registered as occupier for the purpose of rent collection.

Change of tenancy.

#### EXPENDITURE.

##### *Cash Order Authorities.*

188. To avoid delay in payment of wages due to casual employees, officers in charge of such employers may, with the approval of the Conservator, be authorised to operate on the Minister for Forests' Cash Order Account. Any application submitted for such authority must be accompanied by—

Application for Cash Order Authority.

- (a) Three specimen signatures;
- (b) The name of the local bank on which orders will be drawn;
- (c) An estimate of the total wages to be paid monthly.

189. The following general rules shall apply to all officers issued with cash order books:—

Rules applying to issue of cash orders.

- (a) The books shall be regarded in the same light as an officer would regard his private cheque book, and shall not be left lying about, thereby creating opportunities for unauthorised persons to issue orders therefrom.
- (b) Under no circumstances shall officers be allowed to draw orders in their own favour.
- (c) When officers are transferred from one district to another, a cash order book must not be handed over to an incoming officer, but must be retained by the officer to whom it was originally issued.
- (d) Cash orders shall be drawn to order, and the limit for any single order shall be £25, while the aggregate cash order payments shall not exceed £250 per month, without the approval in writing of the Conservator.
- (e) All vouchers paid by cash orders shall be prepared in ink or indelible pencil and shall be stamped on the face "Paid by Cash Order No. ." When a number of men included on a wages sheet are paid by separate orders the numbers of the orders shall be stated on the wages sheet opposite the respective amounts.



190. For every cash order drawn a voucher in the Treasury Form 10, or a wages sheet in the Treasury Form 30, shall be prepared to clear the Cash Order Account at Head Office. A receipt for the payment shall be obtained on the respective form in the spaces provided for that purpose. Vouchers to be prepared.

191. In the event of a payee being unable to sign his name the voucher shall be acquitted in the following manner— Mark required as acquittance.

His  
JOHN X BROWN .....  
mark Witness.

The witness must be an independent person and shall not be the officer making the payment.

192. Cash order books will be prepared in triplicate and will be issued from Head Office upon requisition. The three copies shall be obtained at the one writing by the use of carbon paper, and shall be signed by the payee before any copies are excised. The original will then be handed to the payee; the duplicate, supported by voucher, will be immediately despatched to the Conservator; and the triplicate copy will remain in the book for the information of the issuing officer. Cancelled forms should be retained in the book and need not be forwarded to Head Office. Method of dealing with cash orders.

For all ordinary payments of amounts of one pound (£1) and upwards, and wages (including piece work) payments exceeding a rate of five pounds (£5) per week, revenue stamps to the values set out in the following table shall be attached to the vouchers:—

£1 and over and under £25	..	..	1d.
£25 and over and under £50	..	..	2d.
£50 and over and not exceeding £100	..	..	3d.
Exceeding £100, and for every £100 and part of £100	..	..	3d.

193. Payments by Cash Order shall not be made to a third party unless a procreation order, drawn in favour of such third party by the person to whom payment is due, has been received. A revenue stamp to the value of one penny shall be attached to each procreation order, and all such orders received shall be pasted to the back of the respective vouchers, which shall be prepared in the names of the original creditors, and not in the names of the third parties concerned. Payments to third party.

Such third parties shall, however, sign their own names when acquitting the vouchers, and shall not sign on behalf of the original creditors. In such cases the cash order should be drawn in favour of the person to whom the amount is procreated.

194. In the event of any payee claiming to have lost a cash order, a new order shall not be drawn unless authority has been first received from the Conservator. Immediately upon receipt Lost cash orders.

of an application for a new cash order, the issuing officer shall forward the following information to Head Office:—

- (a) The number of the lost order.
- (b) The date such order was drawn.
- (c) The name of the person or firm in whose favour the order was drawn.
- (d) The name of the issuing officer.
- (e) The name of the local bank where cash orders are generally presented for payment.
- (f) A statutory declaration, as set out in paragraph 195.

If the lost order is still outstanding when the above information is received, necessary action to stop payment will be taken, the facts will be duly published in the "Government Gazette," and authority for the issue of a new order will be forwarded.

195. In every case in which a new order is applied for to replace one lost, a declaration shall be obtained in the following form to indemnify the Government against loss in the event of the lost order being subsequently presented and honoured:—

Indemnity to be obtained.

**STATUTORY DECLARATION.**

I, ..... of ..... in the State of Western Australia, do hereby declare that Cash Order No. .... issued to me on the ..... by ..... has been (lost) (destroyed).

In consideration of the issue of another Cash Order for the amount involved, viz., £....., I hereby undertake to indemnify the Government of Western Australia against any loss which may be incurred through the subsequent presentation of the said Cash Order No. ....

I further undertake to immediately forward the missing cash order to the issuing officer in the event of it again coming into my possession.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of Section 106 of "The Evidence Act, 1906."

Signature.....

Date.....

Declared before me at.....this .....day of.....19 ..

Revenue stamp to the value of 2s. 6d. to be attached.

J.P. (or as the case may be).

196. A two shillings and sixpenny (2s. 6d.) revenue stamp must be affixed to each letter of indemnity by the person making the declaration.

Revenue stamp to be obtained.

197. Any statutory declaration may be made before a justice of the peace, classified school teacher, postmaster, town clerk, secretary for a road board, any classified officer of the Commonwealth or State Public Services, or member of the Police Force.

Persons before whom declarations can be made.

*Petty Contracts.*

198. When it is considered desirable to carry out any work connected with a Working Circle or district by contract or piece work, full information concerning the work shall be displayed on the official notice board for a period of not less than seven days before the closing date for the acceptance of tenders. Tenders for petty contracts shall not be invited unless they

Tenders to be obtained.

have been authorised by a senior professional officer, who shall nominate the persons to be held responsible for opening tenders and dealing with them.

199. A copy of each notice posted, duly endorsed with the period such notice was exhibited, shall be forwarded to Head Office by the Forester-in-Charge, together with all tenders received, and a statement concerning the action taken in dealing with same. Officers in charge may take such steps as they think fit to invite tenders from persons considered particularly suited for the work required, and to bring matters generally under the notice of those likely to be interested.

Tenders to be submitted with recommendation.

200. If, for any reason, it is considered advisable to accept any tender other than the lowest, full particulars giving the reason for such recommendation shall be submitted and Head Office approval obtained before proceeding with the work.

Procedure when lowest tender not acceptable.

#### *Head Office Contracts.*

201. No contracts shall be let locally for work involving an expenditure exceeding fifty pounds, but applications for tenders in connection with such contracts may be called by the Conservator in such manner as he may deem fit.

Tenders to be called by the Conservator for contracts exceeding fifty pounds.

When submitting recommendations for work to be carried out by contract, full specifications should also be forwarded.

202. Where, under the terms of the contract, tools, equipment or material are supplied by the Department, the Officer-in-Charge shall, before final payment is made, satisfy himself that such tools and equipment have been returned in good condition, after allowing for reasonable wear and tear, and that all material supplied has been accounted for. This especially applies to fencing contracts where a considerable amount of wire is required.

Tools, equipment and material to be accounted for.

In such cases the officers concerned should see that the distance covered reasonably corresponds with the number of coils of wire issued.

203. A receipt shall be obtained from the contractor for all tools and equipment loaned by the Department.

Receipts for tools loaned to contractors.

204. Except with the written approval of the Conservator, final payments on all contracts exceeding a value of fifty pounds shall be made from Head Office. To enable this to be effected, the responsible officer shall report:—

Final payments to be made from Head Office for contracts exceeding fifty pounds.

- (a) That the work has been completed to his entire satisfaction.
- (b) That all tools and equipment loaned have been returned.
- (c) That all material has been accounted for and surplus handed in.
- (d) The aggregate value of progress payments made by cash order and the amount of the final payment due.

205. Under no circumstances shall progress payments exceed seventy-five per centum of the value of the work completed.

Progress payments not to exceed 75 per cent of value of work completed.

206. Wages sheets shall not be used under any consideration for contract or piece work payments, but all accounts shall be prepared on a Treasury Form 10, and no method of preparing

Method of payment by cash order.

such voucher other than that set out hereunder will be acceptable at Head Office.

207. All vouchers covering contracts shall be prepared in the following manner:—

How to prepare vouchers for contract payments.

Date.	Particulars.	Amount.
	Clearing and Grubbing 60 chains at 14s. per chain = £42.	£ s. d.
24-3-26	First progress payment ... .. £10	
4-5-26	Second progress payment ... .. £19	
26-6-26	Third progress payment ... ..	6 0 0
	Outstanding Balance £7	£6 0 0

The amount extended shall always represent the current payment, irrespective of whether first, second, or final payment. A final payment shall be clearly shown as such on the voucher.

208. Full particulars must be disclosed in the voucher when a day work payment covers the use of one or more horses, in addition to the time of the person engaged on the work. It is not sufficient to merely show "Man and team carting stone, gravel, etc." at £4 per day. The number of horses used must be stated, and the authority for the expenditure quoted.

Day work payments when horses used.

209. Whenever work is let locally on a contract basis, an agreement in the form F.D. 98 shall be duly signed by the contracting parties, viz., the forest officer on behalf of the Conservator, and the person-responsible for carrying out the work. The signature of a third party shall not be accepted on behalf of such person. A revenue stamp to the value of two shillings and sixpence must be attached to each signed copy of the agreement.

Contract agreement must be signed.

#### *Insurance of Employees under Contract.*

210. All contracts not exceeding a total value of fifty pounds will be regarded as petty contracts. Provision will be made by the Department, under the Workers' Compensation Acts, 1912 and 1924, for the insurance of all persons engaged under such contracts, and no deductions on account of premiums shall be made from payments due to the contractor. This provision should be borne in mind when entering into contracts, so that allowance may be made by the contractor for cost of such insurance.

Petty contracts.

211. In all cases where the total value of the contract exceeds fifty pounds, the contractor will be responsible for the payment of insurance premiums under the Workers' Compensation Act, at the standard rates fixed by the State Insurance Office.

Head Office contracts.

The amounts due will be deducted when final payment is being made from Head Office.

In the event of a contractor already having his employees insured, the fact should be brought under the notice of the Conservator when final payment is authorised.

The following differences from wages sheets previously in use will be noted in the headings:--

- (1) In the second column, under the heading "Classified as", the rank of the employee will be listed, such as Overseer, Leading Hand, Casual. Where a man is employed on different operations carrying different rates of pay during one pay period, a separate line will be made out for the hours worked at each weekly rate, and each line carried through to the "Gross amount due" column. In such cases, in the column headed "Net amount due", one total, indicating the net amount payable to the employee by cash order, will be set out.
- (2) No provision is made for a daily rate, as practically all wages are now payable at a weekly rate. If a daily rate is agreed upon for any special services, the letter "D" should be placed opposite to the amount.
- (3) Deductions. Two columns are provided, but unless special instructions are issued, only the one headed "Conservator of Forests" will be used. All amounts to be deducted from employees' wages on account of rent of Departmental cottages, huts or tents should be placed in this column and this amount will be deducted from the gross amount due. A cash order will be drawn in favour of each employee for the net amount due, and no cash orders will in future be drawn locally for rent payable to the Department by employees.
- (4) The spaces opposite the words "Cash Order No.." at the foot of the deductions column should be left blank.
- (5) The certificates at the foot of the wages sheet have been amended and their order changed. Certificate No. 1 will be signed by the Overseer or other officer immediately in charge of the employees. No. 2 will be signed by the Asst. Forester, Forester or other district officer responsible for the supervision of the operations for which the wages are being paid. This officer should have the fortnightly expenditure statement (Form F.D. 167) for the same period as the wages sheet for reference, so that he may verify the actual operations the men were engaged on and see that the rates of pay are in accordance with the Industrial Agreement. No attempt should be made to include on the wages sheet sufficient information to make this check from the wages sheet alone. Ample space is provided in the expenditure statement to allow of necessary information to be obtained from that source. No. 3 will not be signed in the district unless the Divisional Officer has been gazetted under the Audit Act and authorised to sign as a person empowered to appoint. Nos. 4 and 5 will always be signed in Head Office.

*Payment of Wages.*

212. No form shall be used for the payment of wages other than Treasury Form 30, a supply of which will be forwarded upon requisition. Special forms to be used.
213. The standard rate of wages which shall apply generally to all casual employees shall be fixed from time to time by the Conservator, and field officers shall have power to engage such employees as occasion demands at the approved rates. Rates to be fixed by Conservator.
214. The rate originally shown on the wages sheet shall not be increased without the approval of the Conservator or a senior professional officer. To enable the checking officer at Head Office to satisfy himself that the increased rates have been duly authorised, time sheets shall be endorsed:—  
 "Increase authorised by Mr.....verbally," or  
 "Increase authorised, vide H.O. file No....."  
 If the foregoing instructions are carried out, a good deal of correspondence between Head Office and the paying officers in the field will be avoided. Increases to be approved by senior officers.
215. No casual employee shall be engaged for a period of less than one quarter of a day, except in the case of persons who may be engaged in connection with fire-fighting operations, and who are paid on an hourly basis. Minimum period of engagement.
216. Should a 48-hour week be operating, casual employees will be required to work  $8\frac{2}{3}$  hours per day, from Monday to Friday, both days inclusive, and  $4\frac{2}{3}$  hours on Saturday. Should a 44-hour week be operating, then 8 hours per day from Monday to Friday inclusive, and 4 hours on Saturday, shall be worked. Working hours.
217. Any officer holding a cash order authority for the payment of wages will, upon request, be supplied with a wages table setting out the daily and weekly rates and the equivalent rates for any broken period. Table for computation of wages.
218. Unless otherwise instructed by the Conservator all wages shall be paid twice monthly. Wages to be paid twice monthly.
219. Should it become necessary to transfer a casual employee from one district to another, the officer under whom the person is working shall pay all wages due up to and including the last day of his employment in the district. He should also advise the officer in charge of the district to which the casual is to be transferred of the date to which wages have been paid. Any leave due must be taken out before the employee leaves the district from which he has been transferred. Transfer of casuals.
220. All wages sheets forwarded to Head Office shall be supported with time sheets in the printed form F.D. 204. The form is self-explanatory and the whole of the information required thereon must be furnished. The letters "S" and "L" shall be inserted in lieu of the date in the respective "hours" column to indicate Sundays and days taken off on account of recreation leave or leave in lieu of overtime worked. This book shall be regarded as an attendance register only and shall not be used for the allocation of duties or costs. Time sheets to be submitted.

or Overseers.

ated 12 paid holidays  
ays, as in the case  
e taking out of such  
rester in Charge  
val of the Divisional.

seers may desire to  
r, and, if it suit the  
is may be allowed.

ot exceeding 12 days  
ient to the Depart-  
ve have accrued and  
without causing serious  
the matter should be  
iew to further accum-  
ntil a more suitable

e allowed to accumulate  
Head Office approval.

Foresters' Manual, Part 1, page 59.  
(Circular A 9 of 7.9.28).

Par.223 (a) An Overseer's wages will not be docked on account of time lost through causes beyond his control, such as wet weather. This applies only to a few hours off duty during an pay period. Cases of accident or sickness causing continued absence from duty must be reported to Head Office for decision.

Par:223 (b). An Overseer will, as in the past (see Circular A2 of 10/1/27), be granted recreation leave at the rate of 1 day per mont including Public Service holidays, and, if he be required to remain at his Headquarters on his block during the summer months for fire protection purposes, he may be granted special leave of absence for one week in addition to h annual leave; provided that no accumulation of such annual leave and special leave shall exceed six weeks.

allowed to accumulate.

Recreation Leave for Overseers.

Overseers will be granted 12 paid holidays per annum, including Public Holidays, as in the case of other casual employees, and the taking out of such leave should be arranged by the Forester in Charge from time to time, with the approval of the Divisional Forest Officer.

In certain cases, overseers may desire to take Public Holidays as they occur, and, if it suit the convenience of the Department, this may be allowed.

Accumulated leave, not exceeding 12 days should be taken as soon as convenient to the Department. If, however, 12 days' leave have accrued and the Overseer could not be absent without causing serious inconvenience to the Department, the matter should be referred to Head Office, with a view to further accumulation of leave being approved until a more suitable occasion.

No overseer should be allowed to accumulate more than 12 days' leave without Head Office approval.



The total amount shown on the time sheets must agree with the total wages paid by cash order for the respective period as disclosed by the wages sheets.

*Leave to Casuals.*

221. All casual employees shall be entitled to recreation leave at the rate of twelve paid holidays per annum, inclusive of Public Service holidays. Such leave shall commence to accumulate after the completion of one month's service, when one day's leave will be due. Thereafter an additional day shall be due for each additional month of service.

Leave due to casual employees.

222. Recreation leave shall be granted to suit the convenience of the Department, but it should not be allowed to accumulate beyond the year in which it becomes due. In the event of an employee leaving the Department without having been granted such leave, payment in lieu of leave shall be made by cash order.

Leave not to be accumulated.

223. A separate wages sheet shall be prepared and shall be clearly endorsed "Recreation Leave Pay" whenever a payment is made on account of such leave.

Separate wages sheet to be prepared.

*Leave in lieu of Overtime worked.*

224. Except with the written approval of the Conservator, payment shall not be made to field officers on account of overtime worked in connection with their ordinary duties. This especially applies to fire-fighting operations, whether carried out on a Saturday afternoon, Sunday, holiday, or during the night.

Overtime shall not be paid.

225. To offset such overtime, leave in lieu may be taken, provided that such leave is taken within four weeks from the date the overtime is worked. Leave of this nature must not be allowed to accumulate to more than three days without special approval from Head Office. It should be recognised that it is physically impossible for an employee to be engaged on fire fighting all night and proceed to work as usual next day. The primary object of leave in lieu of such overtime is to allow a reasonable period for recuperation before such employee resumes his ordinary duties.

Leave in lieu shall not accumulate to more than three days.

226. Forest guards and apprentices will be entitled to take, as annual recreation leave, only 12 working days per annum, and such leave should be taken in one period at the time approved by Head Office after recommendation by the Officer-in-Charge.

Leave to forest guards and apprentices.

The granting of other holidays which occur during the year will be left entirely to the discretion of the Officer-in-Charge. If a boy be working in a gang with casual labour, he will receive only such holidays as the casuals are entitled to. On the other hand, if he be working in a district office, he will be entitled to take all Public Service holidays recognised there. These holidays must be granted as they occur and will not be allowed to accumulate.

In regard to fire fighting and other special duties, it must be recognised that these boys must have reasonable and sufficient rest at the time, so that their health shall not be adversely affected. Accumulations of leave in lieu of overtime will not be permitted.

227. All annual leave must be taken out within the year in which it becomes due. Otherwise it is automatically forfeited, unless the written approval of the Conservator has been obtained for the accumulation. Accumulated leave.

*Monthly Journal.*

228. Officers not working under direct supervision shall submit in duplicate a journal in the Form F.D.1 at the end of each calendar month, setting out a brief resume of their daily duties. In addition, the following information shall be supplied:— Journal to be submitted monthly.

- (a) Particulars of all overtime worked.
- (b) Leave taken in lieu of such overtime.
- (c) The daily mileage covered by motor car.
- (d) The individual nights spent away from Headquarters.

The total mileage and the total number of nights away must also be shown.

*Salaries.*

229. The salaries of field officers may be paid either by cheque or to the credit of their bank accounts as required by them. Should the latter method be desired a procuration order in the Treasury Form 31, drawn in favour of the bank concerned, must be forwarded to the Conservator. Method of paying salaries.

A revenue stamp to the value of one penny must be attached to each order drawn. In the event of an officer changing his bank, a new procuration order should be immediately lodged.

*Allowances—Payment of.*

230. The following scale shall be the basis for payment of forage and commuted travelling allowances to classified officers only:— Forage Allowance.

For 1 horse (including harness) ..	£45 per annum.
For 2 horses " " ..	£90 "
For a sulky .. ..	£5 "
For a buggy .. ..	£10 "

231. For 20 days or over per month ..	£90 per annum.	
For 15 days and under 20 per month	£70 "	Commutated travelling allowance.
For 10 days and over 15 per month ..	£50 "	
For 5 days and under 10 per month	£30 "	
Under 5 days per month .. ..	8s. per day.	

232. No forage allowance shall be payable unless the Conservator is satisfied that a horse, sulky or buggy is necessary for the proper performance of an officer's duties. A horse should not, therefore, be acquired without approval first having been obtained, otherwise the cost of upkeep must be borne by the officer concerned in the event of its use not being considered essential to the work upon which he is engaged. Approval for payment of forage allowance.

233. Forage allowances shall continue to be paid while an officer is taking short leave or annual leave.

Payment of forage allowance during leave periods.

When an officer is taking long service leave only such proportion of the allowance shall be paid as the Conservator shall consider equitable. During the period of such leave all receipts covering expenditure in connection with the upkeep of a horse shall be preserved and forwarded to Head Office at the expiration of the leave.

234. Overseers in charge of Working Circles shall only receive a forage allowance for the upkeep of an approved type of horse suitable for use in a light spring cart. When an allowance is paid overseers will be responsible for earthing their own stores and chaff and for conveying casual employees when necessary. When an overseer is occupying a departmental cottage where grazing facilities are provided the forage allowance payable shall be £30 per annum in lieu of that set out above for classified officers.

Forage allowances to overseers.

In regard to employees who receive an allowance during the fire season only, arrangements may be made by the Department for paddocking their horses during the remainder of the year should they so desire.

235. In the case of officers who are paid from Head Office forage allowances will be added to the fortnightly salaries, but that due to casuals shall be added to the wages and shall be paid locally by cash order.

How forage allowances to be paid.

236. A commuted travelling allowance shall not be payable to officers whose official duties do not require that they should be absent from their Headquarters for a period of less than one consecutive day and night per month. Such allowance is of a temporary nature and is only intended to cover the travelling time while the officer is within his range or area. The rate paid will be adjusted periodically in accordance with the amount of travelling which, in the opinion of the Conservator, is necessary for the proper performance of the duties allotted to such officer.

Commuted travelling allowance. When and how paid.

Should the commuted travelling allowance paid be at an annual rate, the amount due will be added to the officer's fortnightly salary.

If, however, it is at a daily rate the officer concerned shall submit a Treasury Form 10 at the end of each month for the amount due to him.

237. When an officer is required to travel beyond the boundaries of his defined range, he shall receive travelling allowance equal to that paid to public servants under the Public Service Regulations, provided that no such allowance shall be paid when an officer is required to proceed to a school of instruction or to any camp for instructional purposes.

Allowance to be paid when an officer is travelling beyond his range.

Claims for such allowances must be rendered on the special Treasury Form 10, containing journal form on the back thereof.

238. When the duties of an officer necessitate the use of a motor car, an allowance at the rate of £75 per annum may be paid, plus a rate per mile to be approved by the Conservator. The annual allowance shall be deemed to cover all overhead charges such as depreciation, registration, insurance, etc., while the mileage allowance shall cover actual running costs, *i.e.*, petrol, tyres, repairs, etc.

Motor car allowance.

239. The annual allowance will be added to the fortnightly salary payments, and the mileage allowance will be paid upon information disclosed in the duplicate copy of the journal, Form F.D. 1. Such claims shall be rendered monthly and shall be set out in total on a Treasury Form 10, which must be submitted with the officer's journal.

Allowance to be paid from Head Office.

240. Should the Conservator be of the opinion that the use of a motor cycle is necessary in connection with an officer's duties, an allowance based on a rate per mile, to be approved by the Conservator, shall be paid. Claims shall be submitted at the end of each month on a Treasury Form 10, which shall be supported with the duplicate copy of the officer's monthly journal, Form F.D. 1, setting out the journeys undertaken and the mileage travelled during the period.

Motor cycle allowance.

241. Under special circumstances the Conservator may approve of the payment of a camp allowance to officers who are required to remain in the field, and no such allowance shall be paid unless approval in writing has been obtained.

Camp allowance.

Camp allowance shall not be paid to officers while stationed at a school of instruction or at a camp for instructional purposes, but full salary and fixed annual allowances may be paid throughout such period.

Claims shall be submitted on a Treasury Form 10 at the end of each month.

242. When an officer is required to transfer to a new district, a transfer allowance may be paid at the Public Service Regulation rate for a period not exceeding the first ten days after arrival at destination, subject to the instructions contained in paragraph 243.

Transfer allowance.

243. This allowance is intended to cover out-of-pocket expenses due to the necessity of an officer having to reside at an hotel while making arrangement for permanent quarters. It does not, therefore, become due automatically, but is paid at the discretion of the Conservator. An allowance at the usual rates shall be paid to cover actual travelling time, in addition to the transfer allowance referred to above. The approval of the Conservator for the payment of transfer allowances will be obtained at Head Office upon receipt of claims which should be prepared on a special Treasury Form 10 with journal back.

Transfer allowance to be paid at discretion of the Conservator.

244. When the transfer of an officer is of a permanent nature, thereby necessitating the removal of furniture, an allowance on the following basis may be paid:—

Allowance for removal of furniture.

If salary is under £204 per annum, maximum allowance shall be £25.

If salary is £204 and under £408, maximum allowance shall be £35.

If salary is £408 and under £600, maximum allowance shall be £40.

When providing for cost of conveyance, only necessary household furniture and effects shall be taken into consideration.

245. Before removal is undertaken, the officer shall, where practicable, obtain quotations from at least two carriers, together with the total estimated cost, if removed by rail, and submit same to the Conservator, who may authorise the acceptance of the most favourable, subject to the above stated maximums. Quotations to be obtained for cost of removal.

246. Vouchers must be produced for all sums paid, together with a Treasury Form 10, to recoup the officer the amount involved. Should accounts be submitted for direct payment to the carrier, the invoices shall be certified as correct by the officer concerned before being forwarded to Head Office. Refund of removal expenses.

247. When casual employees are transferred from one district to another, or are required to travel in connection with their duties, a travelling allowance at a rate not exceeding 8s. per diem may be paid. Claims shall be prepared on a Treasury Form 10 and will be paid from Head Office. Travelling allowance to casuals.

248. A sustenance allowance at the rate of 18s. per week may be paid to each apprentice, whether stationed at the Ludlow School or on practical educational work in the field. Claims must be prepared on a Treasury Form 10, and forwarded to Head Office at the end of each month. Apprentices' sustenance allowance.

In exceptional cases where an apprentice is required to reside in a town and private board is necessary, a recommendation may be made that the cost of such board, if in excess of 18s. per week, shall be paid by the Department. In such cases, if the approval of the Conservator is given, accounts must be rendered to the Forester-in-Charge, and payment by cash order will be made by him direct to the boarding-house keeper and not to the apprentice. The forester should notify Head Office immediately the necessity for the apprentice to board out privately ceases, stating the date from which his sustenance allowance will recommence.

No sustenance allowance shall be paid when an apprentice is boarded out privately at the expense of the Department.

When a travelling allowance is paid, the sustenance claim for that month shall be reduced proportionately, *i.e.*, should an apprentice be paid travelling allowance for one day, his sustenance allowance will be paid for only six-sevenths of the week affected.

#### *Railway Ticket Order Books.*

249. Books containing railway ticket orders will be issued upon receipt of an official requisition. These orders are only to be issued on Government service when an officer is travelling in connection with his duties. Orders shall not be issued on account of an officer's wife or any person other than a departmental officer, without written approval having first been ob- To be used for official purposes only.

tained from the Conservator. All orders are checked at Head Office monthly, and no departure from the above instructions will be allowed.

250. All orders should be properly filled in and the writing should be quite legible. Orders cannot be used as passes on the railway, but must be presented at the booking office and tickets obtained in exchange therefor.

Orders to be presented and tickets obtained.

First class tickets may be obtained by all officers from and

253. All payments for compensation will be made by cash orders drawn by the State Insurance Office, and a cash order for the compensation due to the claimant will be forwarded through this Department by the Government Actuary.

254. Before handing over the cash order you should be satisfied that the claimant did not resume duty during the period for which compensation is being paid (as shown on the cash order). If satisfied on this point, you will deliver the cash order to the claimant and obtain from him a receipt on the form attached. The receipt should then be returned to this office.

If the injured man did return to work during the period set out on the cash order, you should report the matter to this office immediately and retain the cash order until further advised.

255. If, at the expiration of the period for which compensation has been paid, the injured person is still unfit to resume duty, a Doctor's progress certificate must be forwarded to Head Office.

256. Immediately the injured person is able to return to work, a doctor's final certificate to that effect shall be submitted, stating the date such person is fit to resume duty.

257. Hospital and Doctor's fees and other allowable expenses will be paid direct by the Government Actuary.

tained from the Conservator. All orders are checked at Head Office monthly, and no departure from the above instructions will be allowed.

250. All orders should be properly filed in and the writing should be quite legible. Orders cannot be used as passes on the railway, but must be presented at the booking office and tickets obtained in exchange therefor.

Orders to be presented and tickets obtained.

First class tickets may be obtained by all officers from and including the rank of assistant forester upwards.

Persons below that rank shall only be entitled to obtain second class tickets.

Cancelled forms should be endorsed "Cancelled" across the face and left in the book.

#### *Workers' Compensation Claims.*

251. Should an employee of the Department receive an injury while carrying out his ordinary duties, the officer in charge shall immediately furnish a report to Head Office on the Government Actuary's Form "D," which shall, when possible, be supported by a statement from at least one eye-witness.

Report to be submitted re injuries.

252. The injured person shall forthwith submit a claim on the Government Actuary's Form "A," which should be supported by a certificate from a fully qualified medical practitioner. The claim should be submitted through the officer in charge, who should see that full particulars are given before forwarding it on to Head Office. This especially applies to the statement regarding children. All of the columns in connection therewith, *i.e.*, names, age, date of birth, etc., must be properly filled in.

Injured person to submit claim and doctor's certificate.

253. At the earliest possible date the officer in charge will be advised at what rate and for what period the injured person may be compensated, and, until such advice is received, no payment shall be made.

Compensation not to be paid until authority received.

254. Upon receipt of the necessary authority, payment, within the authorised limits, may be made by cash order. When payment is made, acquittances must be obtained on both a Treasury Form 10 and the Government Actuary's Form "C," the former being required to clear the Head Office Cash Order Account, and the latter to enable the Department to obtain a recoup of the amount involved from the Government Actuary.

How to obtain acquittances.

255. If, at the expiration of the approved period for which compensation can be paid, the injured person is still unfit to resume duty, a doctor's progress certificate must be forwarded to Head Office. No additional compensation shall be paid until a further authority has been received.

Doctor's progress certificate to be furnished.

256. Immediately the injured person is able to return to work, a doctor's final certificate to that effect shall be submitted, stating the date such person is fit to resume duty.

Doctor's final certificate required.

257. Hospital and doctors' fees should be paid by the person concerned, who will be refunded the amounts involved upon producing his receipts and signing a Government Actuary's Form

Payment of hospital and doctors' fees.

"C." In special cases, however, officers in charge may be authorised to pay such accounts by cash order. When payments of this nature are made, an acquittance shall be obtained from the hospital official or doctor, at the foot of a Treasury Form 10, which shall be supported with the official receipt, and the injured person shall also give an acquittance on the Government Actuary's Form "C."

*Petty Cash Advances.*

258. Petty cash advances, not exceeding £5, may be made with the approval of the Conservator to enable district officers to purchase small articles and to pay small accounts, such as electric light. Amount of Advance.

259. No single payment under this heading shall exceed the sum of five shillings. Maximum single payment, 5s.

260. All expenditure shall be recorded on the Treasury Form 33, which shall be supported with docketts issued as receipts for such expenditure. Record of expenditure to be kept.

261. When a recoup is required a Treasury Form 10 must be prepared in favour of the officer concerned for the total amount as shown on the Treasury Form 33. How to obtain recoup.

The two forms, together with supporting docketts, should then be forwarded to Head Office when a cheque will be despatched for the amount involved, thereby making up the advance to the original figure.

262. Toward the close of each financial year, the expenditure shall be cleared as instructed above, and the balance of cash on hand shall be refunded, the whole to reach Head Office not later than the 25th June. Advance to be refunded each June.

A new advance will be made available immediately after the close of the financial year.

*Postage Stamp Advances.*

263. Postage stamps to an amount approved by the Conservator may be advanced to the Foresters-in-Charge for official use only. If stamps have not previously been issued, books containing Forms F.D. 134 and F.D. 135 will be despatched with the advance and all officers now holding advances received from Head Office should see that they have received these books. Stamps to be used for official purposes only.

Immediately upon receipt of the stamps the values must be entered in the column provided on the duplicate copy of F.D. 135 opposite to the respective denominations.

264. As the stamps are used full particulars shall be recorded on the Form F.D. 134 which is self-explanatory. Records of expenditure to be kept.

265. When further stamps are required a requisition must be submitted to Head Office in the Form F.D. 135, and the total value asked for shall exactly correspond to the total value used, as per the Form F.D. 134, which must accompany the requisition. How to requisition for stamps.

As the book containing the Forms F.D. 135 provides, in addition to the requisition form, the permanent record of all stamp advances, which is checked by the audit inspector when



visiting the outstations, care should be taken to see that the balance of stamps on hand, which must include advances to assistants, is always shown in the space provided before forwarding the original copy to Head Office.

Only the left hand column shall be used when ordering stamps and the total of that column must always agree with the approved advance as shown at the top of the form.

266. Officers-in-charge may, as occasion demands, make small stamp advances to their assistants, and all such advances shall be recorded in a note book especially kept for the purpose. A receipt must be obtained in such issue book for each advance.

Stamp advances to assistants.

267. Each assistant holding an advance shall keep a record in the Form F.D. 134 of all stamps used. When further stamps are required, the original must be forwarded to the Officer-in-Charge who may replenish the advance to the total value of stamps used as per the Form F.D. 134.

Recoup to assistants.

That form supporting F.D. 135 should be forwarded to Head Office when a recoup is required.

268. When officers are going on leave or are transferred to another district, the stamp advance should be balanced, and the stamps on hand must be shown on the handing-over statement in the Form F.D. 20.

Balance to be shown on handing-over statement.

#### *Telephone Calls.*

269. Owing to the cost incurred in connection with long distance calls, trunk calls shall be reduced to a minimum, and Head Office should only be called up when the subject is one of extreme urgency.

Trunk calls.

270. A record of all trunk calls shall be kept in a book to be specially used for the purpose, and the following information shall be tabulated therein:—

Record to be kept.

- (a) The date of the call.
- (b) The name of the firm or person called up.
- (c) The nature of the business discussed.
- (d) The time occupied on the telephone.

These books should be sighted and initialled by a senior officer when visiting the district offices.

271. When it is necessary for an officer to personally pay for official telephone calls, a claim for a refund of the amount involved should be submitted to Head Office on a Treasury Form 10, at the end of each month, supported by a statement setting out the dates and details of the calls. If possible, the statement should be certified correct by the Postmaster.

Calls paid by officer may be refunded.

#### *Miscellaneous.*

272. All vouchers for recoup of expenditure such as telephone calls, railway fares, motor fares, etc., must bear the following certificate:—

Certificate to be attached to vouchers for recoup of expenditure.

"I hereby certify that the amount of £.... was expended by me on Public Service only."

Signature.....

Adherence to this instruction will avoid delay in payment through having to return the voucher to the person concerned for the certificate.

273. All vouchers, whether wages sheets or No. 10 forms, shall be signed by the officer concerned in the space provided for the signature of the "Officer incurring the expense." **How to sign vouchers.**

Direct signatures must be given and officers' signature "per pro" another person will not be accepted.

Vouchers shall not be signed in the space provided for the signature of the certifying officer.

If vouchers are paid by cash order, the actual signature of the payee must be given on the form, and no other person shall sign on his behalf, unless a procuracy order is attached to the voucher.

274. Should vouchers be submitted for payment from Head Office, it must be seen that the creditor's correct name and address are clearly stated at the top of the voucher. **Creditor's correct name to be shown on vouchers.**

275. All advances made to officers, whether for petty cash or against travelling expenses, shall be refunded to Head Office not later than the 25th of June of each year to enable the Treasury accounts to be cleared by the 30th idem. **Advances to be refunded annually.**

276. In the event of Treasury cheques being lost, the payee should immediately advise Head Office in order that arrangements may be made for payment to be stopped and a new cheque to be issued. **Lost cheques.**

Sufficient details of the payment should be given to enable the number of the cheque to be traced through the Treasury Department.

Before a new cheque can be issued a statutory declaration will be required indemnifying the Government against loss.

#### SECTION 4.

### FOREST LEASES.

277. Leases of land within a State Forest may be granted by the Conservator. Applications on Form F.D. 48 should be lodged through the Officer-in-Charge of the district. On receipt of the application he will forward it to Head Office, together with his recommendation for the granting or refusal of the lease. The right to occupy land as a Forest Lease is sold by public auction or tender at an annual rental, or by such other means as may be necessary to meet special cases. **Applications for Forest Leases. (Regulation 78).**

It is desired to keep the issue of Forest Leases to a minimum, and applicants should be advised to apply to the Lands Department with a view to securing the rights desired over Crown lands other than State Forests.

## SECTION 5.

**RETURNS, REPORTS, CORRESPONDENCE,  
RECORDS, ETC.**

278. Returns should be submitted promptly when due and should contain all the information required under the various headings provided on the return forms.

Returns to be submitted promptly when due.

279. 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-in-Charge.

A list of the returns and reports required at Head Office for accounting registration and statistical purposes is given in Appendix 4.

280. 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.

281. 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.

282. It is essential that all correspondence should be attended to without delay. In the event of a forester 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 No. to be quoted.

283. 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.

All signed reports and returns should be forwarded to Head Office in sealed envelopes. Separate envelopes should be used for correspondence and returns. All envelopes containing returns and reports on printed forms should be endorsed "Returns and Reports Only."

Maps and plans, if forwarded in envelopes, should be unsealed, the envelope being fastened by means of a paper fastener. Foresters should see that letters and packets are correctly stamped so that surcharges may be avoided.

284. 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.

Misdirected correspondence.

285. Telegrams should only be sent in cases of extreme urgency. They should be carefully worded so that the message will be clear and concise. Telegrams.

286. All correspondence, permits, contracts, instructions, etc., should be carefully and systematically filed, so that they may be readily accessible for reference at any time. Filing of correspondence, etc.

287. Only in districts where a clerk is employed will the records be kept on a card index system. Card Index System.

When approval has been given for the introduction of this system, a clerk from Head Office will proceed to the district office and establish the system on standard lines.

288. In districts where a clerk 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:— Method of filing correspondence.

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.

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.

All inward correspondence and other papers should be dated with the office date stamp immediately after being opened.

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.

289. 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. Records not to be destroyed.

290. 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. Standard headings for filing system.

#### *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.

*Education and Publicity.*

- (a) Lectures.
- (b) Posters.
- (c) Publications.
- (d) Timber samples.
- (e) Training of apprentices.
- (f) General.

*Fires and Fire Control.*

- (a) Advance burning.
- (b) Controlled burning.
- (c) Burning off permits.
- (d) Firebreaks.
- (e) Fires.
- (f) Observation towers and telephone lines.
- (g) Fire-fighting appliances.
- (h) General.

*Game Act.*

- (a) Appointments as Hon. 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) General.

*Licenses.*

- (a) Firewood.
- (b) Fence Post.

*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 Pole and Pole.
- (d) Settlers.

*Plans and Surveys.*

- (a) District Plans.
- (b) Topo. Surveys.

*Property.*

- (a) Handing Over Statements.
- (b) Horses, harness, and vehicles.
- (c) Offices, quarters, and furniture.
- (d) Stores and equipment.
- (e) General.

*Prosecutions.**Regulations.*

- (a) Instructions and new Regulations.

*Reports.*

- (a) Foresters' Monthly General.
- (b) Monthly Journals.
- (c) Top Disposal.
- (d) Working Circle (a separate file should be kept for each Working Circle).
- (e) 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) Regulations.
- (c) 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 Working Circle.)
- (c) General.

*Timber Workers.*

- (a) Registration of Timber Workers.

291. Two sets of district plans mounted and marked "Set A" District plans. and "Set B" have been prepared for each 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 district office and held for reference only. On no account must they be taken into the field

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.

Every three months the Officer-in-Charge of the district 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.

292. Other sets of district plans marked "Set C," "Set D," and so on, and mounted in sections for the use of the district forester and his assistants 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 three months out of date. Field Plans.

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

294. Immediately after the close of each month the district forester shall submit a general report in the Form F.D. 74. The form, which is self-explanatory, will be prepared in duplicate, the forester retaining the duplicate copy for future reference. Most of the information required regarding saw-milling operations can be extracted by the forester from the log returns and summary of milling operations submitted by the various mills. The reasons for mills being idle will be obtained from the exemption applications. If exemption has not been applied for through the forester and he is not aware of the reason for closing the mill, he will insert "Reason not known." Forester's monthly general report.

If the owner of a private property mill will not supply particulars of his output, the forester should estimate what he considers to be the quantity of logs dealt with and show the figures in the column provided.

In the case of mills operating simultaneously on Crown lands and private property with the approval of the Conservator, the particulars regarding their private property operations can be extracted from the mill returns for inclusion in the section relating to private property milling operations.

If exemption has been obtained from operations on Crown lands to enable exclusive cutting on private property, the usual mill returns showing such private property operations must be submitted through the forester to Head Office. The forester should include particulars of the timber obtained in the monthly general report.

295. 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 almost essential to the successful investigation of the various forest insect pests. Forest insect pests.

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.

Forest officers should, therefore, bear this in mind, and report any matters which they consider worthy of note by the Government Entomologist.

296. The question of inspection of machinery and gear used in sawmilling and other forest operations, with a view to minimising accidents, has been discussed with 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.

Inspection of machinery and bush equipment.

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.

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.

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 the purview of his Department, then the whole matter can be handed over to that branch of the Government Service to deal with.

297. The Forester-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.

Transfers of staff, changes of address.

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.



298. 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. Vacation of office.

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.

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

300. 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.

301. 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 when such buildings are completed or taken over, and the following particulars supplied:— Insurance of buildings, plant and equipment.

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.

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.

Insurance will be arranged from Head Office on receipt of this information.

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.

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.

Forest officers should notify Head Office from time to time of any renovations considered necessary to buildings under their charge.

## SECTION 6.

**STATIONERY, STORES, PLANT AND EQUIPMENT.**

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

F.D. 201.—Requisition for stationery and stores.

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

F.D. 197.—Requisition for equipment, plant and machinery.

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.

303. 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.

304. 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.

305. Requisitions should be submitted at the beginning of the month for supplies for the ensuing month. In the event of further supplies being required during the month, a brief explanatory note must be endorsed upon the requisition, setting out why such supplies were not mentioned on the regular monthly requisition form.

306. When submitting requisitions, care should be taken to see that sufficient particulars of the articles of equipment required are submitted.

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

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.

Requisitions.

Advices of despatch.

Transfer of plant, equipment, etc.

Requisitions to be submitted at beginning of each month.

Sufficient particulars of articles required.

307. 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.)

Ledger reference numbers.

308. 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.

Officer-in-Charge personally responsible for equipment.

309. Overseers, foremen and casual workmen who are obliged to use a horse in connection with their duties, and are on that account paid a horse allowance, will be supplied with a saddle and bridle, which will remain the property of this Department, and must be kept in good order and condition by the man to whom it is issued.

Issue of saddles and bridles.

Departmental saddles and bridles, however, will not be issued to assistant foresters, foresters, or other officers who are employed in a classified capacity and who are in receipt of a horse allowance.

310. 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.

311. Half-yearly returns of equipment, plant and machinery, on Form F.D. 138, must be prepared in duplicate by Officers-in-Charge on the first day of January and the first day of July 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.

Half-yearly returns of equipment.

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 also indicate what articles are worn out or useless.

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312. 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 a senior professional officer, who will recommend what steps should be taken for the disposal of such articles.

Useless and worn out equipment.

No articles of equipment are to be written off without first obtaining the written approval of the Conservator.

313. 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.

Articles no longer required.

314. 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 Form F.D. 138, 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.

Handing-over statements.

315. Under no circumstances whatever may Government property be disposed of without the written approval of the Conservator first being obtained.

Sale of equipment, stores, or plant

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. Chaff and other like commodities shall not be loaned or disposed of to persons contracting to carry out works for the Department.

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

316. Officers must make every endeavour to obtain the supplies required through the ordinary channels by requisition. If through an oversight or any unforeseen circumstances goods are urgently required such goods may be purchased locally. 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.

Purchase of goods locally.

317. 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.

Explosives.

318. *Government Gazettes* are supplied only to Officers-in-Charge of districts, camps or works. 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 new regulations and notices published therein.

*Government Gazettes.*

## SECTION 7.

## LAND INSPECTION.

319. The object of reference to, and subsequent inspection of land by, officers of this Department is to ensure— Object of inspection.

- (a) That prime forest country shall be retained for dedication as State Forest.
- (b) That marketable timber in excess of the quantity the occupant of any area may require for domestic purposes, *e.g.*, fencing, sheds, firewood, etc., shall not pass from the ownership of the Crown.
- (c) To provide that the alienation of land shall not result in the depreciation of the value of adjacent timber country by depriving such timber country of water supply for milling purposes, access, etc.

320. The report should be submitted on the printed Form F.D. 89. No forwarding letter is required, and unnecessary writing in this way should be avoided. If available, however, additional information such as any local circumstances governing the case should be given in the space provided on the report form for additional remarks. Form of report.

A sketch plan of the area must be endorsed on the report. This should include the classes of country and the main topographical features, *e.g.*, high ridges, creeks, permanent water, etc. Care should be taken to see that the report forwarded is sufficiently descriptive to cover all points taken into consideration by the forester in making his recommendation concerning the purpose for which the area is best fitted. The bald statement that an area should be alienated is not sufficient. The class of soil may be mentioned, and arable, grazing, or useless country may be indicated. It must be remembered, however, that the question of soil values is not primarily the affair of this Department, and a recommendation must be made in timber values. A forester has to report on the suitability or otherwise of the country for forest purposes, and it remains for the Lands Department to say for what purpose the soil can be utilised if the area is not required for forestry purposes.

321. In all cases a preliminary inspection must be made along a centre line, running through the long axis of the block, as a first reconnaissance. In many instances this will be done by riding through on horseback, but the route taken must be shown by a dotted line on the plan. If this inspection indicates a detailed inspection is necessary then a systematic classification must be carried out on definite compass lines. Method of inspection.

Inspections may, therefore, be divided into two classes, and discretion must be exercised as to which is necessary.

322. The preliminary reconnaissance may indicate that the country is either— General inspection.

- (a) All prime forest land;
- (b) All non-timber country; or land which carries no valuable species.

In such cases a further confirmatory inspection by traversing the area in different directions may be necessary in order to ensure the fact that the country seen on the preliminary reconnaissance is a fair sample of the whole. In all such cases the approximate route travelled in the inspection must be marked on the plan.

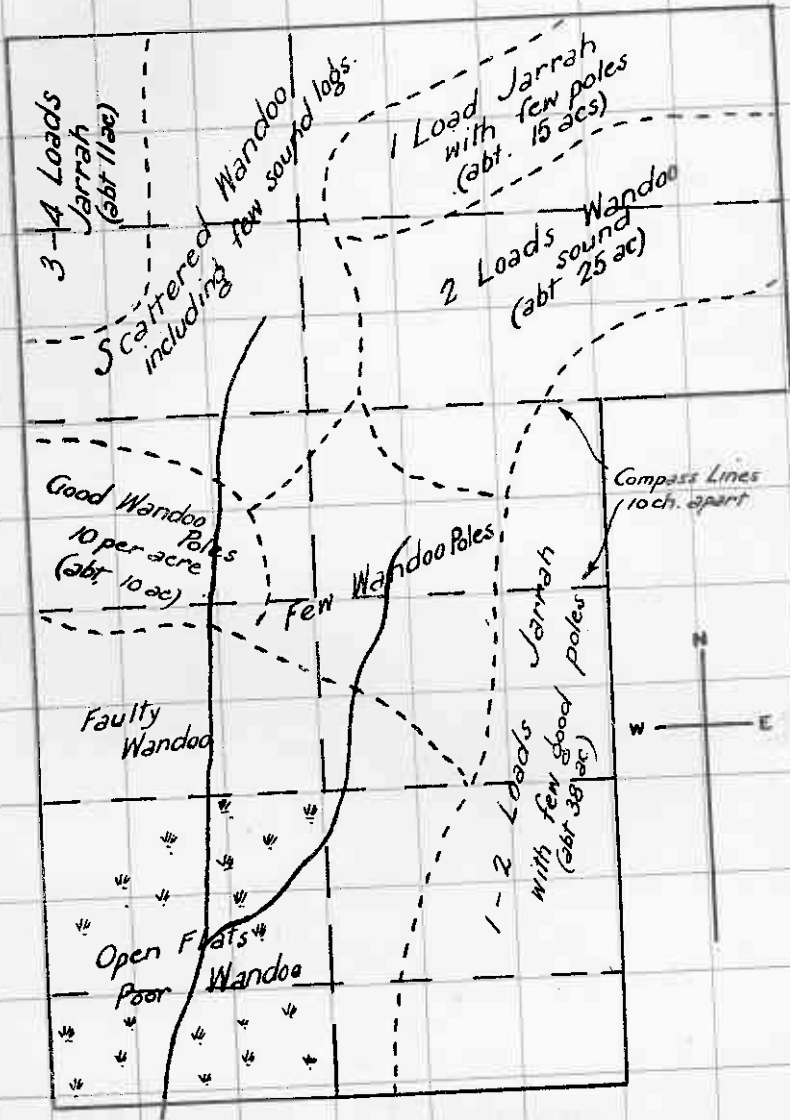
323. To be carried out where the preliminary reconnaissance indicates the timber stocking of the area is by no means even, such as where the timber occurs in belts or patches. Examples are found on the fringe of the prime Jarrah belt where, owing to the high price ruling for wool, many applications for grazing land are being made. Such an inspection would be in the form of a rough forest classification, a gridiron of the country, with parallel compass classification lines run at intervals of 20 to 40 chains, depending on the size of the block and the nature of the country. In other cases where small areas are applied for in the midst of good timber country, lines as close as 10 chains or even less may be advisable in order to carefully delineate a rich gully. These lines must be run at right angles to the long axis (if any) of the block, and should, as far as possible, be run across the "fall" of the country. For the forester's own information the volume of timber will be estimated on a strip 1 chain wide (half chain on either side of line). Every ten chains will represent 1 acre, and, therefore, at every 10 chains along a line the forester will make entries in his note book as follows:—

- Loads, marketable timber, over standard size.
- Loads, marketable timber, under standard size.
- Loads, useless.
- Loads, removed.
- Notes *re* piles, poles, re-growth, etc.

These entries are primarily for the forester's own information, and need not be shown on the plan forwarded to Head Office. They will serve, however, to enable the forester to divide the block into timber belts according to the loadage carried. The following plans will indicate what is required.

**Plan and Classification of Area Inspected.**

If drawn to scale 80 chs. to an inch, each square represents 40chs. x 40chs. = 160 acres  
 " " 40 " " " " " " 20chs. x 30chs. = 40 acres  
 " " 20 " " " " " " 10chs. x 10chs. = 10 acres  
 " " 10 " " " " " " 5chs. x 5chs. = 2.5 acres

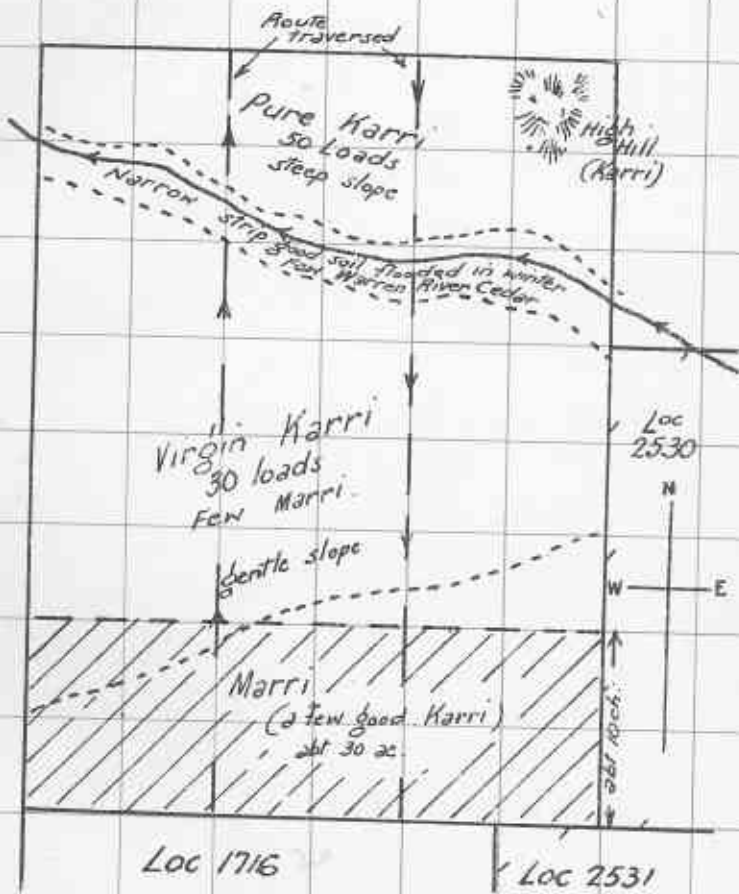


Scale: 10 chains to an inch.

Route traversed through area applied for, when making inspection, to be shown.

**Plan and Classification of Area Inspected.**

If drawn to scale 80 chs. to an inch, each square represents 40chs. x 40chs. = 160 acres  
 " " 40 " " " " " 20chs. x 20chs. = 40 acres  
 " " 20 " " " " " 10chs. x 10chs. = 10 acres  
 " " 10 " " " " " 5chs. x 5chs. = 2.5 acres



Scale: 10 chains to an inch

Route traversed → → →

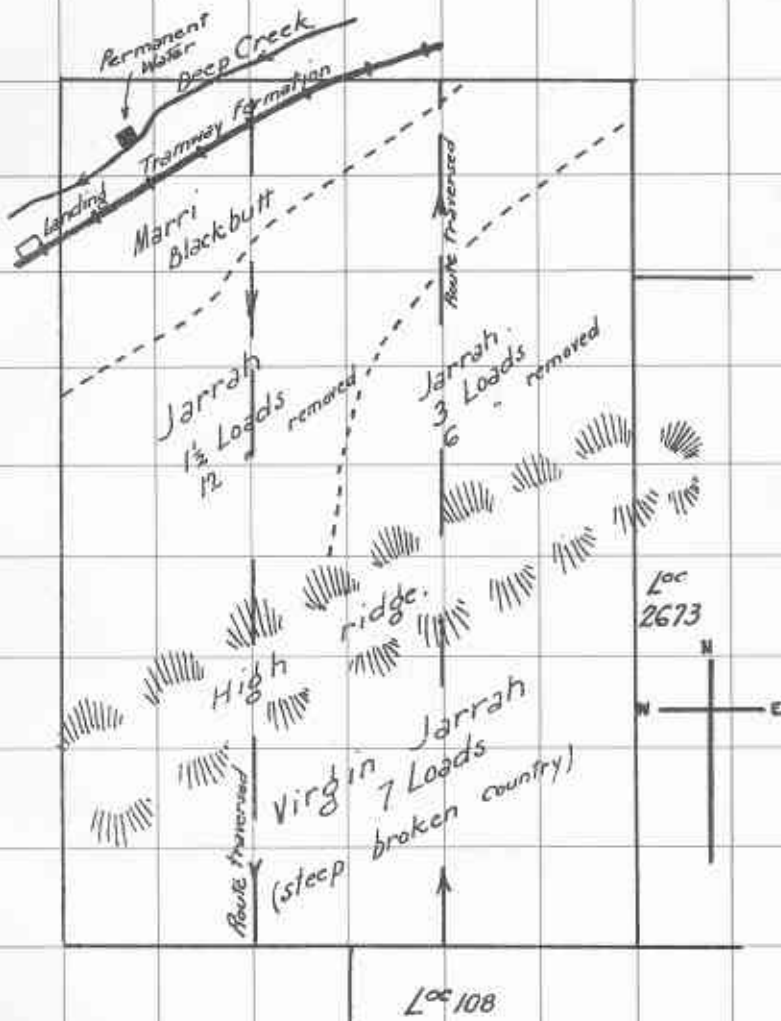
Note:- As applicant holds Loc 1716 & needs additional country, area shaded (approx. 30 aces) may be made available

Route traversed through area applied for, when making inspection, to be shown.



**Plan and Classification of Area Inspected.**

If drawn to scale 80 chs. to an inch, each square represents 40chs. x 40chs. = 160 acres  
 " " 40 " " " " " " 20chs. x 20chs. = 40 acres  
 " " 20 " " " " " " 10chs. x 10chs. = 10 acres  
 " " 10 " " " " " " 5chs. x 5chs. = 2.5 acres



Scale: 10 chains to an inch

Route traversed → → →

Route traversed through area applied for, when making inspection, to be shown.

324. In future the same method and tables will be used in calculating the volume of standing timber as are used for obtaining the volume of mill logs. Field officers should, at frequent intervals, measure up sample areas of standing timber, so that their ocular estimates may be kept reasonably accurate. To carry out such measurements, one acre should first be marked off; each tree should then be booked separately, showing the estimated mid-girth of log and length of log. From such measurements the volume can be obtained by the ordinary table, and the total volume to the acre easily calculated. The volume of timber in the square should be taken at from 35 per cent. to 50 per cent. of the volume in the round, depending on the soundness of the timber in that particular locality. It is hoped at an early date to prepare a table showing the average taper in different localities. Until such table is available, foresters may experience some difficulty in estimating the mid-girth of logs in standing trees, but, as all officers are in close touch with falling operations, careful observation and measurement at any bush landing will rapidly enable an officer to estimate mid-girth and length of a log.

Calculation of  
volume of  
timber.

Any officer who is found, after test by a senior officer, to be incapable of accurate ocular estimation of the height or length of standing logs may be issued with a hypsometer.

325. The following points are listed for your guidance. Other factors may indicate need for modification in special cases:—

Recommendations.

326. *Permanent Reservation.*—Prime timber country carrying Jarrah and Karri in reasonably pure formation. In arriving at any conclusion concerning the principal species (Jarrah or Karri), the timber removed, the over-sized timber and the under-sized timber should be taken into consideration. Ocular estimates in the past have usually resulted in a considerable under-estimation of the loadage of timber per acre. The classification plans show the loadage of over-sized timber only, and four loads per acre, or over, has been regarded as a satisfactory indication of Jarrah country suitable for permanent dedication as State Forest. Practically the whole of the country so shown on these classification plans is pure Jarrah forest, and as such plans have in all instances been checked with the soil classification plans prepared by officers of the Lands Department, all interests have been protected.

Country suitable for permanent reservation.

Other factors as set out in the standard form of land inspection report, F.D. 89, need, however, to be taken into consideration in making recommendations, but the principal determining factor remains the question as to whether Jarrah or Karri occurs in reasonably pure formation. Among other considerations which may justify a recommendation that an area be included in a State Forest are—

- (1) The necessity for preserving certain lines of access for economical haulage.
- (2) The retention of suitable mill sites where water is obtainable.

- (3) Retention of sites for overseers' cottages, workmen's camps, etc.
- (4) The protection of the forest from dangerous fire hazards.

Where the retention of any area from alienation is recommended on special grounds such as those set out above, full particulars should be given in the "Remarks" column of the report.

Officers reporting on areas carrying other species of economic value, such as Wandoo, Mallet, Boronia, etc., will be guided by the above general principles, but will usually work under special instructions relating to each particular district.

327. *Temporary Reservation.*—Certain classes of country should be recommended for reservation until the timber has been removed. This type is illustrated by the sparsely timbered country outside the prime timber belt on which it is never likely to prove economical to carry out forest operations.

Temporary reservation pending removal of timber.

The forester must take into consideration Jarrah trees which could be utilised for sawmilling or hewing purposes, but are not likely to be, or are not at the time, of standard girth. Officers must bear in mind the drastic alterations which have taken place during the last decade, in the class of bush and type of log which it has been regarded as economically possible to work, and they must adopt standards which make every allowance for Jarrah becoming increasingly valuable and specifications of buyers, of sleeper timber particularly, becoming increasingly less severe.

In cases where no timber operations are taking place, it should be shown whether it will be possible to have the timber removed by a mill, or whether it is considered only possible to exploit the area by hewing.

Wandoo is rapidly developing a market value in the form of logs, sleepers and telephone poles, and the quantity of sound Wandoo timber on an area being inspected should be taken into consideration in making your recommendations.

328. *Alienation with Reservation of Timber.*—On large areas sparsely timbered with trees from which sleepers may be hewn, alienation may be recommended, with the reservation of the timber to the Crown. This class is illustrated by the type of country outside the prime Jarrah belt, where laterite hills, carrying Jarrah, occur, with poor faulty Wandoo on open flats.

Alienation of land with reservation of timber.

A decision in a case of this sort will be determined by the percentage of country suitable for settlement.

If such an area contains a considerable proportion of land carrying little or no marketable timber, so that the occupant may proceed with his improvements without undue hindrance pending the removal of the timber, the alienation under conditions set out above may be recommended. As a general guide, a block should have at least 50 per cent. of country carrying no

marketable timber. If the percentage by area carrying marketable timber is over 50 per cent., it will usually be found advisable to recommend temporary reservation pending the removal of the timber.

In the case of small blocks of under 300-500 acres, only in very exceptional cases will the above arrangement be found to work satisfactorily. Unless there is some special reason to the contrary, if a small block is carrying too much timber to justify a recommendation of alienation without reservation, either the whole or portion of the area carrying timber should be recommended for temporary reservation.

329. *Alienation without Reservation.*—The reasons for recommendations to be given in each case. Alienation without Reservation.

330. Special cases are usually covered by an explanatory note from Head Office. Special cases.

331. The question of water supplies for future milling operations and for camping sites for working parties has, in the past, not received sufficient consideration. It should be realised that, when the big milling companies have finished with their permits, the bush will have to be worked over by small mills or parties of hewers prior to silvicultural operations being carried out. The value of any extensive area of Jarrah bush, for milling, may depend almost entirely on finding a suitable mill site with water available. Careful consideration should be given to this matter in connection with all land inspections. Water supplies.

332. It should be remembered that timber is a bulky form of produce which can only be hauled along reasonable gradients, and the value of an area of good forest country may be greatly depreciated if the suitable routes of access are not retained. Access to timber country.

333. If it seems inadvisable to agree to the alienation of the particular block of land applied for, the forester may be in a position to recommend that other land (giving particulars) may be made available in the locality if suitable for the applicant's requirements. Foresters should refrain from advising applicants that they have recommended their applications for favourable consideration. Such remarks often lead to complications when, for reasons not apparent to the forester at the time, it is not deemed advisable to release the land for settlement. Advice to applicants.

334. Any other timbers of value which may occur in reasonable quantities on land applied for under the Land Act should be referred to in the report. Sheoak and River Banksia especially have acquired a more extensive use during recent years. Timber, other than Jarrah.

335. The development of the distillation of Boronia perfume is likely, within the next few years, to lead to swamps now carrying a crop of Boronia becoming of considerable value. Foresters should learn to distinguish this plant when not in flower, and include reference to any extensive patches in reports. Boronia patches to be reported.

336. It is important to bear in mind the necessity for having reserves for the purpose of meeting local requirements in perpetuity, but such reserves have value only in agricultural areas at some distance from a State Forest. Timber for local requirements.

337. A wall map referring to land alienations shall be kept up to date in each district office. One purpose of the wall map is that the forester may be in a position to indicate to persons desirous of obtaining hewing or milling permits, areas from which the Department is desirous of having the timber cut on a face so that the land may be free for alienation. Wall maps.

On the wall map also will be indicated in connection with land referred for report:—

- (1) Areas recommended for immediate alienation (cross hatched blue).
- (2) Areas recommended for alienation subject to the reservation of the timber (hatched blue).
- (3) Areas to be held until the timber is removed (hatched blue with cross hatching of red).
- (4) Areas recommended for permanent reservation (hatched red).

The marking is to be based on information sent back from Head Office concerning actual recommendations forwarded to the Under Secretary for Lands.

For this purpose a copy of the letter sent to the Under Secretary for Lands is forwarded to the district office.

338. In certain districts where it is not possible to carry out all inspections within one month of the receipt of instructions, without unduly interfering with the routine of the district work, a system of periodic inspection has been introduced. Periodic inspection.

Plans have been supplied to the officers in charge of these districts, showing:—

- (a) The portions of the district in which land inspections are to be carried out within one month of receipt of instructions.
- (b) The portions of the district within which land inspections will only be carried out quarterly.
- (c) The portions of the district over which inspections have been limited to summer months or times when convenient for inspection.

Instructions for inspections are forwarded by Head Office as applications are received. These should be placed by the forester on the respective periodic inspection files. In the event of an officer's ordinary duties taking him into any of these zones before the time fixed for the inspection, he should, if there are applications pending in the locality to be visited, carry out such inspections at the same time.