

BULLETIN 58
PAMPHLET No. 2
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FORESTERS'
MANUAL

CONTROL OF TRADE
OPERATIONS

**FORESTS DEPARTMENT OF
WESTERN AUSTRALIA**

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FORESTERS' MANUAL

**CONTROL OF TRADE
OPERATIONS**

Prepared under the direction of
A. C. HARRIS, Conservator of Forests

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FOREWORD

(1) The attention of officers receiving this pamphlet is drawn to the introduction in Pamphlet No. 1 which is applicable to the Manual as a whole.

(2) It is to be noted that each section as issued will over-ride the instructions contained in circulars on subjects covered by the section and such circulars will automatically be cancelled.

(3) Prompt forwarding of mill log returns and inspection returns cannot be too strongly stressed. Late returns can be an embarrassment to the Department or the sawmiller, or both.

(4) Appendix 1 gives a schedule of prescribed fees in force at the present time. Space has been provided in the Appendix for any later amendments to be entered.

REGISTRATION OF TIMBER WORKERS AND BRANDS

1. The purpose of the registration of bush workers is the Control of bush workers. proper control of men directly engaged in the cutting and removal of timber from the forest, natural or planted, and the prevention of waste and damage in all associated operations. Consequently, it is necessary that every man who is engaged in the extraction of forest produce shall be a registered timber worker.
2. The manager of any sawmill obtaining log supplies Mill managers to register as timber workers. under a permit granted by the Department must register as a timber worker, but not millhands, navvies or general labourers.
3. A settler who fells timber on his own property for milling need not be registered.
4. The responsibility of obtaining registration as a timber Responsibility for registration. worker under the Regulations, before starting work on a permit area, rests with both the individual concerned and the holder of any permit on which the individual is working. Both employers and employees should be given to understand their responsibility in this connection.
5. In view of the fact that certain districts have no regular Foresters to facilitate the registration of timber workers. offices constantly open, it is necessary that forest officers meet the convenience of bush workers and facilitate their obtaining registration certificates when visiting various bush camps. Employers and bush workers, however, must be made to realise that the onus of obtaining registration is not on the forest officer, but rests with themselves.
6. Bush workers are required by Regulations to produce Certificates to be produced on demand. their registration certificate when demanded by any officer of the Department.
7. If, after reasonable warning, permit holders or bush Legal proceedings to be taken if Regulations not complied with. workers fail to take the necessary steps to comply with the provisions of the Forest Act and Regulations, having reference to the registration of timber workers, then such cases should be reported to head office with a recommendation as to whether it is considered that legal proceedings should be taken.
8. An application for registration as a timber worker by a New registrations. person not previously registered should be made on form F.D. 14. The application should be lodged with the local forest officer but no fee collected. It should then be forwarded to Head Office for checking, and if in order the forester will be instructed to collect the prescribed registration fee and issue the certificate F.D. 430 and paste it in the right inside of the folder F.D. 431. The number shown on the folder becomes the number of the timber workers' registration certificate for the first year only. This is a monetary form and should be held in safe custody. These forms must be entered in strict numerical order. The duplicate of form F.D. 430 is forwarded along with the cash abstract when collections are brought to account.
9. Timber workers' full christian names and addresses must Full christian names to be given. be given on all applications for registration and on all certificates issued. Initials are not sufficient. Names must be written in block letters.
10. Timber workers' certificates have currency for the Renewal of registration. calendar year of issue only, irrespective of the month in which they are issued. For renewal the folder bearing the original certificate, together with the required fee must be forwarded to the forest officer who will then issue a certificate for the current year. The number of the expired certificate will be marked in the space provided at the top of the form F.D. 430.
11. If a person cannot produce his previous registration Failure to produce expired certificate. certificate he must make an application on form F.D. 14 for a duplicate certificate. The prescribed fee is collected, a

receipt issued, and the number of the receipt entered on the application form. The form is submitted to Head Office for checking and if in order the forester will be advised of the number of the last certificate and instructed to issue a new one and collect the registration fee. The number of the old registration will be endorsed on the new certificate.

Timber workers operating without registration.

12. Occasionally it comes under notice that timber workers have operated during the year without having effected registration. This should be borne in mind when applications are received or renewals are being applied for, and in any cases where it is known that a timber worker was operating during the previous year on Crown lands under a permit issued by the Department, without the necessary certificate, registration for that year as well as for the ensuing year must be effected.

Delivery of registration certificates.

13. Certificates as far as practicable should be personally delivered to the timber worker by a forest officer, who should, if possible, obtain in a notebook 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.

Posting of certificate of registration.

14. 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 forest officer concerned, and a supporting entry is made in his postage stamp book. It is essential that the forest officer shall be in a position to produce satisfactory evidence of the delivery of certificates to those persons whose applications for registration have been approved.

Unclaimed certificates.

15. In the event of a timber worker having left the district before delivery of his registration certificate has been effected and his new address is unknown, the certificate should be forwarded to head office.

Mill officers should examine certificates.

16. Arrangements should be made with responsible representatives of the permit holders to see that all bush workers, when given employment 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.

Registration fees.

17. Timber workers' registration fees may be collected by any forest officer holding an official receipt book, and the necessary form F.D. 430 and 431.

Endorsement when no prosecution has been made.

18. When a timber worker is convicted of a forest offence or has contravened some section of the Act or Regulations without prosecution, the Conservator may direct that the offender's registration certificate be endorsed. The endorsement shall be in the form of a letter 'E' which shall be stamped on the face of the certificate by a rubber stamp provided for the purpose. Records of all certificates thus endorsed will be kept in head office.

Timber workers' brands.

19. Every person engaged in felling or hewing of Crown timber, including pine, must provide himself with a distinctive branding hammer to be obtained from the Forests Department at the prescribed cost, plus the registration fee. Timber workers must accept the designs allotted by the Department.

Brand not to be used unless registered with the Department.

20. No branding hammer shall be used by a timber worker unless it is registered with the Department. Evidence of registration and particulars of the timber worker's brand will be given on the timber worker's registration certificate.

Change of occupation.

21. When a timber worker, though holding a timber workers' certificate but having no registered brand, desires to change his employment to a position requiring the use of a brand, he will complete form F.D. 14 and pay the prescribed fee for the purchase and registration of the brand. A receipt for this amount will be issued and the form F.D. 14, after completion by the responsible forest officer, will be forwarded to head office. If in order, the form will be returned to the

forest officer and the branding hammer forwarded. The design of the hammer brand is then added to the timber worker's certificate. Once a brand design is registered in the name of any timber worker, it will be shown on subsequent renewal certificates even though the man may not register as a faller.

22. Before timber obtained from private property is removed from the holding on which it has been felled, it must be distinctly branded with the registered brand of the owner of such private property on one end of each section into which such timber has been cut, hewn or split. Fence posts, firewood and sawn timber may be excepted.

Timber from privately owned land to be branded.

23. The regulation requiring timber from privately owned land to be branded with the registered brand of the owner of the land is interpreted generally to apply to logs, piles and poles, and hewn sleepers.

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

Private property brands.

25. If an applicant for a private property brand is not the registered proprietor he must state on the application form under what authority he is claiming ownership, e.g., as purchaser of the property under contract of sale, etc. Documentary evidence must be produced.

Documentary evidence of ownership.

26. Although application for the registration of a private property brand is made only in respect of locations nominated on the application form, the brand when registered may be used for the branding of any timber obtained from any property owned by the person in whose name the brand is registered, provided the timber on such property is not reserved to the Crown. It is not necessary for the owner of a brand to seek the approval of the Department to use the brand on timber obtained from property owned by him other than that nominated in the application.

Private property brands may be used on all property owned.

27. A private property brand is the property of the person in whose name it is registered and should be retained by him to be used solely for the branding of timber from land owned by him.

28. Private property brands may be purchased from the Forests Department. When an application signed by the owner is lodged by a contractor or agent on behalf of the owner, it is the practice to hand the brand to the person lodging the application and forward the certificate of registration to the owner.

Brands obtainable from head office.

29. When instances of their wrongful use come under the notice of forest officers, they should immediately report the circumstances to head office or the Divisional Forest Officer concerned and where possible take possession of the brands.

Wrongful use of private property brands.

30. The right to take timber from private property for public works under powers contained in the Crown grant, after service of notice on the owner, is exercised from time to time by the Main Roads Board, but as the owner of the private property has no interest in the timber cut in this way, it is usually necessary to remove the timber without being branded with the registered brand of the owner of the property. Arrangements have therefore been made with the Commissioner of Main Roads to adopt the following procedure on all their works:—

Timber taken for public works under powers contained in Crown grant.

- (1) A form of authority to obtain piles, poles or other timber for the Main Roads Department from private property, will be issued by that Department to the contractor, setting out the job for which the timber is required, particulars of the timber he is authorised to obtain and locations from which he may obtain it. A copy of this authority must be held by the driver of each truck carting under such authority. The

authority must be produced to any forest officer on demand. The form will not authorise the holder to obtain any timber from Crown land or locations other than those listed on the authority form.

- (2) Each carter will be supplied with a "carter's delivery book" in which will be entered by the carter before he leaves the location on which the timber has been cut, particulars of the timber on his truck.

Any unbranded timber in course of transit—

- (a) which is not covered by an authority form, a copy of which is held by the truck driver; and
(b) particulars of which are not entered as required in the carter's delivery book,
may be seized and detained by officers of the Forests Department.

PERMITS

Sawmilling Permits—General Purpose Mills

Sawmilling permits (general purpose mills).

31. The granting of sawmilling permits for general trade cutting is governed by the provisions of the general working plan for jarrah, karri and wandoo, which regulates the annual cut. Areas of State forests and reserves which will serve as future sawmilling permits have been listed in these working plans and cutting rights over such areas will be submitted to public auction or tender or granted in accordance with the plan.

Application for sawmilling permits.

32. Persons making application for sawmilling rights on Crown lands, reserves or State forest, for the production of sawn timber for general trade purposes, should submit an application through the D.F.O. on form F.D. 51. The D.F.O. must forward the application to head office together with a detailed report and his recommendation.

Sawmilling permit agreements.

33. Sawmilling permits for general trade cutting in the form of an agreement (F.D. 58) are prepared at head office and then signed by both parties. A copy of each permit agreement is forwarded to the forest officer in charge of the division or district within which the area is situated. The officer-in-charge should carefully peruse these agreements and issue any necessary instructions to ensure that the operations of the permit holder are in accordance with the requirements of his agreement.

Books to be kept by sawmillers.

34. Every person conducting a sawmill under permit under which the royalty is payable on the cubic contents of the logs obtained, must keep a mill landing book, in the form F.D. 184a and a mill log book in the form F.D. 183a in accordance with the requirements of the Regulations. These books are obtainable on application by the sawmiller to the Conservator or the Divisional Office. The books are numbered consecutively and a record is kept of all books on issue to each mill. Cancelled folios should not be removed from the mill landing book.

Mill landing books.

35. The mill landing book in the form F.D. 184a shall be kept at the mill and be available for use on the mill landing as required and the correct measurements of all mill logs deposited in the mill yard shall be recorded therein immediately on arrival. This book must be the book of first entry, and on no account must the entries be copies from scraps of paper or notebooks. ~~On the large mills it may be necessary to have two landing books in use. There is no objection to the alternate use of two books provided logs are consecutively numbered. Only one log book should be in use at any one time.~~

Measurement of logs.

36. The method of measuring logs will be as laid down in the Forest Regulations.

Logs to be numbered at mill landing.

37. Immediately on delivery at the mill landing every log shall be marked in consecutive order, to the satisfaction of the forest officer, by a distinguishing number and such number

PARAGRAPH 38

Delete and insert in lieu:-

Where stockpiling of logs at the mill has been approved, all logs must be numbered, measured and accounted for in the same manner as logs delivered onto the mill landing.

shall be shown and correspond with the entry of such log in the mill landing and log books.

38. A variation of the above procedure, such as measurement on bush landings may be allowed ~~only after the matter has been submitted to head office, and the Conservator's approval obtained.~~ Where stockpiling at the mill has been approved logs must be measured in the usual manner and entered in the mill landing book on reaching the stockpile. On reaching the mill landing, logs ex stockpile will be recorded in the mill landing and log books and shown as royalty paid. Logs stockpiled ex private property must be stored separately from logs ex Crown land.

Measurement of logs on bush landing.

39. The log book in the form F.D. 183a is to be kept at the mill office. It should be written up each day from the mill landing book to show the details of all logs received at the sawmill during a calendar month. Log books are printed in duplicate and triplicate. The triplicate books are issued to firms requiring copies of the returns for their head offices. If a log book folio is cancelled, the original should be submitted in numerical order with the log return.

Log book.

40. All logs felled, except logs inspected by a forest officer and condemned and branded by the officer in the bush, shall ultimately be brought to account in the log book.

Condemned logs to be branded.

41. Field officers must not condemn logs on mill landings without inspection and approval by a Senior D.F.O. or Superintendent.

Logs must not be condemned on mill landings except in special circumstances.

If approval is given, the logs must be marked as condemned, but they will still be recorded in the usual manner in the landing book and mill log book. The officer authorising the condemning of the logs will initial the appropriate entries in the log book and royalty adjustments will be made through head office when accounts for the month are rendered.

Condemnation of logs at pine mills is also provided for on special occasions.

On no account will long butts cut on mill landings be condemned.

42. At the end of each month the log book shall be ruled off and the original pages excised and forwarded to the district office concerned 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 forest officer-in-charge 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 not later than the 7th of each month. When for any special reason log returns are not posted by outstations in time to reach head office by the 7th of the month, a letter giving reasons for the delay must accompany the returns.

Mill returns.

43. Forest officers must make it a practice to visit the various mills at irregular intervals and measure up one or more logs on the landing and check the particulars into the mill landing book.

Foresters to measure logs on mill landings.

44. The officer concerned must initial and date the entries checked in this way in the mill landing book and endorse the foot of the log book on the day of his inspection in the space provided. Any discrepancies in the measurements should be immediately reported to the D.F.O. or to head office. Similarly any departure from correct procedure with regard to numbering and measuring logs and making entries in the log landing and log returns books should be reported promptly.

Initialing of books by forest officers.

45. All particulars required under the headings provided in landing and log books must be filled in for each log. Log volume tables giving the cubic contents of logs of all girths and lengths can be purchased from the Department.

Full particulars for each log.

Logs left in bush to be tallied.

46. Logs left in the bush and not brought to account for royalty purposes within a reasonable period should be tallied by a forest officer who should submit a return thereof to enable an account to be rendered.

Forest produce returns to be rendered promptly.

47. The permit holder is responsible for seeing that returns of all forest produce obtained are furnished to the forest officer concerned 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.

48. IT IS THE DUTY OF FOREST OFFICERS CONCERNED 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 officer concerned 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.

Nil returns.

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

Discount allowed when royalty paid within specified period.

50. 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 in which the return is due.

51. When issuing local hewing permits, pile and pole licenses or any other authorities to cut timber on locations held subject to the reservation of the timber to the Crown, even if they are unimproved, the issuing officer should arrange to forward advice of such issue in writing to the owner or owners concerned at their last known address. Names and addresses of landholders should be obtainable from the local road board office and if any difficulty is experienced in this connection the information will be supplied by head office if requested by the forest officer concerned.

Records of cutting on P.P.T.R. locations essential.

52. When working on alienated locations the permit holder must insert in his log book folio the number of the location from which each log was obtained. Forest officers must ensure that this information is correctly shown before forwarding returns to head office. This information is essential for royalty concession refund purposes.

Exemption from conditions of permit.

53. A permit holder of any class of permit 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 forest officer concerned an application for exemption in the form F.D. 62 accompanied by the prescribed fee for each month for which exemption is required. The application should be endorsed with the recommendation of the forest officer concerned and forwarded to head office. Officers 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 to work on private property.

54. 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 forest officer must arrange to visit the bush and mill, while the changeover from the permit area to private property is taking place, and carefully check the operations in the bush and log returns at the mill. The same procedure is necessary when the change is being made back to the permit area.

55. 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.

56. 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 numbers of the locations over which it is desired to work, the names of the owners, and P.P. brands and the estimated loadages. No exemption fee will be payable in this case. If approval is given, and this will be done only very rarely, the permit holder and the forester are notified in writing, and the responsibility then rests with the forest officer to see that the following procedure is adopted to protect the revenue of the Department. In order to do this, the officer concerned should obtain from the mill manager a statement giving (a) the names of the fallers and haulers to be engaged on private property; (b) the names of fallers and haulers to continue operating on the permit area; (c) the date operations are to commence; (d) estimated period of cutting; (e) an undertaking to prepare separate paysheets covering timber cut on private property and on Crown lands.

Simultaneous operations on Crown lands and private property.

57. All logs obtained from private property must be clearly branded with the registered brand of the owner of the property before being removed from the location on which they were cut. In addition all logs from private property must be underlined in red in the log book folio, and the registered brand shown.

Branding of logs on private property.

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

59. Permits, other than local firewood permits, may be amalgamated or transferred only with the written approval of the Conservator. The transfer documents, stamp duty, etc., in such cases will be dealt with by head office.

Transfer of permits.

60. The removal of trees for use in the construction of mill or bush landings etc., may only be done with the approval of the D.F.O. If approved, the trees must be marked by a forest officer.

Timber for mill and bush landings.

If marri is used the field officer must ensure that:—

- (1) Good quality logs are not used in bush landings.
- (2) If the permit holder insists on better quality logs the appropriate royalty is charged.
- (3) The logs so used are measured up and shown in the log book folio and endorsed by the forest officer as to their quality so that royalty may be charged where applicable.

Sleeper Sawmilling Permits

61. Where the quality of the available timber would render a general purpose mill uneconomical, the Conservator may grant a permit for the operation of a sleeper mill. In such a case logs are cut into sleeper lengths in the bush and royalty is payable on the sawn output (in the square) of the mill.

Sleeper sawmills.

Applications for such permits are dealt with as for ordinary permits, a full report by the D.F.O. concerned being forwarded to the Conservator. The report should include the following particulars:—

- (1) Plan of area required.
- (2) Species of timber.
- (3) Plant and men available.
- (4) Estimated monthly production.
- (5) Material to be supplied or orders held.
- (6) Whether applicant is operating in the district.
- (7) Estimate of total volume of timber involved.

An advertising deposit should be collected with the application, only if the Divisional Forest Officer is prepared to recommend that the area be made available for sleeper sawmilling. Permits are submitted to public auction or tender and royalty is payable in the square when sleepers have been tallied or inspected.

Royalty payments by sleeper sawmills.

62. Inspection returns form the basis on which royalty is charged on sleeper sawmilling permits and as the form of return used is the same as that used for sawn sleepers from Crown land mills, on which the royalty is payable on the log timber obtained, and from private property, particular care must be taken to see that the returns for sleepers inspected from Crown land sleeper mills are endorsed with the correct permit number and the words "royalty payable."

Cutting of sawn timber by sleeper mills.

63. Sleeper sawmilling permit holders may be authorised to cut sawn timber from the waste offcuts resulting from the cutting of sleepers at special rates of royalty to be fixed by head office and to be payable as the timber is produced. A return on form F.D. 261 must be submitted each month giving particulars of timber produced.

Timber from P.P.T.R. blocks.

64. When permits are granted over alienated locations the permit holder must keep records of the sawn output from timber obtained from each location. The location number must be shown on the returns and inspection certificates. This information is essential for royalty concession refund purposes.

Local Sawmilling Permits

Local permits.

65. Local sawmilling permits in the form F.D. 70a (sawmilling) or 70b (fruit cases) may be issued by the Divisional Forest Officer over such areas as the Conservator may authorise by letter from head office, provided the total royalty payable under any one permit shall not exceed £50. Such permits are issued only under exceptional circumstances.

Royalty on local permits.

66. The rate of royalty will be fixed by the Conservator on the recommendation of the Divisional Forest Officer concerned and a deposit equivalent to at least one month's estimated royalty must be lodged by the permit holder. If royalty is payable in the round the provisions relating to returns under head office sawmilling permits will apply.

Royalty on cord or ton basis.

67. Occasionally with small size logs, royalty is payable on a bin measure basis or a ton basis. In this case the carter is required to keep a carter's book in which every trip and weight or cordage is entered. These entries are then entered in the mill log book and form the basis upon which the monthly return supported by statutory declaration is made.

Carters' record books.

68. When carters' books are used the Divisional Forest Officer concerned must make local arrangements for suitable checking. Initialling of all entries should be designed to keep a check on the carter failing to enter any trip in the carter's book.

In other instances, when produce is all sent by rail truck, weights must be secured from the Railway Department and submitted to head office.

Renewal of Sawmilling Permits

Permits renewable annually or every second year.

69. Permits, which may be issued for a maximum of 10 years, must be renewed annually or every second year.

Cutting sections, however, must be submitted for approval every year.

Permit holder to complete Form 49A.

70. Prior to the due date for renewal head office forwards a reminder to the permit holder together with an application for renewal form, (F.D. 49 or 49A).

Form 49A is completed by the permit holder, who also prepares a plan of the proposed cutting sections for the next twelve months. These are normally handed to the local forest officer who passes them on to the D.F.O. with his comments.

The plan should show existing roads or tramlines, proposed new construction, including landings, and winter and summer cutting sections.

71. The D.F.O. considers the plan and if approved issues Form 49B in quadruplicate. The original and duplicate are forwarded to the permit holder and the triplicate to head office. The quadruplicate is retained in the Divisional Office. Should an outstation officer be connected with the operations on the permit he should also receive a copy of the approved cutting sections.

Form 49B to be issued in quadruplicate.

72. Any subsequent alterations to the cutting sections requires the preparation of further Forms 49B showing the areas involved.

73. In addition to the triplicate form 49B, head office should also receive the completed form 49A and the duplicate of the Permit Agreement (if available).

Duplicate permit agreement required by head office.

74. If the boundaries of the permit are altered by additional areas or by excisions, head office will require the return of the triplicate permit agreement for making the necessary adjustments. It is also required if any alterations are made to the conditions of the permit.

Triplicate permit agreement required by head office when the conditions laid down or boundaries are altered.

Quarterly Trade Cutting Operations

74a. Within 30 days of the close of each quarter, officers in charge of Divisions will submit a return of Trade Operations on Form F.D. 390B.

Form F.D. 390B to be completed within 30 days of the close of the quarter.

The detailed information required for the area cut over, is as follows:—

- (i) Permit or License No. and local mill name.
- (ii) Land Tenure—whether State Forest, other Crown Land, P.P.T.R. or Private Property.
- (iii) Maiden or old bush.
- (iv) Species—the area cut over by species and the number of loads of Jarrah, Karri, Wandoo and other species obtained.
- (v) The total number of loads cut.
- (vi) The average loads per acre—by species where possible.

Private property location numbers should be shown in the remarks column.

Hewing Permits

75. The hewing of timber for sleepers or special purposes will not normally be permitted on areas where the timber is under the control of the Department. Any application together with the relevant details must be forwarded to head office. If approval is given head office will advise the form of permit to be issued, the royalty rate and conditions to be imposed.

Head office hewing permits.

The development of the "swing" or "barrow" type saws may require the issue of permits somewhat similar to the old hewing permit.

Mill Site Permits

76. The holder of any class of sawmilling permit who proposes erecting a mill on Crown lands should apply to the Conservator through the Divisional Forest Officer for an area of land to be used as a mill site. The application with a plan of the area required should be accompanied by a deposit of a year's rent. Rent is payable on mill sites at a prescribed rate per annum for each 10 acres or fractional part thereof. The maximum permissible area is 50 acres. No mill should be erected on Crown lands until the mill site has been approved by the Conservator. Mill site permits include a clause requiring approval of the Conservator to the layout of all buildings.

Mill sites.

Sawmill design and capacity. 77. All sawmilling permit documents require that the permit holder shall, on demand, furnish to the Conservator all information, including drawings, which the Conservator may require to satisfy himself that the proposed sawmill meets the requirements of the permit. No alterations which may affect the capacity or efficiency of a sawmill, as approved, may be made without the prior approval of the Conservator.

Sawmill alterations. The D.F.O. should report any proposed mill alterations which may affect the permissible intake. The installation of an extra bench, for example, could mean that a sawmill has to increase its log intake in order to function economically.

Registration of Sawmills

Registration of sawmills under T.I.R. Act. 78. Every sawmill used in the timber industry must be registered under and in accordance with the regulations made under the Timber Industry Regulation Act.

Application for registration. 79. Application for registration shall be made in writing on form T.I.R. 18 to the Conservator of Forests as Controlling Officer under the Timber Industry Regulation Act. Fees for registration are payable according to the number of men employed. Upon registration being effected a certificate in the form T.I.R. 19 is issued. Registration has effect for the year ending 31st December, and must be renewed from year to year.

Change of ownership. 80. In the event of any change in ownership or location of a registered sawmill, the then current registration automatically lapses but upon application being made on form T.I.R. 18 a fresh registration may be obtained for the remainder of the term without payment of any fee, provided the controlling officer—

(a) is notified in writing within 14 days following change of ownership of the full name of the new owner of the mill;

(b) is supplied with particulars in writing of the new location of the sawmill before it is used as its new site.

Detailed procedure to be followed in the registration of sawmills is clearly set out in Part 7A of the Regulations made under the Timber Industry Regulation Act.

Tramway Permits

Rent on tramway permits. 81. Permit holders desirous of retaining, constructing or using timber tramways over Crown lands for the removal of timber or other forest produce from the area of any permit shall make application annually in the form F.D. 49 to the Conservator. Rent is payable in advance at a prescribed rate per mile per annum or any lesser period.

Plan to be submitted. 82. An application shall be accompanied by a plan showing—

(1) all tramlines constructed which are to be retained for the ensuing twelve months;

(2) new tramlines which are to be constructed during the ensuing twelve months, indicating the positions of landings;

(3) the area over which it is desired to conduct felling operations during the ensuing twelve months.

Applications. 83. Applications must be lodged with the Divisional Forest Officer concerned who will submit them to head office with his recommendations.

84. If the proposed tramline construction is approved by the Conservator a permit may be issued in the Form No. 2 of the Regulations. No tramline construction may be commenced until the tramway permit has been issued.

Where logging roads replace tramways. 85. Where logging roads replace tramways for extraction purposes, no permits are issued, but a plan of the proposed routes must be submitted for approval by the D.F.O. This is especially important where the permit holder plans 12 months

or more ahead so that logging roads can be cleared and consolidated in advance of logging operations. See also paragraph 71.

Firewood Permits

86. Householders who wish to obtain from the forest, small quantities of firewood for their own use, may do so without any special written authority, provided it is found that the forest is not suffering on account of such operations and that they do not encroach on firewood permit areas. Persons wishing to obtain larger quantities—say one ton or over—must obtain authority and pay the required royalty.

Firewood supplies for householders.

Persons who obtain firewood for sale will be controlled by the permit system.

87. Where persons are engaged exclusively in firewood cutting, their operations must be controlled by the issue of local or head office firewood permits.

Firewood permits.

88. Special provision is made for conditions existing in the Goldfields districts and for householders in the metropolitan area.

89. Head office firewood permits are dealt with on similar lines to head office sawmilling permits. Permits are issued in the form F.D. 57 after the rights have been submitted to auction or tender.

Head office firewood permits.

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

Firewood cutters' brands.

91. Local firewood permits in the form F.D. 175 may be granted by forest officers in such districts and over such specified areas as the Conservator may authorise. The rate of royalty on permits in any locality is fixed by the Conservator on the recommendation of the Divisional Forest Officer or district officer concerned. In localities where there is likely to be competition for firewood rights, arrangements may be made for the permits to be submitted to auction. When the royalty has been fixed in this way local permits may be issued to the person acquiring the area at the sale until the area is cut out.

Local firewood permits.

A deposit equal to one month's royalty shall be collected from each applicant before the permit is issued. A receipt is issued to cover the deposit and brought to account under Trust Funds.

92. The form of local firewood permit is self-explanatory. Permits are made out in triplicate, one copy being forwarded to head office. Every permit shall be accounted for, and all cancelled forms shall be forwarded to head office.

Form of local permits.

93. 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. 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.

Royalty on local permits.

94. When royalty is payable on the weight or on measurement in cords of firewood obtained, the holder of a firewood permit issued locally or from head office is required to lodge at the nearest district office immediately after the close of each month for transmission to head office, a return in the form F.D. 241, showing the quantity of firewood obtained during the month.

Firewood returns.

95. In certain districts where wood is carted direct off the axe or where a close check on carting operations is required, the permit holder is issued with "Carters' Record Books", form F.D. 240A, and he is responsible for seeing that each of his carters is in possession of one of these books before commencing carting operations. The carter shall enter therein at the

Carter's record book.

place of loading on the permit area the required particulars regarding each load of wood removed, and the signature of the cutter assisting with the loading shall be placed against such entry.

Carters to produce record books.

96. Any carter employed by the permit holder may be required by a forest officer to produce his "Carter's Record Book" for inspection and the officer may retain such book upon handing the carter another book in lieu thereof. If on inspection it is found that the wood on the truck removed from the permit area has not been entered, the firewood may be seized. The entries in these books should correspond with the particulars furnished monthly on the return on form F.D. 241.

Local permits to be carefully perused before issue.

97. Although local permits are prepared with a view to meeting as far as possible the general conditions likely to apply in any district, it may be found necessary from time to time to insert additional clauses or amend the conditions as printed to meet special circumstances. It is, therefore, essential that every local permit should be carefully perused before issue to make sure that the form meets necessary requirements and is correctly filled in.

Apiary Site Permits

98. Permits to occupy areas of not exceeding three acres as apiary sites may be granted to persons engaged in bee farming. An applicant for a permit must have at least 25 hives of bees and no person can hold more than four sites for every 50 hives of bees in his possession in this State.

Deposit.

99. An application for an apiary site on Crown land or State Forest on Form F.D. 162, should be accompanied by the prescribed deposit plus rent for the first twelve months. As a guarantee of the observance and performance of the conditions contained therein, a deposit not exceeding £20 may be required before the issue or renewal of an apiary site permit.

Location of apiary sites.

100. No person can be granted an apiary site permit on Crown land within two miles of an apiary site granted to any other person. Whilst there is no legal obligation to do so, the Department endeavours to give similar protection to apiaries known to be established on private property.

Apiary site permits.

101. On account of the two mile restriction, it is necessary for head office to issue all Apiary Site Permits, which are issued on the form F.D. 298.

Officers to police apiary sites.

102. Officer in Charge of districts and divisions are advised by head office of all permits issued and are required to police the positions of hives to ensure that conditions of the permit are complied with and to afford fire protection during periods of controlled burning or fire fighting. The Department does not undertake responsibility for fire protection of hives but officers must ensure that departmental operations do not damage apiary site holdings.

Officers should ensure that, as far as possible, hives are not located within one chain of a public road or forest track.

Residence and Business Permits

103. Where mill sites are granted on Crown land, all mill buildings, employees' houses, etc., should be erected within the area of the mill site after approval of the layout by the Conservator. In the event of any persons occupying houses on areas outside but adjacent to the boundaries of a mill site without authority, the forest officer concerned should report the matter to head office, giving full particulars of the areas held and the ownership of the buildings involved. A map should be submitted with a recommendation regarding the amendment of the mill site to include all areas on which such houses are erected, rather than to cover such cases by individual permits.

104. Residence and business permits, not exceeding $\frac{1}{4}$ acre, may be granted by the Conservator in the form F.D. 54 to individuals to erect residences or business premises on State forest or other land under the control of the Department. Applications received should in all cases be referred to head office, together with the recommendation of the Divisional Forest Officer and a plan showing the area required. ^{Area and applications for residence permits.}

105. If the area required exceeds $\frac{1}{4}$ acre, the application should be referred to head office when the question of granting a forest lease will be considered. ^{Areas exceeding $\frac{1}{4}$ acre.}

106. Rent on residence and business permits is payable annually in advance. ^{Rent on residence permits.}

107. 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. Residence and business permits are issued locally by the D.F.O. after head office approval and copies sent to the head office for record purposes. Rent notices are then forwarded annually from head office. ^{Permit is issued by D.F.O.}

108. Cases occur where timber workers and others erect residential or business premises without first obtaining the necessary permit. In such cases forest officers should report the circumstances through the Divisional Forest Officer to head office, together with a recommendation and plan. ^{Squatters.}

109. The recommendation should state whether the occupier of the building is prepared to apply for a permit or a forest lease and whether the Divisional Forest Officer concerned considers such permit or lease should be granted, or whether action is necessary to force the occupier to vacate, and/or remove the building within a specified time. ^{Forest lease may be granted.}

LICENSES

Pile and Pole Licenses

110. Owing to serious shortage of intermediate age classes in all areas of State forest and the need to conserve such growing stock to protect the future of the sawmilling industry, the Department for many years past has endeavoured to confine pile and pole getting to private property and land for alienation. However karri poles are now available in quantity as thinnings and large numbers of jarrah poles should be available in the near future, also as thinnings.

~~111. Licenses for the cutting of piles and poles may be issued only over—~~

- ~~(i) land which is in process of alienation or alienated land on which the timber has been reserved to the Crown;~~
- ~~(ii) areas being cleared for pine planting or other purposes;~~
- ~~(iii) land which is held, pending the removal of timber before alienation;~~
- ~~(iv) subject to special head office approval, State forests and timber reserves as a silvicultural thinning operation (in which case the trees available for cutting must be marked in advance).~~

112. Licenses for the cutting of piles over 50' and poles over 45' length on State forest, timber reserves or other Crown land may be issued from time to time by instructions from head office. All such piles and poles must be marked in advance of felling, and bush inspections to prevent waste must be carried out at intervals when cutting is in progress. ^{Piles over 50 feet in length.}

113. A pile and pole license in the form F.D. 202 must be obtained in all cases before piles or poles are cut. Licenses will be issued only to persons holding definite orders for the supply of piles or poles for use within the State who may be required to produce their orders or satisfactory evidence thereof. The term and area for which the license is issued must be clearly shown on the form. In no case should a license be issued for more than three months. ^{Issue of pile and pole license.}

111. Licenses for the cutting of piles, poles & bridge timbers may be issued in respect of the following areas without reference to Head Office.

CIRCULAR

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FILE

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Areas which are in the process of being cleared, such as -

- a) Alienated country on which the timber is reserved to the Crown,
- b) Approved pine plantation areas,
- c) Power lines, roads, etc.

2) Dieback areas.

Cutting may be on a clean cut basis but officers must ensure that there is no unnecessary wastage of timber.

111a.

1) Licenses for the cutting of poles and piles 45 ft. and over in length on State Forest may be issued subject to the approval of the Supt. concerned. All trees to be removed must be treemarked.

2) Licenses for the cutting of poles of less than 45 ft. in length may be issued subject to the approval of the Superintendent, but in this case the poles may only be removed as a silvi-cultural thinning and must be tree-marked in advance.

112. Piles of less than 45 ft. in length should, where possible, be obtained from the areas listed in Para 111, but failing this, approval may be given by Head Office for the issue of licenses to cut this timber from State Forest on areas and under conditions to be defined.

Minimum and maximum crown diameter to be stated.



114. Pile and pole licenses will in all cases set out the minimum and maximum crown diameter of the poles and/or piles authorised to be obtained. If the contract or order specifies the minimum and maximum crown sizes of the poles or piles required—for example 12 in.-14 in.—such figures will be used but if a minimum or specified size only is set out then a margin of two inches over and above the minimum size specified for poles and 3 in. for piles will be allowed and the license made out accordingly for 8 in.-10 in., 14 in.-17 in. or as the case may be.

115. If a person obtaining a pile and pole license is also the holder of a sawmilling or hewing permit on which a substantial deposit is held by the Department, there is no necessity to collect a deposit on the license.

Deposit on pile and pole license.

116. In other cases a reasonable deposit must be lodged and a procuracy order for payment of the royalty given on the purchase of the timber; otherwise the royalty will be payable in advance on the issue of the license.

117. Two or more licensees should not be authorised to operate over the one area at the same time.

Pile and pole returns.

118. Returns of piles or poles **INSPECTED** or **TALLIED** must be submitted on form F.D. 125A (commonly known as Inspection Return).

Tally of piles and poles.

119. 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.

Royalty payments.

120. 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.

Royalty paid locally.

121. If royalty has been collected by the forest officer concerned the words "ROYALTY COLLECTED LOCALLY, RECEIPT NO.....AMOUNT....." 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.

Rates of royalty on piles and poles.

122. Royalty on piles and poles will be payable at the rates fixed from time to time by the Conservator.

Royalty on rejected poles.

123. Royalty on piles and poles submitted for inspection or tally will be payable as follows:—

- (1) On passed or tallied piles and poles on the full nominal length and actual crown diameter.
- (2) Where piles or poles are rejected at the inspection or prior to tally, the contractor will be given three months to dispose of them either in their full length or reduced to a marketable length. Royalty will be payable at the time of disposal or at the end of the three months period.
- (3) If, through no fault of the cutter, the tree proves unsuitable, the Conservator may give approval for its disposal as a mill log.

Tally of piles and poles in the bush.

124. Piles and poles cut under license must not be carted from the area where they have been obtained until they have been either inspected or tallied and correctly branded.



125. In districts where no forest officer is available to inspect timber being removed without first being inspected or tallied, subject to the licensee submitting a return at the end of each month during the period of his license, giving full particulars of the sizes and number of piles and poles obtained. ^{Removal without tally.}

126. 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 forest 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 tallied, inspected or when royalty paid.}

127. Each hammer will have on one end the brand F.D./No. and on the other brand R.P./No.

In all cases where a tally only of piles and poles is made by a forest officer, they should be branded with the brand F.D./No. and if royalty on such piles and poles is collected by the officer concerned the timber should also be branded with the R.P./No. brand.

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

129. An application for a license to cut piles or poles for export must be referred to the Conservator for approval. ^{Piles and poles for export.}

Sheoak Licenses

130. Owing to the limited demand for sheoak timber for sawmilling, it has been found that in some cases the cutting of this timber can be more conveniently arranged under licenses than under sawmilling permits. In such cases licenses in the form F.D. 288 are issued either by head office or by the Divisional Forest Officer. When licenses are to be issued locally the local officer is notified from head office of the conditions applying and the royalty payable. ^{Sheoak licenses.}

Timber for Shire Councils

131. Section 281 of the Local Government Act, 1960, provides that a shire council and any person authorised in writing under the seal of the council (which includes any person carrying out public works under contract with a shire council) may obtain native growing or dead timber without payment of royalty from Crown lands within one mile of the work to be done. ^{Licenses to shire councils to cut timber for bridges culverts, etc.}

However the Crown is not bound by the above Section. The Conservator is prepared to mark trees for squaring up or facing at a mill for stringers, bed-logs, sills, etc., BUT NOT FOR SAWING INTO SMALLER ITEMS OF DECKING, POSTS AND HANDRAILS.

132. Councils must, however, take out licenses on form F.D. 202 and the forest officer may if considered necessary mark the timber which is available under such license. The license should be endorsed "To be obtained within one mile of the work, no royalty payable." Where the timber is not obtained within one mile of the work, royalty is charged, in the case of round timber at the prescribed rate for piles and poles and for other timber at rates applying in the locality for the class of timber obtained. Licenses are prepared in triplicate and one copy is forwarded to head office.

133. Tally certificates should be prepared and forwarded to head office showing particulars of the timber obtained and these should be clearly endorsed to show whether royalty is payable. ^{Tally of timber for shire councils.}

134. A branding hammer, P.W.D. for the branding of stumps of all trees felled and timber cut for the repair or construction of bridges, culverts, etc., by persons employed by councils or the Public Works Department should be held at the Divi- ^{Branding of timber.}

sional Forest Office for issue to the person in charge of the work who must arrange for its return to the Divisional Forest Office immediately after the completion of felling operations.

135. The same provisions apply to bigger jobs carried out 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, or otherwise defined, by the forest officer concerned for the purpose and that he brands the stumps of all trees felled and timber for removal with a brand supplied by the Forests Department.

Timber for Main Roads Board and other State Government Departments.

136. The cutting of timber for the Main Roads Board or other Government department is permitted only under licenses issued by the local forest office. The procedure to be followed is the same as that applying in the case of timber cutting for shire councils.

Timber for Settlers' Requirements

Timber for settlers' requirements.

137. In all cases timber for settlers' requirements will be obtained under a Forest Produce License or Pole and Pole License depending on the material required. The prescribed royalty will be paid.

138. A forest officer must mark the trees to be felled, aiming first to obtain the timber from P.P.T.R. blocks, vacant Crown land or timber reserves in that order, in preference to State forest. In all cases a silvicultural operation should be attempted.

Timber for Chopping Contests

Chopping logs.

139. Logs for chopping contests may only be obtained from areas approved for this purpose by the Conservator or a Superintendent. Royalty will be payable at the prescribed rate.

140. Royalty should be collected locally in advance and a license issued on the Forest Produce License form F.D. 165. When, in the opinion of the Divisional Forest Officer, the chop is for a worthy charity and is being run on sound lines, he may issue a license "Royalty Free" but if such chops organised for charity are to be conducted at regular intervals, royalty at the prescribed rate will be payable.

Stone and Earth Licenses

Stone and gravel licenses.

141. Stones and earth within State forests and timber reserves are forest produce within the meaning of the Forests Act.

Form of license and royalty.

142. Licenses to obtain surface ironstone and gravel lumps, or earth from State forests and timber reserves may be issued by the Divisional Forest Officer or other officers authorised, in the form F.D. 290, to persons holding orders. The forms should be prepared in triplicate by carbon process, and the original issued to the licensee, the duplicate forwarded to head office and the triplicate retained in the local office. The term of the license depends upon what orders are held, but should not exceed three months. Royalty is payable at a rate per cubic yard to be fixed from time to time by the Conservator. A deposit of an amount equivalent to one month's estimated royalty, with a minimum of £1, must be lodged.

Record books.

143. Carter's record books in the form F.D. 240A should be issued to each carter employed under the license, and therein must be recorded by the carter particulars of each load before being removed from place of loading.

Returns of stone and gravel.

144. Returns in the form F.D. 241 must be lodged at the close of each month showing the names of persons to whom produce has been supplied and the quantity that has been supplied to each.

TIMBER INSPECTION

145. Timber inspection necessitates considerable personal judgment on the part of the inspector who is called upon to decide at times how far a combination of defects is likely to affect the serviceability of a piece of timber, and in the case of sleepers he must consider the spike-holding capacity and the durability of the piece.

146. Every officer carrying out timber inspection is expected to be fully conversant with the details set out in these paragraphs, in the Forest Regulations, and in the specifications. Officers to be conversant with instructions and Regulations.

147. Practical experience and good eyesight are essential to quick and sound judgment.

148. It is important to remember that when inspecting timber an officer is acting as a representative of the buyer, and must not allow his work to be influenced by personal bias, nor by the type of bush from which the timber is produced.

149. All applications for inspection of timber should be lodged with the officer-in-charge of the division or district in which the timber is situated. Application for inspection.

150. The officer-in-charge is responsible for seeing that this is done, but may arrange that in isolated localities such application may be made to the local officer responsible for the inspection.

151. Officers-in-charge should endeavour to arrange the inspection work in their territory in such order as to avoid unnecessary travelling. Arrangement of work.

152. Every officer who is required to do timber inspection is obliged to study the Standard Grading Rules as published in Bulletin 56, and make himself familiar with its general provisions. When visiting a centre where timber inspection may be required he should take with him a copy of this Bulletin, which has been designed to fit into a coat pocket. Before carrying out an inspection he must—

- (a) obtain from the supplier full particulars of the order, sizes, destination and specification. He shall not carry out the inspection until the information required is obtained;
- (b) read the specification concerned in order to refresh his memory. When doing so he must remember that some of these specifications are qualified by general provisions which should be read also.

153. Prior to the inspection of any timber the inspector should satisfy himself as to its origin. Poles, piles, logs or hewn timber from private property must bear the registered private property brand of the owner of such land. Origin of timber for inspection.

154. The timber inspector should verify the statement of the contractor if it is claimed that the timber is from private property. Timber from private property and permits.

155. 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 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.

156. As a rule, officers in charge of districts will not be concerned with the collection of the deposits, but will arrange in the case of new business for head office to be informed as to the name and address of the person requiring the inspection and the name and the address of the person who will be responsible for the payment of the fees, and the estimated average monthly cost of inspection, so that a deposit may be secured by head office.

Where timber may be inspected.

157. 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.

158. 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 officer-in-charge must 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.”

159. Before starting to inspect timber, the inspector should obtain particulars from the contractor or his representative of the order under which the timber is to be supplied and its destination.

Specifications for timber inspection.

160. Timber is now inspected generally under standard specifications as published in Forests Department Bulletin No. 56, but special specifications apply in some instances. The contractor is responsible for supplying particulars of specifications under which the timber is to be inspected, but this Department makes a practice, as far as possible, of notifying inspectors in advance concerning orders to which special specifications apply:—

- (a) Inspections are to be carried out in accordance with the Grading Rules in Bulletin 56.
- (b) No deviations from the grading rules are permitted except with the approval of head office or the Senior Timber Inspector.

161. Any alterations to standard specifications should be referred to head office for approval and direction before use, and where such approval is given head office will allocate a special letter to be used on inspection returns in conjunction with the standard number and at the same time give instructions as to the brand to be used at the inspection.

Examination of stacks.

162. The first stage of an inspection is a careful examination of timber stacks. Where possible the ends of the timber in the stack must be examined before turning starts and any piece showing defects shall be distinctly marked on the end with crayon and its depth in the stack marked on the top tier. Any piece showing excessive defect shall be marked with a reject brand at once.

163. The inspector must next check measure the length and cross dimensions of several pieces. These measurements serve as a guide and should be re-checked periodically during inspection.

Method of turning timber for inspection.

164. This preliminary examination having been completed, the inspector should stand in front of and slightly to the side of the stack to watch all faces of each piece of timber as it is turned. The timber must be turned so that the top rolls over towards the inspector and is not underslung, as this latter method allows the inspector to see only three of the four faces.

Turners to act under direction of inspector.

165. Inspectors must realise that turners are supplied to work under their direction, and it is for the inspector to determine the rate at which turning operations shall be carried out. When a doubtful piece of timber is noted by the inspector, he should instruct the turners to stop while he makes any necessary examination.

166. It is important that the inspector give clear instructions to the turners concerning inferior timber which is to be rejected.

Stacking of timber for inspection.

167. It is the responsibility of inspectors to satisfy themselves that the timber is stacked in a manner which allows proper examination before and during turning. Persons responsible for the stacking of timber prior to inspection should

be required to arrange that timber obtained from private property and permits granted by the Forests Department be stacked separately.

168. Timber of different species must be stacked separately ^{Sleepers.} prior to inspection. Yellow crayon will be used for the marking of all timber of all species.

169. In cases where royalty is calculated in the square, timber obtained from each source must be stacked separately **prior to inspection.**

170. Timber for inspection must be stacked on skids or ^{Sleepers to be} similar supports. The tops of the skids must not be less than ^{stacked clear} 3" above ground level as this not only facilitates inspection, but also prevents serious deterioration of the bottom layer where the stacks remain for lengthy periods. The height of the stack must be restricted on the ground of safety and also to facilitate the inspection.

171. A minimum distance of three feet must be left between adjacent stacks and the front of stacks must be kept at least 12 feet clear of the nearest rail in any Government siding. Stacks must not interfere with free access to the siding or any ramp used in connection therewith. All sleepers must be stacked evenly with ends flush. In the case of timbers of varying lengths, the one end must be flush stacked before and after inspection, both to facilitate the inspection and the subsequent branding.

172. The right to enter private property for the purpose of verifying information regarding origin of timber is given to officers of the Forests Department by the owner when making application for the registration of his private property timber brand. (See form F.D. 83—Application for Registration of Private Property Brand).

173. Inspection returns in the forms F.D. 125A for hewn ^{Inspection returns} or round timber and F.D. 125B for sawn timber are printed in books in quadruplicate and numbered consecutively. All issues must be accounted for. The returns should be prepared immediately after inspection. The four forms are to be completed at one writing by means of indelible pencil or ball point pen and carbon paper. It is essential that carbon paper in good condition shall be used so that each of the four forms are clearly written and easily read.

174. Forest officers should sign, and not merely print, their ^{Officers to sign} names in the respective places shown near the bottom of the ^{returns of timber} forms of Return of Sleepers and Timber Inspected. ^{inspected.}

175. The original, duplicate and triplicate should be checked and countersigned by the officer-in-charge, entered in the Record of Inspections, and **forwarded to head office without delay.** Should this not be possible, the original and triplicate should be sent to head office immediately and the duplicate passed to the officer-in-charge for checking, countersigning and recording, when it too shall be sent to head office. The quadruplicate shall remain in the book for reference.

176. Officers inspecting timber must endeavour to obtain all ^{Responsibility of} of the information necessary for the correct filling in of the ^{officers counter-} inspection certificates, and the countersigning officer is ^{signing inspection} responsible for seeing that the information is complete, and ^{returns.} that the source from which the timber came is correctly stated.

177. It is essential that permit numbers are correctly shown and if the timber is from an alienated location, the location number must be shown whether the timber is the property of the Crown or of the land holder.

178. When an officer has started to use a book of inspection ^{Inspection return} returns, he should not use a second book until the ^{books.} first one is completed. Officers should retain the books issued to them for their exclusive use and should not issue returns from those held by other officers unless exceptional circumstances

necessitate doing so. In the event of books being transferred from one office to another, head office should be advised as soon as possible.

Cancelled forms.

179. 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.

Each return to be confined to one contract.

180. 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.

How timber from several private property locations is to be shown on returns.

181. Where there is no reason to object to the placing of timber from several private property locations in one stack, the particulars of all timber in such stack may be grouped together on the inspection return. In some cases permits have included the condition that sleepers from each location must be separately accounted for.

Timber from sleeper sawmilling permits.

182. Where royalty due on timber cut by sawmills is payable in the square and the inspection returns form the basis for the accounts, care must be taken to see that the permit number and the words "Royalty payable" is endorsed on inspection returns (form F.D. 125B) of all timber inspected from sleeper sawmilling permits.

Total number of pieces passed to be shown.

183. On the return form provision is made for the inspector to insert in words and figures the total number of pieces (irrespective of size) which have been passed and branded, e.g., a return showing—

400 sleepers 8 ft. x 9 in. x 4½ in. passed and branded and 27 rejected, and 265 sleepers 6 ft. 6 in. x 8 in. x 4½ in. passed and branded and 10 rejected,

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

Details to be noted on stacks of inspected timber.

184. After completing the inspection of a stack of sleepers, the inspector should use yellow crayon to write on the top sleeper of the front tier the details relating to the number of sleepers passed, the number rejected, date of inspection and contractor's name.

185. In the case of sleepers passed for the W.A.G.R. these must be not covered by sleepers passed at a succeeding inspection. They must be left separate for "taking over" purposes, and an upright stake or other piece of timber between stacks will serve for this purpose.

Signed statements of timber passed not to be given by inspectors.

186. On no account may an officer carrying out timber inspection give any signed statement of the quantity of timber or the number of pieces passed on behalf of any individual or firm. The only return in connection with timber inspection which an inspector may sign are the inspection certificates forms F.D. 125A and F.D. 125B.

Inspection brands to be used.

187. The appropriate brands to be used on timber passed under various specifications are printed on the inside cover of the book of inspection returns. Inspectors must see that they have the brand required.

Brands objected to.

188. Timber inspectors should immediately draw the attention of officers-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 branding having an outer circle.

Branding timber after inspection.

189. On no account must an officer place his pass brand on one end of any piece of timber and the condemned brand on the other faulty end with a mark showing where it should be docked before despatch to the purchaser. There is no

guarantee that the contractor will cut the end off where marked or that the piece of timber will be satisfactory after the faulty end has been docked. Any docking considered necessary must be done before the pass brand is placed on the timber.

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

191. 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.

192. 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.

193. Where piles or poles on which royalty is due are submitted for inspection, the inspector will submit a report for transmission to head office with each inspection return showing the dimensions of any piles or poles rejected and the reason for the rejection. If any of the rejected pieces will make acceptable piles or poles of shorter length, this should be indicated. Rejected piles and poles.

194. 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 then be recognised as having been passed for use as sleepers. Timber cut to sleeper sizes for some special purpose to be branded both ends.

195. 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 "Re-inspected" must be very clearly written across the face of the inspection return. This is very important. Re-inspection of timber.

196. When timber which has been passed and branded is subsequently re-inspected any pieces which are again passed should be re-branded; but the previous inspection brand should not be interfered with; both inspection brands should be clearly visible on re-passed timber. On any timber rejected the original export brand must be completely obliterated immediately after the re-inspection. The brand on the reverse end of the export branding hammers should be used for this purpose.

197. Any forest officer finding that sleepers which have been passed and branded are to be cut down to a smaller size should at once report full particulars to head office. Only two courses are open. The Department may either Passed sleepers cut down to smaller size.

- (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 is to be adopted, and foresters should arrange that consignments be held up pending the receipt of instructions, if necessary.

Inspection of cut-down rejected sleepers.

198. 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 re-inspected without reference to head office, but these sleepers must be stacked separately and such sleepers if passed must be branded on both ends and any reject brand showing must not be obliterated. All returns covering the inspection of such sleepers must be clearly endorsed "re-cut sleepers."

Royalty on cut-down rejects.

199. In cases where royalty is payable in the square the inspector must carefully examine the stack prior to inspection to ensure that they bear the reject brand as otherwise royalty payment may be avoided. In cases where no reject brands are visible the certificate must not be endorsed as "re-cut sleepers" as in such cases no royalty would be claimed.

Marking of condemned timber.

200. 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 large branding hammer should be clearly impressed inside each of such circles. On rejected sleepers, timber inspectors should mark with yellow crayon the faults for which such sleepers have been thrown out, for the information of cutters and contractors, so that similar faults may be avoided in subsequent parcels of sleepers submitted for inspection. In the case of marri or yarri sleepers, blue crayon should be used instead of yellow.

Stacking of condemned timber.

201. All condemned timber should be stacked quite apart from passed timber. In the case of sleepers where the number of rejects is not considerable, the turners or other employees of the contractor must remove the reject sleepers clear of the passed sleepers, and stack them in a separate heap on the side of the stack distant from the line where loading will take place. The inspector must see that the rejects are carried clear and stacked in this way before issuing the inspection return.

202. In cases where there is a heavy rejection and the inspector's time would be unduly wasted by waiting for rejects to be carried clear in this way, he may issue the inspection certificate, but must warn the contractor or others concerned that no further inspection will be carried out on their behalf until such time as the rejects are stacked clear of passed sleepers in the yard, and in a position where there is no possibility of their being loaded either by mistake or carelessness on the part of the loading gang.

Stacking of passed timber.

203. All sleepers on the top of a stack should be placed heart side down. The exposure of heartwood to weather frequently causes serious deterioration of the timber, particularly during the early stages of drying.

Wasteful cutting.

204. An officer should, when carrying out an inspection, take notes of—

- (a) abnormal number of rejects;
- (b) bad cutting.

If possible, he should advise the producer how to overcome the difficulties arising, and should draw the attention of a senior officer to the matter, and, if opportunity offers, he should interview the individuals concerned with the object of warning them that better work will be expected.

Inspection of heart-in beams.

205. Squared timber with heart in frequently deteriorates rapidly if left exposed to the weather. It is not desirable that such timber should be inspected until shortly before shipment. Returns will, therefore, be endorsed as follows:—

"Passed for shipment within 14 days from date of inspection."

Any heart-in beams which have not been shipped within 14 days after inspection will have the inspection cancelled. District officers must then see that the inspection brand is

obliterated, and head office notified of the circumstances. Before inspecting any heart-in beams, the inspector must make it clear to the owner or his representative that the timber will be inspected only on these conditions.

206. If such beams require to be inspected again after Re-inspection. the passed brand has been knocked out, full inspection fees will be charged, and, certificates will be endorsed "Re-inspected and passed for shipment within 14 days of this date." Heart-in timber should be clearly indicated on the inspection return.

207. Petrolatum is of great value in preventing end check- End checking of ing of timber during seasoning. It is, however, highly undesir- timber. Use of able that it should be applied to timber, prior to inspection in not petrolatum such a manner as to conceal defects. It is not necessary to use and other pre- preparation. it during winter months, and timber will not be inspected if it has been treated with petrolatum during May, June, July, August and September. Timber which has been treated with petrolatum during summer months, i.e. from October to April inclusive, may be inspected provided—

- (a) it has been applied in a manner which does not obscure the nature of the timber;
- (b) if a thick coating has been applied, or it is very much discoloured, it is to be scraped off to the satisfaction of the inspector.

This applies to both hot or cold preparations, and should any producer be generally careless in the application, the inspector should report the matter to a senior officer.

208. Sawmillers should be encouraged to use petrolatum on timber which has been inspected or which is not subject to inspection. Petrolatum gives effective protection to the ends of timber, particularly if applied hot.

209. In the event of any interference with an inspector during the progress of an inspection by contractors or persons employed in the cutting of the timber, or in the turning of such timber, the inspector may decline to proceed with the inspection. He should, however, first explain to the contractor or his representative that if the work is stopped as a result of interference, the Department will not send any other inspector to complete the inspection. Although they may consider the standard of inspection unfair they are not entitled to interfere with the work, but should allow the inspection to proceed and at the conclusion may report the matter to head office when steps will be taken to send a senior officer to examine the rejects and passed sleepers. Interference with inspectors.

210. Any costs incurred by the Department as a result of delay or in sending the inspector back at a later date to complete the inspection will be a charge against the contractor or other person applying for the inspection, and shall be payable to the Department before any further inspection is made. Costs resulting from delays.

211. A deposit may be required before sending a senior officer to examine timber complained of, and if after such examination the Department is satisfied that the complaint was without reasonable grounds, the deposit may be forfeited.

212. Officers noticing any attempt to export unsatisfactory timber, viz:— Export of rejected or un-inspected timber.

- (a) sleepers not passed by the Department under an order requiring inspection, or sleepers condemned by the Department;
 - (b) sleepers passed under specification for a country other than that to which the shipment is being forwarded and
 - (c) sleepers which have deteriorated since inspection owing to exposure or damage in handling,
- should immediately report any such irregularities to head office and/or to the Senior Timber Inspector.

Shipping certificates.

213. 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 on payment of a prescribed fee.

Bulletin 56.

214. Standard Specifications are based on sound trade practice, but some clauses in it may require authoritative interpretation. Any matter which is not perfectly clear to an inspector should be referred to head office or to the Chief Timber Inspector.

215. A standard interpretation insofar as for wandoo and karri sleepers and for crossings is concerned, will continue to be used as a guide for the inspection of these timbers.

Inspection fees.

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

Payment of inspection fees.

217. Accounts for inspection fees are forwarded from head office and are based on the return submitted by timber inspectors. Inspection fees are collected by head office unless otherwise directed.

Inspection fees.

218. Inspection fees will be payable on the full nominal length of all piles or poles submitted for inspection.

APPENDIX 1

SCHEDULE OF PRESCRIBED FEES

AMENDMENTS						
Type of Collection			Circular No.		Circular No.	
	Fee		Fee	Date	Fee	Date
	Para.	£ s. d.	£ s. d.		£ s. d.	
<i>Timber Workers' Registration and Brands—</i>						
Registration of Timber Worker	8	2 6				
Duplicate Registration Certificate	11	10 0				
Purchase of Branding Hammer	19	2 2 6				
Registration of Branding Hammer	19	5 0				
Purchase of Private Property Brand	23	2 2 6				
Registration of Private Property Brand	24	5 0				
<i>Sawmilling Permits—</i>						
Advertising Deposit—Sleeper Mills	61	2 0 0				
Registration of Sawmills (per Annum)	79					
Up to 3 employees		10 0				
4-7 employees		1 0 0				
8-15 employees		2 0 0				
16-30 employees		3 10 0				
Over 30 employees—for first 30		3 10 0				
each additional						
10		1 0 0				
Exemption from Conditions of Permit						
(per month)	53					
—Sawmilling		1 0 0				
Other		5 0				
Mill Sites (per annum)—for each 10						
acres or part thereof	76	3 0 0				
<i>Other Permits—</i>						
Aplary Site :						
Deposit	99	1 0 0				
Rent per annum	99	5 0 0				
Residence and Business—Rent per						
annum	106	3 0 0				
<i>Royalties—Forest Produce Licenses—</i>						
* Fence Posts :						
From ground salvage (per post)	137	2				
From standing trees ordinary log						
quality (per post)		4				
From standing trees "specials"						
requested (per post)		Mill log				
		royalty,				
		minimum				
		4d. per				
		post				
		£ s. d.				
Strainers (each)	137	1 0				
Struts (each)	137	6				
Beansticks (per 100)	137	5 0				
Round shed timbers, telephone and						
power poles	137	Pile and				
		Pole				
		royalty				
		rates				
Chopping logs (each)	139	6				

* See Circular No. 24/57.

APPENDIX 2

LIST OF FORMS

Form No.	Description	Para.
TIMBER WORKERS' REGISTRATION AND BRANDS		
F.D. 14	Application for Registration of Timber Worker	8
F.D. 430	Certificate of Registration of Timber Worker	8
F.D. 431	Registration Folder	8
F.D. 83	Application for Registration of Private Property Brand	24
PERMITS		
F.D. 51	Application for Sawmilling Permit	32
F.D. ...	Sawmilling Permit Agreement	33
F.D. 183a	Mill Log Book	34
F.D. 184a	Mill Landing Book	34
F.D. 11a	Statutory Declaration—Mill Returns	42
F.D. 182	Summary of Sawmilling Operations	42
F.D. 62	Application for Exemption from Permit Conditions	53
F.D. 261	Return of Sawn Timber—Sleeper Mills	63
F.D. 70a	Local Sawmilling Permit	65
F.D. 70b	Local Sawmilling Permit—Fruit Cases	65
F.D. 49A	Application for Renewal of Permit	70
F.D. 49B	Approved Cutting Sections	71
T.I.R. 18	Application for Registration of Sawmill	79
T.I.R. 19	Certificate of Registration of Sawmill	79
T.I.R. 21	Change of Ownership of Sawmill	80
F.D. 49	Application for Tramway Permit	81
F.D. 57	Firewood Permit—Head Office	89
F.D. 175	Firewood Permit—Local	91
F.D. 241	Monthly Firewood Return	94
F.D. 240A	Carter's Record Book	95
F.D. 162	Application for Apiary Site Permit	99
F.D. 298	Apiary Site Permit	101
F.D. 54	Residence and Business Permit	104
LICENSES		
F.D. 202	Pile and Pole License	113
F.D. 125A	Inspection Return—Hewn and Round Timber	118, 173
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TIMBER INSPECTION		
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F.D. 7	Shipping Certificate	213