

# The Foresters' Manual

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## PART I.

### GENERAL DISTRICT WORK (South-West)

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### SECTION 2. The Timber Trade

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## SECTION 2.

## TIMBER TRADE.

**Registration of Timber Workers and Brands.**

19. The purpose of the registration of bush workers is the proper control of men directly engaged in the cutting and removal of timber from the forest and the prevention of waste and damage in all associated operations. Consequently, it is necessary that every man who handles timber prior to the time royalty is paid on it shall be a registered timber worker. Control of bush workers.
20. The manager of any sawmill obtaining log supplies under a permit granted by the Department must register as a timber worker, but not mill-hands, navvies or general labourers. Mill managers to register as timber workers.
21. The responsibility of obtaining registration as a timber 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. Responsibility for registration.
22. In view of the fact that certain districts have no regular 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. Foresters to facilitate the registration of timber workers.
23. Bush workers are required by Regulations to produce their registration certificate when demanded by any officer of the Department. Certificates to be produced on demand.
24. If, after reasonable warning, permit holders or bush workers fail to take the necessary steps to comply with the provisions of the Forests Act and Regulations, having reference to the registration of timber workers, then such cases should be reported to head office with a recommendation as to whether it is considered that legal proceedings should be taken. Legal proceedings to be taken if Regulations not complied with.
25. An application for registration as a timber worker by a person who has not previously been registered should be made— New registrations.
- (a) by a British born or naturalised British subject employed in the South-West Division of the State, on the form F.D. 14;
  - (b) by a person other than a British born or naturalised British subject, employed in the South-West, on the form F.D. 14a;
  - (c) by a person employed in the cutting or removal of mining timber or firewood under permit on the Goldfields, on the form F.D. 14b;
  - (d) by a sandalwood worker, on the form F.D. 119.
- The application should be lodged with the local forester, together with the registration fee of 2s. 6d. A receipt must be issued by the forest officer for the fee and the application endorsed with the receipt number and recommendation of the forest officer concerned. The application should then be forwarded to head office, where if it is found to be in order, registration will be effected and a certificate in the form F.D. 10, 10a, or 10b issued.

Registration of  
aliens.

26. Certificates of all foreigners who are not naturalised will be stamped "alien" and head office attention should be drawn to any certificates which are issued to unnaturalised foreigners from which this endorsement may have been omitted. The forest officer in such cases, is authorised to write the word "alien" in large letters across the corner of the certificate, together with his initials and the date such endorsement is made. Particulars of the endorsement should be sent to head office, so that head office cards can be similarly marked. If naturalisation has been effected after the issue of the certificate the forest officer may cancel the "alien" endorsement and endorse thereon the number and date of naturalisation papers. The alteration must be initialed by the forest officer and head office advised. All applications should be carefully perused before being forwarded to head office to see that the required information has been supplied.

Full christian  
names to be given.

27. Timber workers' full christian names and addresses must be given on all applications for registration and on all certificates issued. Initials are not sufficient. Names must be written in block letters.

Renewal of  
registration.

28. An application for the renewal of registration is printed on the back of the certificate. This must be filled in and forwarded through the forest officer when renewal is required. Certificates have currency for the calendar year of issue only, irrespective of the month when issued.

29. The expired certificate should be endorsed with the forest officer's recommendation for renewal or otherwise, particulars of fees paid, the receipt number, and the place of employment of the timber worker, and then forwarded to head office.

Failure to produce  
expired certificate.

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

Timber workers  
operating without  
registration.

31. 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.

Renewals for more  
than one year.

32. In such cases an endorsement that registration is required for both years should be made on the application for registration, or on the certificate forwarded for renewal, and additional fees collected. At the same time an explanation from the offending timber worker should be submitted to head office.

Delivery of  
registration  
certificates.

33. Certificates as far as practicable should be personally delivered to the timber worker by a forest officer, who should, if possible, obtain in a note book the signature of a timber worker in acknowledgment of the receipt of his certificate, or at least make a note of delivery in each instance in his pocket book.

34. 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.
- Posting of certificate of registration.
35. In the event of a timber worker having left the district before delivery of his registration certificate has been effected, it should be returned to head office with advice as to the worker's new address, if known.
- Unclaimed certificates.
36. 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.
- Mill officers should examine certificates.
37. Every timber worker before taking up employment on any area other than that specified in his certificate, shall apply to the forest officer concerned in the new area for an endorsement on such certificate in the space provided, relating to such change of employment.
- Change of employment to be endorsed on certificate.
38. Timber workers' registration fees may be collected by any forest officer holding an official receipt book.
- Registration fees.
39. Although it is necessary to accept an application from any person desiring to apply for registration as a timber worker, owing to the work involved in refunding small amounts, the fee of 2s. 6d. per man per annum should not be accepted unless registration is to be recommended. Where registration in the capacity applied for is not recommended, but is subsequently granted, the fee should be collected and a receipt issued before the certificate of registration is handed over.
- Fee not to be collected if registration not being recommended.
40. In order to avoid delay in dealing with applications, particulars of fees collected for timber workers' registration, brand registration and hammer must be shown on the application for timber workers' registration or expired certificate, in the space provided for that purpose, before being forwarded to head office.
- Fees paid to be shown on application.
41. When a forest officer considers that a forest offence has been committed by any timber worker, he shall demand from him his registration certificate and hold it until such time as the offence has been dealt with. The fact that the Department is holding a timber worker's registration certificate will not prevent the timber worker concerned from continuing to work as usual while his case is being considered.
- Timber workers' certificates to be endorsed re forest offences committed.
42. When any timber worker is convicted of a forest offence, or when found to have been guilty of a forest offence and not prosecuted, an endorsement may be made on his registration certificate. In the latter case such endorsement will be made only with the approval of the Conservator. Before any endorsement is recommended, the forest officer concerned must be sure that the timber worker is guilty of the offence and with his recommendation must submit particulars of evidence on which his belief is based.
- Endorsement when no prosecution has been made.

Timber workers' brands.

43. Every person engaged in felling or hewing timber on Crown lands must provide himself with a distinctive branding hammer, to be obtained from the Forests Department at the prescribed cost, plus registration fee of 1s. per annum. Timber workers must accept the designs allotted by the Department.

Brand not to be used unless registered with the Department.

44. No branding hammer shall be used by a timber worker unless it is registered with the Department. Registration shall have effect until the 31st day of December next following, but may be annually renewed on payment of the fee of 1s. with the application for renewal of his registration certificate. Evidence of registration and particulars of the timber worker's brand will be given on the timber worker's registration certificate.

Change of occupation.

45. When a timber worker, who is already registered in any capacity which does not require the registration of a brand, desires to transfer to an occupation where a brand is essential, the fee of 1s. for registration together with the prescribed fee for a brand (if he has not previously had a brand registered) should be collected and forwarded to head office together with the timber worker's registration certificate for endorsement.

Timber from privately owned land to be branded.

46. 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.

47. 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.

Private property brands.

48. 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.

Documentary evidence of ownership.

49. 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.

Private property brands may be used on all property owned.

50. 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.

51. 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.

Fee for registration of private property brand.

52. The fee for registration of a private property brand is 2s. 6d.

53. 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.

54. When instances of their wrongful use come under the notice of forests 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.

55. 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 for 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 and Licenses.

### Sawmilling Permits for General Trade Cutting.

56. 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 forest 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 in accordance with the plan.

Sawmilling permits (general).

57. 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. should forward the application with his recommendation. For the method of dealing with applications for sleeper sawmilling permits, fruit case mills, etc., see paragraphs 71 to 78.

Application for sawmilling permits.

Sawmilling permit agreements.

58. 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.

59. 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. 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.

60. 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 note books. 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.

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

Logs to be numbered at mill landing.

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

Measurement of logs on bush landing.

63. 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.

Log book.

64. 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.

Condemned logs to be branded.

65. 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.

Mill returns.

66. 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.

67. 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.

68. 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 with the words "Mill landing inspected ..... date ..... initials." 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.

69. 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.

70. 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. This applies particularly when a permit is cancelled through expiration or by forfeiture or when logs are felled in side falling during mill line construction or when logs fall off a rake and are left in the bush.

Logs left in bush to be tallied.

### Sleeper Sawmilling Permits.

71. Permits for the cutting of sleepers by small portable mills capable of operating over forest of indifferent quality which has previously been cut over or which is considered too poor or economically unsuitable for the operations of general trade cutting mills, are granted by head office. Applications should be lodged with the divisional officer on the prescribed form 51. The D.F.O. should then submit them to head office with his comments and recommendations. Every application for a sleeper sawmilling permit should include the following particulars—

Sleeper sawmills.

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

An advertising deposit of 10s. 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.

72. 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."

Royalty payments by sleeper sawmills.



Cutting of sawn timber by sleeper mills.

73. 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 from offcuts.

Royalty on permits over property of other departments.

74. When such permits are granted over blocks vested in other Departments or Rural Bank properties on which this Department is controlling the disposal of the timber, arrangements must be made for the permit holder to keep separate records for the timber from each property in order that correct inspection returns may be submitted and the royalty collected be credited to the Rural Bank or other authority.

### Fruit Case Sawmilling Permits.

75. The granting of sawmilling permits for the cutting of fruit cases is governed by the provisions of the casemilling working plan. Applications for cutting should be treated similarly to those for sleeper sawmilling permits and submitted through the D.F.O. on form 51.

76. If royalty is payable in the round, the provisions relating to returns under head office sawmilling permits will apply. If in the square, a return in the form 182A supported by the daily tally sheet on form F.D. 222 must be lodged immediately after the close of each month.

### Local Sawmilling Permits.

Local permits.

77. 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 £10. Such permits are issued only under exceptional circumstances.

Royalty on local permits.

78. 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.

79. 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.

80. When carters' books are used the Divisional Forest Officer concerned must make local arrangements for suitable checking. Initialing 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.

## Licenses for Sheoak Cutting.

81. 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.

## Mill Site Permits.

82. 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 the rate of £1 per annum for each 10 acres or fractional part thereof. No mill should be erected on Crown lands until the mill site has been approved by the Conservator. Mill site permits include a clause requiring approval of the Conservator to the layout of all buildings.

Mill sites.

83. 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 design and capacity.

## Registration of Sawmills

84. Every sawmill used in the timber industry must be registered under and in accordance with the regulations made under the Timber Industry Regulation Act.

Registration of sawmills under T.I.R. Act.

85. 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.

Application for registration.

86. 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. 21 a fresh registration may be obtained for the remainder of the term without payment of any fee, provided the controlling officer—

Change of ownership.

- (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 at 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.

87. 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 the rate of 5s. per mile per annum or any lesser period.

Plan to be submitted.

88. 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 which has been approved as the cutting section for the ensuing 12 months.

Applications.

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

90. Provided the tramline construction is approved by the Conservator, a permit for a term of twelve months is issued in the form F.D. 64.

## Hewing Permits.

Head office hewing permits.

91. The hewing of timber on State forests and Crown lands is considered uneconomical and only rare cases will occur in future where for some special reasons a hewing permit will be issued.

92. Head office permits when issued will be in the form F.D. 56.

93. Local permits in the form F.D. 174 will be issued only on written instructions from head office.

Special approval to hew beams and crossing timbers.

94. A permit granted to hew sleepers does not confer on the permit holder the right to hew timber—

- (i) over 12 feet in length of any cross sectional measurement;
- (ii) over 60 square inches cross sectional measurement of any length.

In all cases where a permit holder desires to hew crossing timbers or beams under either (i) or (ii) or both (i) and (ii), application must first be made and approval obtained from head office. This application should be made through the Divisional Forest Officer and be forwarded with his recommendation. Regulation 70 provides:—"It shall be unlawful for any person to hew from timber acquired under a permit heart-free beams over 12 feet in length."

Hewn sleepers to be inspected or tallied.

95. Hewn sleepers must be removed by the permit holder to railway sidings or approved depots for inspection, but shall not be railed or removed from such dumps until inspected or tallied by an officer of the Department.

## Firewood Permit and Licenses.

96. Householders who make a practice of obtaining firewood for their own use from the forest may do so without any special written authority from a forest officer, provided it is found that the forest is not suffering on account of such operations and that they do not encroach upon firewood permit area. Persons who gather firewood for sale will be controlled by the permit or license system in operation in the district. Firewood supplies for householders.
97. 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.
98. Special provision is made for conditions existing in the Goldfields districts and for householders in the metropolitan area.
99. 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.
100. 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.
101. Local firewood permits in the form F.D. 175 may be granted monthly 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 monthly to the person acquiring the area at the sale until the area is cut out. Local firewood permits.
102. 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.
103. 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 firewood permits.
104. 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.
105. When royalty is payable on measurement and wood is left to dry, as with banksia, the permit holder is required to stack the wood in convenient stacks of  $\frac{1}{4}$  cord or multiples thereof and to measure and number each stack using timber crayon. Stacking of firewood.

Numbering of  
firewood stacks.

106. A billet of wood must be placed crosswise on the top of each stack as measured. The number of  $\frac{1}{4}$  cords in each stack is measured and the progressive total of  $\frac{1}{4}$  cords shown on each stack above a numeral for the month in which the wood was cut. Thus 12/3 on the last stack would indicate three cords cut in the month of March.

Check measuring  
of stacks.

107. The forest officer responsible will visit permit areas periodically for the purpose of checking the size of stacks and the returns submitted by the permit holder.

Carter's record  
book.

108. 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. 204A, 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 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.

109. 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.

110. 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.

## Pile and Pole Licenses.

111. 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.

112. Licenses for the cutting of jarrah 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).

113. Licenses for the cutting of jarrah piles 50 feet in length and over on State forest, timber reserves or other Crown land may be issued over additional areas indicated from time to time by instructions from head office. The cutting of these piles is being restricted to certain sections of virgin forest in the extreme South-West. All such piles 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.
114. Licenses for wandoo poles and piles may be issued over specified areas indicated from time to time from head office. Wandoo piles and poles.
115. 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.
116. 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 12in.-14in.—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 3in. for piles will be allowed and the license made out accordingly for 8in.-10in., 14in.-17in. or as the case may be. Minimum and maximum crown diameter to be stated.
117. 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.
118. In other cases a reasonable deposit must be lodged and a procuration order for payment of the royalty given on the purchaser of the timber; otherwise the royalty will be payable in advance on the issue of the license.
119. Two or more licensees should not be authorised to operate over the one area at the same time. Pile and pole returns.
120. Returns of piles or poles INSPECTED or TALLIED must be submitted on form F.D. 125A (commonly known as Inspection Returns).
121. 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. Tally of piles and poles.
122. In cases of this kind the return form should be amended as follows:— Royalty payments.
- (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.

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

Rates of royalty on piles and poles.

124. Royalty will be payable at the rates prescribed in the Second Schedule to the Forest Regulations for jarrah and wandoo piles and poles. For timber other than jarrah and wandoo, rates will be as fixed by the Conservator from time to time. Royalty will be payable at the prescribed rate for the mean or average crown size of the pile or pole. For example, if the range is 9in.-11in., royalty will be charged on the basis of 10in. crown, if 12in.-15in. on the basis of 13½in. crown. A new schedule of royalty rates is expected to be gazetted during 1950. Rates in this schedule may be based on actual size.

Cutting of oversize piles or poles.

125. If any pole contractor is making a practice of cutting oversize trees, royalty on any pile or pole the actual crown diameter of which is one inch or more over the maximum size set out in the license, may be charged at the specified rate for a pile or pole of the actual size obtained, instead of the average of the crown diameters set out in the license as explained in the preceding paragraph.

Royalty on rejected poles.

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

- (1) **On passed piles or poles** royalty will be payable on the full nominal length and mean crown diameter.
- (2) **In the case of piles or poles rejected at the inspection** the provisions contained in paragraphs 132-133 of these instructions will apply, and royalty will be assessed and charged accordingly. The forester must forward to head office with each inspection return on which rejected piles are shown, a statement setting out full particulars regarding each pile rejected, giving the reasons for rejection and the length and crown size on which royalty is payable in accordance with paragraphs 132-133.

Tally of piles and poles in the bush.

127. In the case of piles or poles which are not subject to inspection they should be tallied before being loaded on to trucks. Piles or poles left in the bush after being numbered for future reference purposes must also be tallied for collection of royalty, and information and recommendation regarding length on which royalty is chargeable in accordance with paragraph 133 should be forwarded to head office.

Removal without tally.

128. In districts where no forest officer is available to inspect or tally piles and poles, the Conservator may agree to such 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.

Branding piles and poles when tallied, inspected or when royalty paid.

129. 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.

130. 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.

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

132. If, through error of judgment on the part of the pole getter, resulting in unsuitable crown diameter, or length, or bad falling, any tree after it is felled, is found to be unsuitable for the pile or pole required, royalty must be charged on the full pile or pole length cut and such royalty shall be payable within fourteen (14) days of the tally.

Piles and poles considered unsuitable after felling.

133. If, however, the pile or pole is found to be unsuitable because of some fault which could not have been detected from the ground before falling, then the pile or pole may be cut down to a shorter length and royalty charged on such shorter length only. In such case the licensee will be given up to three (3) months in which to place such pile or pole and to pay royalty. Royalty will be payable as soon as the pile or pole is sold or at the end of three months.

Cutting poles to shorter lengths.

134. Licenses will not be granted for the cutting of jarrah and wandoo piles or poles for export.

Piles and poles for export.

### General.

135. Returns of forest produce other than those previously mentioned must be submitted monthly or as required under the permit and verified by a declaration on form F.D. 351.

Returns of other forest produce.

136. 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.

Forest produce returns to be rendered promptly.

137. 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.

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

Nil returns.

139. 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.

Discount allowed when royalty paid within specified period.

140. 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 land holders 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.

Notification of land holder re sale of timber reserved to Crown.



Permits over Bank blocks.

141. In the case of permits granted over Bank blocks it will be sufficient to notify the local branch of the Rural Bank. A supply of mimeographed letter forms for use in this connection may be obtained from head office.

Exemption from conditions of permit.

142. 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 a fee of 2s. 6d. 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.

143. 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 change over from the permit area to private property is taking place, and carefully check the operations in the bush and log returns at the mill. The same procedure is necessary when the change is being made back to the permit area.

144. 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.

Simultaneous operations on Crown lands and private property.

145. 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.

Branding of logs and stumps on private property.

146. 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. The fallers engaged on private property should also brand their logs and stumps with their own brand, in the same way as is the case on Crown lands.

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

148. 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.

149. The cutting of timber for landing, stockyards, etc., must be approved by head office and the trees marked by a forest officer. If marri is used it may be supplied free of charge if approved by head office.

Erection of huts, stockyards, etc.

### Apiary Site Permits.

150. 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.

151. Application for an apiary site on Crown lands should be accompanied by a deposit of £1, together with the rent of £2 for the first 12 months.

Deposit.

152. No person can be granted on apiary site permit on Crown land within four 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.

Location of apiary sites.

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

Apiary site permits.

154. 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 to police apiary sites.

### Residence and Business Permits.

155. 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.

156. 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. The rent payable on an approved residence or business permit is £1 per annum and the permit is renewable each calendar year.

Area and applications for residence permits.

157. 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.

Rent on residence permits.

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

Permit is issued by D.F.O.

159. 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.

Squatters.

160. 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.

Forest lease may be granted.

161. 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.

### Timber for Road Boards.

Licenses to road boards to cut timber for bridges, culverts, etc.

162. Section 188 of the Road Districts Act, 1919-1942, provides that a road board and any person authorised in writing under the seal of the board (which includes any person carrying out public works under contract with a road board) may obtain native growing or dead timber without payment of royalty from Crown lands within one mile of the work to be done.

Tally of timber for road boards.

163. Road boards 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.

164. 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.

Branding of timber.

165. 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 road boards or the Public Works Department should be held at the Divisional 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.

166. 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.

167. 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 the case of timber cutting for road boards.

Timber for Main Road Board and other State Government Departments.

### Timber for Settlers' Requirements.

168. Under certain circumstances settlers' permits may be issued either free or on payment of royalty but as conditions vary between divisions, the policy to be followed in each division or district will be determined by the Conservator after discussion with the Divisional Forest Officer concerned.

Timber for settlers' requirements.

169. When a free permit is issued it will be in the form F.D. 88 and when issued on payment of royalty Forest Produce License form F.D. 165 will be used.

170. Free permits are issued only to *bona fide* farmers for their own requirements and not for sale and are not to be issued for the purpose of enabling persons to fence or otherwise improve town lots.

171. A settler who has sold the timber from his own holding or who has destroyed timber on his block is not entitled to a free settlers' permit.

### Timber for Chopping Contests.

172. Permission to cut timber for log chopping contests at local sports meetings may be granted by the Divisional Forest Officer upon payment of a royalty of six pence per log on the timber obtained.

Chopping logs.

173. 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 rate of three pence per log will be payable.

### Stone Licenses.

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

Stone and gravel licenses.

175. Licenses to obtain surface ironstone and gravel lumps 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 for stone. 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

Form of license and royalty.

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.

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

Returns of stone and gravel.

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

### Timber Inspection.

178. 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.

Officers to be conversant with instructions and Regulations.

179. 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.

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

181. 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.

Application for inspection.

182. 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.

183. 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.

Arrangement of work.

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

Origin of timber for inspection.

185. 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. If from a permit area, they should bear the timber worker's brand under Forest Regulation 20 it is compulsory to brand sawn timber.

Timber from private property and permits.

186. The timber inspector should verify the statement of the contractor if it is claimed that the timber is from private property.

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

Deposits for inspection fees.

188. 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.

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

Where timber may be inspected.

190. 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 about ..... miles from the ..... Siding" (or as the case may be).

191. 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.

Particulars of order and specifications.

192. 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.

Specifications for timber inspection.

193. The first stage of an inspection is a careful examination of timber stacks. In the case of sleepers, both ends must be examined before turning starts. Any piece of timber showing excessive rot or other excessive defect may be marked with a reject brand at once.

Examination of stacks.

194. Every sleeper having defective or doubtful ends shall be marked distinctly with crayon, and its depth in the stack shall be marked on the top sleeper of that tier. This procedure is most important and when complaints have been received owing to faulty inspection, these are very often found to be due to the failure of inspectors to examine the ends carefully before the sleepers are turned.

Marking of doubtful ends.

195. The inspector must next measure the length and cross dimensions of several sleepers, particularly any which may vary in size or length from the general average. These measurements serve as a guide, and the same procedure should be repeated at each stack to be inspected. In addition, check measurements should be made periodically during inspection, particularly if sleepers show variation in size.

Method of turning timber for inspection.

196. 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.

197. 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.

198. It is important that the inspector give clear instructions to the turners concerning inferior timber which is to be thrown out.

Stacking of timber for inspection.

199. 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 grants by the Forests Department be stacked separately.

Sleepers to be stacked clear of ground.

200. All sleepers brought into sidings should be stacked on supports so that the bottom tier of sleepers is clear of the ground and pools of water. This not only facilitates inspection but prevents serious deterioration of bottom sleepers where stacks remain for lengthy periods.

201. 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.

Inspection of sleepers from private property.

202. Any person requiring inspection of sleepers obtained from private property must submit, on form F.D. 85, at the first application, the numbers of the locations from which the timber was obtained and the brands registered for such property, together with the names and brands of the cutters. These application forms will be retained and filed in the district or divisional office.

203. 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).

Inspection returns

204. Inspection returns in the forms F.D. 125A for hewn 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 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.

205. 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.

206. Officers inspecting timber must endeavour to obtain all of the information necessary for the correct filling in of the inspection certificates, and the countersigning officer is responsible for seeing that the information is complete, and that the source from which the timber came is correctly stated.

Responsibility of officers countersigning inspection returns.

207. 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.

208. When an officer has started to use a book of inspection returns, he should not use a second book until the 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 officer to another, head office should be advised as soon as possible.

Inspection return books.

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

Cancelled forms.

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

Each return to be confined to one contract.

211. 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.

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

212. As the royalty on sleepers cut under sleeper sawmilling permits 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.

Timber from sleeper sawmilling permits.

213. 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—

Total number of pieces passed to be shown.

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

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

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



Details to be noted on stacks of inspected timber.

214. After completing the inspection of a stack of sleepers, the inspector should use yellow crayon (or in the case of marri or yarri, use blue crayon) and 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.

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

215. 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.

Hewn timber from Crown lands to be inspected.

216. All hewn timber obtained from Crown lands must be inspected or tallied by an officer of the Forests Department and particulars returned to head office on form F.D. 125A.

Sawn timber inspection.

217. The foregoing instructions refer chiefly to sleepers, but apply broadly to sawn timber in general.

Standard grading rules and specifications.

218. 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.

Inspection brands to be used.

219. 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.

Modification of standard specifications.

220. In cases where a sawmiller requests any minor modification to a standard specification or instructions to this effect are received from head office, the letter "M" will be added by the inspector following the standard specification number to show that some modification has been used and inspectors should make a note of such modification to be available for later reference if this information is required.

221. Any extensive or important 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.

Special specifications.

222. Where a special specification submitted by the sawmiller is considered adequate and practicable by the inspector as a basis for inspection, the word "Special" should be filled in in the space provided for specification number and a copy of such specification should be forwarded to head office with the inspection return.

223. 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. Branding timber after inspection.
224. The charges for inspecting various classes of timber are set out in the Second Schedule to the Forest Regulations. Inspection fees.
225. Accounts for inspection fees are forwarded from head office and are based on the returns submitted by timber inspectors. Inspection fees are collected by head office unless otherwise directed. Payment of inspection fees.
226. 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.
227. 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.
228. 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.
229. Forest officers should sign, and not merely print, their names in the respective places shown near the bottom of the forms of Return of Sleepers and Timber Inspected. Officers to sign returns of timber inspected.
230. Inspection of piles or poles will only be made at a railway siding, unless special arrangements have been made with head office for an inspection elsewhere. Inspection of piles and poles.
231. In making out the return on form F.D. 125A of piles or poles inspected or tallied, the inspector will enter in the first column the name and description of the timber and the crown range. In the second column he will put the actual crown diameter. In the third column the length will be shown and the number passed in the fourth column. Return of poles and piles inspected.
232. Inspection fees will be payable on the full nominal length of all piles or poles submitted for inspection. Inspection fees.
233. The inspector will submit a report for transmission to head office with each inspection return, showing piles or poles rejected, and their dimensions. In the case of piles, reason for rejection should be given. Rejected piles and poles.
234. 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.

Re-inspection of  
timber.

235. 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.

Passed sleepers cut  
down to smaller  
size.

236. 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.

237. 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—

- (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.

238. 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 all returns covering the inspection of such sleepers must be clearly endorsed "re-cut sleepers."

Royalty on cut-  
down rejects.

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

Inspection  
certificates.

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

Branding of cut-  
down sleepers.

241. When rejected sleepers, after having been reduced in size, e.g., from 7ft. x 10in. x 5in. to 6ft. 6in. x 8in. x 4½in. are again presented for inspection, they must, if passed, be branded on both ends. The former reject brand should not be obliterated on the end which has not been cut off.

242. 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.
- Marking of  
condemned timber.
243. 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.
- Stacking of  
condemned timber.
244. 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.
245. 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.
- Stacking of passed  
timber.
246. 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.
- Brands objected to.
247. An officer should, when carrying out an inspection, take notes of—
- Wasteful cutting.
- (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.
248. 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:—
- Inspection of  
heart-in beams.

"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.

**Re-inspection.**

249. If such beams require to be inspected again after 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.

**End checking of timber. Use of hot petrolatum and other preparation.**

250. Petrolatum is of great value in preventing end checking of timber during seasoning. It is, however, highly undesirable that it should be applied to timber, prior to inspection in such a manner as to conceal defects. It is not necessary to use 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.

251. 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.

**Interference with inspectors.**

252. 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.

**Costs resulting from delays.**

253. 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.

254. 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.

255. 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.

256. 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 fee of two shillings and sixpence for each certificate.

Shipping certificates.

257. A table showing the cubic contents of various sizes and quantities of sleepers is given in Appendix 2 (Section 8).

Cubic contents of sleepers.

258. A table showing the number of sleepers of various sizes to the load is given in Appendix 3 (Section 8).

Number of sleepers to the load.

259. Although Bulletin 56 (Standard Specifications) is based on sound trade practice, some clauses in it may require authoratative interpretation. Any matter which is not perfectly clear to an inspector should be referred to head office or to the Chief Timber Inspector.

Bulletin 56.

260. Circular letter No. 37, dated October, 1946, still remains a standard interpretation so far as jarrah sleepers and crossings are concerned. In other specifications which allow a "minor pocket of primary rot" this allowance will be determined by the Chief Timber Inspector for the various classes of produce.

