

Richard

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**FORESTERS'
MANUAL**

FIELD ADMINISTRATION

FORESTS DEPARTMENT
PERTH
WESTERN AUSTRALIA

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FORESTERS' MANUAL

FIELD ADMINISTRATION

Prepared under the direction of
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Issued under the authority of
the Hon. W. S. BOVELL, M.L.A., Minister for Forests

PERTH, 1960

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FOREWORD

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

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

(3) Appendices 1 and 2 are designed to assist officers in completing the correct form or return. Prompt and accurate returns and replies to correspondence will greatly assist the department in the preparation of statistics and other information required by the Conservator.

(4) Appendix 3 is a reproduction of the standard conventional signs found on the back of District Plans, with one addition covering areas where Crown timber is reported removed. Where doubt exists as to the vesting of timber rights on reserves or other areas, they should be referred to head office for a search of the titles.

RETURNS, REPORTS, CORRESPONDENCE, RECORDS ETC.

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

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

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

2. Officers should prepare a list showing—

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

List of returns to be prepared.

This list should be kept prominently before the officer concerned.

A list of the returns and reports required at head office for accounting registration and statistical purposes is given in Appendix 1.

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

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

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

Each letter to be confined to one subject.

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

Head office correspondence number to be quoted.

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

Head office correspondence.

Only the Conservator may address correspondence to other departments.

Confidential correspondence may be opened ONLY by the officer to whom it is addressed.

Confidential correspondence.

7. (a) All correspondence reports and returns should be forwarded to head office in sealed envelopes.

Sealed envelopes to be used.

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

Misdirected correspondence.

8. In the event of communications being sent to an officer in error, he should redirect any such communication to the person for whom it was intended, and notify head office of the action taken.

Telegrams.

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

Filing of correspondence, etc.

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

Card index system.

11. Only in districts where a Forest Assistant is employed will the records be kept on a card index system.

When approval has been given for the introduction of this system, the Regional Superintendent will, if required, assist to establish the system on standard lines.

Method of filing correspondence.

12. In districts where a Forest Assistant is not employed the following method of dealing with records should be followed, so that some degree of uniformity will exist throughout the different offices:—

- (a) A file consisting of a file back, then the correspondence, etc., and a face sheet on which will be written the subject matter of the file, and in some cases the name of the person introducing the subject, will be fastened together by a paper fastener inserted from the back. File covers and face sheets are obtainable on requisition from head office.
- (b) All papers should be placed on the file in order of date, the paper bearing the latest date being always on top. Copies of correspondence issuing from a district office, as well as those received, must be inserted on the file dealing with the particular subject referred to.
- (c) All inward correspondence and other papers should be dated with the office date stamp or by hand at the smaller offices, immediately after being opened.
- (d) After a file has been dealt with for the time being, it should be placed in its proper position in pigeon holes provided for the purpose.
- (e) The D.F.O. must file confidential correspondence under lock and key. Only the D.F.O. will have access to such correspondence.

Records not to be destroyed.

13. No records shall be destroyed except by special permission of the Conservator or other authorised officer acting on his behalf, and then only in exceptional circumstances.

Standard headings for filing system.

14. The following is a list of standard headings and sub-headings which will embrace most of the subjects dealt with. One of these standard headings should appear over each pigeon hole in which will be kept all files coming under that heading. The subheadings are suggested as subjects for files:—

Administration:

Policy.—Matters of policy may often be contained in letters normally filed under another heading. It is suggested that duplicate copies of this information be placed on a policy file and cross-referenced with the original letter.

Forests Act and Regulations.
Timber Industry Regulation Act.
Native Flora Protection Act.
Fauna Protection Act.
Foresters' Manual.
Circulars.

*Instructions from head office.

*Instructions from senior officers.

*Instructions to outstations (includes works programmes).

* Other than those dealing with one specific subject.

Afforestation:

Pine Plantations—General.
Soil Surveys.
Pine Plantations—Specific.—1 or more files if required.
Nurseries.
Pine Conversion.
Arboriculture—Arboreta.

Alienations:

Alienation of Land—Without inspection.
Land Inspections.

All files relating to applications for land should be filed in the pigeon hole under the heading of alienations. It should not be necessary to start a new file for each application. A separate file shall be kept for alienations dealt with on each 80 scale plan (Lands Department) or 40 scale plan if warranted, within the boundary of the district. Each application, as received, shall be placed on the file dealing with the plan on which the area is shown. Keep an index on the top page of the file.

Brands:

Timber Inspection Brands.
Timber Workers' Brands.
Private Property Brands.
Treemarking Axes.
Other Brands.

Communications:

Telephone.
Radio.

Education and Publicity:

Posters.
Publications.
Schools—Staff, Employees, Trainees.
Timber Samples and Botanical Material.
Displays and Exhibitions.

Fire Control:

Bush Fires Act.
Fire Prevention—General.
Fire Suppression—General.
Fire Control Equipment.
Notification of Intention to Burn.
Controlled Burning Reports.
Fire Reports—Ordinary.
Fire Reports—Special.
Fire Reports—Annual.
Lookout Towers—General.
Lookout Towers—Specific.
Fire Control—General.

Forest Offences:

Reports and Prosecutions.

Forest Pests:

Insects.
Others.

General:

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

Grazing:

Forest Leases.

Inspection of Timber:

Inspection Returns.
Timber Orders.
Specifications of Timber.
General.

Licenses:

Pile and Pole.
Forest Produce.
Sawmilling
Mallet Bark.
Sandalwood.
Other Licenses.
General—Not elsewhere included.

Mill Sites:

General.

Permits (Head Office):

Separate files are kept for each permit agreement and a general file for each permit.

Permits (Local):

Firewood—General.
Sawmilling—General.

Plans and Surveys:

District Plans.
Fire Plans.
Other Plans—F.D. 80's, A.P.I., etc.
Topographical Surveys.
Aerial Photographs.

Property:

Handing-over Statements.
Buildings—Offices and houses.
Buildings—Other.
Motor vehicles—General.
Bulldozers—General.
Tractors and front-end loaders—General.
Road graders—General.
Power saws—General.
Stationary engines—General.
Electric Power Units.
Water Supply.
Equipment Returns.

Note.—A separate file must be kept for each motor vehicle, bulldozer, tractor, etc. and should be sent to the appropriate office if a unit is transferred.

Reports and Returns:

Quarterly Reports.
Annual Reports.
Planting Report—Annual.
Trade Cutting Operations—Quarterly.
Returns.—A separate file to be kept for each regular return dealt with by the office concerned.

Research:

Separate file for each project.

Revenue and Expenditure:

Audit.
Cash Orders.
Estimates—Separate file for each year.
Expenditure.
Suspense Accounts.
Postage Stamps.
Petty Cash.
Revenue Collections.
Wages Sheets—Correspondence re.
Wages Allocation—91 and 92's.

Staff:

Salaried Staff—

General, transfers, etc. Leave, long service, annual and fire. Allowances. Awards and Agreements.

Wages Staff—

Applications for employment. Awards and Agreements. Complaints from Union. Wage variations, basic wage adjustments. Leave, long service and annual. General.—Not provided for elsewhere.

State Forests, Timber Reserves and Land Tenure:

Dedication of State Forest.
Revocation of State Forest.
Timber Reserves.
Other Reserves.
P.P.T.R. Blocks.
Water Catchment Areas.

Silviculture:

Softwood—Cross reference with Afforestation.
Hardwood—Cross reference with Reforestation.
General.

Timber Workers:

Registration of Timber Workers.

Utilization:

Bush Utilization Studies—General.
Sawmill Studies—General.
Direct Conversion, Hardwood—
Piles and poles. Bridge timbers. Fencing. Other.
Direct Conversion, Softwood—
Pine logs. Peelers. Other.
Departmental Sawmills—
Pine. Hardwood.
General—Matters not included above.

Workers' Compensation:

Claims.
General.

DISTRICT AND FIELD PLANS

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

Land tenure markings as shown on district plans are described in Appendix 3. Land tenure.

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

16. Other sets of district plans marked "Set C", "Set D", and so on, and mounted in sections for the use of forest officers in the field are also issued to each district. The officers to whom these are issued are responsible for these Field plans.

plans and must keep them up to date from the "Set A or B", whichever may be in the district office at the time. The field plans should, therefore, never be more than six months out of date.

Plans to be inspected by Divisional Forest Officer.

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

INSPECTION OF MACHINERY

Inspection of machinery and bush equipment.

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

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

(c) Matters deserving of attention are:—

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

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

TRANSFER OF STAFF

Transfers of staff, changes of address.

19. (a) The officer in charge of a district is responsible for seeing that head office is notified immediately an officer reports to him for duty from another district, or immediately an officer leaves his district for another district. It is necessary that the officer's new address be supplied, otherwise pay cheques and other mail matter may be sent to the old address. Form F.D. 447 is provided for this purpose.

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

Vacation of office.

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

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

Keys.

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

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

Officers to report anything of an unsatisfactory nature.

STATIONERY AND STORES

23. (a) Normally the D.F.O. should personally sign all requisitions for items which are not of a normal nature and should hold himself responsible that District Foresters and other officers do not obtain items direct which are unnecessary.

Requisitions.

(b) The D.F.O. may depute his authority to certain other officers, depending upon his staff, on the lines that the Forest Assistant may requisition for stationery and office materials, apart from furniture and instruments. The District Forester may requisition materials needed for authorised works, such as cement, P.O.L., building materials, water bags, hand tools, etc.

Persons authorised to sign.

(c) The D.F.O. should personally sign and state on the requisition the purpose for which an item is needed for items such as power saws, furniture, instruments, replacements for lost tools, etc. In every case where the D.F.O. can point to an approval already obtained from a Superintendent for an unusual item, he should draw attention to this on the requisition itself.

(d) The P.M.E. and A.M.E.'s may requisition for parts needed by them for actual jobs, but in all cases where stocks of spare parts are sought, these requisitions must be signed in addition by the P.M.E. and forwarded to the Superintendent of Management for approval.

Stocks of spare parts.

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

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

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

F.D. 200.—Advice of despatch of stationery and stores ex Como Stores.

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

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

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

24. Advices of despatch (F.D. 200) are made out at head office in triplicate, the original and duplicate being sent to the officer requiring the supplies, who must complete the receipt on the duplicate and return it to head office immediately after receiving the goods.

Advices of despatch.

Advices of despatch (F.D. 200A) are made out in single copy with a detachable receipt slip and indicates items as ordered from Government Stores. These forms are to be checked with the corresponding Form F.D. 283 and when the goods are received the detachable slip should be forwarded to head office.

25. When plant or equipment is to be transferred from one district to another, instructions in duplicate, for the transfer, are issued to the officer in possession of the goods at the time. He will retain the original and forward the duplicate to the consignee when despatching the goods. The consignee must sign the acknowledgment on the duplicate form and forward it to head office immediately after the receipt of the goods. As the consignee is left with no record of the goods received he must make his own. It is most important that this system be strictly adhered to, and no transfers to any officer other than those under the control

Transfer of plant, equipment, etc.

of the person to whom the goods are on charge, and for whose equipment he accepts responsibility, should be made without the proper authority, except in cases of extreme urgency, when notification of such action should be at once sent to head office, the form of requisition for equipment, plant and machinery being altered for the purpose, if no F.D. 198 is available.

Sufficient particulars of articles required.

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

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

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

(d) Automotive and engineering parts must be requested on requisitions entirely separate from stationery and stores.

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

Ledger reference numbers.

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

Officer-in-charge personally responsible for equipment.

28. All stores and equipment are debited to the district or work, and the officer in charge is held personally responsible for its proper care and safety. He should see that all equipment in use by his assistants is in good and serviceable condition.

PLANT AND EQUIPMENT

Transporting of equipment.

29. When transporting bulldozers, wheel tractors, various motor vehicles and other machinery, concrete pipes, etc., on departmental trucks, care must be taken to ensure that loads are adequately secured by chains or wire ropes. The officer in charge is held responsible to see that this is carried out, and should instruct drivers that any vehicle carrying such loads must not leave the loading place until the load is adequately secured with chains or wire ropes which should be kept for this purpose.

Vehicles and power equipment.

30. The department has a large and increasing capital investment in motor vehicles, engines, tractors, graders and miscellaneous power equipment. The Plant and Maintenance Engineer, and Assistant Maintenance Engineers, are provided to advise and assist districts in the economical use and maintenance of this equipment.

Policy re purchase of power saws.

31. All types of power saws including chain saws, offered for sale to the Department are subjected to:

(a) Floor inspection by the P. & M.E. and or the A.M.E., metropolitan area, and if not suffering from obvious engineering problems, the seller is invited to demonstrate on loan, a saw for a week or two to Mundaring.

(b) Field trials are made by responsible officers and the most experienced sawyers, both on jarrah and pine.

- (c) If field trials plus floor inspection are satisfactory, the Superintendent of Management arranges to purchase a saw and to operate it at Mundaring for 3 months on heavy trial alongside approved types.
- (d) If reports after 3 months, plus A.M.E. inspection of wear, part supplies, and costs are favourable, the saw is placed upon the approved list for certain types of work, by the Superintendent of Management.
32. No vehicle or unit will be cannibalised without the permission of the Superintendent of Management. Cannibalising and engine changing.
- No engine will be changed without the permission of the P. & M.E. In urgent cases a telephone call to the P. & M.E. is authorised.
33. Serious operational failures, which cannot be repaired within 48 hours, of items of plant and equipment valued at above £2,000 must be reported, particularly in summer, by radio or telephone calls to the P. & M.E. or to head office (Management Branch). Serious operational failures.
34. For the first 6 month's life of all new vehicles and heavy equipment a special note on performance at the foot of the Form 68A must be signed in person by the Divisional Forest Officer or District Officer responsible. Personal inspections must be made periodically where possible. Special reports new items.
35. No local construction of trailers, caravans, or other plant will be undertaken without reference to the P. & M.E. and no work is to be undertaken on private vehicles unless authorised by the Conservator. Local constructions and private vehicles.
36. The Assistant Maintenance Engineers will carry out inspections of field plant and workshops within their allocated areas, and advise the officer-in-charge in each district on problems of workshop operations, plant repairs and maintenance and where necessary arrange for major repairs, etc. to be carried out by the most suitably placed major workshop. Duties of A.M.E.
37. The Plant and Maintenance Engineer, and Assistant Maintenance Engineers, when carrying out inspections of plant and workshops, will submit reports on Major Repairs and Replacements Form F.D. 452, and Monthly Inspection Form F.D. 454. Reports required from P.M.E. and A.M.E.
- Form F.D. 452 is made out in triplicate, the original being handed to the D.F.O. for his written comments on the need for repairs or replacements. It is then forwarded to the P. & M.E., who discusses the details with the superintendents concerned. When a decision is made instructions are written on the detachable slip which is torn off and returned to the D.F.O. for action. Form F.D. 452.
- The duplicate copy of the form is retained by the A.M.E. and the triplicate by the D.F.O.
- Form F.D. 454 is made out in triplicate and is intended to indicate to the D.F.O. the condition of all plant, mobile or stationary, inspected during that month. Where applicable, reference should be made to the suitability of the plant for the type of work on which it is engaged, and the efficiency of the operator. The D.F.O. will see that the necessary action is taken to bring any sub-standard plant to a satisfactory operational standard. Form F.D. 454.
- The original of the form is retained by the D.F.O., the duplicate by the A.M.E., and the triplicate forwarded to the P. & M.E.
38. (1) All utilities will be painted cream or buff (shade Dulux 388/6580). Standard colours for vehicles and equipment.
- (2) The following vehicles will be painted orange (shade Dulux 388/017) with black wheels and mudguards:—
- (a) All trucks from 1 ton and upwards, including crane trucks, semi-trailers and log jinkers.

(b) All jeeps and land rovers, Austin Champs, and trailers for same.

(c) Mack trucks.

(3) All trucks will have the tailboard and/or rear of table-top painted white.

(4) Heavy duty water tanks and power pumpers of all types Carnation Red (shade Dulux 388/014).

(5) Power graders, wheel tractors, front end loaders, crawler tractors, power saws, and ploughs and plantation implements to be painted bright yellow.

(6) Battery charging sets, lighting plants and fixed engines may be painted with any of the above colours of which you hold a surplus.

(7) All departmental trucks and utilities will have the letters "F.D." stencilled on both front doors in letters 4 in. high, commencing 6 in. from door handle and 4 in. below top of the door.

(8) Vehicles and other units purchased in colours other than our standard colours are not to be repainted until they are in need of it.

Plant repair
record F.D. 444.

39. The Plant Repair Record F.D. 444 will be written up by the officer-in-charge of the item, covering all necessary information to enable repairs to be carried out to the unit concerned, and delivered with the unit to the workshop. On completion, the record of repairs executed will be entered by the workshop staff and the book returned with the unit. All Plant Repair Record books as completed, are to be held for inspection and must be transferred with the item of plant when transferred.

Instructions covering the use of Plant Repair Record F.D. 444 are available from head office on Circular No. 7/58 dated 5th May, 1958.

Traffic
regulations.

40. State Traffic Regulations are invoked from time to time covering safety precautions with respect to warning lights and signalling devices. The requirements are issued in circular form as gazetted and are to be followed strictly to ensure that all vehicles to which the regulations pertain, in no way cause any breaches of the law. The responsibility to see that these regulations are adhered to, lies with the officer-in-charge. Questions regarding maximum load ratings for any particular vehicle are sometimes complicated and should be referred direct to the P. & M.E. who keeps in touch with changing regulations.

Maintenance
record forms.

41. All forest officers are responsible for the correct maintenance of vehicles under their control, for the correct entering of the running book F.D. 373 and for keeping form F.D. 330 where it is readily available for inspection by P. & M.E., A.M.E.'s, or other visiting officers. Running books and form F.D. 330 (amended if necessary) are equally important for stationary engines, tractors and power saws.

42. Motor vehicle returns are to be submitted promptly from all centres to head office on form F.D. 68a to cover 4 weeks, i.e., two complete pay periods. The form is self explanatory, and must be completed in full. Re-distribution of vehicles by head office when necessary is based upon the information contained in the return. See also Foresters' Manual, Pamphlet No. 3, paras. 227-229.

Record of
equipment to
be kept.

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

Special file covers or binders will be supplied, in which will be filed copies of returns on form F.D. 138, and

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

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

Half-yearly returns of equipment.

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

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

"Writing off" of useless equipment.

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

Disposal of articles after inspection.

on Form 338.

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

Lost or stolen equipment.

Thefts must be reported to the police.

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

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

Articles no longer required.

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

Handing-over statements.

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

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

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

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

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

Purchase of goods locally.

52. Officers must make every endeavour to obtain the supplies required through the ordinary channels by requisition. If in an emergency goods are urgently required they may be purchased locally with the approval of a senior officer. An "already supplied" requisition should be forwarded to head office immediately. ~~Only in exceptional circumstances should officers pay for goods locally by cash order.~~

Explosives.

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

Government Gazettes.

54. Government Gazettes are supplied only to a limited number of senior officers. Such officers should, therefore, arrange for any assistant foresters to have access to the Government Gazettes they receive in order that they may have an opportunity of becoming conversant with notices published therein. Normally, anything contained in the Government Gazette which affects forest officers will be sent out in the form of a circular from head office.

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

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

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

(c) Attention of all officers is drawn to the necessity to check up on equipment lost or destroyed after fire fighting. Many cases have occurred in the past of insurance claims being overlooked. See also para. 57.

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

Insurance of vehicles.

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

State Insurance Form No. 263 should then be filled in and forwarded to head office.

No action should be taken to have repairs done on the vehicle until approval is received from head office.

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

In no circumstance should a departmental officer admit liability to any party involved in an accident. This liability is determined by the State Insurance officer and by a court of law if necessary.

Witnesses' names and statements should be submitted if available.

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

The Forests Department does not normally undertake insurance repairs in its own workshops and prefers all such work to be arranged with outside firms by the State Government Insurance Office.

57. With the exception of cameras and projectors insured against "All Risks", insurance against fire only is effected by head office on certain items of equipment covered by the following main headings in the insurance schedule:—

Insurance of equipment.

Water Pumping Plant.
Electric Lighting Plant.
Sawmill Plant and Machinery.
Power Saws.
Power Pumps.
Contents of Buildings—Covers certain workshop, office and storeroom buildings.

Every officer responsible for equipment must report losses by fire, stating the circumstances, immediately the loss is discovered.

In the case of cameras and projectors, the only items covered against all risks, loss by any means must be reported.

58. The importance of checking on the insurance of plant hired in emergencies for fire fighting is dealt with in Pamphlet No. 3, paras. 148-152 and requires careful consideration by all officers.

Insurance of hired plant and equipment.

LAND INSPECTION

59. All applications received by the Lands Department for land within timber districts are referred to the Forests Department for report. In certain cases there is sufficient information available in head office from past inspection reports, special assessments, etc., to enable a reply to be sent to the Lands Department. In the majority of the cases,

Object of land inspection.

56. All motor vehicles and tractors are insured for Third Party risk and against loss or damage by fire or accident when that loss or damage is in excess of \$2 000. Insurance of vehicles

1. The procedure to be followed by the Officer responsible for a Departmental vehicle in the event of an accident which involves another party or damage to another vehicle is as follows:

- 1.1 obtain the registration numbers of all other vehicles involved;
- 1.2 the names of the insurance companies which cover the other vehicles;
- 1.3 the names and addresses of any witnesses if possible;
- 1.4 report the accident to the police or Road Traffic Authority if it is envisaged that the cost of damage to any one vehicle will exceed \$100 or if anyone is injured;
- 1.5 in no circumstances admit liability to any party involved in the accident;
- 1.6 notify Head Office by telegram or telephone immediately;
- 1.7 complete S.G.I.O. Form 263 or F.D. Form 637 and a report in triplicate for transmission by the Officer in Charge to the Regional Leader, Administration.

2. The procedure to be followed by the Officer responsible for a Departmental vehicle in the event of an accident which does not involve another vehicle or another party is as follows:

- 2.1 report the accident to the police or Road Traffic Authority if it is envisaged that the cost of damage to any one vehicle will exceed \$100.

2.2 complete S.G.I.O. Form 263 or F.D. Form 637 and a report in triplicate for transmission by the Officer in Charge to the Regional Leader, Administration.

Insurance
of vehicles
(cont'd)

3. No action should be taken to have the repairs done on the vehicle until approval is received from Head Office.

4. If the Officer in Charge considers the job can be done locally, he must submit to Head Office through the Regional Leader, Administration, two quotes in duplicate for the work before it will be considered by Head Office.

5. National Safety Council Accident Investigation Report Form to be completed in triplicate by the Officer in Charge and submitted through the Regional Leader, Administration to the Central Safety Officer.

6. Original S.G.I.O. Form 263 or F.D. Form 637, reports and quotes after being dealt with by the Regional Leader, Administration, must be forwarded to the Plant and Maintenance Engineer's Section at Com.

7. Officers should keep in mind that the accident insurance is not comprehensive and as such does not cover minor accidents such as broken head lamps, windscreens, etc. and therefore, care must now be taken at all times to prevent the occurrence of such accidents.

however, it is necessary to obtain further information by field inspections. The primary object of such inspections is to ensure:

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

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

Check with nearest W.P.O. on information available.

60. It can happen that a Working Plans Office has just completed or is assessing the area in question and the information has not reached head office. To avoid duplication of work, officers should check with the nearest Working Plans Office if any information is available on the area to be inspected.

Form of inspection report.

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

Improvements on applicant's holdings.

62. Occasionally applicants have not improved their existing holdings but still apply for more land. In all cases where a land inspection is required, information should be forwarded to head office on the improvements on each location held by the applicant—e.g.:—

Nelson Loc. 4104—Plan 438 A/40 C.3 (220 acs):
60 acs. cleared and under pasture.
40 acs. ringbarked but reverted to scrub.
120 acs. uncleared.

Nelson Loc. 4105—Plan 438 A/40 C.3 (160 acs.):
160 acs. cleared and under pasture.

Such information is of considerable value to head office in assessing the merits of the application.

Method of inspection.

63. When starting on a land inspection, a preliminary reconnaissance should be made to determine the distance apart it will be necessary to run classification lines. This may vary from 10 to 40 chains apart, depending on such factors as the size of the area to be inspected, the nature of the country, and the value of the forest it is carrying.

Use of air photos and A.P.I. maps.

In this respect the use of air photos and A.P.I. maps can often facilitate inspection. As a general rule, classification lines should be run across the fall of the country, and preferably at right angles to the main axis of the area to be inspected. In running these classification lines the volume of timber will be estimated on a strip one chain wide (half chain on either side of the line) and officers must not attempt to alter these figures with the idea of allowing for variation in loadage thought to occur outside the one chain strip.

Classification lines.

Field book 1/1954 to be used.

64. Officers carrying out land inspections shall use field book type 1/1954. Booking should commence at the middle page and from the bottom of it.

Use at least one inch of the page for every 10 chains. A bigger scale can be used if necessary.

When the line turns a corner, commence a new section of line from zero chainage, on a new page.

In order to avoid gross errors in chainage, the chainman should write the chainage on the tree nearest to his mark. The booker then checks on this.

To avoid having fractions of an acre, the line should be extended or reduced to the nearest 10 chain if it does not finish on a multiple of 10.

~~65. The pages covering the inspection are torn out, attached to the report and forwarded to the D.F.O. for perusal and onward transmission to the Working Plans Office at Manjimup or Harvey.~~

Field notes
required by
W.F.O.

66. Field notes will be entered in the same way as for A.P.I. and quarterly assessment. As he paces or chains along the classification line, the inspection officer must enter, at 10 chain intervals—

- (a) marketable log timber over 90 inches girth;
- (b) marketable log timber under 90 inches girth;
- (c) timber removed;
- (d) notes on piles, poles, regrowth, understory, and ground vegetation;
- (e) descriptive notes of soil types;
- (f) other information under the headings in the field book—especially marri.

(All the above figures are to be given as loads per acre in the round, full volume measure.)

67. Attention is drawn to the necessity for qualifying such descriptions as "poor", "open", "good", "sparse", "scattered", "dense". In themselves, these terms have very little meaning, and particulars concerning average heights, number of stems per acre, and similar information are essential. Examples of description are as follows:—

Virgin jarrah of 80 ft. class well stocked with stems for 60 in. to 80 in. G.B.H. Not many large trees. Appears to have reached maturity.

A poor open, stunted—55 ft., jarrah forest on sandy soils with little or no regrowth and a general lack of vigour. Unlikely to prove suitable for growing jarrah after the first milling.

Vigorous, fully stocked virgin karri forest—200 ft. with little or no need for improvement fellings.

68. Volumes of standing and removed timber will be obtained by ocular estimate with occasional trees being measured to test the accuracy of the estimates. Each 10 chains along the line represents one acre and volumes per acre are obtained by adding together the estimated loadage in each marketable tree standing on such strip.

Log volumes
estimated.

69. If it is possible to recover 25 per cent. from a tree, it will be assessed in the marketable category. Only log or branch length which will go to the mill is assessed.

Loads
marketable.

Volumes of trees which have fallen in the last 10 years will be estimated.

70. Volumes of potentially marketable marri which are reasonably sound and not obviously damaged or very gummy will be estimated. The many *small* bumps do not necessarily mean that the tree is gummy throughout. A recovery of 25 per cent. is required.

Marri volumes.

All other marri including dead ones will have volumes estimated and shown as non-marketable.

Volumes per acre circled.

71. The total loadage per acre, by species, is shown in a circle at each 10 chains.

Forest types.

72. Forest type boundaries are to be noted in the field book so that the area of each type can be calculated later and the appropriate assessed volume per acre applied to obtain a total loadage figure.

The forest type is determined by the forest species with the greatest number of stems. If more than about 20 per cent. of the stems consist of a second or third species, this is also listed. For example:—

K—More than 80 per cent. karri.

KJ—More than 20 per cent. jarrah.

KJM—More than 20 per cent. of each jarrah and marri.

Some abbreviations commonly used are:—

Jarrah—J.

Karri—K.

Marri—M.

Red Tingle—T.

Yellow Tingle—T.Y.

Flooded Gum—F.G.

Blackbutt—Bbt.

Co-dominant height.

73. Where the assessor can confidently estimate the codominant height, there is no need to take a measurement every 10 chains.

Stocking.

74. Give details of the distribution of age classes, for example:—

Open pole stand.

Mainly large and over-mature trees.

All classes present.

All classes present but poles malformed because of fire damage.

Open, malformed forest mainly below 60 in. G.B.H.

Appears to be mature.

Larger trees malformed apparently by fire. Saplings and poles are of better form due to absence of fire.

Note the presence or absence of advance regrowth or regeneration and also the species.

Fire damage.

75. Give notes to indicate the extent to which the forest has suffered from fire. For example:—

Epicormic shoots up all stems.

Crowns severely damaged at intervals in the past.

Good crowns and no evidence of severe fires.

Give date when estimated last burnt.

Piles and poles.

76. Give number and species over 50 ft. If they are over 60 in. G.B.H. the volume will be assessed.

Notes re undergrowth.

77. Where there are a great number of undergrowth species, it is not necessary to list all of them. The list should be sufficient to indicate the type of country and any of particular interest to a forester. The common names are used where they are known and abbreviations which can be understood are permissible—for example:—

Grass Tree—King.

Blackboys—B'boys.

Ti-tree—Ti.T.

Bull banksia—B. grand.

River banksia—B. vert.

Waterbush—Netic.

Sheoak—Cas. fras.

Karri Oak—Cas. decuss.

Bracken fern—Bkn.

78. The forest soils of the south west are mainly sands with some sandy loams and occasional loams. Six broad soil associations are recognised. These are:—

Soils.

- (a) Dioritic association.
- (b) Granitic association.
- (c) Acid metamorphic association.
- (d) Basic metamorphic association.
- (e) Alluvial soils.
- (f) Lateritic association.

In coastal areas the sands are broadly classified as follows:—

- (a) Limestone Zone.—Yellow sands over limestone, the depth of the limestone varying from outcrops to depths below 13 feet.
- (b) Median Zone.—Deep grey sands, with or without pale yellow sand or coffee rock at depth.
- (c) Swamps or other poorly drained soils.

These broad associations are again subdivided into types and phases of the types. For the purposes of land inspection however, only types are used and the boundaries of these are noted in the field book. Common types are yellow sand with heavy laterite gravel, grey sand, light brown silty sand (alluvial) etc.

79. Give the colour and texture of the soil and the presence of gravel, stone or boulders. Abbreviations may be used:—

Description of soils.

- W—White.
- B—Brown.
- Y—Yellow.
- R—Red.
- Bl.—Black.
- Choc—Chocolate.
- G—Grey.
- C—Clay.
- Gr—Gravel.
- S—Sand.
- Si—Silt.
- L—Loam.

Example—Brown sandy clay loam—B/SCL.
Grey loamy sand—G/LS.

80. It is important to report whether or not the soils are suitable for cultivation (arable) and to indicate any areas that may be capable of supporting stands of *Pinus radiata*.

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

Boronia, sheoak, etc.

82. From these notes the inspecting officer will complete the information required on land inspection report Form F.D.

Land inspection report.

89. It is important to note that separate loadages and particulars are required for each timber type.

83. The Divisional Forest Officer will be responsible for training of staff required to carry out land inspection in his division, in proper methods of timber estimation, classification work, and the preparation of reports, on form F.D. 89. In the original issue of the Manual, plates were given showing examples of the manner of filling in this form. These are not repeated in this pamphlet as it is considered that personal tuition from the D.F.O. is more important. The D.F.O. signs the inspection report and is personally responsible for the facts presented. He should himself carry out field checks to establish the quality of the report submitted.

Training of staff in land inspection.

Issue of forest leases instead of alienating of land.

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

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

Recommendations.

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

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

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

Some of the many factors which need consideration are—

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

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

Officers to regulate land inspections and avoid unnecessary travelling.

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

Negotiations for purchase of private property.

87. The procedure in regard to negotiations for the purchase of private property for addition to State Forest is as follows:—

- (i) Inspection—Carried out (or checked in the field) by the officer making the recommendation.
- (ii) Valuation.
- (iii) Report to head office, requesting approval to negotiate within a specified price range.
- (iv) Negotiate a price with the vendor and secure his "agreement to sell" in writing. Give him to understand that the negotiated price is subject to approval by the Conservator and the Minister for Forests.

APPENDIX 1

REGULAR REPORTS AND RETURNS REQUIRED AT THE HEAD OFFICE

FORTNIGHTLY.

- F.D. 52—Wages Sheets.
- F.D. 204—Time Sheets.
- F.D. 91, F.D. 92—Allocation of Wages and Local Payments.
- F.D. 468—Wages Sheet Reconciliation.
- F.D. 394—Variation in Wages Employees and Housing Return.
- F.D. 341—Departmental Sawmills—Details of Sawn Timber.
- F.D. 412—Departmental Sawmills—Details of Production.
- F.D. 319—Direct Conversion—Details of Production.

MONTHLY.

- F.D. 68A—Vehicle Returns.
- F.D. 68B—Plant Returns.
- F.D. 454—Plant Inspection Report.
- F.D. 452—Report on Major Repairs and Replacements.
- F.D. 1—Officers' Monthly Journal.—10th day of following month.
- F.D. 303—Petrol and Drum Returns.
- F.D. 424—Staff Quarters Return.

BI ANNUAL. QUARTERLY.

- ~~Quarterly~~ Report—30 days after close of quarter.
- F.D. ~~390B~~ Trade Operations Return—30 days after close of quarter.
- 512 - SUMMARY OF AREAS CUT OVER.*

HALF-YEARLY.

- F.D. 138—Equipment Return.
- F.D. 362—Fire Equipment Return.
Review of Estimates.

ANNUALLY.

- Estimates—1st May.
- Annual Planting Report—30 days after close of September quarter.
- Fire Report—Natural Forest—31st May.
- Fire Report—Plantations—31st May.
- F.D. 346—Building Maintenance—31st January.
- Lookout Towers—Condition—30th September.
- Leave Programme—31st January.

Note.—Where no due date is stated, returns and reports should reach Head Office not later than 7 days after the close of the period.

APPENDIX 2
*** LIST OF FORMS**

	Para.
F.D. 447—Transfer of Officers	19 (a)
F.D. 20—Handing-Over Statement	20 (a)
F.D. 283—Requisition Form	23 (f)
F.D. 200—Advice of Despatch of Stationery and Stores—ex Como	23
F.D. 200A—Advice of Despatch of Stationery and Stores—ex Government Stores	23
F.D. 199—Advice of Despatch of Equipment, Plant and Machinery	23
F.D. 198—Transfer of Equipment, Plant and Machinery	23
F.D. 444—Plant Repair Record Book	39
F.D. 373—Running Book	41
F.D. 330—Weekly Vehicle Maintenance Record	41
F.D. 193—Record of Receipt and Transfer of Equipment	43
S.G.I.O. 263—Claim for Insurance	56
F.D. 89—Land Inspection Report	61

* Excludes those listed in Appendix 1.

APPENDIX 3

CONVENTIONAL SIGNS USED ON DISTRICT PLANS—SOUTH-WESTERN DIVISIONS

State Forests and Timber Reserves (Land Act)	Border	<i>Red</i>
Reserves other than Timber (Land Act)	Wash	<i>Red</i>
State Forests (Forests Act)	Border	<i>Blue</i>
Timber Reserves No. /25 (Forests Act)	Border	<i>Blue</i>
Locations repurchased for Public purposes	Border	<i>Broken red</i>
Alienated Land	Wash	<i>Green</i>
Groups, Estates and Midland Railway Co.	Border	<i>Emerald green</i>
Group Settlement Blocks	Marked G.S.	<i>Red</i>
Nannup Settlement Blocks	Marked N.S.	<i>Red</i>
Busselton Settlement Blocks	Marked B.S.	<i>Red</i>
Unemployed Settlement Blocks	Marked U.	<i>Red</i>
Discharged Soldier Blocks	Marked D.S.	<i>Red</i>
No permit to be granted (arrangement with owner)	□	<i>Red</i>
No permit to be granted (arrangement with R. and I. Bank)	— —	<i>Red</i>
<i>Alienation Approved</i>	Border	<i>Green</i>
Released to strengthen Groups	*	<i>Green</i>
Subject to reservation of timber	Diagonal line	<i>Brown</i>
Subject to reservation of tramway right	*	<i>Red</i>
<i>After June 20th, 1931</i>				
Subject to reservation of timber and tramway rights	★	<i>Red</i>
Subject to reservation of timber and tramway rights and carrying timber at time of inspection	○	<i>Red</i>
Subject to reservation of Mallet	M	<i>Red</i>
<i>Alienation Refused</i>	Wash	<i>Brown</i>
Alienation refused until timber removed	Diagonal line	<i>Green</i>
Alienation refused—subsequently alienated	Diagonal line	<i>Red</i>
Sawmilling Permits	Border	<i>Yellow</i>
Firewood Permits	Border Broken	<i>Yellow</i>
Sawmill Sites	Wash	<i>Red</i>
Tramway Permits (existing)	Line	<i>Red</i>
Tramway Permits (proposed)	Line	<i>Pencil</i>
Apiary Sites	+	<i>Red</i>
Forest Leases	Border Broken	<i>Green</i>
Forest District Boundaries	Border	<i>Neutral</i>
Marketable timber reported removed—	Year	◆	Red diamond	
		★	Red star	
	Year	◇	Red diamond	
		○	Red circle	
	Year	◇	Red diamond	
		◇	Brown diagonal line	