

# Government Gazette

OF

## WESTERN AUSTRALIA.

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WEDNESDAY,

No. 50.1

[1913.

## LOCAL GOVERNMENT.

## REGULATIONS AND FORMS

IN CONNECTION WITH

## ROAD BOARDS,

ISSUED UNDER

"THE ROADS ACT, 1911,"

TOGETHER WITH

## SPECIMEN ACCOUNT BOOKS

AND DIRECTIONS FOR KEEPING SAME.

#### THE ROADS ACT, 1911.

REGULATIONS AND FORMS.

P.W., 6271/13, Ex. Co., 3042/13.

Department of Public Works, Perth, 30th June, 1913.

HIS Excellency the Governor in Executive Council has been pleased to make the following Regulations under the provisions of "The Roads Act, 1911."

C. A. MUNT. Under Secretary for Public Works.

### REGULATIONS AND FORMS UNDER THE ROADS ACT, 1911.

Whereas it is enacted by "The Roads Act, 1911," that the Governor may make regulations for giving effect to the said Act, and prescribing the forms for use under the said Act: Now, therefore, His Excellency the Governor of the State of Western Australia, acting with the advice of the Executive Council of the said State, doth hereby, in exercise of the powers conferred by the said Act and of all other powers him in this behalf enabling, make and re-enact the regulations as amended hereunder, and prescribe the forms in the Schedule hereinafter set forth, and such shall apply to and be carried out by all Road Boards throughout the State of Western Australia.

## REGULATIONS.

1. The several forms in the Schedule hereto, with the directions therein contained, shall be used

for the purposes for which they are respectively applicable.

Provided that the rate books and other books previously prescribed by the regulations made under "The Roads Acts, 1902, and 1911," with their respective amendments and already in use may be continued for such time as may be absolutely necessary and consistent to meet the requirements of the existing Roads Act, 1911, and these Regulations and Forms hereunder, or for such time and with such modifications (if any) as the Minister may direct. Provided, also, that such forms and Regulations shall not :-

(a.) Affect any right, privilege, obligation, or liability acquired, accrued, or incurred under any previous regulation.

(b.) Affect any investigation, legal proceeding, or remedy in respect to any such right, privilege, obligation, liability, or penalty under any previous regulation. and any such investigation, legal proceeding or remedy may be instituted, continued or enforced, and such penalty, forfeiture, or punishment may be imposed and enforced as if these Regulations had not been made.

- 2. The Rate Book may, for the purpose of convenience, be in one or more volumes.
- 3. After a Rate Book has been made up and completed, the Secretary shall make a note thereof in the book indicating the date of completion and the rates for which the book is to serve and be made use of.
- 4. When, after the making of the general rates, it is deemed necessary to make any additional rate or by virtue of Section 241 of "The Roads Act, 1911" to extend any rates, to apply to any additional land acquired by transfer or otherwise the Board shall further make up and complete the rate book by adding the particulars of all rateable properties contained in such additional area acquired for the purposes of such rate or extension, making such alterations and additions (if any) as shall be judged necessary, but without obliterating existing entries.
  - 5. The Secretary shall thereupon make a note in the Rate Book indicating:-
    - (a.) The date of such further completion;
    - (b.) The additional rate (if any) for which the book so further completed;
    - (c.) The additional area (if any) to which any rates are extended; and
    - (d.) The date of transfer of any such area to the district (as published in Government Gazette).

- 6. Notwithstanding anything herein contained, the columns numbered 16 to 33 and 16 to 26 (both inclusive) in the Forms Nos. 62 and 69 respectively, shall not be deemed portion of the "Rate Book" for the purposes of the said Act, but entries shall be made therein by the Secretary or any other person authorised by the Board in that behalf.
- 7. The time to be allowed to any person wishing to appeal against any such alteration, addition, or amendment, as is mentioned in Section 213 of the Act, shall be one month from the receipt of the notice mentioned in Subsection (5) of the said Section subject to the provisions of Section 323.
- 8. A notice of appeal under Division 5 of Part VI. of the said Act may be a general notice of appeal, and need not specify the particular entries appealed against; but all such entries as are affected by the decision on the appeal shall be altered so as to accord with such decision.
- 9. Care is to be taken that, so far as practicable, entries concerning lands in different wards, towns, prescribed areas, or lands rated at different figures are not intermingled in the Rate Book, but are kept in distinct parts or volumes thereof.
- 10. All notices of the making up of Rate Books and of Assessment shall be made out in duplicate, and one copy shall be retained by the Secretary of the Board, who shall make a note thereon of the date of the service of the notice.
  - 11. A special book should be kept containing:-
    - (a.) Particulars of all lands in the District which have been exempted from rating to be checked at the Annual Audit and confirmed by the Board.
    - (b.) An inventory of all property, plant, etc., owned by Board.
    - (c.) Of all permits granted to the public for the erection of gates across roads. (Form 48.)
- 12. Non-compliance with these regulations shall not render any act or proceeding of the Board, or any officer or member thereof, void, but if the same would apart from these regulations be valid, it shall, notwithstanding anything contained in the foregoing regulations, be taken to be a good and valid act or proceeding.
- 13. (i.) All persons submitting plans for land subdivision to Roads Boards under Section 328 of "The Roads Act, 1911," for consideration or approval, shall do so in the following manner:—
  - (a.) One copy to be on strong paper of a recognised standard size of 40 inches by 27 inches for plans; and 16½ inches by 12 inches for diagrams, with sufficient space left for binding. To be marked "Original" with particulars of Title and place assigned for name of Road District; signatures of Chairman and Secretary; also seal of Board and the date of resolution approving of subdivision. To be returned to person submitting same for lodgment at Titles Office.
  - (b.) One copy on Tracing Cloth of similar size and description marked "Duplicate" to be retained by Board and preserved in their records.
- (II.) No person shall alter or amend any plan after submitting same to Board, on obtaining their approval, without first obtaining in writing the consent of the Chairman and the Secretary.
- (m.) Any appeal to the Minister against any decision of the Board shall be accompanied by the "Original" plan objected to by Board without any alteration or amendment, together with a third copy of plan in every way similar to duplicate and marked "Triplicate" for retention by Minister.
- (iv.) The adjoining Roads connecting with these in the plan submitted for approval must be shown.
  - (v.) No plan shall be submitted showing link Reserves or Roads which end in cul-de-sac.
- 14. These regulations may be cited as "The Roads Act Regulations, 1913," and shall come into force as from the first day of July, 1913.

## THE SCHEDULE.

Form No. 1.

THE ROADS ACT, 1911. (Section 34.)

LIST	$\mathbf{OF}$	PERSONS	APPEARING	TO	BE	ENTITLED	TOVOTE	AT	AN	ELECTION	$_{ m OF}$	MEMBERS
					(	OF THE BO	ARD.					

***************************************			Description and situ-	0	Volume of and	nich Number
Surname.	Other names or initials.	Address.	ation of land giving right to vote.	Owner or Occupier.	Value at what land assess	
						A STATE A STATE OF THE STATE OF
Dated the	1	day of		, 191 .	Chairma	n of the Boar
, .			Form No. 2.			•
		PHE	Roads Act, 1911. (Section 33.)			
IST OF PER	SONS APPEARING T FOR A NEW DIS	TO BE ENTIT STRICT, WIT	LED TO VOTE AT AN E H ONE VOTE FOR EAC	LECTION OF H PERSON C	MEMBERS OF	F A BOARD
			District.			
Surname.	Other names or initials.	Address	Description and sit of land giving to vote.	right Owner	or Occupier.	Value at whic land assessed
	E CONTRACTOR CONTRACTO	(	1			

Form No. 3.

THE ROADS ACT, 1911.

(Sections 29 and 34.)

### CLAIM BY OCCUPIER TO HAVE NAME INSERTED IN ELECTORAL LIST IN PLACE OF OWNER.

To the Secretary	•••••	Road Board.		
I am the occupier	of the following rateable nserted in the Electoral Li	land, namely	Road District	and [Ward]
Dated the	day of	(Address)	, 191 . full)	
In cases wh	nere there is no Secretary	, 1	essed to Returning Officer.	
		Form No. 4.		
		m - D	011	
		THE ROADS ACT, I (Section 35.)	911.	
CLAIM I	BY A PERSON WHOS	E NAME IS OMIT	TED FROM THE ELECTORA	AL LIST.
To the Secretary		Road Board.		
I hereby claim to l [Ward].	have my name inserted on	the Electoral List fo	r the	Road District
		Particulars.		
Surname of claimant.	Other names of claimant.	Address.	Description and situation of land in respect of which claim made.	Owner or occupier.
Dated the	day of		, 191 .	over the second
			(Signature)	• • • • • • • • • • • • • • • • • • • •

In cases where there is no Secretary, Claim to be addressed to the Returning Officer.

Form No. 5.

THE ROADS ACT, 1911.

(Section 35.)

## CLAIM BY A PERSON TO HAVE THE RATEABLE VALUE PUT UPON LAND ALTERED.

	Other research		Description and situa-		Rateable value of land corrected.		
Surname of claimant.	Other names of claimant.	Address.	tion of land in respect of which claim is made.	Owner or Occupier.	Capital unimproved value.	Net annua value.	
		ı					
Dated the		day of	, 191	•			
		-	(0: ( )				
Tn e	engog whome there is	no Somotomy ol	(Signature)				
In o	eases where there is	no Secretary cl	(Signature) aim to be addressed to the			••••	
In c	cases where there is	no Secretary cl	(Signature)				
In o	cases where there is	no Secretary cl	(Signature)			,	
In c	eases where there is	no Secretary cl	(Signature)			,	
In c	eases where there is	no Secretary cl	(Signature)			,	
In c	eases where there is	no Secretary cl	(Signature)				
In c	eases where there is	no Secretary cl	(Signature) aim to be addressed to the			,	
In c	eases where there is	no Secretary cl	(Signature) aim to be addressed to the			,	
In c	eases where there is		(Signature) aim to be addressed to the			,.	
In c	eases where there is		(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.			,	
In c	eases where there is		(Signature) aim to be addressed to the  Form No. 6.			,	
In c	eases where there is		(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.			,	
In c		5	(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.	Returning Offi	cer.	,	
In c		5	(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.  (Section 36.)	Returning Offi	cer.	,	
	NOTICE OF OB	JECTION TO	(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.  (Section 36.)  RETENTION OF NAME	ON ELECTO	RAL LIST.		
l'o the Secreta	NOTICE OF OE	JECTION TO	(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.  (Section 36.)  RETENTION OF NAME Road Board and to	ON ELECTO	RAL LIST.	ı objected to].	
To the Secreta Please take	NOTICE OF OE	JECTION TO	(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.  (Section 36.)  RETENTION OF NAME	ON ELECTO	RAL LIST.	ı objected to].	
To the Secreta Please take ard Electoral 1	NOTICE OF OB	JECTION TO	(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.  (Section 36.)  RETENTION OF NAME Road Board and to	ON ELECTO	RAL LIST.	ı objected to].	
To the Secretar Please take	NOTICE OF OB e notice that I object List] on the followin nds.)	JECTION TO	(Signature) aim to be addressed to the  Form No. 6.  THE ROADS ACT, 1911.  (Section 36.)  RETENTION OF NAME	ON ELECTO	RAL LIST.	ı objected to].	

Form No. 7.

THE ROADS ACT, 1911.

(Section 36.)

## NOTICE OF OBJECTION TO RATEABLE VALUE PUT UPON LAND.

				ad Board and to				
person or	ease take notice the List] on the Ele	at I object to the ctoral List [or	ie Kateable Va	alue of the undermer	ntioned land pland control Lis	ced against th st].	e name (	of [name o
(E	Description and si	tuation of Land	.)	•••••••	***************************************			
	ated this	-,	day of	(Name in full) (Address)	, 191 .		•••• <u>•</u> •••••	
			1	Form No. 8.				
			THE R	OADS ACT, 1911.				
			3)	Section 46.)				
			ELECI	ORAL ROLL.				
								Ward
						Value at land asse		
Number.	Voter's Surname.	Voter's other names or Initials.	Address.	Description and situation of Rateable Land.	Owner or Occupier.	Capital unimproved value.	Net annual value.	Number of votes.

Date.....

Form	No.	9
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THE ROADS ACT, 1911.
(Section 63.)

### NOMINATION PAPER.

Dated the	day of			, 191		
		(Residence)			 	
			•			
		Form No. 10.				
	Тне	Roads Act, 1	1911.			
		(Section 67.)				
	ВА	LLOT PAPE	₹.			
f.18	Road	Ward.]	Board.			
	Name	es of Candidate	es.			
	A				 1	

Form No. 11.

THE ROADS ACT, 1911.
(Sections 67, 299.)

## BALLOT PAPER (ELECTION OF AUDITOR).

Road District.	
Names of Candidates.	
1	

Directions.

Make a cross opposite the name of the candidate for whom you vote.

Form No. 12.

THE ROADS ACT, 1911.

(Section 79.)

Counterfoil.  Road District.  Ward  Name in full of voter.  Address.		BALLOT PAPER.  (For vote in absence.)  Election of
Date	Date	

Directions.

The officer or person taking the vote is required to sign the back of this ballot paper. The voter is required to write the name [s] of the candidate [s] for whom he votes. The voter must vote for the full number of members to be elected.

Form No. 13.

THE ROADS ACT, 1911.

(Sections 79, 299.)

Counterfoil.  Road District.  Name in full of Voter.  Address.  Date.	Counterfoil	Ballot Paper. (For vote in absence.) Election of Auditor
Name in full of Voter	Address	

Directions.

The officer or person taking the vote is required to sign the back of this ballot paper. The voter is required to write the name of the candidate for whom he votes.

### PUBLIC WORKS DEPARTMENT.

					$\mathbf{Form}$	No. 14.				
				Т	HE ROAD Secti	s Act 19	911.		Depart Receipt	
			••••••		rurn o					
Sir,										
т.	heg to inform v	on that	t an ∫*annua	1	Election	n to fill	vocancies o	on the above-ment	ionad Board	was hald
I forward St St	l you particulars atement B, sho atement C, show and Chairman fo	of the wing n	members elect ames of other mes of the exis	ed, $v_i$	ide Staten lidates, w members	ent A herith the v	ereunder as otes polled se of record,	prescribed by Secti	on 84 of the	Act; also
######################################			_	Mo	of Votes.		_		THE RESERVE AND ADDRESS OF THE PERSON NAMED IN	
Surname.	Christian Name (in full).	Ward.	Occupation.	On Roll. 5	Polled by Member.	Informal Votes.	Approxi- mate date for retire- ment.	How vacancy occurred.  (a.) Retirement. (b.) Resignation. (c.) Death.	Name of previous member.	Remarks.
					· ·					
· · · · · · · · · · · · · · · · · · ·				ļ						-
					-		·			
			I	RATEI	PAYER AU	DITOR E	LECTED.	<u> </u>		1
									· · · · · · · · · · · · · · · · · · ·	
Statem	ent B.	PRODUCES	Candi	DATE	s for Me		or Electer	).	Returning	Officer.
								A CONTRACTOR OF THE PARTY OF TH		
Statemen	t C. Ex	ISTING	Members (ad	DITIO	NAL TO T	HOSE NEV	VLY ELECTE	D AND IN STATEME	ent A).	

\* Strike out unnecessary word. \_\_\_\_\_\_\_\_, Secretary.

The Under Secretary for Public Works, Perth.

Copy of this Return, also cutting from Government Gazette, to be inserted in Minute Book for reference.

WESTERN	AUSTRALIA
WESTERN	AUSTRALL

FORM No. 15.

#### PUBLIC WORKS DEPARTMENT.

This statement has been compiled and approved by the Governor in Executive Council under the provisions of Section 301 of "The Roads Act, 1911," and must be prepared by the Secretary and submitted to a Special meeting of the Board ready for the Auditors. When completed the original is to be pasted into the Minute Book, and certified copies forwarded as follows:—Two copies to the office of the Under Secretary for Public Works, Perth, who will cause same to be duly gazetted and one copy to the Government Statistician, Perth. The Board may publish the financial portion in a newspaper circulating in the District,

SECTION 301.

(1° Georgii V., No. 29.)

(As amended.)

- 301. (1.) An annual statement or summary, in the form prescribed by the Minister, showing the financial position of the Board at the end of every financial year, shall be prepared by the Board, showing, on the one side, the amount received from every source of income, and, on the other, the various matters and things on which the same has been expended; and
- (2.) In the case of any Board that has borrowed any money during the year, or has brought forward any borrowed money from the preceding year, a statement shall be made, showing, on the one side, all moneys so received or brought forward, and, on the other, the application of all such moneys as have been expended, and the amount remaining unexpended and to be carried forward; in the case also of any such Board, a statement shall be made, showing, on the one side, the amount received from any special rate levied in respect of any loan as aforesaid, and, on the other, the application thereof, and also a statement with respect to the sinking fund, showing the amount standing to the credit of the Board.
- (3.) Such statements shall be audited by the auditors, and, if found correct, shall be certified as correct under the hand of the auditors, and when so certified shall, within thirty clear days after the completion of such audit, be published in the Government Gazette, and may also be published in a newspaper usually circulating in the District, at a cost not to exceed two pounds ten shillings, or, at the option of the Board, brought to the notice of ratepayers by the transmission through the post to each ratepayer at his address appearing in the rate book of a copy of such statements.

## FORM 15—continued.

Annual Statement showing operations and transactions of the Board for (Note.—When there is no transaction to record,

.....

## SUMMARY OF RECEIPTS AND EXPENDITURE.

RECEIPTS.				Expenditure,			
Particulars.	£	s.	d.	Particulars.	£	s.	d
Credit Balance at commencement of Year— Balance at Treasury				Debit Balance at commencement of Year—  at Treasury  Bank  Bank			
General Rate— 1.) Current Rates collected during year (2.) Arrears of Rates collected during year (3.) Rates in suspense				Expenses for Levying General Rate— (1.) Valuation Fees, etc. (2.) Collection, Commission, etc.  Refund of Rates (in suspense)			
Special Rate— (1.) Current Rates collected during year 2.) Arrears of Rates collected during year (3.) Rates in suspense			•••••	Expenses for Collecting Licenses— (1.) Licensing Plates, Discs, etc. (2.) Commission  Salaries	••••••	•••••	
Licenses— (a.) Cart and Carriage			•••••	Office Expenses (Rent, Postage, Petty Cash, etc.)			ļ
(b) Diarreles	•			Advertising	•••••		
(c.) Dog (d.) Motor Cars (e.) Camel (f.) Camel (f.) Camel (f.) Camel (f.) Camel (f.) Camel (f.) Camel Drivers (f.) Heavy Traffic (f.)				Plant and Tools (purchased during year)—  (1.) Tools, Plant, etc. (2.) Office Furniture (3.) Repairs to Furniture, Tools, Plant, etc.		••••	
Fees— (a.) Pounds (b.) Recreation Grounds, Parks, etc. (c.) Water Supplies (d.) Commonage and Agistment				Refunds of Deposits to Contractors			*****
Fines and Penalties				Maintenance Works (from Revenue, including Government Grants) as per Form No. 51—  (a.) Roads			
Legal Expenses recovered  Income from Property and Plant (owned or controlled by the Board other than lighting)				(b.) Bridges (c.) Wells, Dams, etc. (d.) Footpaths (e.) Lighting (f.) Recreation Grounds			
Contractors' Deposits				(q.) Pounds			
struction Special Grant—				Construction Works (from Revenue, including Government Grants) as per Form No. 51— (a.) Roads		Normania antonomia antonomia antonomia	•
All other Receipts (not otherwise specified)—	······			All other Expenditure (not otherwise specified)		••••	
		Video (II) (III) (III) (III) (III) (III) (III) (III)		Balances at end of Year (see Analysis on		•••••	
Debit Balance at end of year— , at Treasury				Page 3)— To credit of Board at Treasury To credit of Board at		,	
Total £	<u>-</u>			Totals £			

FORM 15-continued.

## DISTRICT ROAD BOARD.

Financial Year ended 30th day of June, 191 . draw pen through blank space left for figures.)

Tı	ABILITIES.											
							Assets.			.,		
Particulars	s.	£	s.	d.		Pa	rticulars.			£	s.	d.
Debit Balance at Treasury	[		THE PERSON NAMED IN COLUMN		Credit Bal	ance at Treasury	Bank					
,, atB (Unsecure	ankd)†				Unexpe	ended Loan Money than unexpended	-! /-			••••••		
	1					ands of	!			•••••		
Outstanding Accounts					Rates outs General Special	standing— Rates		····				
Rates owing but which cannot be c	ollected	••			Spoolar		(_					
Amounts owing on Contracts in han	id				All other Estimated Building	Accounts owing to Current Value of I	Board Property owned b	Board—		•••••		
Amounts owing on Mortgage or other s	Security given				Movable Lamps, Furnitu	Plant and Tools etc		::		 		
Contractors' Deposits or Trust Accor	unts				Other P	roperty *		••		•••••		
All other Liabilities—												
				The second secon					<u> </u>		ļ	ļ
Balance of Assess over Liabi	lities				Ва	lance of Liabilitie	s over Assets					ļ
Total		£	-)			Tot	tal		£			·
		Mary Mary Mary Mary Mary Mary Mary Mary	Partic	eulars o	of Account.			1	1 1		1	<del></del>
Special for Do	nt Grants:	· · · · · · · · · · · · · · · · · · ·						£ s.	d.	£	S	d
At Bank— Contractors' Deposits General Account Cash in hands of									- 			
		Tota	.1						£			
	PARTIC	CULARS OF	7 VA	LUAT	ON AND	RATES LEVI	ED.					
-	Basis of	Valuation.	. /			R	ites.					
	Unimproved.	Annual.	.	G	eneral.	Supplemental.	Loan.	Others	if any		Tota	.1.
District generally	in the £	in th	ne £		in the £	in the £	in the £	in		£	£	s. d
WE CERTIFY having compared the al	oove Statements	of "Receip	ots an	d Exp	enditure '	' and " Assets a	nd Liabilities,"	and found Governm	i sam ent 🗡	e cori	rect. or.	

## FORM 15-continued.

C	OMPAE	RATIV	E STA	TEMEN	т оғ	ROA	DS, B	RIDG	ES,	LIG	HTS,	LIC	ENSI	es, 1	ETC.,	FOR	YEA	R.		
		Mile	eage of	Gazette	ed Roa	ds.	11.				rs, rves.				-	Rain (		Reserves.		
	Gazett but unim proved	- Cle	ared ily.	Formed only.	Metal or oth wise of struct	er- G	Total azetted Roads.	Bridges.	Culverts.	Constructed Fords.	Jettics, Piers, and Wharves.	Ferries.	Wells.	Dams.	Tanks.	Sheds, or ot Wat Suppl	etc. her er	Parks, Common- ages, etc.	Pounds.	All other Proper- ties.
In existence prior to com- mencement of year In existence at end of year	м. с	h. M.	Ch.	M. Ch		Ch. N	I. Ch.	No.	No.	No.	No.	No.	No.	No.	No.	No.		No. Acres.	No.	
Increase during year Decrease during year																				
	Sti	reets, E ublic p	tridges, laces, c	ting R Piers a ther tha Building	nd n	Santa and American					Nu	mber	of L	icens	es iss	ued dui	ring t	he Year.		
·	Oil.	Coal Gas.	Acety- lene and other Gas.	Elec- tric.	Total.	(A.) Cart and Car- riage.	(B.) Bicy- cles.	(C.)	s. A	D.) Iotor ars.	(E. Hea Trafi	vy ·	(F.) Motor	M	G.) otor gons	(H.) Motor Car- riers.	(I.) Traction Engines	;- <sup>!</sup> !	(J.) Camels.	Camels.
In existence prior to com-	No.	No.	No.	No.	Ňо.	No.	No.	No		No.	No	).	No.	1	₹o.	No.	No.	No.	No.	No.
mencement of year In existence at end of year Increase during year Decrease during year			]			1	1	1	ĺ		1	1								6.
		MEE	TING	S, Y			ED ;	30TH 3 of "					•		91	•				
X. A.				Sumn	noned.			I	apse	ed for	want	of G	)uoru	n.			7	Aeetings h	eld.	
Meetings.		o	rdinar	7.	s	pecial.		0	rdin	ary.			Specia	al.		Ord	linary	. [	Special	•
			No.	-		No.			No				No.		-		No.		No.	

	Sum	moned.	Lapsed for wa	nt of Quorum.	Meeting	gs held.
Meetings.	Ordinary.	Special.	Ordinary.	Special.	Ordinary.	Special.
Board Meetings (Sect. 123)	No.	No.	No.	No.	No.	No.
3 1 100						

## ANNUAL ELECTION HELD ON....., FOR THE YEAR ENDED 30th JUNE, 191

	Number	Number of		Number	of Electo	ors on Ro	11.	1	Number o	f Electors	Voting.	
Name of Ward.	of Vacancies to fill.	Candidates going to the Poll or returned		E	ntitled to	)			E	ntitled to		•
	to m.	unopposed.	One Vote.	Two Votes.	Three Votes.	Four Votes.	Total.	One Vote.	Two Votes.	Three Votes.	Four Votes.	Total.
FOR MEMBERS. (1.)												
(2.)											ļ	
(4.) Ward (5.) Ward (6.) Ward	•••••											
Total												
FOR AUDITOR.*	1.										1,3375	
	-					ľ					J	

* See Section 295 of "The Roads Act, 1911."	
·	
	Chairman
Dated	Source Sur J

WESTERN AUSTRALIA.

FORM No. 16.

#### PUBLIC WORKS DEPARTMENT.

Form prescribed under Section 301 of Roads Act, 1911, for Annual Statement showing operations of the District Road Board for the Financial Year ended 30th day of June, 191.

This statement has been compiled and approved by the Governor in Executive Council under the provisions of Section 301 of "The Roads Act, 1911," and must be prepared by the Secretary and submitted to a Special meeting of the Board ready for the Auditors. When completed the original is to be pasted into the Minute Book, and certified copies forwarded as follows:—Two copies to the office of the Under Secretary for Public Works, Perth, who will cause same to be duly gazetted and one copy to the Government Statistician, Perth. The Board may publish the financial portion in a newspaper circulating in the District.

SECTION 301.

1° Georgii V., No. 29

(As amended.)

- 301. (1.) An annual statement or summary, in the form prescribed by the Minister, showing the financial position of the Board at the end of every financial year, shall be prepared by the Board, showing, on the one side, the amount received from every source of income, and, on the other, the various matters and things on which the same has been expended: and
- (2.) In the case of any Board that has borrowed any money during the year, or has brought forward any borrowed money from the preceding year, a statement shall be made, showing, on the one side, all moneys so received or brought forward, and, on the other, the application of all such moneys as have been expended, and the amount remaining unexpended and to be carried forward; in the case also of any such Board, a statement shall be made, showing, on the one side, the amount received from any special rate levied in respect of any loan as aforesaid, and, on the other, the application thereof and also a statement with respect to the sinking fund, showing the amount standing to the credit of the Board.
- (3.) Such statements shall be audited by the auditors, and, if found correct, shall be certified as correct under the hand of the auditors, and when so certified shall, within thirty clear days after the completion of such audit, be published in the Government Gazette, and may also be published in a newspaper usually circulating in the District at a cost not to exceed two pounds ten shillings, or, at the option of the Board, brought to the notice of ratepayers by the transmission through the post to each ratepayer at his address appearing in the rate book of a copy of such statements.

FORM 16-continued.

THE ROADS

FORM FOR USE OF BOARDS

Annual Statement showing operations and transactions of the Board for

Note.—When there is no transaction to record,

## SUMMARY OF RECEIPTS AND EXPENDITURE.

Receipts					Expenditure.			
Particulars.		£	s.	d.	Particulars.	£	s.	d.
Gredit Balance at commencement of Year— Balance at Treasury Balance at					Debit Balance at commencement of Year— ,, at Treasury			
(1.) Current Rates collected during year (2.) Arrears of Rates collected during year (3.) Rates in suspense					(1.) Valuation Fees, etc. (2.) Collection, Commission, etc.  Refund of Rates (in suspense) .  Expenses for Collecting Licenses— (1.) Licensing Plates, Discs, etc. (2.) Commission .	•••••	.,	
Special Rate— (1.) Current Rates collected during year (2.) Arrears of Rates collected during year (3.) Rates in suspense					(2.) Commission  Salaries Office Expenses (Rent, Postage, Petty Cash, etc.) Election Expenses and Audit Fees Advertising Stationery and Printing Plant and Tools (purchased during year)— (1.) Tools, Plant, etc. (2.) Office Furniture (3.) Repairs to Furniture, Tools, Plant, etc.			
(b.) Bicycles (c.) Dog (d.) Motor Cars (e.) Camel (f.) Camel Drivers (g.) Heavy Traffic (h.)	, ,				Refunds of Deposits to Contractors Bank Charges (including interest on Bank Overdraft, etc.) Insurances (Fire Guarantees, etc.) Three per cents. Legal Expenses Maintenance Works (from Revenue including			
(a.) Pounds					(a) Roads			A TOTAL AND A TOTA
Fines and Penalties					(h.) Commonages			,
Income from Property and Plant (owned or Board other than lighting)  Contractors' Deposits	controlled by the				Construction Works (from Revenue, including   Government Grants) as per Form No. 51—   (a.) Roads			THE
struction					Disbursements in respect to Special Loans raised under 1° Geo. V., No. 29 (Part VII.)— Flotation Expenses Repayment of Loan No			The state of the s
Special Loans raised under 1st Geo. V., No. 29  (a.) Gross Proceeds of Loans raised during (b.) Special Loan Rate—  (1.) Current Rates collected during year  (2.) Arrears of Rates collected during  year		••••••	* * * *		Works undertaken from Special Loan raised under 1° Geo. V., No. 29, as per Form No. 18—		•••••	
(3.) Interest on Rates	1				All other Expenditure (not otherwise specified)			
Debit Balance at end of year—		•••••			Balances at end of Year (see Analysis on page 3)— To credit of Board at Treasury To credit of Board at	To the second se	••••	
at TreasuryBank	£				In hands of			

FORM 16-continued.

Аст, 1911.

WHO HAVE RAISED A LOAN.

DISTRICT ROAD BOARD.

Financial Year ended 30th day of June, 191 .

draw pen through blank space left for figures.

L		1/1A1	3ILI	TIES	AND ASSETS.						,
.22	IABILITIES.					ASSETS.					
Particulars.		£	s.	d.	Parti	culars.				£	s. d
Debit Balance at Treasury		••••			Credit Balance at Treasury	Bank					
,, at(Unsecure					Unexpended Loan Money Other than unexpended						
Outstanding Accounts			ļ		Cash in hands of				.		
Rates owing but which cannot be	collected		ļ		Rates outstanding— General Rates	-	).				
Amounts owing on Contracts in ha	nd				Special Rates	• • • • •			<u></u>	r.	
Amounts owing on Mortgage or other	Security given				All other Accounts owing to Estimated Current Value of I	Board Property owned by	Board	·	•	•••••	••••
Contractors' Deposits or Trust Acco					Buildings, etc Movable Plant and Tools			:	:		
Special Loan					Lamps, etc Furniture, etc						
All other Liabilities—					Other Property * Special Loan (Sinking Fund )	including accrued	Interes	st) .	: ::::		
					All other Assets—						
								<u></u>			
Balance of Assets over Liab	ilities				Balance of Liabilitie	s over Assets					:::: :::
Total		£			To	tal			£	i i	
At Treasury—					f Account.	1					
Balances of Governm Annual							£	g.	d.	£	s.
Do											
Do											
Special Loan Accoun	t raised under 1° Georg	ge V., No.	. 29 (	(Part	VII.)						
Cash in hands of			•••••	•••••				····· ··			
		Total						••	£		
		S OF V	ALU.	ATIO	N AND RATES LEVIEL	).				I	
	1									l .	
	Basis of Valu				Ra	tes.	1			п	otal
	1				Ra Seneral. Supplemental.	Loan.	Ot	hers if	iny.	<u> </u>	otal.
District generally	Basis of Valu Unimproved.	ation.				)	1	hersif:in t	he £	£	otal.

## $\begin{tabular}{lllll} Form 16-continued. \\ COMPARATIVE STATEMENT OF ROADS, BRIDGES, LIGHTS, LICENSES, ETC., FOR YEAR. \\ \end{tabular}$

- Landing of the Control of the Cont	Gaze bi uni pro	m-		red	of G Form	ned	Meta or oth wise struc	lled ier- con-	To Gaz	otal etted ads.	Bridges.	Culverts.	Constructed Fords.	Jetties, Piers, and Wharves.	Ferries.	Wells.	Dams.		Rain Co denser Sheds, or oth Wate Suppli	s, te. er,	Pa Con	erves, irks, imon- s, etc.	Pounds.	All of Prot tie
	M.	Ch.	M.	Ch.	М.	Ch.	М.	Ch.	M.	Ch.	No.	No.	No.	No.	No.	No.	No.	No.	No.		No.	Acres.	No.	
In existence prior to com- mencement of year		ļ																						
In existence at end of year		i	<u>.l</u>	<u> </u>		1	<u> </u>		1	.]			· · · · · · · · · · · · · · · · · · ·		<u> </u>	<u> </u>		<u> </u> 					<u>-</u>	
Increase during year			· ····																	•••••		· · · · · · · · · · · · · · · · · · ·		
Decrease during year			· ·····	ļ	*****	<u> </u>			• [ • • • • •	· ·····														
	La	Stree	for ets, B olic pl s and	ridges aces,	, Pic other	rs ar	nd .							1	Numl	oer of	Lie	enses	issued	durin	g th	ie Year		
- Andrew Andrews	Oil		Coal Gas.	Acety lene and othe	E	lec-	Tota	l. C	A.) art nd ar-	(B.) Bicy- cles.	1	gs.	(D.) Motor Cars.	He:	avy	(F.) Mot Cycle	or I	(G.) Aotor Jagons	(H.) Motor	E	n n	1	(J.) Camels.	
				Gas					age.								_		riers.	gin	es.	Regtd.	Driver.	Came
	No		No.	No.	N	lo.	No.	2	To.	No.	N	o.	No.	N	ο.	No.		No.	No.	No	٠.	No.	No.	No
In existence prior to com- mencement of year														ļ							•			
In existence at end of year	.:::::	!						1				····				<u> </u>	1		1	1	·····!· [			
Increase during year  Decrease during year		:																						
Meetings.			New York Commence of the Comme				mone						apsed		want				unuminos and a second			lectings		. 1
				Ordi	nary.	~~~~		Sp	ecial.		-	Ore	linary		-		ecia!	l.	1	Ordin	ary.	•	Spe	cial.
Board Meetings (Sect. 123) Ratepayers' Meetings (Sect.	136		TO THE PERSON NAMED IN COLUMN	N	o.				No.		enumentation and a second		No.				No.		NEW CHARLES CONTRACTOR	No	). 		N	o.
ANNUAL EI	EC.	LIO	N I	IEL	D (	ON.	• • • • • •	••••	•••••	•••••	,	FO	R 7	HE	Y	EAR	, E	NDE	ED 30	Этн	JU	JNE,	191 .	
					١,	van 1	er of	-Constitution of the Constitution of the Const		Nu	mber	of 1	Electo	rs on	Roll	l.			Nui	nber	of l	Electors	Voting.	
Name of Ward.			Nun Vaca		Can t	didat o the	tes go e Poll	ing 🌡				Ent	itled	to				ZIONA CARROLLE			Ent	itled to		
<u>-                                    </u>			to	fill.			urned posed		On Vot	e e.	Two Votes		Three Votes.	. V	our otes.	T	otal.		ne ote.	Two fotes.		Three Votes.	Four Votes.	Tot
FOR MEMBERS.	Was							***************************************										COCCUIDADE	1		The second second	1		
(1.) (2.)	Wa	rd											• • • • • • • •											
(4.) (5.)	Was	rd rd													 		· · · · · · · · · · · · · · · · · · ·							
(6.)	Wat	rd.						and			••••													
Total FOR AUDITOR.*																								
TOTAL MODEL OIL			1								• • • • • • • • • • • • • • • • • • • •							September 1					<u> </u>	• • • • • • • • • • • • • • • • • • • •
Dated			41.			o.f				tion 2													nairman ecretary.	

## Form No. 17. THE ROADS ACT, 1911.

***************************************	<del></del>			
(Sections 285	and	288.)	Road	Distric

## ROAD BOARD LOANS CURRENT YEAR ENDED 30TH JUNE, 191 .

Loan No.	Amount authorised.	Nominal amount raised by issue of Deben- tures.	Net amount realised; (nominal) amount less Discount and Flotation Expenses.	Portion of Loan borrowed from Govern- ment.	Where floated.	Date of Issue.	Carrency.	Rate of Interest.	Percentage of sinking fund paid during the year.	Annual Liability on amount of Interest.	Amount paid off during the year under review.	Purpose for which the Loan was raised.
		-				The second secon	year	%	%	£	£	
							anne es desendantada da Calada				OCH BARRAN PROPERTY TO THE TOTAL PROPERTY TO	
							AND THE PERSON NAMED IN COLUMN TO SERVICE AND THE PERSON NAMED IN COLUMN					Addition private pri
		Andrew Control of the	A COLUMN TO THE PARTY OF THE PA		THE REAL PROPERTY AND ADDRESS OF THE PARTY AND	Adaba da Administrações proprior propri	And the last of th		The state of the s			
		WANTENES I TA A CAN BE STONE IN	BOOLOGISTS TO THE CONTRACT OF		Acquisited sections ————————————————————————————————————				A CALLADA CONTRACTOR OF THE CALLADA CONTRACT		And the state of t	

## SINKING FUNDS.

Loan No.	Loan on	unt c Curre 30th	ent	Accrued Sinking Funds in har  Amount Invested at %				Placed in Banks.				Total.			Net Liability on Loan 30th June, 191				
	ста подпечания подпеча	S.	d.	£	S.	d.	£	s.	*	£	S.	d.	At rate %		S.	d.	CA)	S.	d.

We	hereby	certify	that the	e figures	and	particulars	above	are	re correct.
Date.			191						Secretary.

## Form No. 18.

## THE ROADS ACT, 1911.

## EXPENDITURE FROM LOAN UNDER 1° GEORGE V., PART VII.

ard or Prescribed Area.	Name of Road or other World	c. Particulars.	Amount.
			£ s. d
	· · · · · ·	Total	£
		10001	
We hereby cert	ify that the figures and particu		Chairman.
Date	, 191		Secretary.
		Security and Security	
Completed the.	NOTE OF COMPLETION	HE ROADS ACT, 1911. \$ (Section 209.)  OF RATE BOOK (REGULATION;	
	{	[Here specify rates.] (Sign	ed) A.B., Secretary.
		Form No. 20.	
		FOIR 140. 20.	
	Тн	E ROADS ACT, 1911. (Section 209.)	
No	OTE OF.ALTERATION OF	RATE BOOK (REGULATIONS	4 AND 5).
[Altered and] co	ompleted the	day of, 191	, for therat
		[Specify rate.] (Sign	ned) A.B.,

Form No. 21.

THE ROADS ACT, 1911. (Section 209.)

NOTE	OF A	ALTERATIO	N FOR	INCLUDING	TRANSFERRED 4 AND 5).	AREAS	IN.	RATE . BOOK	(REGULATIONS
of the u	nderm	and] completentioned rates	to [here s	specify the transf	day oferred area] which wa	s transferr	, 19 ed to t	l , for the purpo his District on the	ose of the extension
Т	She rat	es referred to	are:—	,	[Here specify rates.]			(Signed) A.B.,	Secretary.
								,	
					•				
					Form No. 22.				
				ľ	HE ROADS ACT, 19	911.			
					(Section 209.)				
					Coad District [				
1	 Notice	is hereby give	, of	ne	Road B	oard, on the	he	dav	of
191 ,	made ı	ip the Rate E	Book for t	he above-mentic ued as follows:-	ned Financial year,	and in suc	h Rate	Book the land he	ereinafter mentioned
N	No. of	Assessment.		Land rated.	Capital unim	proved val	ue.		alue (if valuation t system.)

N.B.—The Rate Book may be inspected at the Office of the Board, and you may appeal against any entry therein as provided in Division 5, Part VI., of "The Roads Act, 1911."

## Form No 23.

## THE ROADS ACT, 1911;

(Section 213.)

	Road District
	NOTICE OF AMENDMENT OF RATE BOOK.
То.	
ame	Take Notice that
one	If you consider that you are aggrieved by such alteration [or addition or amendment] you may appeal therefrom within month from the receipt of this Notice.
	Dated theday of

#### WESTERN AUSTRALIA.

Form No. 24.

THE ROADS ACT, 1911.

#### DEPARTMENT OF PUBLIC WORKS.

Grant for	
The	911," out of the moneys Schedule to "The Appro-
and conditions following:—  1. The money shall be placed to the credit of the Board at the Treasury in such sums an in the opinion of the Minister, be necessary for the progress of the said work, and shall for actual payments for the work.	d at such times as may, not be operated on except
2. That before any progress payment (after the first instalment of grant) is thus made, a the Minister for Works, under the hand of the Engineer, Member, or other officer in chat that the sums already issued have been duly expended on the work, and that the work carried on; and that a similar certificate shall be sent on the completion of the	rge of the work, certifying ork is being satisfactorily work.
3. That no claims for compensation for any lands taken or damage sustained in the carry	ring out of the said work
shall be paid by the Board out of this Grant.  4. That a separate account shall be kept of all expenditure of such money as provided for i 193 of "The Roads Act. 1911."	n Subsection 2 of Section
5. That the Board shall furnish to the Minister statements in the form of the Schedule pr	inted on back hereof, and
details of any expenditure of such money, within seven days of demand.  6. That in the event of its being proved to the satisfaction of the Minister that any part of expended for any other purpose than that for which the same was granted, such pa any subsidies or other money thereafter payable to the Board by the Government, or red in Section 303 of "The Roads Act, 1911," (2 Geo. V., No. 29), as printed on back 7. (Any special conditions to be quoted here.)  Dated the	rt may be deducted from nay be recovered as direct-
The Common Seal of the	Board, in the presence of
	, Secretary.
[L.S.]	Chairman.
	, Member.
[On back.] "Roads Act, 1911."	
Section 303 of "Roads Act, 1911."	
- Control of the Cont	

303. (1.) In auditing the accounts of any Board, the Auditors shall disallow any expenditure which is not authorised by or which contravenes any provision of this Act, and shall refer to the minutes of proceedings kept by the Board to ascertain by whom such expenditure was authorised.

(2.) The individual members of the Board who have sanctioned any such expenditure as may have been disallowed

shall be personally liable, jointly and severally, to make good to the Board the amount or amounts so spent.

(3.) The auditors shall certify to the Board the amount of any such unauthorised expenditure, and the names of (3.) The auditors shall certify to the Board the amount of any such unauthorised expenditure, and the names of the members who are liable to make good the same as aforesaid; and in case the said sums are not made good to such Board to the satisfaction of the auditors within seven days after such certificate is given, the auditors shall, in the name, and on behalf of the Board, sue for the same in any Court of competent jurisdiction, and shall, if it appear to such Court that such expenditure was not authorised, or was in contravention of any provisions of this Act, as aforesaid, be entitled to judgment for the sum or sums so spent by any person or persons sued who may appear to have concurred in such expenditure; and the amount so recovered by the auditors in any such action shall be forthwith paid over by them to the Board.

(4.) In any such action as aforesaid, the minutes of proceedings kept by the Board shall be prima facte evidence of any facts therein stated.

any facts therein stated.

## FORM 24—continued.

Specimen of Schedule, showing particulars to be supplied of Grant at completion of Work or within seven days of demand.

Date.	Name.	Particulars.	Rate.	A	, Chairman.								
				£	S.	d.							
		Balance in hand											
		Total	••										
(I) (We) he	(I) (We) hereby certify that the above figures are correct to the best of (my) knowledge and belief.												
	Sig	med		, Cha	airman.								
Dated	, 191 .	gned	•••••••	, Sec	cretary.								
	GOV	ERNMENT INSPECTOR'S REP	ORT.										
					••••								
		······································	•••••		••••								
	•••••••••••••••••••••••••••••••••••••••	••••••			••••								
	•••••••••••••••••		•••••	***************************************	••••								
	Government Inspector of Roads.												

## Form No. 25:

## WESTERN AUSTRALIA.

					Depart	ment of Publi	ic Works,
						P	erth,
					Road Boar	d.	
Inspector	Rep	ort for y	eriod er	nded	,	191 .	
THE CLERK IN	CHARGE, LOCAL	dovernme	NT.				
,							oard was commenced on
sult detailed hereu				, and was complet	ed	••••••	, with the re-
	Date of Gazettal.	Name of (if a		Members for each.	Date of Election.	Gazetted.	Name of Chairman at Date of Audit. (Under Section 116.)
(1.) Constitution (Section B.)							
		•••••		<u></u>			
(2.) Ratepayers' A	uditor (Sections 293 a	nd 302.)	• •		•••••		
(3.) Cash (Sections 288,	290, 291, 292. Als Subsection 5.)		 y note				
	tements ections 289 and 290 arterly	).)					
(b.) Ce	rtificate from Bank	• •			************		
(5.) Statutory Med	etings (Section 136).	* *	* * *				
(a.) Ar	nual (Report to be	read)			*************		
	(See Section 123. ny oth r called unde	r Statute					
	and action taken b	y Board	•• •				a garantas en estado en estado en estado en estado en estado en estado en entre en entre en entre en entre en

### FORM 25-continued.

(6.) Book	s								
	(a.) Minute	(Section 288).							
		(See Section 288,	Subsection 6).	• ••	••		• • • • • • • • •	•••••••	••••••••
	(c.) Rate .	al only. See par. 17 Receipt Books—				Last Receipt Bool	with	Inspector's init	
	1. Num 2.	bered from				rece			
	3.		····· ,, ····· ,, ·····						
	4.		, ,,						
	5.		,,		••••	.,	• • • • • • • • • • • • • • • • • • • •		
	6.	,,	,,	• • • • • • • • • • • • • • • • • • • •	•••••	Last receipt initial leaving	led by	me numbered	
	(d.) Rate (e.) Cash 1								
	(f) Lodge							•••••	
	(f.) Ledger				• •		· · · · · · · · · · · · · · · · · · ·		
	Other	Books (to be specifi	ed) .						
		***************************************	*****************		••••				• • • • • • • • • • • • • • • • • • • •
			·····						
-				1					
(7.) Vouel	hers		• • • • • •				· · · · · · · · · · · · · · · · · · ·	******************	
(8.) Electe		nd date Revision Co	ourt held)		•••••	••••••	• • • • • • • • • • • • • • • • • • • •		•••••
(State		nd found in accord w	ith Statute)						
	(and whether books)	er capable of holding	g all current	Key hel	d by.			Duplicate	
(10.) Offic	е								
(11.) Secu	rities—			No.	**************************************	Particulars.		Where lo	odged.
(	a.) Title Do	ods sbo							
	,					• • • • • • • • • • • • • • • • • • • •			
					• • • • • • •	***************************************			•••••
					•••••	***************************************			• • • • • • • • • • • • • • • • • • • •
	ments	Orders e to be taken in exa of new districts to m ary transfers are effe	ake sure that	• • • • • • • • • • • • • • • • • • • •		••••••••••••			••••••
	Therefore the state of the specific and				••••		)	********	••••••
(12.) Insu	rance Policie	es and Guarantees—		Amount of Policy		Particulars.	W	here lodged.	Date of Expiry.
. ,	(1.) Secre	etary's Guarantee							<u>·</u>
	(2.) Emp	oloyer's Liability							.
		Insurance			•• ••••				
	(4.) Othe (5.)	ers							
(13.) State	ement of Re	venue and Expendit (Section 215.)	aure						
(14) 0	A T	· · · · · · · · · · · · · · · · · · ·		1					
(14.) Cont	ract Docume	ents	• ••, ••		•••••	••••••	• • • • • • • • • • • • • • • • • • • •	***************************************	*************
	****			1	******			***************************************	

## FORM 25—continued.

			No.	Aı	mount.	Inc	rease or De	crease	•	Ren	narks.
(15.) Licenses—						<u>                                      </u>		***************************************	1		
(a.) Cart and Carria (40 Vict., N				••••		••••		•••••		······································	
(b.) Motor—includin	g Motor Cars,			••••							
Cycles, Motor W. (c.) Bicycles	agons, and Motor C	arriers									
(d.) Heavy Traffic						1 /			1		
(e.) Dog (3rd Edward VI	I., No. 6.)	• •		••••	•••••	••••				·····	
(t) Camel	), Section 179, Subs	ection					••••		··/·····	•••••	• • • • • • • • • • • • • • • • • • • •
20.—Camel I	Drivers, Subsection	a 21;									
(q,) Traction Engine	Fee, Subsection 2	:2.)									
$(\tilde{h}.)$ Others (to be s	pecified) ·	• •							••		• • • • • • • • • • • • • • • • • • • •
( <i>i</i> .)											*****************
			!	1		1				ſ	1
(16.) Valuation and Rates—							Pastoral o			Rate	
(Sections 195	to 208.)		Annu Value		Unim- proved		other Lease Secs. 198		l'otal.	levied	*Amount collectable.
					1		204.			in £.	
Basis for Valuation— (Section 1	195.)			_			**************************************			1	
District other t	han Prescribed Ar	eas		] .							
	Prescribed Areas to be stated										
(d.)	(d.)							- 1			
3.7				- 1		- 1			· · · · · · · · · · · · · · · · · · ·		
	Total										-
Seath and the the West Market Market Sequence and the seathers of the seathers		1 .			,		<u> </u>			1	
Rate Collected—	Rates due.			t collected ng year			ercentage to		Amount ca forward		Amount written off.
	La propriate de la constante d	(includ	ling arı	rear	s).	Amount due.		iorwa		u.	wireten on.
(a.) Current*											
(b.) Arrears						•••••					
(c.) Interest						•••••					
Total											
	)	1								I	
Remarks on Rates											
Troing of Troing											
***************************************	***************************************	• • • • • • • • • • •	• • • • • • • •			• • • • • •		• • • • • •			
	•••••			• • • •		• • • • • •			•••••		
·			ı								
Remarks on Valuations (a.) Lands exempted	from rates other	than		• • • • •		• • • • • •					
two years (t	inder Section 194	, Sub-				•••••					
	and whether in Jist to be kept by I		ļ			• • • • • •			•••••		*****************
(b.) When differentiat			<b> </b>	••••					•••••		
adopted $(c.)$ By law and cons	ent in writing					• • • • • • •					
(To be sighted and quoted) (See Section 216,		• •	1								
(See Section 210,	Dubscoudit 9).		***************************************								

## FORM 25-continued.

- Name -			Statut	ory Re	equirem	ents.				Remarks.		
(17.) Rate Book	Time of Ministe Date R Memora Adverti Date of R	Made up on.  Time extended to.  Minister's approval dated.  Date Rate levied.  Memoranda signed by Charman.  Advertised  Date of last general search and percentage of comparisons with  Rate Book  Omissions from Rate Book discovered by auditor.										
(18.) Expenditure of Special Government ination by Government	rnment ( Inspecto	Grants (inc	eluding ba	lances	brought	forward	l), also r	emarks (	on consti	ruction after exam		
(Section 124.)	THE	SE WORI	XS TO B	E INS	PECTE	D FIRS	r.		****			
Particulars of Work.	Gr	ount of ant or lance.	Board Subsid		Amo expend actual	led on	Bala	nce.		Remarks.		
			• • • • • • • • • • •				••••••	•••••				
(19.) Works inspected other than and suggestions for Bo				• • • • • • • • • • • • • • • • • • • •			· <b>. · · · · · · · ·</b> · · · · · · · · · · ·					
(a.) Maintenance—Roa Brid		• •		• • • • • • • • • • • • • • • • • • • •	· · · · · · · · · · · · · · · · · · ·							
(b.) Construction—Roads		••										
Bridge	s	••										
			********		iginal due.	Incr	ease.	f	ctions or ciation.	Current Value.		
(20.) Inventory of Board's prop per copy attached	erty as	Furnitur Plant	e					!				
		Buildings	s									
(21.) Liabilities and Assets of an over (Section 217.)	ken											

## Form 25—continued. DEPARTMENTAL INFORMATION ONLY.

(22.) If Board, also Health Authority state—			y Whet Health audit	Books C	roportion of audito and expe be cha	r's time enses to	administ same is	Board in	Remarks.		
			1	į į				7.5.1			
***************************************	• • • • • • • • • • • • • • • • • • • •					· · · · · · · · · · · · · · · · · · ·			******		
				· · · · · · · · · · · · · · · · · · ·							
(23.)	· · · · · · · · · · · · · · · · · ·										
***************************************			· · · · · · · · · · · · · · · · · · ·								
(24.) Financial:-	and the same of th		A	NALYSIS	OF ST	ATEMEN	T				
3	, B	ECEIPTS					EX	PENDITU:	RE.		,
Particular	Particulars.  Grants. (A.)  Local Revenue. (C.)					Particula	rs.	Supervis and Adm tration	inis-	Works.	Other.
l. Rates (B.)					Salari	es					
, ,					Adve	rtising					
2. Licenses (B.) 3. Grants (A).				i		ing Expense	· · · · · · · · · · · · · · · · · · ·				
4. Suspense Acc					Electi	ion					
5. Refunds (c)						Expenses	collection				
` ,	T)				of	$\check{\mathrm{R}}\mathrm{ates}$					
6. Contractors' posits .						eting Lice Charges					
	7. Balances from 191 .				Insur						•••••••
(c) . 8. Fines and a	other				3 per Audit	cent. Ac	count				
Fees (B).			·			Discs, etc					
9. Lighting Fed	es (B)				Super	rvision Ch herwise	arges not provided				
		İ			fo	r under l	reading of				
10. Income from		!				daries or sing)	Adver-				
11. Legal Expe	nses re-	*			Statu	itory Chai	rges				
covered ( 12. Other Recei				1		) Fire Bri .) Hospita					
	P				(3	.) Nursing	g				
		1			Const	truction V	Vorks, ex- upervision				
					et	e					
		A Address of the Control of the Cont				tenance, cclusive o	Works,				
		!			vi	ision, etc.					
						ting irs, Tools	etc				
		1			Refu	nds					
					Conti Balai	ractors' D	eposits				
TOTALS		<b>E</b>				TOTALS	3	£			name of the second
				S	UMMAR	Y.					
Local Revenue.			Expend on Administ	L	Local Rev Expend	ration to venue and iture on rks.	Administrato Lo Reven	$_{\mathrm{cal}}$	to every :	Revenue £100 grant- overnment.	
******					maconina.			<del>:</del>			
		2			ADDITAL BURNING THE PROPERTY OF THE PROPERTY O						

## FORM 25—continued.

## (24.) Finanoial—

## ANALYSIS OF STATEMENT.

## (WHEN LOAN USED.)

RECEIPTS.		EXPENDITURE.								
Particulars. $\left  \begin{array}{c} \text{Grants.} \\ (a) \end{array} \right  \left  \begin{array}{c} \text{Local} \\ \text{Revenue.} \\ (b) \end{array} \right $	Other.	Particulars.	Supervision and administration. (a)	Works.	Other.					
sits (c) 7. Balances from 191 . (c)		8. Collecting Licenses (a)								

### SUMMARY.

Year.	Local Revenue.	Government Grants.	Loan.	Expenditure on Works.	Expenditure on Administration.	Administration to Local Revenue and Expenditure on Works.	Administration to Local to every £100 g ed by Governn		
Current									
Previous									

		,	
Dribtra	Works	DEPARTMENT.	

Form No. 26.

APPLICATION FORM.

ERECTION OF BUILDING.

APPLICATION FOR A GRANT-IN-AID FROM T	THEROA	D BOARD.
To the Under Secretary for Public Works.		
Application is hereby made for a sum of £aton the con		Board Office
The sum of £	apart by theat the sum lies to the credit of the Board at the	Road Board
The site on which it is proposed to erect the building particularly described on sketch plan herewith. The title	ng is situate ate stands in the name of	and is more
The conditions as prescribed in the Roads Act are complied with. A $^2_3$ majority voted in favour of the	nd these Regulations for holding ratepayers' meeting have resolution.	e been duly
The number of $bona$ fide rate payers present was against.	, of whomvoted for and	voted
The number of ratepayers entitled to vote for the	e resolution numbered	
Signature:	Signature :—	
		Members of
		Board.
[L.S.]		 Chairman.
Date		
Witness		
		Secretary.

[To go on back of Form.]

Sketch Plan of Land.

Form No. 26-continued.

WESTERN AUSTRALIA.

PUBLIC WORKS DEPARTMENT.

GRANTS-IN-AID FOR CONSTRUCTION OF ROAD BOARD OFFICES.

REGULATIONS UNDER WHICH SUBSIDIES WILL BE GRANTED BY THE GOVERNMENT.

- (1.) Application for grants should be made on the attached form, and addressed to the Under Secretary for Public Works To be accompanied by plan of the proposed building.
- (2.) Before any application can be considered, it is required that a Ratepayers' meeting be called under the provisions of the Roads Act, and full information given as to what the Board propose to do; the amount they propose to devote from their funds, and the amount they intend to apply to the Government for as a grant on the basis of pound for pound.
- A resolution shall be passed at such meeting of ratepayers by at least two-thirds of those present and whose names appear on the Ratepayers' Roll as being entitled to vote.
- (4.) Plans and specifications shall be available for perusal of Ratepayers at least one month before the meeting, in order that they may readily realise the Board's proposals.
  - (5.) The site for hall to be in a Road Board District, and the title must be in the name of the Crown.

  - (6.) Grants-in-aid will be made on the basis of £ for £ in each case, on the following scale:—
    (a.) For Boards who realise an income from general rates of £150, the maximum of grant will be £75.
    (b.) For Boards who realise an income from general rates of £250, the maximum of grant will be £112 10s.
    (c.) For Boards who realise an income from general rates of £500, the maximum amount of grant will be £150.
    (d.) For Boards who realise an income from general rates of £1,000, the maximum of grant will be £200.
- (7.) On the application being approved by the Minister, the Government Grant will be remitted to the Board's credit at the Treasury, in accordance with Section 124 of the Roads Act, and the Board will be required to give a bond to be personally responsible for the disposal of the funds for the specific purpose for which they are granted.
  - (8.) The plans and specifications must be approved by the Central Board of Health before any grants can be paid over.
- (9.) The Board will appoint a Building Committee of at least three to generally supervise the construction of the building under an approved architect or other officer.
- On completion of the structure the Board shall forward to this Department a plan and a statement of the work done, with full particulars of the amount expended thereon.
  - (11.) No mortgage or other lien will be allowed upon any building subsidised by the Government.

Form No. 27.

THE	ROADS	Act,	1911.
-----	-------	------	-------

						(Sec	etion 22	21.)								
						.: <u> </u>		<u>.</u>								
							I	Road	Distric	t [		W	ard].			
								-								
	N	OTICE	OF ASSES	SME	NT—F	INAN	CIAL Y	YEAl	R END	ING 3	0тн Ј	UNE,	191 .			
								-								
To Notice is escribed by th	hereb	v given	that the un-	derme	ntione	d amor	int of £			was ra	ited an	d asses	ssed on	the land	l hereiı	nafter
nd is payable	by yo	u as ow	ner of the	aid la	and as	herein	after ap	pear	s.						, , , , , , , , ,	
No. of Assessment.				Land	Rate	······		A control of the second	Annual rated		(when at valu		Unimproved Capital Value.			
								AND								
				Rate	in po	und.								Amount	s due.	
eneral Rate oan Rate Iealth Rate anitary Rate		• • • • • • • • • • • • • • • • • • • •	in £ in £ in £ in £		• •	• •	• • • • • • • • • • • • • • • • • • • •		• •	••			£££			
			Total				• •						£			:
You are	require	ed to pa	y the above	amou	nt of £		a	t the	office of	the Bo	ard for	thwith	for as p	rescribed	l by B <sub>i</sub>	y-law].
Dated th	_	•			y of						91 .					
В	y orde	r of the	e	•••••	• • • • • • • • • • • • • • • • • • • •		R	oad	Board,						Secr	etary.
	N.B	.—You	are requeste	ed to	bring	this no	otice wi	th ye	ou when	you e	ome to	pay.				

Form	No.	28

### THE ROADS ACT, 1911.

				(	Section	ns 209,	221.)					
							-					
***************************************				Ro	ad D	istrict	[				• • • • • • • • • • • • • • • • • • • •	Ward].
					_		-					
NOTICE OF MA	AKING	UP OF		E BOO! ENDIN					IT (CC	MBIN	ED)	FINANCIAL YEAR
To Notice is hereby of Book the land hereinaft	_	, 191							ove-me		l finan	cial year, and in such Ra
No. of Assessment.	S. A. C.		Land	Rated				Annual rated	Value on the			Unimproved Capital Value.
termination of the second of t										1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994		
							A LABORITORY OF THE SERVICE AND ADDRESS OF THE S					
	·		Rate	in por	ınd.							Amounts due.
General Rate Loan Rate Health Rate Sanitary Rate		in £ in £ in £ in £		• •	••	•••			••	•••		£ £ £
		Total										£
The above amou	nt of f	10001			Notice	of Ass	essmen		e in re			said land as annears by t

The above amount of £ has been assessed on and is payable in respect of the said land as appears by the Rate Book of the said Board, and you are required to pay the same at the office of the Board forthwith [or as prescribed by By-law].

Dated the

day of

, 191 .

By order of the Board,

Secretary.

N.B.—The Rate Book may be inspected at the office of the Board, and you may appeal against any entry therein as prescribed in Division 5 of Part VI. of "The Roads Act, 1911." You are requested to bring this notice with you when you come to pay.

Form No. 29.

THE ROADS ACT, 1911.

(Section 226.)

## NOTICE OF APPEAL TO BOARD,

Take notice t	hat I appeal against the	entries in the	e Rate Book in res	Road Board. spect of the undermentioned	property on the grounds
	and situation of rateable	land—			
Grounds of a Dated the (Name (Addre	)	day of		, 191 •	
	ppeal will not be entertirst mocity of the rate p			osits in the hands of the Section appealed against.	cretary, with this notice,
			Form No. 30.		
	•	Тне	Roads Act, 1911	. <b>.</b>	
			(Section 226.)		
				Road District.	
191 , at	oby given that the Board o'clock in the entioned appeals from t	noon, a	t the Office of the	day of Board at or the year 191 .	
			Appeals.		
	***************************************			***************************************	••
Dated the		day of		, 191 .	, Secretary

Form No. 31.

THE ROADS ACT, 1911.

(Section 227.)

#### NOTICE OF APPEAL TO LOCAL COURT.

То	the Secretary	Road	Board.	
	Take notice that it is my intention to appeal	in the matter of	the assessment of the undermentioned land fro	om the de day o
cision	of the Board to the Local Court holden at , 191 .		on the	uay 0.
	Description and situation of rateable land—			
	Grounds of appeal— Dated the day	of	, 191 .	
	(Name) (Address)			
		***************************************		
		Form No. 32		
		Anti-The Section Control Control		
		THE ROADS ACT,	1911.	
		Section 243	(2).	
		************************************		
			Road District.	

## NOTICE OF INTENTION TO LET LAND FOR NON-PAYMENT OF RATES.

To solve is hereby given that rates accrued on [set out a sufficient description of the land to identify it] have been unpaid for three years.

The amount of rates with interest thereon now due to the Board in respect of the said lands is £ s. d., and payment thereof is hereby demanded.

If the said sum is not paid within three months the Board will take possession of and lease the said land, under the provisions of "The Roads Act, 1911."

Dated the day of 191 .

Note.—This form shall also be used for the purposes of Section 242, Subsection (3), except that it shall be addressed to "all whom it may concern."

Form No. 33.

THE ROADS ACT, 1911.

Section 243 (4).

## NOTICE THAT POSSESSION TAKEN UNDER SECTION 243.

<b>24</b> 3 o:	Possession has been taken of this land f the above-mentioned Act. and it is Dated the		oard in accordance	e with the provisions of Section  Secretary to the Board.
				Social designation of the second seco
		Form No. 34.		
		THE ROADS ACT, 1911.		
		Section 247 (1).		
			Road Dist	rict.
		CERTIFICATE OF RATES UNP.	AID.	
	771		11 1	
	This is to certify that rates accrued	in respect of the undermentioned lan	id have been unpa	nd for five years.
is £	The total amount of rates and interes. d.	st thereon due and in arrear in respec	et of the said land	at the date of this certificate
the anyou a	the expiration of three months from the mount above-mentioned and all rates re required to issue your warrant of	accrued due on the land in the mean	tice, unless you rectime, and all expendence he recovery of the eds, appear to have	eive from me a certificate that enses incurred, have been paid, a said sums of money.
and 1		describe the land, and if registered und		
	Dated the	day of Secretary to the	, 191 .	Road Board.
То	the Clerk of the Local Court at			

office will be closed at noon.

#### Form No. 35.

THE ROADS ACT [1911. Section 247 (2).

 ••••••	Road	District.	

## NOTICE OF INTENTION TO ISSUE WARRANT OF EXECUTION AGAINST LAND IN DEFAULT OF PAYMENT FOR RATES.

Whereas under the provisions of Section 247 of "The Roads Act, 1911," the Road Board has certified that the sum [or several sums] set out in the first column of the Schedule is [or are] due and in arrear in respect of the land [or several parcels of land] described in the second column thereof.

And whereas the persons who upon search at the office of Titles and Registry of Deeds appear to have any estate or interest in the land [or several parcels of land respectively] are named in the third column of the schedule.

....

Now, therefore, notice is hereby given that under the provisions of the said Act I shall, at the expiration of three months from the date hereof, issue a warrant of execution against the said land [or the several parcels of land] unless such rates with interest thereon and all rates and other payments accrued due on the land [or the several parcels of land respectively] in the meantime and all expenses incurred are sooner paid.

## The Schedule. Names and addresses of persons Description and situation of land Amount of rates due and in arrear. appearing to have any estate or interest rated. in the land. Dated the day of , 191 . Clerk of the Local Court at Form No. 36. THE ROADS ACT, 1911. Section 248. WARRANT OF EXECUTION. In the Local Court of Western Australia held at warrant of 191 . Whereas under the provisions of "The Roads Act, 1911," Section 247, the No. of warrant Board has certified that the sum of £ s. namely [here describe the land].

Road d. is now due and in arrear in respect of the following rateable land, And whereas notice of my intention to issue a warrant of execution against the said land was published in the Government Gazette on the day of 191 , and in the newspaper on the day of , 191 , and was duly served on every person in Western Australia who, upon search at the office of Titles and Registry of Deeds, appears to have any interest in the said land. These are the efore to require and order you forthwith to make and levy by sale of the said land the sum stated at the foot of this warrant, and to pay what you shall have so levied to the Clerk of this Court, and make return of what you have done under this warrant immediately upon the execution hereof.

Given under the Seal of the Court this day of . 191 By the Court, Clerk of the Court. To the Bailiff of the said Court. d. Amount of Arrears of Rates and interest before Notice of Sale Amount of Rates and interest accrued since Notice of Sale Expenses other than Execution Expenses £ Execution Expenses Total Amount to be Levied ... £ Hours of attendance at the office or the Local Court from a.m. till p.m., except on Saturdays, when the

Form No. 37.

THE ROADS ACT, 1911.

(Section 260.)

		DEBENTURE.		
			Road District.	
No			Debenture £	
Issued by the		Road Board u	under the provisions c	of "The Roads Act, 1911."
	Transfer	rable by-delivery.		
This debenture was i	ssued by the	-	Road Board, in purs	uance of a notice published
in the year , as on the per centum per at num on su	nd is to secure to the bearer a day of ach principal sum in the meanw and the ent, which entitles the bearer	in the yea hile is payable by equa day o	, payable at ar . Inte al half-yearly payment of	rest on the rate of £ ts on the , and a coupon
Dated this [L.s.]	day of	or save soupen care	, 191 .	Chairman. Secretary.
		and the second s		
		Form No. 38.		
	THE :	Roads Act, 1911.		
		(Section 260).		
	DEBE	ENTURE COUPON.		
	The	•••••	Road District.	
Interest Coupon for day of	Debenture.	being	g one half-year's inter-	Noest, due the
£ [L.S.]	.1			Chairman Secretary Road Board
This coupon will be	e paid on presentation at			

	Form	n No. 39.	
		+ 1-0.5 MARIEMOTO	
	THE ROA	DS ACT, 1911.	
	(Sect	ion 260.)	
	DEB	ENTURE.	
•••	•••••	Road Dist	rict.
No.	(Total issue £		£
promises to pay the Colonial Tr the sum of 191 , for value received, toge 191 , inclusive, at the rate of thirtieth day of June and the are secured on the revenues of	ther with the interest from the thirty-first day of December in the said Board, and are not o will be invested every year, as	trustee of the moneys deposited i on the day o pounds per centum per an each year, at the Treasury, Per	day of f num, payable half-yearly, on th th. Both principal and interes pounds per centum o
Dated this	day of	, 191 .	Chairman of the Board.
[r.s.]			Member of the Board. Secretary of the Board.
	Form	No. 40.	
		os Acr, 1911.	
	(Sect	ion 267.)	
		Road District.	
		POTTENIE OTTNEDO	
	ROLL OF R	ESIDENT OWNERS.	
Surname.	Other Names.	Address.	Number of Votes.
The same of the sa		T 0.4	The state of the s
Dated the	day of	, 191 .	Road Board.
		опапинан от оне	

	Form 1	No. 41.	
		A 1011	
	THE ROADS		
	(Section	267.)	
	VOTING	G PAPER.	
		Road District.	
,			YES.
Do you approve of the Lo Gazette on the	an being raised pursuant to the	proposition published in the Government , 191 .	
outstand out date	<i>ua,</i> 01	, 101	
			NO.
			İ
"No." It will suffice if the poi	ross in the square opposite the wint of intersection of the cross	ord "Yes." If you vote No, make a cross of is within the square.	pposite the word
	-		
	TI N	T- 49	
	Form N	10. 42.	
	ALCO VIEW CO. ARCO		
	THE ROADS	Аот, 1911.	
	(Section	267.)	
	-	market received	
	VOTING PAPER (FOR	VOTE IN ABSENCE).	
	(2000		
		D. 7.D	
••	***************************************	Road District.	
Counterfoil.	Counterfoil.		
		Do you approve of the proposed Loan of being raised?	YES.
		If you vote Yes, make a cross in the square	
Road District.	Road District.	opposite the word "Yes." If you vote No, make a cross in the square opposite	
Name of Voter	Name of Voter	the word "No." It will suffice if the point of intersection of the cross is	<u> </u>
Resident Owner	Resident Owner	within the square. Note.—The officer taking the vote is re-	No.
Date	Date	required to sign the back of this voting	No.

paper.

WESTERN	AUSTRALIA
WESTERN	AUSTRALIA

Form No 43.

"Roads Act, 1911."

DEPARTMENT OF PUBLIC WORKS,

Ректн,....

CIRCULAR OF ADVICE.

(This Circular should be read at meeting in order that all members may be aware of conditions under which money is granted).

Sir.

I have the honour, by direction, to inform you that the sum of £ : has been set aside for the works as specified hereunder, and will be paid to your credit at the Treasury as a Grant-in-aid for your Board to do the work

on behalf of the Minister for Works.

Separate accounts must be kept against each separate item.

Name of Road or other Work.	Particulars.	Amount.		
		£	8.	d.
				CONTRACTOR OF THE PROPERTY AND THE PROPE
	Total £			

This money is granted subject to the provisions of Sections 193 and 303 of "The Roads Act, 1911" (1° George V., No. 29), as printed hereunder; also that any detailed information shall be supplied within seven days of demand. It should be distinctly understood that on no account can the money be used on any other work without the written consent of the Minister for Works on an Amended Circular of Advice.

I have the honour to be, Sir, Your obedient Servant,

Under Secretary for Public Works.

SECTIONS 193 AND 303 "ROADS ACT, 1911" (1° GEORGE V., No. 29).

- 193 (1.) The Governor may, from time to time, place to the credit of a Board, for the purpose of any specific object or for general purposes, any sum of money out of moneys appropriated by Parliament for the purposes of this Act.
  - (2.) Such sum shall not be deemed to be ordinary income of the Board, and a separate detailed account of the expenditure thereof shall from time to time, and whenever required, be furnished to the Minister.
  - (3.) Any money granted to a Board under this section shall be paid to the credit of the Board at the Treasury, and when granted for a specific object shall not, without the consent of the Minister, be expended except for that specific object.
- 303. (1.) In auditing the accounts of any Board, the auditors shall disallow any expenditure which is not authorised by or which contravenes any provision of this Act, and shall refer to the minutes of proceedings kept by the Board to ascertain by whom such expenditure was authorised.

	(Se	Form No. 44 octions 288 and 333.)	Road B	oard Reference.
			No.	-
	W	ESTERN AUSTRALIA.		
			Year	
		District Road Board.	1 car	
Dr to				
	AUTHORISATION	V OF WORK.		
		EDER WHICH WORK AUTHORISED.	-	
PAGE				WARD.
		Particulars,		Amount.
DATE OF SERVICE.	NAME OF ROAD OR OTHER WORK.	(If Progress Payment, state total amount of Cand amount of previous payments, if an		£ s. d.
		, respectively.	, - ,	
nt out out out out of the state				ALACONOMIA REPORT
		•		
			:	
		The second secon		
		Total	£	
has been d	hereby certify, in accordance with "The Ruly and faithfully performed and passed for	oads Act, 1911," and amendments thereof, that or payment on	the work	as specified above, day
*	Super	visor. *		, Chairman.
	, Secrete	vry		or Finance
				Committee.
	* In the absence of Chairman or	Supervisor these should be signed by two M		
I ho	ereby authorise the amount of the above	certificate in my favour to be paid on my beh	alf to	
Here insert	name of party or bank to which payable.	Signature of I	Public Cre	editor.
Rec		akillinga and		
	nt of above account.	shillings and Signa		pence
Pay	ment made	argua	Juie.	D 64
	$\frac{\text{Treasury}}{\text{Bank}}$ Cheque No		- Constitution	Revenue Stamp and
	Dated			Date of Payment.

## Form No. 45.

## DEPARTMENT OF PUBLIC WORKS.

## APPLICATION FOR ROAD GRANT.

										Road I	District.	
		This ap in regai	rd to t $N_{i}$	he part ame of	iculars Road. f Road.	require	i			lan showing the		11
Total l		Metall Grave		For on	med ly.	Clea on		Unim	oroved.	Whether declared.	Nature of country through wh	ich
Miles	Chs	Miles	Chs	Miles	Chs	Miles	Chs	Miles	Chs			
		ttlers w childrer		l be se	rved b	y Road	(ex-					
(Freehol	ld or o	res adjo therwise l faciliti	, and	Road : not oth	erwise	provide	d for	·				
Acreage	held l	y other	rs depe	nding o	n Roa	d :			~			
	umber crop :	of acre	es und	er cult	ivation	and n	ature					
AMOUN	T APP	LIED F	FOR:									
What a imp	ssistanc proving	e Gover this ro	rnment ad (if	has alr any) :	eady g	iven tov	vards					
		expendit her than					Local					
How much the Board are prepared to expend on Road from Local Revenue:												
Nearest	Railwa	ay Stati	ion or	Siding :								
Particul	ars of	work p	ropose	d to be	carrie	d out:						
Object	and jus	stificatio	on of p	roposed	expen	diture :						
C	(I) We) he	reby ce	rtify tl	hat the	above	figures	are co	rrect to	the bes	st of (my) kno	wledge and belief.	
Date.		•••••	• • • • • • • • •			•••		•••	••••••	•••••	, Chairman of Boar	·d
								•••	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	, Secretary.	

Form No. 46.

(Sections 288 and 333.)

		GENERAL RECEIPT.	
		<u></u>	No
			Local Authority.
			Date, 191 .
Receive	d from Mr	, by	(state whether cash or cheque), the sum
of	pounds	shillings	pencefor
£ : :			ByOn behalf of Local Authority.
This rec	ceipt is issued without any al	lterations or erasures, and no receipt wil	ll be recognised if produced with any alteration

whatever.

To be printed with carbon copy and machine numbered.

#### GENERAL RECEIPT BOOK (No 46.)

#### REGULATIONS.

- 1. This form of Receipt is to be issued in respect to all revenue for which a special form of receipt is not provided by the Act, or under Regulations as laid down by the Act. (Rate Receipts, Cart and Carriage and Dog License Receipts, Camel and Camel Drivers.)
  - 2. No erasures or alterations whatever shall be made in this Book.
  - 3. In the event of error being made, receipt should be cancelled and a fresh one issued.
  - 4. No receipt shall be destroyed or taken from this Book except when given in return for payment.
- 5. If desired to cancel a receipt through any cause whatsoever, it should be done by writing across the face the word "Cancelled," stating cause, signing same at date, and retaining both original and duplicate in book for reference of Auditors, who will initial same when auditing.
- White form to be written on by an indellible pencil with carbon sheet underneath, so as to get exact impress on duplicate.
- Note.—This Book, being the property of the Government, must not be defaced or mutilated in any way, and must be given up on demand to the current members of the Local Authority or Minister for Works for the State.

#### Form No. 47.

THIS RECEIPT IS ISSUED WITHOUT ANY ERASURE OR ALTERATION WHATSOEVER.

#### ROAD BOARD RATE-OFFICIAL RECEIPT.

1	or rates as particu	lars hereunder.	r	ounds	
Assessment No.	Partie				Ward.
	Current. £ s. d.	Arrears. £ s. d.	. Tot.	al. s. d.	
•	1	:			
Current Rates Health Rates					

To be printed with carbon copy, and macline numbered.

RATE RECEIPT BOOK (No. 47-continued). DIRECTIONS FOR GUIDANCE OF SECRETARY.

Issued under Section 288 of "The Roads Act, 1911" (1 Geo. V., No. 29.)

No erasures or alterations whatever shall be made in this Book.

2. In the event of error being made, receipt shall be cancelled and a fresh one issued.

3. No receipt shall be destroyed or taken from this Book, except when given in return for payment.

4. If desired to cancel a receipt through any cause whatsoever, it should be done by writing across the face the word "Cancelled," stating cause, signing same at date, and retaining both original and duplicate in book for reference of Auditors, who will initial same when auditing.

White form to be written on by an indelible pencil with carbon sheet underneath, so as to get exact impress on duplicate.

No stamp is necessary on these receipts for rates.

NOTE.—This book, being the property of the Government, must not be defaced or mutilated in any way, and must be given up on demand to the current members of the Board, or Minister for Works for the State.

Form No. 48. Section 170. Regulation 11c.

#### REGISTER OF GATES.

FOR WHICH PERMISSION HAS BEEN GRANTED FOR ONE YEAR.

Date.	Amount of fee paid.	Remarks and Conditions.
		-

Form No. 49. Section 170. Regulation 11c.

"THE ROADS ACT, 1911."

-	hemarks and Conditions.		NoRoad Board.
nted	Amount of fee paid.		To whom it may concern—
gra	mount fee paid		
sion	A <sub>f</sub>	બ	Permission is hereby granted to M,
Permission granted.	Date.		of, to erect a gate with necessary
Pe		-	wing fences for period ending 30th June, 19 , on road at position,
	of ant.		and under conditions mentioned hereunder.
Application.	Name of applicant.		This permit may be revoked at any time.
pplic	ap- for.		
A	Date plied		
	A L		Secretary.
te	ltň be- gate height.		
J J	idth be gate d heigł		
Class of gate	with width be- tween gate posts and heigh		
5	wit t post		
g			
Position	where gate intersects Road.		
Po	a di K		
	ing .		
	Leading to.		Gate must be supplied with good spring clip, capable of opening in either direction.
-			The words "Public Road" shall be painted on each side of
-	Leading from.	·	gate, in such a manner so as to be always visible to the travelling public.
	Survey No. of Road.		To be printed with carbon copy, and machine numbered.
,	Ro. Ser		20 00 printed with Carbon copy, and machine numbered.

Secretary.

	Form	No.	50.
--	------	-----	-----

"THE ROADS	Act,	1911.
------------	------	-------

" TE	E ROADS ACT, 1911.	,,,					
		.Road Dist	rict.				
	STATEMENT .						
Showing Balances of G	OVERNMENT GRANTS	Amount.  \$\frac{\pmathcal{x}}{\pmathcal{x}}\$ s. d. \frac{\pmathcal{x}}{\pmathcal{x}}\$ s. d.  Secretary.  No. 51.  S ACT, 1911."  Road District.  EMENT  FOR YEAR ENDED 30TH JUNE, 19					
				Amo	unt.	andrease and the second second second	
Name of Work.		£	s.	d.	£	s.	d.
			#	NACO CANADA	And the second section of the section of the		
				N. CONTROL OF THE PROPERTY OF			
						A AAAAA WAAAA WAAAA AAAA AAAA AAAA AAA	
			<u> </u>			Territoria	
Government Auditor.							
	eneral commencer form where and comment						
	Form No. 51.						
" There	Poung Acm 1011 "						
I.R.o.							
		.Road Dist	rict.				
	STATEMENT						
Showing Expenditure on l		тово 30тн	June,	19 .			
Name of Road.	Particulars.		Со	nstructio	on.	Mainten	ance.
			A A STATE OF THE S		The state of the s		_
					PERSONAL PROPERTY.		
See See See See See See See See See See			***************************************				
	,						

Government Auditor.

[ SEAL.]

	6.7		Form No. 52.		
			Regulation 11b.		
		" <b>T</b>	HE ROADS ACT, 19	011."	
				.Road Board.	
	·	Inventor	RY OF BOARD'S PRO	OPERTY.	
		Original Value.	Increase.	Deduction for Depreciation.	Current Value.
	Y				
					***
				Total	E
١					Secretary.
			Form No. 53.		
		(/ PO		- "	
	Titles Folio		E Roads Act, 191	1."	
	Vol			•••••••••••••••••••••••••••••••••••••••	Road District.
	Plan of Sub-di ments to be unifor	vision for approval of Board om (in links). The width of	under provisions of all roads shall be	Section 328 of "The Roads Act," not less than 100 links at right a	1911." All measure-
	way not less than	15·15 links.		nov toos vitair 100 lillas at light a	ingico, and fights of
	-				
binding.			PLAN.		
t for					
e lef					
This Space to be left for					
oace					
is S			•		
Th					
	I haveby contify t	that this survey was perforn	hod		
	by me personally (c	or under my own personal sup and field check), in strict	er-		
	cordance with the	regulations for the guidance	of		
	accurate.	t this Plan is in all respe	cus		
	Date				
1		• • • • • • • • • • • • • • • • • • • •			Secretary.

Form

"The Roads Act, 1911"

his Book and the Instructions are issued

RATES CASH

For Road Boards divided

DIRECTIONS FOR

- (a.) This book is for details of rates received only, and is a subsidiary one to relieve the general Cash Book of the
- (b.) The totals must be carried into the Cash Book under the respective Ward columns periodically, or at time of
- (c.) All the individual amounts received from rates levied under the Roads Act must be entered under the respective
- (d.) Care must be taken to fill in the names of the Ward in the blank left at the head of each column for that purpose.
- (e.) No erasures whatever shall be made in this book. When an alteration is necessary the incorrect entry should

These books, being the property of the Government, must be given up on demand

#### RATES CASH

(1)	(2)	(3)		(4) Particulars.		Particulars.						(7	) Wa	ırd.					
Date.	Name. Receipt	No. of Receipt.	Assess- ment No.	Loca- tion.	Section.	Lot or Sub- division.	Folio in Rate Book.	Cur	rent	•	A	rrears	3.	Çuı	rent	•	A	.rrea	rs.
								£	s.	d.	£	S.	d.		s.	d.	£	S.	. d.

No. 54.

(1 George V., No. 29).

under the provisions of Section 288.

BOOK (B).

into five Wards.

GUIDANCE OF SECRETARY.

numerous entries necessary in recording receipt of rates.

banking, and either weekly or once a month.

columns for the Ward in which the property is situated, and then carried out into total column No. 11.

be neatly ruled through and the amendments initialed.

to the current Members of the Board or Minister for Works of the State.

#### BOOK (B).

	(8) Ward.	THE THE THE THE THE THE THE THE THE THE	(9) Ward.		10) Ward.	(11)	(12) Transfers	(13) Reference	
Current.	Arrears.	Current.	Arrears.	Current.	Arrears.	Total.	to Cash Book.	to Cash Book Folio.	
£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.		

			West	ERN AUSTRA	LIA.			
			Day	. ов. Аст, 1911				
			IN/O	dos Acr, 1911	•			
				Ros	ıd District.	-		
							r	
	APPI	LICATION J	FOR DIVISION	ON OR RE-	DIVISION	INTO WARDS	S.	
		nakapinangan antang propinsi didakerongan menandakan anta			1			
0,	Name of Ward.	Rate- payers.	Basis of Valuation.	Value of Rateable Property.	General Rates Levied.	Amount of Rates for Financial Year.	No. of Members recommended by Board.	Remark
1								200 Miles (200 m)
					,			
			i					
THE RESERVE THE PROPERTY OF TH								
		Wanta to the agreement to these man & the agreement of the same and a second agreement of the same agreement o						

(Signed)..., Chairman.

(Signed)...., Secretary.

Form

"THE ROADS ACT, 1911"

This Book and the instructions are issued

RATES CASH

FOR ROAD BOARDS

Directions for

- This book is for details of rates received only, and is a subsidiary one to relieve the general Cash Book The totals must be carried into the Cash Book under the respective Ward columns periodically, either All the individual amounts received from Rates levied under the Roads Act must be entered under the Care must be taken to fill in the names of the Ward in the blank left at the head of each column for No erasures whatever shall be made in this book. When an alteration is necessary the incorrect entry
- No erasures whatever shall be made in this book.

These Books, being the property of the Government, must be given up on demand

#### RATES CASH

(1) (2)			(4) Particulars.			(5)	(6)		(7) Ward.			
Date.	Name.	No. of Receipt.	Assess- ment No.	Loca- tion.	Section.	Lot or Sub- division.	Book Folio.	Current.	Arrears.	Current.	Arrears.	

No. 56.

(1 GEORGE V., No. 29).

under the provisions of Section 288.

BOOK C.

DIVIDED INTO SIX WARDS.

guidance of Secretary.

of the numerous entries necessary in recording receipt of rates. weekly, or at least once a month. respective columns for the Ward in which the property is situated, and then carried out into total column No. 12. that purpose. should be neatly ruled through, and the amendments initialed.

to the current members of the Board or Minister for Works of the State.

#### BOOK (C).

(8		(9	Ward.	(1	Ward.	(11		(12)	(13) Transfers	(14)  Reference to Cash Book
Current.	Arrears.	Current.	Arrears.	Current.	Arrears.	Current.	Arrears.	Total.	to Cash Book.	Folio.

Form No. 57.

#### DIRECTIONS FOR GUIDANCE OF SECRETARY.

I. In this book must be entered all money transactions on the respective "Cash Received" or "Cash Paid" sides at the time of occurrence, so that they may be posted to ledger at first opportunity.

2. In column (5) the individual amount received should be entered, and the total of such carried into the next column (7) should agree with the Bank Pass Book.

4. In columns (5). (6), and (8) must be entered all amounts granted to the Board by the Government, as "Circulars of Advice" are received.

5. If a cheque is made up of several items, each item should appear in column (20), whether drawn on Bank or Treasury must be entered.

6. If a cheque is made up of several items, each item should agree with the Bank Pass Book.

7. Enter date and full particulars against all amounts received from or paid to the Treasury.

8. Amounts reallocated by transfer entries in the respective Ward columns additional to the ordinary entry, in order that the "Receipts" or "Expenditure" for each ward can be readily ascertained.

8. Amounts reallocated by transfer entries of Rates and Licenses from the "Rates Cash" and "Licenses from the "Rates Cash" and "Licenses whatever shall be made in the individual amount received should be entered, and the total of such carried into the next column (7) should agree with the Bank Pass Book.

9. All Trust Account entries (such as deposits) must be shown in red ink.

10. Care should be exercised to make the entries of Rates and Licenses from the "Rates Cash" and "Licenses whatever shall be made in the individual amount received should agree with the Bank Pass Book.

11. No erasures whatever shall be made in the individual amount received should agree with the Bank Pass Book.

12. In column (5) the individual amount received should agree with the Bank Pass Book.

13. The entries in column (7) should agree with the Bank Pass Book.

14. In column (5) the individual amount of each chaque agree with the Bank Pass Book.

15. If a cheque is made up of several items, each item should agree with the Bank Pass

CASH RECEIVED.

CASH BOOK (C).

CASH PAID.

-	}		3	1	1	1	1		-						(17)	1	4- :			1								}
(1)	(2) Reference to—	(3)	(4)	(5)	(6)	(7)	(8)			Distribu	ution.			(15)	(16) Reference—	-	(18)	(19)	(29)	(21)	(22)			Distribu	tion.			(29)
Date.	PAGE in Rates Cash Book. License Book.	Particulars of Receipts.	Ledger Folio.	Individual Amount.	Total.	Bank Lodgments.	Treasury.	(9) Ward.	(10) Ward.	(11) Ward.	(12) Ward.	(13) Ward.	(14) Ward.	Trust Accounts for Deposits, etc.	Date.  (B.) Bank or (T.) Treasury No.	No. of Voucher.	Particulars of Expenditure.	Folio in Ledger.	Individual Amount.	Total Amount as drawn from Bank,	Treasury.	(23) Ward.	(24) Ward,	(25) Ward.	(26)Ward.	(27) Ward.	(28) Ward	Trust According Deposition etc.
				£ s. d.	£ s. (	d. £ s.	đ. £ s.	d. £ s. d.					·						£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s.	d. E s.

Form

CASH

DIRECTIONS FOR

- In this book must be entered all money transactions on the respective "Cash Received" or "Cash Paid" sides at the In column (5) the individual amount received should be entered, and the total of such carried into the next column (6.) The entries in column (7) should agree with the Bank Pass Book.

  In columns (5), (6), and (8) must be entered all amounts granted to the Board by the Government, as "Circulars of If a cheque is made up of several items, each item should appear in column (13), whether drawn on Bank or Treasury. In Column (14) is for total amount of each cheque drawn on the Bank, and in column (15) all orders drawn Enter date and full particulars against all amounts received from or paid to the Treasury.

  Amounts re-allocated to be adjusted by transfer entries.

- All Trust Account entries (such as deposits) must be shown in red ink.

  No erasures whatever shall be made in this Book. When alterations are necessary the incorrect entries should be No erasures whatever shall be made in this Book.

This Book, being the property of the Government, must be given up on demand

Cas	SH RECEIVED	).												C.	ASH	
(1)	(2) Reference	e to-	(3)	(4)		(5)			(6)			(7)			(8)	
Date.	Rates Cash Book.	Licenses.	Particulars of Receipts	Folio in Ledger.		ividu 10unt		To	otals.		Lod	Bank gment	s.	Tı	ea-su	ſ <b>y.</b> .
					£	s.	d.	£	S.	d.	£	s.	d.	£	s.	d.
								-							100	

No. 58.

BOOK (A).

GUIDANCE OF SECRETARY.

time of occurrence, so that they may be posted to ledger at first opportunity.

Advice" are received.

upon the Treasury must be entered. These amounts should agree with the Bank Pass Book.

neatly ruled through and the amendments initialled.

to the current Members of the Board, or the Minister for Works for the State.

BOOK (A).

CASH PAID.

(9) Date.	Refe	(10) rence to	)	(11) Particulars of	(12)	(1	3)		(1	4)			(15)	
Date.	Bank or Treasury.	No.	Vouchers.	Expenditure.	Folio in Ledger.	Indiv Amo			Amount from			Amou from		
						£	s.	d.	£	S.	d.	£	S.	d.

Form No. 59.

CASH BOOK (B).

DIRECTIONS FOR GUIDANCE OF SECRETARY.

1. In this book must be entered all money transactions on the respective "Cash Received" or "Cash Paid" sides at the time of occurrence, so that they may be posted to ledger at first opportunity.

1. In this book must be entered all money transactions on the respective "Cash Received" or "Cash Paid" sides at the time of occurrence, so that they may be posted to ledger at first opportunity.

2. In column (5) the individual amount received should be entered, and the total of such carried into the next column (7) should agree with the Bank Pass Book.

3. The entries in column (5), (6), and (8) must be entered all amounts granted to the Board by the Government, as "Circulars of Advice" are received.

5. If a cheque is made up of several items, each item should agree with the Bank and Treasury Pass Book.

6. In column (20) is for total amounts received from or paid to the Treasury.

8. Amounts are reallocated to be adjusted by transfer entries.

9. All Trust Account entries (such as Contractors' deposits) must be shown in red ink.

10. Care should be exercised to make the entries of Rates and Licenses from the "Rates Cash" and "License" Books.

11. No erasures whatever shall be made in this Book. When alterations are necessary the incorrect entries should be neatly ruled through and the amendments initialled.

12. In column (5) the individual amounts received all mounts granted to the Bank and in column (20) is for total amounts of each cheque drawn on the Bank and Treasury Pass Book.

5. If a cheque is made up of several items, each item should agree with the Bank and Treasury Pass Book.

6. In column (20) is for total amounts of each cheque drawn on the Bank and full particulars against all amounts received from or paid to the Treasury.

8. Amounts of the Bank and Treasury Pass Book.

9. All Trust Account entries (such as Contractors' deposits) must be shown in red ink.

13. No erasures whatever shall be made in this Book. When alterations are necessary the incorrect entries should be neatly ruled through and the

CASH RECEIVED.

CASH PAID.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			Distribution.			(14)	(15	)	(16) Reference—	to open open or a constraint of the constraint o	(17)	(18)	(19)	(20)	(21)			Distribution.			(27)
Date.	PAGE License in Rates Cash Book.	Particulars of Receipts.	Folio in Ledger.	Individual Amount.	Total.	Bank Lodgments.	Treasury.	(9) Ward.	(10) Ward.	(11)Ward.	(12)Ward.	(13) Ward.	Trust Accounts for Deposits, etc.	Date	(B.) Bank (T.) Treasur	or No.	No. of Toucher.	Particulars of Expenditure.	Folio in Ledger.	Individual Amount.	Total Amount as drawn from Bank,	Treasury.	(22) Ward.	(23)Ward.	(24) Ward.	(25) Ward.	(26) Ward.	Trust Account for Deposits, etc.
	Cash Book.			£ s. d	£ s. d.	£ s. d.	£ s. d.										TACH COLONIA COMME OF DESCRIPTION OF THE PROPERTY OF THE PROPE											

## Form No. 60.

## WESTERN AUSTRALIA.

Roads Act, 1911.—Section 289.

10 be presented at first meeting of board held	after the quarter, and to be pasted in the Minute Book.
Receipts.	Expenditure.
alances—  Bank  Treasury  In hands	Dr. Balances— Bank Treasury  Works—  Ward
tates—Current and Arrears—  Ward  Ward  Ward  Ward  Ward  Ward	Statutory Charges Fire Brigades
icenses— Cart and Carriage Dog Other	Hospitals
ontractors' Deposits	Stationery, etc.) All other
Liabilities.	Assets.
Balances—  Works authorised or in progress—  Ward  Ward  Ward  Ward  Ward  Ward  Ward	Balances— Rates Due—  Ward  Ward  Ward  Ward  Ward  Ward  Ward  Ward
Outstanding Cheques	Grants unpaid
ANTITYOTO	OTE CIACILI DAT ANCIES C
Bank Balance at last day of Quarter ending	

#### Form No. 61.

#### PUBLIC WORKS DEPARTMENT.

THE ROADS ACT, 1911—(SECTION 215).

RTMEN	

RECEIPT STAMP.

# ESTIMATED RECEIPTS AND PROPOSED EXPENDITURE FOR CURRENT FINANCIAL YEAR ENDING 30th JUNE, 191 .

RECEIPTS.			Expenditure.								
Credit Balances at commencement of year— In hands of— Treasury	£	S.	d.	3. 4. 5. 6. 7. 8. 9. 10.	Bank Charges (including interest on Bank Overdraft) Insurances	£	S.	d			
Estimated amount required for year ended 30th June,	figures	are c	correct t	14. 15. 16.	year)— Lighting Maintenance Works (as per statement attached)— Construction Works (excluding Government Grants, as per statement attached) Contingencies (not otherwise specified)  Total £  st of my knowledge and belief.						
			(S	igned)	••••••	Chairm	an.				

Form No. 62,

THE ROADS ACT 1911.

RATE BOOK OF THE. .DISTRICT ROAD BOARD.

.. Ward, Town. or Prescribed Area.

\_\_\_\_ For Year ending..

(Form 62, Cols. 1 to 15.)

RATEABLE OWNER. DESCRIPTION AND SITUATION OF RATEABLE PROPERTY.									···	OUNTS DUE.							A	AMOUNTS PAID	D.					RATES ABANDO			7											
(1) (2) (3) (4) (5)  No. of Other Names Occupator			) [	-	10.00	(12)	(13)	(14)	(15)		Roa	d Rates.			lth Rates.	lth		Road R	lates.				Healt	h Rates.			KATES ABANDO	ONED.		RATES CA	RRIED FORWAR	.D.	Interes	r.				
		(6) Description (residence,	(7) (8 Situa-	Section, Lease, or Holding.	(10) (11 Lot or	Title Referer (Optional).	Net	Unim-	Amount as altered to the first on Appeal (Either Valuation).	for Curren	(16) various Roads Rate t Year on basis oin £ Annual Value for	(17) s f Arrears brough	t No. of As-	(19) Amount of var	uthority. (20)		(21) Current		A Company of the Comp	(22)		Cur	(23) irrent Rates.		(24) Arrears of	Road R	5) Late.	(26) Health Rate.	R	(27) oad Rate.	(28) Health Rate.	(29)	(30)	(31)	(32) (33)			
Assess ment		n) Address. tion (1) known	shop, farm, mine, or otherwise).	Road. Crig	Number Date.	Sub- livision	Vol. Fol. Depo	Annual Value. osited an.	Capital Value.	Amount. Chair- man's Initials.	(b) Unimpro	Annual Value [or ved Capital Value t (a) or (b) as per on Fol	ing interest, if last year any).		ous Current Health Rates or Sanitary Charges. See Folio	ous Current Health Rates or Sanitary Charges. See Folio		Arrears of Health Rates or Sanitary Charges including in- terest, if any. De		Vegetalan	Amount of Moiety	Total Current Rates.	Arrears includ Interest and other Costs	d Date.	Receipt. Am	mount of Moiety.	Total Current Health Rates.	Health Rates, including interest (if any).	Amount.	Folio in Minute Book.	Amount.	Folio in Minute. Book.	Amount.	Amount.	No. in New Assess- ment.	Road.	Health.	Remarks. No. of Assessment.
				And the state of t		a. r	p.	£	£	£	£	s. d.	£ s.	1.		d. £ s.	Name of the State		£ s. d (1) (2)	£ s. d	L £ s.	d.	(1) (2)	E s. d.	£ s. d.	£ s. d.	£ 8.	a.	£ s. d.		£ s. d.	£ s. d.		£ s. d.	£ s. d.			
												-																										
															חוחה	OTIONS FOR	CITIDANOE	OE SECTION	TI A TO XI															Chair	nan's Initials.	************		

DIRECTIONS FOR GUIDANCE OF SECRETARY.

See Government Gazette, 5th July, 1912,

(1.) The Health Act of 1911 (Section 45) having provided that a Local Authority may utilise the same valuation, rate book, notice of assessment, or valuation for rates made under its Local Governing Act, the Rate Book is compiled to meet the requirements of both Roads and Health Authority. (2.) Care should be taken to keep rates, interest, and legal and any other costs charged up to each assessment so as to be readily available in case of sale of property, and in making the totals agree. Should any alteration have occurred in the working out of the previous "Arrears forward." the same shall be initialed by the Auditor. When a District contains "Wards," "Town," or "Prescribed Area," should be kept as far as possible separate by allotting the necessary number of folios for the assessments in each "Ward," "Town," or "Prescribed Area," should be kept as far as possible separate by allotting the necessary number of folios for the assessments of each "Ward," "Town," or "Prescribed Area," should be kept as far as possible separate by allotting the necessary number of folios for the assessments of each "Ward," "Town," or "Prescribed Area," A column (No. 9) has been provided for inserting the date of commencement of Lease, from Searcher's Statement in order that the Rate Book or in a special book kept for that purpose in case of any change in the circumstances creating such exemptions.—Great care should be exercised in transferring these amounts from the Valuation Book in order that the result, both in details and total, may be absolutely correct, and entered in proper column (No. 13 or 14) in Rate Book.

(7.) The total amount due for Rates should be exercised out into column No. 13 or 14.

(8.) When a Board is also the Health Authority, similar action should be taken, and total amounts of Health and Sanitary Rates carried out against each assessment in column No. 19. against each assessment in a different coloured ink, or a fresh book opened if found desirable for remainder of year, at the end of which arrears should be recorded in the Minister, written off, the fact should be recorded in the Minister off. (11.) At the end of the Board's financial year, the columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 28 and 31 to columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 28 and 31 to columns 27 and 28 shall be added the interest and any legal or other costs shown in columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 28 and 31 to columns 21. 22. 25. and 27 shall agree with the total of columns 19 and 20. (15.) No erasures whatever shall be made in this book. When alteration is necessary, it must be done by neatly scoring through and initialing entries desired to be amended. This Book, being the Government, must be given up on demand to the current members of the Board or Minister for Works of the State.

#### Form No. 63.

#### MEMORANDUM OF MAKING AND LEVYING OF RATES.

(To be filled in when Rates levied.)

To be	passed by resolution of Road	Boards	and pub	lished in a	newspaper	circulating	in the	district,	in	accordance
	with the provisions of	the Roo	ıds Âct,	1911 (Sec.	220), and	the Health	Act,	1911.		

......Road Board.

#### TO WHOM IT MAY CONCERN.

#### SCHEDULE.

#### RATES LEVIED.

	Town, Ward, Prescribed Ar		District Generally.					Town, Ward										
ROAD RATES.	Annual Valu	ıe.	Unimprove Value.	d	HEAL	TH RATES	<b>.</b>	Annual Va	lue.	Unimproved Value.								
General Road Rate	in	£	in	£	General H	ealth		in	£	in	£							
Supplementary	in	£	in	£	Sanitary .			in	£	in	£							
Loan	in	£	in	£	Pan Rate	•• •		in	£	in	£							
†	in	£	in	£	Supplemen	ntary		in	£	in	£							
	in	£	in	£	Loan .			in	£	in	£							
Total, Roads Act	in	£	in	£	Tot	al, Health	ı	in	£	in	£							
/										Chairman.								
							3	Oate		••••								
Notices of this Res	solution publish	ıed	in		news	paper on.				, 191 .								
**					•••			Chairman.										
			Secretary					Date		Date								

<sup>\*</sup>Strike out unnecessary word. †Specifying other Rates.

Form No. 64.

THE ROADS ACT, 1911.

Department of Public Works, Perth, 26th June, 1912.

IT is hereby notified that the Hon. the Minister for Works has, under the provisions of Subsection 2 of Section 288 of "The Roads Act, 1911," prescribed the following directions to be observed by Secretaries to Roads Boards in keeping the Rate Book.

(Sgd.) C. A. MUNT. Under Secretary for Public Works.

Form No. 64. THE ROADS ACT, 1911. RATE BOOK.

#### DIRECTIONS FOR GUIDANCE OF SECRETARY.

See Government Gazette, 5th July, 1912.

(1.) The Health Act of 1911 (Section 45) having provided that a Local Authority may utilise the same valuation, rate book, notice of assessment, or valuation for rates made under that Act, and for rates made under its Local Governing Act, the Rate Book is compiled to meet the requirements of both Roads and Health Acts, but those columns dealing with Health and Sanitary Rates need only be used when a Board is also a Health Authority.

(2.) Care should be taken to keep rates, interest, and legal and any other costs charged up to each assessment so as to

be readily available in case of sale of property for non-payment of Rates, change of ownership, etc.

(3.) Arrears of Rates brought forward.—Similar care is to be exercised in bringing these arrears forward from (3.) ARREARS OF KATES BROTGHT FORWARD.—Similar care is to be exercised in bringing these arrears forward from columns 27 and 28, after adding the interest due in columns 30 and 31 to each particular property, and in making the totals agree. Should any alteration have occurred in the working out of the previous "Arrears forward," the same shall be initialed by the Auditor. When a District contains "Wards," "Towns," or "Prescribed Areas," the assessments in each "Ward," "Town," or "Prescribed Area," should be kept as far as possible separate by allotting the necessary number of folios for the assessments of each "Ward," "Town," or "Prescribed Area."

(4.) Exemptions.—Under Section 194, Subsection 8, of "The Roads Act, 1911," Conditional Purchase Leases are exempt

(4.) EXEMPTIONS.—Under Section 194, Subsection 8, of The Roads Act, 1911, Conditional Furchase Leases are exempt from Rates for first two years. A column (No.9) has been provided for inserting the date of commencement of Lease, from Searcher's Statement in order that the Rate may be charged as soon as the two years have expired, which can be done by amending the Rate Book, as provided by Section 213 of "The Roads Act, 1911."

As regards all other lands exempted from Rates by the Act, it will be found advisable by Boards to keep a record of same at the end of Rate Book or in a special book kept for that purpose in case of any change in the circumstances creating such exemptions.

VALUATIONS.—Great care should be exercised in transferring these amounts from the Valuation Book in order that the result, both in details and total, may be absolutely correct, and entered in proper column (No. 13 or 14) in Rate Book.

(6.) Directly the various Rates have been struck, the necessary information should be filled in on opposite folio (Form 63)

in accordance with Section 220 of the Roads Act, and then copied into the Minute and Rate Book.

(7.) The total amount due for Rates should then be carried out into column No. 16 against each assessment on basis of

respective valuation appearing in column No. 13 or 14.

(8.) When a Board is also the Health Authority, similar action should be taken, and total amounts of Health and Sanitary Rates carried out against each assessment in column No. 19.

(9.) If for any reason a Supplementary or Loan Rate is levied during year after Rate Book has been made up, the amounts may be carried out against each assessment in a different coloured ink, or a fresh book opened if found desirable f r remainder of year, at the end of which arrears should be dealt with in same manner as stated in paragraph 14.

(10.) RATES ABANDONED.—When, under the provisions of Section 240 of the Act, Rates are, with the approval of the

Minister, written off, the fact should be recorded in the Minute Book, and the amounts posted into columns provided in the Rate

Book for that purpose (Nos. 25 and 26.)

(11.) At the end of the Board's financial year, the columns shall be totalled, and any amounts owing shall be shown in "Arrears carried forward," under their respective headings in columns 27 and 28.

(12.) To the arrears thus shown in columns 27 and 28 shall be added the interest and any legal or other costs shown in

columns 30 and 31, and then carry the total of columns 27 and 30 to column 17, and the total of columns 28 and 31 to column 20 of the new Rate Book.
(13.) The total of columns 21, 22, 25, and 27 shall agree with the total of columns 16 and 17.

23, £4, 26, and £8 shall also agree with total of columns 19 and 20.

(14.) INTEREST.—As the Act has reimposed the charging of interest at five per cent. on Rates not paid during the year of their currency, the amount should be worked out at end of year and inserted in columns 30 and 31, together with any legal or other costs incurred against each assessment.

No erasures whatever shall be made in this book. When alteration is necessary, it must be done by neatly scoring (15.)through and initialing entries desired to be amended.

This Book, being the property of the Government, must be given up on demand to the current members of the Board or Minister for Works of the State.

Form No. 65.

### PUBLIC WORKS DEPARTMENT.

# SPECIAL ORDER.

which E	have been duly proclaimed under the proviso to Sectated theday of	on 195 for adopting the system of valuation on the "Annual" value.
	(SEAL)	Chairman.
	•	
		Secretary.
1	consent to this Order.	
		Minister for Works.
		about transferred deputy from professions professions.
		Form No. 66.
	PUBLIC	VORKS DEPARTMENT.
	ጥተነው	ROADS ACT, 1911.
		·
	(Section)	216 and Proviso.)
		en ada and an anti-
ites	of	
he s	ystem of valuation on the annual value.	
	(SEAL.)	Chairman.
		Secretary.
	Recommended,	
		Minister for Works.

Form No. 67.

PUBLIC WORKS DEPARTMENT.

THE ROADS ACT, 1911.

(Section 216 and Proviso.)

......Road Board.

## SPECIAL ORDER.

value is adopted.	195 as areas within which the system of valuation on the annual
Dated theday of	, 1911.
(SEAL.)	Chairman.
,	Secretary.
I consent to this Order.	
2 0000000 00 00000	Minister for Works.
	•
Form	No. 68.
PHRIC WOR	CS DEPARTMENT.
· ·	·
THE ROAD	os Act, 1911.
(Section 21	3 and Proviso.)
	Road Board.
RESOLUTION ADOPTING ANNUAL VALUE	UE IN A TOWN OR PROCLAIMED AREA.
mentioned Special Areas	
the system of valuation on the annual value.	
	Chairman.

Minister for Works.

Form No. 69.

RATE BOOK OF THE......DISTRICT ROAD BOARD.

......Ward, Town, or Prescribed Area.

For Year ending 30th June, 191...

		RATEABLE	OWNER.			-	DESCRIPTION	N AND SITUAT	rion of Rat	PEABLE PROPI	ERTY.	(13)	(14)		(15)			Амо	UNTS DUE.		:	Амо	UNTS PAID.			(22)	(23) RATES CA			in the second se	*****
(1) No. of Assess-	(2) Surname,	(3) Other Name	(4)	(5) Occupation a (if	Description (residence, shop, farm, mine, or	(7) Situation or	(8)	(9) Section, Lea or Holding	g. Lot or		(12) Title Reference (Optional).	Annual	Unimproved Capital Value.	Amount	t as altered to (Either Valuat	on A 1 ; (a)	Amount of Lvarious R- Y^ar on basis of	ates for Current		(18)	Current	19) F Rates.	(20)	(21)	RATES	ABANDONED	Forwa	RD.	(24)	(25) (26)	)
ment.		(if known) or Initials.		known).	mine, or otherwise).	Road.	Location.	Number Da	division	Area.	Vol. Fol. Deposite	i	Value.	Amoun	t. Chairman's Initials.	Date.	(a.) On Net Annua (b.) Unimproved Constrike out (a.) or (b.) of Fol.	apital Value. as per details on	Arrears brought forward (including interest, if any).	No. of Assessment in last year's Rate Book.	Date. Receipt.	Amount of Moiety.	Total Current Rates.	Arrears including Interest and other Costs	Amouni	t. in Minute Book.	Amount.	No. in new Assess- ment.	Interest or other Cos.s.	Re- marks. Asses men	88-
				-						a. r. p.		ધર	£	3.		THE COLUMN TWO COLUMN	£	s. d.	£ s. d.			£ s. d	. £ s. d.	. £ s. d.	£ s.	d	₹£ s. (	1.	£ s. d.		

Chairman's Initials.....

Form No. 70.

THE ROADS ACT, 1911.

Department of Public Works,

IT is hereby notified that the Hon. the Minister for Works has, under the provisions of Subsection 2 of Section 288 of "The Roads Act, 1911," prescribed the following directions to be observed by secretaries to Road Boards in keeping the Rate Book.

(Signed) C. A. MUNT,

Under Secretary for Public Works.

#### THE ROADS ACT. 1911.

RATE BOOK.

#### DIRECTIONS FOR GUIDANCE OF SECRETARY.

(See "Government Gazette.")

(1.) Care should be taken to keep rates, interest, and legal and any other costs, charged up to each assessment so as to

be readily available in case of sale of property for non-payment of Rates, change of ownership, etc.

(2.) Arrears of Rates brought forward.—Similar care is to be exercised in bringing these arrears forward from

(2.) ARREARS OF RATES BROUGHT FORWARD.—Similar care is to be exercised in bringing these arrears forward from column 23 after adding the interest due in column 24 to each particular property and in making the totals agree. Should any alteration have occurred in the working out of the previous "Arrears forward," the same shall be initialed by the Auditor.

(3.) When a district contains "Wards," "Towns," or "Prescribed Areas," the assessments in each "Ward," "Town," or "Prescribed Area," should be kept, as far as possible, separate by allotting the necessary number of folios for the assessments of each "Ward," "Town," or "Prescribed Area."

(4.) Exemptions.—Section 194, Subsection 8, of "The Roads Act, 1911," exempts Conditional Purchase Leases from

Rates for first two years.

A column, No. 9, has been provided for inserting the date of commencement of Lease from Searcher's Statement in order that the Rate may be charged as soon as the two years have expired, which can be done by amending the Rate Book as provided by Section 213 of "The Roads Act, 1911."

As regards all other lands exempted from Rates by the Act, it will be found advisable by Boards to keep a record of same at the end of Rate Book or in a special book kept for that purpose in case of any change in the circumstances creating such exemptions.

VALUATIONS.—Great care should be exercised in transferring these amounts from the Valuation Book in order that

the result, both in details and total, may be absolutely correct, and entered in proper column (No. 13 or 14), in Rate Book.

(6.) Directly the various rates have been struck, the necessary information should be filled in on opposite folio (Form 71) in accordance with Section 220 of the Roads Act, and then copied into the Minute and Rate Book.

(7.) The total amount due for rates should then be carried out into column No. 16 against each assessment on basis of

(1.) The cotal amount due for rates should then be carried out into column No. 10 against each assessment on basis of respective valuation appearing in column No. 13 or 14.

(8.) If for any reason a Supplementary or Loan Rate is levied during year after Rate Book has been made up, the amounts may be carried out against each assessment in a different coloured ink, or a fresh book opened if found desirable for remainder of year, at the end of which, arrears should be dealt with in same manner as stated in paragraph 11.

(9.) RATES ABANDONED.—When, under the provisions of Section 240 of the Act, Rates are, with the approval of the Minister, written off, the fact should be recorded in the Minute Book, and the amounts posted into columns provided in the Rate Book for that purpose (No. 22.)

(10.) At the end of the Board's financial year the columns shall be totalled, and any amounts owing shall be shown in "Rates carried forward," in column 23.

(11.) To the arrears thus shown in column 23, any interest, legal or other costs should be computed and shown in column Then add the total of columns 23 and 24 and carry forward to column 17 of the following year's assessments.

(12.) The total of columns 20, 21, 22 and 23 shall agree with the total of columns 16 and 17. (13.) INTEREST.—As the Act has reimposed the charging of Interest at five per cent. on Rates not paid during year of their currency, the amount shall be worked out at end of year and inserted in column 24, together with any legal or other costs incurred against each assessment.

(14.) No erasures whatever shall be made in this Book. When alteration is necessary, it must be done by neatly scoring through and initialing entries desired to be amended.

This Book, being the property of the Government, must be given up on demand to the current Members of the Board, or Minister for Works of the State.

[For Form of Rate Book see previous page.]

ROADS ACT, 1911.

Form 71.

Memorandum of Making and Levying of Rates.

(To be filled in when Rates levied).

10 be passed by	гезонин				the Ro		t, 1911	l (Sec.	per circulating in the district 220).	•
it was resolved that	t the Prescrib	various oed Aı	rates	should	d be le District	Road l evied o as spe	Board, n the c	held or rateabl in Sch	e value of all rateable pro	, 191 perty within the respective the provisions of
	Pa	rticula	rs of B	lates.					Town, Ward, or Prescribed Area.  * Annual Value.	District Generally.  * Unimproved Value.
General Road Rate *Supplementary *Loan †		•••		••					in £in £in £in £in £in £in £	in £ in £ in £ in £ in £ in £ in £
		,	otal Ra		••		• •	• •	in £	in £
Date Notices of this						••••••			newspaper on	Chairman.

<sup>\*</sup> Strike out unnecessary words. † Specifying other Rates.

"The Roads Act, 1911"

Form

This Book and the Instructions are issued

RATES CASH

For Road Boards divided into five Wards and

DIRECTIONS FOR

- (a.) This book is for details of rates received only, and is a subsidiary one to relieve the general Cash Book of
- (b.) The totals must be carried into the Cash Book under the respective Ward columns periodically, or at
- (c.) All the individual amounts received from rates levied under the Roads Act must be entered under the
- (d.) Care must be taken to fill in the names of the Ward in the blank left at the head of each column for that
- (e.) No erasures whatever shall be made in this book. When an alteration is necessary the incorrect entry

These books, being the property of the Government, must be given up on demand

#### RATES CASH

(1)	(2)	(3)		(4			(5)	(6		(7)	
Date.	Name.	No. of		Partic	ulars.		Folio in Rate		Ward		Ward.
Date.	T. Mile.	Receipt.	Assess- ment No.	Loca- tion.	Section.	Lot or Sub- division.	Book.	Current. £ s. d.	£ s. d.	Current. £ s. d.	Arrears. £ s. d.
100000000000000000000000000000000000000			NO A COMPANY OF THE CONTRACT O		A COLOR						

(1 George V., No. 29).

72.

under the provisions of Section 230.

BOOK (B).

where Board is also a Health Authority.

GUIDANCE OF SECRETARY.

the numerous entries necessary in recording receipt of rates.

time of banking and either weekly or at least once a month.

respective columns for the Ward in which the property is situated, and then carried out into total column No. 11. purpose.

should be neatly ruled through and the amendments initialed.

to the current Members of the Board or Minister for Works of the State.

### BOOK (B.)

(8)		(	9)	(10	))	(11)	(1	2)		(13)
*********	Ward.		Ward.	***********	.Ward.	Road Rates.	Health	Rate.	Total.	7.6
Current.	Arrears.	Current.	Arrears.	Current.	Arrears.	Total	Current.	Arrears.		Reference to Cash Book Folio.
£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	
						0.00				
1 ) !		<u> </u>	.							

"The Roads Act, 1911" (1° George V., No 29).

This Book and the Instructions are issued under the provisions of Section 288.

Form 73.

CASH BOOK (D).

For Boards divided into Wards; also where Board is Health Authority.

#### DIRECTIONS FOR GUIDANCE OF SECRETARY.

(a.) In this book must be entered all money transactions on the respective "Cash Received" or "Cash Paid" sides at

(a.) In this book must be entered all money transactions on the respective "Cash Received" or "Cash Paid" sides at the time of occurrence, so that they may be posted to ledger at first opportunity.

(b.) Enter date and full particulars against all amounts received from or paid to the Treasury.

(c.) In column 5 all amounts received on account of Road Board should be entered (except individual amounts for rates and licenses, which are entered in their respective books), and then into the respective Ward column.

(d) In column 6 all amounts received on account of the Local Board of Health should be entered.

(e.) The entries in column 7 should agree with the Bank Pass Book, and those in column 8 with Treasury Pass Book.

(f.) Care should be exercised to make the entries in the respective Ward columns additional to the ordinary entry, in order that the "Receipts" or "Expenditure" for each Ward can be readily ascertained; more especially the periodical entries of Rates and Licenses from the "Rates Cash" and "License" Books.

(g.) Column 24 is for total amount of each cheque drawn from Bank, and, similarly, column 25 provides for entries against Treasury. These amounts should agree with the respective Bank Pass Books.

(i.) No erasures whatever shall be made in this book. When alterations are necessary the incorrect entry should be neatly

ruled through and the amendments initialed.

These books, being the property of the Government, must be given up on demand to the current Members of the Board or Minister for Works for the State.

CASH BOOK (D)

CASH RECEIVED.

CASH PAID.

(1)	(2) Reference to—	(3)	(4)	(5)	(6)	(7)	(8)	THE PROPERTY OF THE PROPERTY O			Distribution for	Road Rates.			ACCUPATION OF THE PERSON OF TH	(17) Trust	(18	Reference—	(20)	(21)	(22)	(23)	(24) 3	(25)				Distribution f	for Road Rates.			(34)
Date.		Particulars of Receipts.	Folio in Ledger.	Road Account.	Health Account.	Bank Lodgments.	Treasury.	(9) Ward.	(10) Ward.	(11) Ward.	(12) Ward.	(13) Ward.	(14) Ward.	(15) Ward.	(16) Ward.		Date	(B) Bank or (T) Treasury No.   No. of Voucher-	Particulars of Expenditure.	Folio in Ledger.	Road Account.	Health Account.	Total Amount as drawn from Bank.	Treasury.	(26) Ward.	(27) Ward	(28) Ward.	(29) Ward.	(30) Ward.	(31) Ward.	(32) Ward.	(33) Account for Deposits,Ward. etc.
				£ s. d	£ s. 0	d. s. s.	d. S. 6	£ s. d.	£ s. d.	£ s. d.	E. S. d.	£ s. d.	£ s. [d]		£ s. d.	£ s. d.					£ s. d	. £ s.	d. £ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d. £	s. d. £ s. d.

FORM

"The Roads Act, 1911"

This Book and the Instructions are issued

RATES CASH

For Road Boards divided into Wards

DIRECTIONS FOR GUIDANCE

- This book is for details of rates received only, and is a subsidiary one to relieve the general Cash Book of the The totals must be carried into the Cash Book under the respective Ward columns periodically, or at time All the individual amounts received from rates levied under the Roads Act must be entered under the respective Care must be taken to fill in the names of the Ward in the blank left at the head of each column for that purpose. No erasures whatever shall be made in this book. When an alteration is necessary the incorrect entry should

These books, being the property of the Government, must be given up on

RATES CASH

(1)	(2)	(3)		(4 Partic	) culars.		(5)	(6	) Ward.	(7)	Ward.
Date.	Name.	No. of Receipt.	Assess- ment No.	Loca- tion.	Section.	Lot or Sub- division.	Rate Book Folio.	Current. £ s. d.	Arrears.	Current. £ s. d.	Arrears. £ s. d.
						·		10 mm			

No. 74.

(1 George V, No. 29).

under the provisions of Section 288.

BOOK (C).

(which are also Health Authorities).

OF SECRETARY.

numerous entries necessary in recording receipt of rates. of banking, either weekly or at least once a month. columns for the Ward in which the property is situated, and then carried out into total colum No. 12.

be neatly ruled through and the amendments initialed.

demand to the current Members of the Board or Minister for Works of the State.

BOOK (C.)

(8) W	į	(9) (10)WardWard.			(11) Ward.		(12) Road		(13) Health Rates.		(14)	
	frears. £ s. d.	Current.	Arrears.	Current.	Arrears.	Current. £ s. d.	Arrears.	Rates. Total. £ s. d.	Current.	Arrears.	Total. £ s. d.	Reference to Cash Book Folio.
							And the state of t					

FORM No. 75.

"The Roads Act, 1911" (1° George V., No. 29).

This Book and the Instructions are issued under the provisions of Section 288.

RATES CASH BOOK (D).

For Road Boards divided into Wards (which are also Health Authorities).

### DIRECTIONS FOR GUIDANCE OF SECRETARY.

(a.) This book is for details of rates received only, and is a subsidiary one to relieve the general Cash Book of the numerous entries necessary in recording receipt of rates.
(b.) The totals must be carried into the Cash Book under the respective Ward columns periodically, or at time of banking, either weekly or at least once a month.
(c.) All the individual amounts received from rates levied under the Roads Act must be entered under the respective columns for the Ward in which the property is situated, and then carried out into total column No. 14.
(d.) Care must be taken to fill in the names of the Ward in the blank left at the head of each column for that purpose.
(e.) No erasures whatever shall be made in this book. When an alteration is necessary the incorrect entry should be neatly ruled through and the amendments initialed.

These books, being the property of the Government, must be given up on demand to the current Members of the Board or Minister for Works of the State.

## RATES CASH BOOK (D).

(1)	(2)	(3)		(4) Particulars.	Amelika efficience	(5)	(6)		(7)	i	(8)		(9)	) Ward.	(10)		1	1) Ward.	(1	2) Ward.	(1	13) Ward.	(14) Road Rates.	•	5) Rate.		: )
Date.	Name.	No. of Receipt.	Assess- ment No.	Loca- tion. Section.	Lot or Sub-division.	ook olio.	Current. £ s. d.	Arrears. £ s. d.	Current.	Arrears. £ s. d.	Current.	Arrears. £ s. d.	Current. £ s. d.	Arrears.	Total. £ s. d.	Current.	Airears. £ s. d.	Total. £ s. d.	Reference to Cash Book Folio.								
			·																								

FOREM

"The Roads Act, 1911"

This Book and the Instructions are issued

LEDGER—DIRECTIONS FOR

- 1. A separate account shall be opened for every distinct work and fund, so as to agree with
  - (a.) General Rates.

  - (a) Goldan Tastes.
    (b) Each Special Rate.
    (c) Each Statutory or different form of license.
    (d) Contractors' Deposits, also other Trust Accounts.
  - Maintenance.
  - (e.) Maintenance.
    (f.) Each Construction Work, including Special Grants.
- 2. All such accounts shall be indexed under the heading as passed in minute book.
- Amounts re-allocated to be adjusted by transfer entries in Ledger.
- 4. No erasures whatever shall be made in this book. When alteration is necessary, it must

This book, being the property of the Government, must be given up on

Date.	Name.	Particulars of Expenditure.	Folio in Cash Book. Amount from Local Revenue.		Amount from Treasury.

Nο	76

(1 George V., No. 29).

under the provisions of Section 238.

GUIDANCE OF SECRETARY.

headings in Annual Statement Form, particularly the undermentioned:-

be done by neatly scoring through and initialing entries desired to be amended.

demand to the current members of the Board or Minister for Works for the State.

Date.	Name.	Particulars of Receipts.	Folio in Cash Book.	Amount.		
			·			

FORM

"THE ROADS ACT, 1911"

This Book and the instructions are issued

RATES CASH BOOK

DIRECTIONS FOR

- (a.) This book is for details of Rates received only, and is a subsidiary one to relieve the (b.) The totals must be carried into the Cash Book under the respective Ward (c.) No erasures whatever shall be made in this Book. When an alteration is

These Books, being the property of the Government, must be given up on demand

RATES CASH

(1)	(2)	(3)			(4) ticulars.		(5)	(€	) Ward.	(7)	.Ward.
Date.	Name.	No. of Receipt.	Assess- ment No.	Loca- tion.	Section.	Lot or Sub- division.	Folio in Rate Book.	Current.	Arrears. £ s. d.	Current.	Arrears.

No. 77.

(1 GEORGE V., No. 29).

under the provisions of Section 288.

FOR ROAD BOARDS.

GUIDANCE OF SECRETARY.

General Cash Book of the numerous entries necessary in recording receipt of rates. columns periodically, when banking, in order to agree with bank deposit. necessary the incorrect entry should be neatly ruled through and the amendments initialed.

to the current members of the Board or Minister for Works of the State.

### воок,

(8)		(9)	,	(10)	)	(11)	(12)	(13)
Current.	Ward.	Current.	Ward.	Current.	Ward.	Interest or other Costs.	Total.	Reference to Cash Book Folio.
£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	

FORM No. 78.

MINUTE BOOK.

ROADS ACT, 1911.—FORM No. 78.

#### DIRECTIONS FOR GUIDANCE OF SECRETARY.

- 1. Special resolutions of general matters which have been passed and recorded in previous Minute Books should also be entered in the special index of the current Minute Book, so as to preserve their continuity.
- 2. The current Minute Book would then provide a ready reference for all resolutions which may affect the Board's procedure, of which the current members may not have previous knowledge.
  - 3. The heading for minutes of each meeting shall be as indicated by the formula on the opposite page.
- 4. The proceedings of all meetings must be briefly recorded in this book and initialed by Chairman of the Meeting at foot of minutes against last word, thus:—

  Meeting closed at 9.30 p.m.—A.B.C.
- 5. On the following meeting, such minutes shall be read, confirmed, and signed by Chairman before proceeding with further business.
- 6. It should be stated whether the meeting is "Ordinary," "Special," "Annual," or "Adjourned" in space left for that purpose at head of formula.
- 7. A special meeting shall mean one called for special purpose or purposes. Notices convening such meetings shall state the business for which same are called.
- 8. Care should be exercised in recording resolutions dealing with money matters, particularly so with funds granted by the Government. Each work shall be clearly stated, with the amount authorised to be expended thereon.
- 9. No payments, except from Petty Cash, shall be made until the amounts have been previously passed by the Board and recorded on minutes. All accounts must be submitted on voucher form provided, with certificate duly signed.
  - 10. In the absence of Secretary from any meeting the Chairman shall see that correct minutes are taken thereat.
  - 11. Should a meeting lapse for want of a quorum, same shall be recorded in Minute Book with the names of members present.
  - 12. A printed copy of each Balance Sheet as adopted shall be pasted into Minute Book.
  - 13. In event of district being subdivided into Wards, it should be stated after each member's name the Ward he represents.
  - 14. The Minute Book should be indexed at the earliest opportunity after each meeting.
- 15. No erasures whatever shall be made in this book. When alterations are necessary it must be done by neatly scoring through and initialing entries desired to be amended.

These books, being the property of the Government, must be given up on demand to the current members of the Board or Minister for Works for the State.

FORM No. 78—continued.

## SUBJECT INDEX.

For read	ly refe	erence	to	any	Special	$\mathbb{R}^{n}$	ling	or	Resolutio	$^{\mathrm{n}}$	passed	by	Board.	
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Subject.	Page.	Subject.	Page.
•			

# SPECIMEN FORMULA FOR HEADINGS OF EACH MEETING.

	(Special ) >		***************************************	DISTRICT	ROAD BOARD.
Minutes of	of a $\begin{cases} \text{Special} \\ \text{Ordinary} \\ \text{Annual or} \\ \text{Adjourned} \end{cases} $	Meeting held	1 at		
on	of	191		Time	
Chairman		PRES	ENT: Secretary		
		Мем	BERS:		
•••••	of	Ward		of	Ward
	of				
	of				
	of		i		
	us			•	
wild collining	· · ·			Chairman	

FORM

"THE ROADS ACT, 1911"

This Book and the Instructions are issued

 ${\bf CASH}$ 

FOR BOARDS WHICH ARE

Directions for

- In this book must be entered all money transactions on the respective "Cash Received," or "Cash In column (5) all amounts received on account of Road Board should be entered. In column (6) all amounts received on account of Local Board of Health should be entered. The entries in column (7) should agree with Bank Pass Book, and those in column (8) with Column (15) is for total amount of each cheque drawn from Bank for same, and, similarly, column (16)

- All Trust Accounts (such as contract deposits) must appear in General Receipt Book and shown in Cash
- Amounts re-allocated to be a ljusted by transfer entries in Ledger.

  No erasures whatever shall be made in this Book. When alterations are necessary the incorrect

This Book, being the property of the Government, must be given up on demand

CASH	RECEIVE	D.							CASH	
(1)	(2) Reference to—		(3)	(4)	(4) (5)		(6)	(7)	(8)	
Date.	Rates Cash Book.	License.	Particulars of Receipts.	Folio in Ledger.	Road Account	d.	Health Account. £ s. d.	Bank Lodgments. £ s. d.	Treasury.	

No. 79.

(1 GEORGE V., No. 29.)

79.

under the provisions of Section 288.

воок " а."

# ALSO HEALTH AUTHORITIES.

guidance of Secretary.

Paid" sides at the time of occurrence, so that they may be posted to ledger at first opportunity.

Treasury Pass Book. provides for entries against Treasury. These amounts should agree with the respective Bank Pass Books. Book in red ink.

entries should be neatly ruled through and the amendments initialed.

to the current Members of the Board or the Minister for Works for the State.

BOOK	Α.							CAS	H PAID.
(9)	(10) Reference to—			(11)	(12)	(13)	(14)	(15)	(16)
Cheque		1 .	Particulars of Ex-	Folio in	Road	Health	Amount as drawn from	Amount drawn from	
Date.	Bank or Treas'y.	No.	Vou- cher.	penditure.	Ledger.	Account. £ s. d.	£ s. d.	Bavk. £ s. d.	Treasury. £ s. d.

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No.	P.W	

U.S. 62.

Form No. 80

WESTERN AUSTRALIA,

# ROADS ACT, 1911.—FORM No. 80.

# APPLICATION FORM FOR NEW BRIDGE.

APPLICATION FOR	M FOR NEW BRIDGE.
passed a resolution re	eful consideration at a Meeting held on the
Bridge, and append hereunder all available infromation showin	
The Board also agree to take over and maintain the Brid	
Dated thisday of	19
Partice Note.—The information supplied hereunder	BULARS.  er should be as full and accurate as possible.
Name of River, Brook,	Approximate Summer, ftinin.
or otherwise	depth of water Winter, ftin
Whether fordable whole year round or only part, stating period.	No. of nearest Telegraph Pole (if any).
Name of Road, stating whether Main or Minor	ngmiles from
Name of nearest Railway Station.	Distance of Bridge Site from same. miles.
Name by which proposed Bridge would be most generally known.	
Length and width it is thought necessary for proposed Bridge.	Length, ftin Width, ftin
Nature of Traffic likely to pass over Bridge, giving width of widest vehicle, and stating whether Agricultural Implement, etc., etc.	
Estimated cost of proposed Bridge.	No of Settlers and others who would be served by same (Children should be shown separately).
£	
Nearest Bridge or other Crossing.	
Nature of Approaches which would be required, and whether Approach Roads to proposed site are declared	
Description of Clearing necessary	
State whether land owned by State, or if private, whether leasehold, freehold, or otherwise.	
If private land, state whether land would be given by owners for Approach Roads, or whether it can be resumed free of cost.	
Reasons why necessary.	

ROUGH SKETCH, showing River, Roads, and proposed site for New Bridge, also number, etc., of nearest Locations, also N. S. E. and W. compass points.