



# Government Gazette

OF

WESTERN AUSTRALIA.

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No. 50.]

PERTH: WEDNESDAY, SEPTEMBER 17.

[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.
- (iii.) 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 OF PERSONS APPEARING TO BE ENTITLED TO VOTE AT AN ELECTION OF MEMBERS  
OF THE BOARD.

.....Road District.  
[.....Ward.]

Surname.	Other names or initials.	Address.	Description and situation of land giving right to vote.	Owner or Occupier.	Value at which land assessed.	Number of votes.

Dated the ..... day of ....., 191 .  
.....Chairman of the Board.

Form No. 2.

THE ROADS ACT, 1911.  
(Section 33.)

LIST OF PERSONS APPEARING TO BE ENTITLED TO VOTE AT AN ELECTION OF MEMBERS OF A BOARD  
FOR A NEW DISTRICT, WITH ONE VOTE FOR EACH PERSON ONLY.

.....Road District.  
[.....Ward.]

Surname.	Other names or initials.	Address.	Description and situation of land giving right to vote.	Owner or Occupier.	Value at which land assessed

Dated the ..... day of ....., 191 .  
.....Returning Officer.

## 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 land, namely.....and  
claim to have my name inserted in the Electoral List for the.....Road District [.....Ward]  
in place of that of the owner.

Dated the

day of

, 191 .

(Name in full).....

(Address) .....

(Occupation) .....

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

## Form No. 4.

THE ROADS ACT, 1911.

(Section 35.)

## CLAIM BY A PERSON WHOSE NAME IS OMITTED FROM THE ELECTORAL LIST.

To the Secretary

.....Road Board.

I hereby claim to have my name inserted on the Electoral List for the.....Road District  
[.....Ward].

*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 .

(Signature) .....

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



Form No. 7.

THE ROADS ACT, 1911.

(Section 36.)

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

To the Secretary.....Road Board and to.....[the person objected to.]

Please take notice that I object to the Rateable Value of the undermentioned land placed against the name of [name of person on List] on the Electoral List [or.....Ward Electoral List].

(Description and situation of Land).....

(Grounds of objection).....

Dated this ..... day of ..... , 191 ..

(Name in full).....

(Address) .....

Form No. 8.

THE ROADS ACT, 1911.

(Section 46.)

## ELECTORAL ROLL.

The Electoral Roll for the.....Road District [or for the.....Ward of the.....Road District] for the year ending 30th June, 191 ..

Number.	Voter's Surname.	Voter's other names or Initials.	Address.	Description and situation of Rateable Land.	Owner or Occupier.	Value at which land assessed.		Number of votes.
						Capital unimproved value.	Net annual value.	

Chairman of the Board.

Date.....



Form No. 9.

THE ROADS ACT, 1911.

(Section 63.)

## NOMINATION PAPER.

To the Returning Officer for the.....Road District.

I the undersigned hereby nominate myself as a candidate at the ensuing annual (or extraordinary) election to serve as a member [or an auditor] of the .....Road Board [for the.....Ward.]

Dated the ..... day of ....., 191 ..

(Name in full).....  
 (Residence).....  
 (Occupation) .....

Form No. 10.

THE ROADS ACT, 1911.

(Section 67.)

## BALLOT PAPER.

.....Road District.  
 [.....Ward.]  
 Election of.....members of Board.

Names of Candidates.


## Directions.

You must vote for \*.....candidate [s]. Make a cross in the square opposite the name [s] of the candidate [s] for whom you vote.

\* In printing forms number of vacancies should be stated and one space left for each candidate.



## Form No. 13.

## THE ROADS ACT, 1911.

(Sections 79, 299.)

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

*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.



## WESTERN AUSTRALIA.

FORM No. 15.

## 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 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—				Debit Balance at commencement of Year—			
Balance at Treasury .. .. .				"    "    "    at Treasury .. .. .			
Balance at .. .. . Bank .. .. .				"    "    "    at .. .. . Bank .. .. .			
In hands of .. .. .							
General Rate—				Expenses for Levying General Rate—			
(1.) Current Rates collected during year .. .. .				(1.) Valuation Fees, etc. .. .. .			
(2.) Arrears of Rates collected during year .. .. .				(2.) Collection, Commission, etc. .. .. .			
(3.) Rates in suspense .. .. .				Refund of Rates (in suspense) .. .. .			
Special Rate—				Expenses for Collecting Licenses—			
(1.) Current Rates collected during year .. .. .				(1.) Licensing Plates, Discs, etc. .. .. .			
(2.) Arrears of Rates collected during year .. .. .				(2.) Commission .. .. .			
(3.) Rates in suspense .. .. .				Salaries .. .. .			
Licenses—				Office Expenses (Rent, Postage, Petty Cash, etc.) .. .. .			
(a.) Cart and Carriage .. .. .				Election Expenses and Audit Fees .. .. .			
(b.) Bicycles .. .. .				Advertising .. .. .			
(c.) Dog .. .. .				Stationery and Printing .. .. .			
(d.) Motor Cars .. .. .				Plant and Tools (purchased during year)—			
(e.) Camel .. .. .				(1.) Tools, Plant, etc. .. .. .			
(f.) Camel Drivers .. .. .				(2.) Office Furniture .. .. .			
(g.) Heavy Traffic .. .. .				(3.) Repairs to Furniture, Tools, Plant, etc. .. .. .			
(h.) .. .. .				Refunds of Deposits to Contractors .. .. .			
Fees—				Bank Charges (including interest on Bank Overdraft, etc.) .. .. .			
(a.) Pounds .. .. .				Insurances (Fire Guarantees, etc.) .. .. .			
(b.) Recreation Grounds, Parks, etc. .. .. .				Three per cents. .. .. .			
(c.) Water Supplies .. .. .				Legal Expenses .. .. .			
(d.) Commonage and Agistment .. .. .				Maintenance Works (from Revenue, including			
(e.) Lighting .. .. .				Government Grants) as per Form No. 51—			
Fines and Penalties .. .. .				(a.) Roads .. .. .			
Legal Expenses recovered .. .. .				(b.) Bridges .. .. .			
Income from Property and Plant (owned or controlled by the				(c.) Wells, Dams, etc. .. .. .			
Board other than lighting) .. .. .				(d.) Footpaths .. .. .			
Contractors' Deposits .. .. .				(e.) Lighting .. .. .			
Government Grants—				(f.) Recreation Grounds .. .. .			
Annual Grant for Maintenance and Con-				(g.) Pounds .. .. .			
struction .. .. .				(h.) Commonages .. .. .			
Special Grant—				Construction Works (from Revenue, including			
.. .. .				Government Grants) as per Form No. 51—			
.. .. .				(a.) Roads .. .. .			
.. .. .				(b.) Bridges .. .. .			
.. .. .				(c.) Wells, Dams, etc. .. .. .			
.. .. .				(d.) Footpaths .. .. .			
.. .. .				(e.) Lighting .. .. .			
.. .. .				(f.) Recreation Grounds .. .. .			
All other Receipts (not otherwise specified)—				All other Expenditure (not otherwise			
.. .. .				specified) .. .. .			
.. .. .				.. .. .			
.. .. .				.. .. .			
Debit Balance at end of year—				Balances at end of Year (see Analysis on			
"    "    "    at Treasury .. .. .				page 3)—			
"    "    "    at .. .. . Bank .. .. .				To credit of Board at Treasury .. .. .			
.. .. .				To credit of Board at .. .. . Bank .. .. .			
.. .. .				In hands of .. .. .			
Total .. .. . £				Totals .. .. . £			

FORM 15—continued.

## DISTRICT ROAD BOARD.

Financial Year ended 30th day of June, 191 .

draw pen through blank space left for figures.)

## LIABILITIES AND ASSETS.

LIABILITIES.				ASSETS.			
Particulars.	£	s.	d.	Particulars.	£	s.	d.
Debit Balance at Treasury .. .. .				Credit Balance at Treasury .. .. .			
„ at.....Bank .. .. .				„ Balance at.....Bank .. .. .			
(Unsecured)† .. .. .				Unexpended Loan Moneys .. .. .			
				Other than unexpended Loan Moneys.. .. .			
Outstanding Accounts .. .. .				Cash in hands of..... .. .			
Rates owing but which cannot be collected .. .. .				Rates outstanding—			
Amounts owing on Contracts in hand .. .. .				General Rates .. .. .			
Amounts owing on Mortgage or other Security given .. .. .				Special Rates .. .. .			
Contractors' Deposits or Trust Accounts .. .. .				All other Accounts owing to Board .. .. .			
All other Liabilities—				Estimated Current Value of Property owned by Board—			
.....				Buildings, etc. .. .. .			
.....				Movable Plant and Tools .. .. .			
.....				Lamps, etc. .. .. .			
.....				Furniture, etc. .. .. .			
.....				Other Property * .. .. .			
Balance of Assess over Liabilities .. .. .				All other Assets—			
Total .. .. .	£			.....			
				.....			
				.....			
				Balance of Liabilities over Assets .. .. .			
				Total .. .. .	£		

\* Roads, Streets, Parks, and Reserves are not to be considered Assets for the purposes of this Statement.  
be classed under "Amounts owing on Mortgage or other Security given."

† Secured Bank Overdraft should

## ANALYSIS OF CASH BALANCE.

Particulars of Account.								
At Treasury—			£	s.	d.	£	s.	d.
Balance of Government Grants :								
Annual .. .. .								
Special for .. .. .								
Do. .. .. .								
Do. .. .. .								
At Bank—								
Contractors' Deposits .. .. .								
General Account .. .. .								
Cash in hands of .. .. .								
Total .. .. .			£					

## PARTICULARS OF VALUATION AND RATES LEVIED.

	Basis of Valuation.		Rates.				Total.
	Unimproved.	Annual.	General.	Supplemental.	Loan.	Others if any.	
District generally .. .. .	..... in the £	.....in the £	.....in the £	.....in the £	.....in the £	.....in the £	£ s. d.
Towns, etc. .. .. .	.....in the £	.....in the £	.....in the £	.....in the £	.....in the £	.....in the £	
Total .. .. .							

WE } CERTIFY having examined the books of the.....Road Board and  
I } compared the above Statements of "Receipts and Expenditure" and "Assets and Liabilities," and found same correct.  
....., Government Auditor.  
....., Ratepayers' Auditor.

AUDITORS' REMARKS : .....

## FORM 15—continued.

## COMPARATIVE STATEMENT OF ROADS, BRIDGES, LIGHTS, LICENSES, ETC., FOR YEAR.

—	Mileage of Gazetted Roads.										Bridges.	Culverts.	Constructed Fords.	Jetties, Piers, and Wharves.	Ferries.	Wells.	Dams.	Tanks.	Rain Condensers, Sheds, etc. or other Water Supplies.	Reserves, Parks, Commonages, etc.	Pounds.	All other Properties.
	Gazetted but unimproved.	Cleared only.	Formed only.	Metalled or otherwise constructed	Total Gazetted Roads.																	
	M.	Ch.	M.	Ch.	M.	Ch.	M.	Ch.	M.	Ch.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No. Acres.	No.	
In existence prior to commencement of year	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
In existence at end of year	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Increase during year ..	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Decrease during year ..	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....

	Lamps for Lighting Roads, Streets, Bridges, Piers and Public places, other than Halls and other Buildings.					Number of Licenses issued during the Year.															
	Oil.	Coal Gas.	Acetylene and other Gas.	Elec. tric.	Total.	(A.) Cart and Carriage.	(B.) Bicycles.	(C.) Dogs.	(D.) Motor Cars.	(E.) Heavy Traffic.	(F.) Motor Cycles.	(G.) Motor Wagons.	(H.) Motor Carriers.	(I.) Traction Engines.	(J.) Camels.						
In existence prior to commencement of year	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
In existence at end of year																					
Increase during year																					
Decrease during year																					

## MEETINGS, YEAR ENDED 30TH DAY OF JUNE, 191

\*(See Sections 123 and 136 of "The Roads Act, 1911.")

Meetings.	Summoned.		Lapsed for want of Quorum.		Meetings held.	
	Ordinary.	Special.	Ordinary.	Special.	Ordinary.	Special.
Board Meetings (Sect. 123)	No.	No.	No.	No.	No.	No.
Ratepayers' Meetings (Sect. 136)						

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

Name of Ward.	Number of Vacancies to fill.	Number of Candidates going to the Poll or returned unopposed.	Number of Electors on Roll.					Number of Electors Voting.				
			Entitled to					Entitled to				
			One Vote.	Two Votes.	Three Votes.	Four Votes.	Total.	One Vote.	Two Votes.	Three Votes.	Four Votes.	Total.
FOR MEMBERS.												
(1.)..... Ward												
(2.)..... Ward												
(3.)..... Ward												
(4.)..... Ward												
(5.)..... Ward												
(6.)..... Ward												
Total												
FOR AUDITOR.*	1.											

\* See Section 295 of "The Roads Act, 1911."

....., Chairman.  
 ..... Secretary.  
 Dated.....the.....of....., 191



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WESTERN AUSTRALIA.

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FORM No. 16.

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PUBLIC WORKS DEPARTMENT.

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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 .

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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.

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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.
Credit Balance at commencement of Year—				Debit Balance at commencement of Year—			
Balance at Treasury .. .. .				"    at Treasury .. .. .			
Balance at .. .. . Bank ..				"    at .. .. . Bank ..			
In hands of .. .. .							
General Rate—				Expenses for Levying General Rate—			
(1.) Current Rates collected during year .. .. .				(1.) Valuation Fees, etc. .. .. .			
(2.) Arrears of Rates collected during year .. .. .				(2.) Collection, Commission, etc. .. .. .			
(3.) Rates in suspense .. .. .							
Special Rate—				Refund of Rates (in suspense) .. .. .			
(1.) Current Rates collected during year .. .. .				Expenses for Collecting Licenses—			
(2.) Arrears of Rates collected during year .. .. .				(1.) Licensing Plates, Discs, etc. .. .. .			
(3.) Rates in suspense .. .. .				(2.) Commission .. .. .			
Licenses—				Salaries .. .. .			
(a.) Cart and Carriage .. .. .				Office Expenses (Rent, Postage, Petty Cash, etc.) .. .. .			
(b.) Bicycles .. .. .				Election Expenses and Audit Fees .. .. .			
(c.) Dog .. .. .				Advertising .. .. .			
(d.) Motor Cars .. .. .				Stationery and Printing .. .. .			
(e.) Camel .. .. .				Plant and Tools (purchased during year)—			
(f.) Camel Drivers .. .. .				(1.) Tools, Plant, etc. .. .. .			
(g.) Heavy Traffic .. .. .				(2.) Office Furniture .. .. .			
(h.) .. .. .				(3.) Repairs to Furniture, Tools, Plant, etc. .. .. .			
Fees—				Refunds of Deposits to Contractors .. .. .			
(a.) Pounds .. .. .				Bank Charges (including interest on Bank Overdraft, etc.) .. .. .			
(b.) Recreation Grounds, Parks, etc. .. .. .				Insurances (Fire Guarantees, etc.) .. .. .			
(c.) Water Supplies .. .. .				Three per cents. .. .. .			
(d.) Commonage and Agistment .. .. .				Legal Expenses .. .. .			
(e.) Lighting .. .. .				Maintenance Works (from Revenue, including			
Fines and Penalties .. .. .				Government Grants) as per Form No. 51—			
Legal Expenses recovered .. .. .				(a.) Roads .. .. .			
Income from Property and Plant (owned or controlled by the				(b.) Bridges .. .. .			
Board other than lighting) .. .. .				(c.) Wells, Dams, etc. .. .. .			
Contractors' Deposits .. .. .				(d.) Footpaths .. .. .			
Government Grants—				(e.) Lighting .. .. .			
Annual Grant for Maintenance and Con-				(f.) Recreation Grounds .. .. .			
struction .. .. .				(g.) Pounds .. .. .			
Special Grant—				(h.) Commonages .. .. .			
.....							
.....				Construction Works (from Revenue, including			
.....				Government Grants) as per Form No. 51—			
.....				(a.) Roads .. .. .			
.....				(b.) Bridges .. .. .			
.....				(c.) Wells, Dams, etc. .. .. .			
.....				(d.) Footpaths .. .. .			
.....				(e.) Lighting .. .. .			
.....				(f.) Recreation Grounds .. .. .			
Special Loans raised under 1st Geo. V., No. 29, Part VII.—							
(a.) Gross Proceeds of Loans raised during the year .. .. .				Disbursements in respect to Special Loans			
(b.) Special Loan Rate—				raised under 1 <sup>st</sup> Geo. V., No. 29 (Part VII.)—			
(1.) Current Rates collected during year .. .. .				Flotation Expenses .. .. .			
(2.) Arrears of Rates collected during				Repayment of Loan No. .... (Not			
year .. .. .				provided for by Sinking Fund) .. .. .			
(3.) Interest on Rates .. .. .				Interest on Loans .. .. .			
(c.) Interest from Sinking Fund .. .. .				Paid into Sinking Fund (including In-			
All other Receipts (not otherwise specified)—				terest on Sinking Fund) .. .. .			
.....							
.....				Works undertaken from Special Loan raised			
.....				under 1 <sup>st</sup> Geo. V., No. 29, as per Form No. 18—			
.....				.....			
.....				.....			
Debit Balance at end of year—				All other Expenditure (not otherwise specified)			
"    at Treasury .. .. .				.....			
"    at .. .. . Bank ..				.....			
Total .. .. .	£			Balances at end of Year (see Analysis on			
				page 3)—			
				To credit of Board at Treasury .. .. .			
				To credit of Board at .. .. . Bank ..			
				(Renue)			
				To credit of Board at .. .. . Bank			
				(Loan Account)			
				In hands of .. .. .			
				Total .. .. .	£		

FORM 16—continued.

Act, 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.

## LIABILITIES AND ASSETS.

LIABILITIES.				ASSETS.			
Particulars.	£	s.	d.	Particulars.	£	s.	d.
Debit Balance at Treasury .. .. .				Credit Balance at Treasury .. .. .			
„ at.....Bank .. .. .				„ Balance at.....Bank .. .. .			
(Unsecured)†				Unexpended Loan Moneys .. .. .			
				Other than unexpended Loan Moneys..			
Outstanding Accounts .. .. .				Cash in hands of.....			
Rates owing but which cannot be collected .. .. .				Rates outstanding—			
Amounts owing on Contracts in hand .. .. .				General Rates .. .. .			
Amounts owing on Mortgage or other Security given .. .. .				Special Rates .. .. .			
Contractors' Deposits or Trust Accounts .. .. .				All other Accounts owing to Board .. .. .			
Special Loan .. .. .				Estimated Current Value of Property owned by Board—			
All other Liabilities—				Buildings, etc. .. .. .			
.....				Movable Plant and Tools .. .. .			
.....				Lamps, etc. .. .. .			
.....				Furniture, etc. .. .. .			
				Other Property * .. .. .			
				Special Loan (Sinking Fund including accrued Interest) .. .. .			
				All other Assets—			
				.....			
				.....			
				.....			
Balance of Assets over Liabilities .. .. .				Balance of Liabilities over Assets .. .. .			
Total .. .. .	£			Total .. .. .	£		

\* Roads, Streets, Parks, and Reserves are not to be considered Assets for the purposes of this Statement. † Secured Bank Overdraft should be classed under "Amounts owing on Mortgage or other Security given."

## ANALYSIS OF CASH BALANCE.

## Particulars of Account.

At Treasury—							
Balances of Government Grants:				£	s.	d.	£ s. d.
Annual.....							
Special for .. .. .							
Do. .. .. .							
Do. .. .. .							
At Bank—							
Contractors' Deposits .. .. .							
General Account .. .. .							
Special Loan Account raised under 1 <sup>st</sup> George V., No. 29 (Part VII.) .. .. .							
Cash in hands of .. .. .							
Total .. .. .				£			

## PARTICULARS OF VALUATION AND RATES LEVIED.

	Basis of Valuation.		Rates.				Total.
	Unimproved.	Annual.	General.	Supplemental.	Loan.	Others if any.	
District generally .. .. .	.....in the £	.....in the £	.....in the £	.....in the £	.....in the £	.....in the £	£ s. d.
Towns, etc. .. .. .	.....in the £	.....in the £	.....in the £	.....in the £	.....in the £	.....in the £	
Total .. .. .							

WE CERTIFY having examined the books of the.....Road Board and  
I compared the above Statements of "Receipts and Expenditure" and "Assets and Liabilities," and found same correct.  
....., Government Auditor.  
....., Ratepayers' Auditor.

AUDITORS' REMARKS : .....

## FORM 16—continued.

## COMPARATIVE STATEMENT OF ROADS, BRIDGES, LIGHTS, LICENSES, ETC., FOR YEAR.

	Mileage of Gazetted Roads.												Bridges.	Culverts.	Constructed Fords.	Jetties, Piers, and Wharves.	Ferries.	Wells.	Dams.	Tanks.	Rain Con- densers, Sheds, etc. or other Water Supplies.	Reserves, Parks, Common- ages, etc.	Pounds.	All ot Prop- erty.
	Gazetted but unim- proved.	Cleared only.	Formed only.	Metalled or other- wise con- structed	Total Gazetted Roads.																			
	M.	Ch.	M.	Ch.	M.	Ch.	M.	Ch.	M.	Ch.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Acres.	No.			
In existence prior to com- mencement of year																								
In existence at end of year																								
Increase during year ..																								
Decrease during year ..																								

	Lamps for Lighting Roads, Streets, Bridges, Piers and Public places, other than Halls and other Buildings.					Number of Licenses issued during the Year.											
	Oil.	Coal Gas.	Acetylene and other Gas.	Elec- tric.	Total.	(A.) Cart and Carriage.	(B.) Bicy- cles.	(C.) Dogs.	(D.) Motor Cars.	(E.) Heavy Traffic.	(F.) Motor Cycles.	(G.) Motor Wagons.	(H.) Motor Car- riers.	(I.) Traction En- gines.	(J.) Camels.		
															Regtd.	Driver.	Came
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
In existence prior to com- mencement of year																	
In existence at end of year																	
Increase during year ..																	
Decrease during year ..																	

## MEETINGS, YEAR ENDED 30TH DAY OF JUNE, 191

(See Sections 123 and 136 of "The Road Act 1911.")

Meetings.	Summoned.		Lapsed for want of Quorum.		Meetings held.	
	Ordinary.	Special.	Ordinary.	Special.	Ordinary.	Special.
Board Meetings (Sect. 123)	No.	No.	No.	No.	No.	No.
Ratepayers' Meetings (Sect. 136)						

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

Name of Ward.	Number of Vacancies to fill.	Number of Candidates going to the Poll or returned unopposed.	Number of Electors on Roll.					Number of Electors Voting.				
			Entitled to					Entitled to				
			One Vote.	Two Votes.	Three Votes.	Four Votes.	Total.	One Vote.	Two Votes.	Three Votes.	Four Votes.	Total.
FOR MEMBERS.												
(1.)..... Ward												
(2.)..... Ward												
(3.)..... Ward												
(4.)..... Ward												
(5.)..... Ward												
(6.)..... Ward												
Total .. ..												
FOR AUDITOR.*	1.											

\* See Section 295 of "The Roads Act, 1911."

....., Chairman.  
 ..... Secretary.  
 Dated.....the.....of....., 191

(Sections 285 and 288.)

.....Road District.

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

### SINKING FUNDS.

We hereby certify that the figures and particulars above are correct.

.....Chairman.

.....Secretary.

Date....., 191 .



## Form No. 21.

THE ROADS ACT, 1911.  
(Section 209.)NOTE OF ALTERATION FOR INCLUDING TRANSFERRED AREAS IN RATE BOOK (REGULATIONS  
4 AND 5).

[Altered and] completed the.....day of....., 191 , for the purpose of the extension of the undermentioned rates to [here specify the transferred area] which was transferred to this District on the.....day of....., 191 .

The rates referred to are:—

[Here specify rates.]

(Signed) A.B.,  
Secretary.

## Form No. 22.

THE ROADS ACT, 1911.  
(Section 209.)

.....Road District [.....Ward.]

## NOTICE OF MAKING UP OF RATE BOOK—FINANCIAL YEAR ENDING 30TH JUNE, 191 .

To....., of.....

Notice is hereby given that the.....Road Board, on the.....day of....., 191 , made up the Rate Book for the above-mentioned Financial year, and in such Rate Book the land hereinafter mentioned, of which you are the owner, is valued as follows:—

No. of Assessment.	Land rated.	Capital unimproved value.	Net annual value (if valuation on that system.)

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 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.

To....., of.....

Take Notice that.....Road Board did on the.....day of....., 191 ,  
amend the Rate Book for the current Year by making the following alteration [*or addition or amendment*].  
(*State particulars*).

If you consider that you are aggrieved by such alteration [*or addition or amendment*] you may appeal therefrom within  
one month from the receipt of this Notice.

Dated the.....day of....., 19 .

Secretary to the Board



## WESTERN AUSTRALIA.

Form No. 24.

THE ROADS ACT, 1911.

## DEPARTMENT OF PUBLIC WORKS.

GRANT FOR.....

The.....Road Board hereby undertakes that the sum of £.....intended to be paid to the credit of the said Board at the Treasury, pursuant to Section 193 of "The Roads Act, 1911," out of the moneys appropriated by Parliament for the purposes of the said Act (being Item No.....to the Schedule to "The Appropriation Act, 1911," Department of Public Works) shall be expended solely on the above-mentioned work, and upon the terms and conditions following:—

1. The money shall be placed to the credit of the Board at the Treasury in such sums and at such times as may, in the opinion of the Minister, be necessary for the progress of the said work, and shall not be operated on except for actual payments for the work.
2. That before any progress payment (after the first instalment of grant) is thus made, a certificate shall be sent to the Minister for Works, under the hand of the Engineer, Member, or other officer in charge of the work, certifying that the sums already issued have been duly expended on the work, and that the work is being satisfactorily carried on; and that a similar certificate shall be sent on the completion of the work.
3. That no claims for compensation for any lands taken or damage sustained in the carrying 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 in Subsection 2 of Section 193 of "The Roads Act, 1911."
5. That the Board shall furnish to the Minister statements in the form of the Schedule printed 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 the said money has been expended for any other purpose than that for which the same was granted, such part may be deducted from any subsidies or other money thereafter payable to the Board by the Government, or may be recovered as directed in Section 303 of "The Roads Act, 1911," (2 Geo. V., No. 29), as printed on back hereof.
7. (Any special conditions to be quoted here.)

Dated the.....day of....., 191 .

The Common Seal of the.....Road Board was herewith approved by order of the Board, in the presence of

....., Secretary.

[L.S.]

....., Chairman.

....., Member.

[ON BACK.]

"ROADS ACT, 1911."

## Section 303 of "Roads Act, 1911."

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 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 facie* evidence of 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.	Amount.		
				£	s.	d.
		Balance in hand .. ..				
		Total .. ..				

(I) hereby certify that the above figures are correct to the best of (my) knowledge and belief.  
(We)

Signed....., Chairman.

Signed....., Secretary.

Dated....., 191 .

## GOVERNMENT INSPECTOR'S REPORT.

.....  
 .....  
 .....  
 .....

.....

Government Inspector of Roads.

Form No. 25:

## WESTERN AUSTRALIA.

Department of Public Works,

Perth,.....

.....Road Board.

Inspector.....Report for  $\frac{\text{year}}{\text{period}}$  ended....., 191 .

THE CLERK IN CHARGE, LOCAL GOVERNMENT.

I have the honour to inform you that an audit of the Books and Documents of the above Board was commenced on ....., and was completed....., with the result detailed hereunder:—

—	Date of Gazettal.	Name of Wards (if any).	Members for each.	Date of Election.	Gazetted.	Name of Chairman at Date of Audit. (Under Section 116.)
(1.) Constitution (Section B.)	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
(2.) Ratepayers' Auditor .. .. . (Sections 293 and 302.)	.....					
(3.) Cash .. .. . (Sections 288, 290, 291, 292. Also specially note Subsection 5.)	.....					
(4.) Statutory Statements .. .. . (Sections 289 and 290.)	.....					
(a.) Quarterly .. .. .	.....					
(b.) Certificate from Bank .. .. .	.....					
(5.) Statutory Meetings .. .. . (Section 136).	.....					
(a.) Annual (Report to be read) .. .. .	.....					
(b.) Ordinary .. .. . (See Section 123.)	.....					
(c.) Any other called under Statute; purpose, and action taken by Board .. .. .	.....					

## FORM 25—continued.

(6.) Books—			
(Section 288).			
(a.) Minute Book .. .. .	(See Section 288, Subsection 6).		
(b.) Rate Book .. .. .	(Clerical only. See par. 17 for Statutory Requirements.)	Last Receipt Book with Inspector's initials sighted, signed by.....date containing.....receipts.	
(c.) Rate Receipt Books—			
1. Numbered from .. .. . to .. .. .			
2. " .. .. . " .. .. .			
3. " .. .. . " .. .. .			
4. " .. .. . " .. .. .			
5. " .. .. . " .. .. .			
6. " .. .. . " .. .. .		Last receipt initialed by me numbered.....leaving.....blank receipts in book for use.	
(d.) Rate Cash Book .. .. .			
(e.) Cash Book .. .. .			
(f.) Ledger.. .. .			
Other Books (to be specified) .. .. .			
(7.) Vouchers .. .. .			
(8.) Electoral Rolls (and date Revision Court held) (Sections 34 to 53.) (State if perused and found in accord with Statute)			
(9.) Safe (and whether capable of holding all current books)		Key held by..... Duplicate.....	
(10.) Office .. .. . (Section 135).			
(11.) Securities—		No.	Particulars.
(a.) Title Doods .. .. .			Where lodged.
(b.) Vesting Orders .. .. . Special care to be taken in examining documents of new districts to make sure that necessary transfers are effected.			
(12.) Insurance Policies and Guarantees—		Amount of Policy.	Particulars.
(1.) Secretary's Guarantee .. .. .			Where lodged.
(2.) Employer's Liability .. .. .			Date of Expiry.
(3.) Fire Insurance .. .. .			
(4.) Others .. .. .			
(5.) .. .. .			
(13.) Statement of Revenue and Expenditure .. .. . (Section 215.)			
(14.) Contract Documents .. .. .			

## FORM 25—continued.

	No.	Amount.	Increase or Decrease.	Remarks.
(15.) Licenses—				
(a.) Cart and Carriage .. .. . (40 Vict., No. 5)				
(b.) Motor—including Motor Cars, Motor Cycles, Motor Wagons, and Motor Carriers				
(c.) Bicycles .. .. .				
(d.) Heavy Traffic .. .. .				
(e.) Dog .. .. . (3rd Edward VII., No. 6.)				
(f.) Camel .. .. . (1st Geo. V., No. 29, Section 179, Subsection 20.—Camel Drivers, Subsection 21; Registration Fee, Subsection 22.)				
(g.) Traction Engines .. .. .				
(h.) Others (to be specified) .. .. .				
(i.) .. .. .				
(j.) .. .. .				

(16.) Valuation and Rates— (Sections 195 to 208.)	Annual Value.	Unim- proved.	Pastoral or other Leases Secs. 198 to 204.	Total.	Rate levied in £.	*Amount collectable.
Basis for Valuation— (Section 195.)						
District other than Prescribed Areas						
Prescribed Areas to be stated .. .. .						
(a.) .. .. .						
(b.) .. .. .						
(c.) .. .. .						
(d.) .. .. .						
(e.) .. .. .						
(f.) .. .. .						
Total .. .. .						

Rate Collected—	Rates due.	Amount collected during year (including arrears).	Percentage to Amount due.	Amount carried forward.	Amount written off.
(a.) Current* .. .. .					
(b.) Arrears .. .. .					
(c.) Interest .. .. .					
Total .. .. .					

Remarks on Rates.....

Remarks on Valuations .. .. .	
(a.) Lands exempted from rates other than two years (under Section 194, Sub- section 8), and whether in accord with Act. (List to be kept by Board).	
(b.) When differentiated Valuations and Rate adopted	
(c.) By law and consent in writing .. .. . (To be sighted and quoted) .. .. . (See Section 216, Subsection 3).	

## FORM 25—continued.

	Statutory Requirements.	Remarks.
(17.) Rate Book .. ..	Made up on.....	.....
	Time extended to.....	.....
Alterations and Additions	Minister's approval dated.....	.....
(Section 213).	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 Grants (including balances brought forward), also remarks on construction after examination by Government Inspectors.

(Section 124.)

## THESE WORKS TO BE INSPECTED FIRST.

Particulars of Work.	Amount of Grant or Balance.	Board's Subsidy.	Amount expended on actual work.	Balance.	Remarks.
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

(19.) Works inspected other than above, also comments and suggestions for Board's information—

(a.) Maintenance—Roads .. ..

Bridges .. ..

(b.) Construction—Roads .. ..

Bridges .. ..

—	—	Original Value.	Increase.	Deductions for Depreciation.	Current Value.
(20.) Inventory of Board's property as per copy attached .. ..	Furniture .. ..	.....	.....	.....	.....
	Plant .. ..	.....	.....	.....	.....
	Buildings .. ..	.....	.....	.....	.....

(21.) Liabilities and Assets of any Municipality taken over

(Section 217.)

.....
.....
.....
.....
.....

DEPARTMENTAL INFORMATION ONLY.

(23.) .....

ANALYSIS OF STATEMENT.

### SUMMARY.

Local Revenue.	Government Grants.	Expenditure on Works.	Expenditure on Administration.	Administration to Local Revenue and Expenditure on Works.	Administration to Local Revenue.	Ordinary Revenue to every £100 granted by Government.

## FORM 25—continued.

(24.) Financial—

## ANALYSIS OF STATEMENT.

(WHEN LOAN USED.)

RECEIPTS.				EXPENDITURE.			
Particulars.	Grants. (a)	Local Revenue. (b)	Other. (c)	Particulars.	Supervision and adminis- tration. (a)	Works. (b)	Other. (c)
1. Rates (b) .. ..				1. Salaries (a) .. ..			
2. Licenses (b) .. ..				2. Advertising (a) .. ..			
3. Grants (a) .. ..				3. Printing (a) .. ..			
4. Suspense Account (c) .. ..				4. Office Expenses (a) .. ..			
5. Refunds (c) .. ..				5. Election (a) .. ..			
6. Contractors' Deposits (c) .. ..				6. Legal Expenses (a) .. ..			
7. Balances from 191 (c) .. ..				7. Levying and collection of Rates (a) .. ..			
8. Fines and other Fees (b) .. ..				8. Collecting Licenses (a) .. ..			
9. Lighting Fees (b) .. ..				9. Bank Charges (a) .. ..			
10. Income from Property and Plant (b) .. ..				10. Insurance (a) .. ..			
11. Legal Expenses recovered (b) .. ..				11. 3 per cent. Account (a) .. ..			
12. Loan — Loan Rates Interest from sinking funds (c) .. ..				12. Audit (a) .. ..			
13. Other Receipts (c) .. ..				13. Dog Discs, etc. (a) .. ..			
				14. Supervision Charges (not otherwise provided for under heading of Salaries or Advertising) (a) .. ..			
				15. Statutory Charges (a) —			
				1. Fire Brigades .. ..			
				2. Hospitals .. ..			
				3. Nursing .. ..			
				16. Construction Works, exclusive of Supervision, etc. (b) .. ..			
				17. Maintenance Works, exclusive of Supervision, etc. (b) .. ..			
				18. Lighting (b) .. ..			
				19. Repairs, Tools, etc. (b) .. ..			
				20. Refunds (c) .. ..			
				21. Contractors' Deposits (c) .. ..			
				22. Balances (c) .. ..			
				23. Loan Flotation .. ..			
				24. Interest on Loan .. ..			
				25. Sinking Fund .. ..			
				26. Interest on same .. ..			
				27. Loan Works .. ..			

## SUMMARY.

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



## PUBLIC WORKS DEPARTMENT.

Form No. 26.

## APPLICATION FORM.

## ERECTION OF BUILDING.

APPLICATION FOR A GRANT-IN-AID FROM THE.....ROAD BOARD.

To the Under Secretary for Public Works.

Application is hereby made for a sum of £.....towards the construction of a Road Board Office at.....on the conditions attached hereto:

The sum of £.....has been set apart by the.....Road Board for the purpose, and we enclose bank certificate showing that the sum lies to the credit of the Board at the.....Bank, at.....

The site on which it is proposed to erect the building is situate at.....and is more particularly described on sketch plan herewith. The title stands in the name of.....

The conditions as prescribed in the Roads Act and these Regulations for holding ratepayers' meeting have been duly complied with. A  $\frac{2}{3}$  majority voted in favour of the resolution.

The number of *bona fide* ratepayers present was....., of whom.....voted for and.....voted against.

The number of ratepayers entitled to vote for the 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.
- (3.) 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.
- (10.) 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.  
(Section 221.)

.....Road District [.....Ward].

NOTICE OF ASSESSMENT—FINANCIAL YEAR ENDING 30TH JUNE, 191 .

To.....of.....  
Notice is hereby given that the undermentioned amount of £.....was rated and assessed on the land hereinafter described by the.....Road Board on the.....day of....., 191 . and is payable by you as owner of the said land as hereinafter appears.

No. of Assessment.	Land Rated.	Annual Value (when land rated on that value).	Unimproved Capital Value.

Rate in pound.												Amounts due.
General Rate	..	..	in £	..	..	..	..	..	..	..	..	£
Loan Rate	..	..	in £	..	..	..	..	..	..	..	..	£
Health Rate	..	..	in £	..	..	..	..	..	..	..	..	£
Sanitary Rate	..	..	in £	..	..	..	..	..	..	..	..	£
Total			..	..	..	..	..	..	..	..	..	£

You are required to pay the above amount of £ at the office of the Board forthwith [*or as prescribed by By-law*].

Dated the day of , 191 .

By order of the.....Road Board,  
.....Secretary.

N.B.—You are requested to bring this notice with you when you come to pay.

Form No. 28.

THE ROADS ACT, 1911.

(Sections 209, 221.)

.....Road District [.....Ward].

NOTICE OF MAKING UP OF RATE BOOK AND OF ASSESSMENT (COMBINED)—FINANCIAL YEAR  
ENDING 30TH JUNE, 191 .

To , of  
 Notice is hereby given that the Road Board, on the day  
 of , 191 , made up the Rate Book for the above-mentioned financial year, and in such Rate  
 Book the land hereinafter mentioned, of which you are the owner, is valued and rated as hereafter appears.

No. of Assessment.	Land Rated.	Annual Value (when land rated on that value).	Unimproved Capital Value.
Rate in pound.			Amounts due.
General Rate .. ..	in £ .. ..	£	£
Loan Rate .. ..	in £ .. ..	£	£
Health Rate .. ..	in £ .. ..	£	£
Sanitary Rate .. ..	in £ .. ..	£	£
Total .. ..	£	£	£

*Notice of Assessment.*

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 pre-  
 scribed 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.

To the Secretary.....Road Board.  
 Take notice that I appeal against the entries in the Rate Book in respect of the undermentioned property on the grounds stated.  
 Description and situation of rateable land—  
 Grounds of appeal—  
 Dated the                      day of                      , 191 .  
     (Name)  
     (Address)

Note.—The appeal will not be entertained unless the appellant deposits in the hands of the Secretary, with this notice, the amount of the first moiety of the rate payable in respect of the valuation appealed against.

Form No. 30.

THE ROADS ACT, 1911.

(Section 226.)

.....Road District.

Notice is hereby given that the Board has appointed the                      day of  
 191 , at                      o'clock in the                      noon, at the Office of the Board at  
 to hear the undermentioned appeals from the entries in the Rate Book for 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.

To the Secretary.....Road Board.

Take notice that it is my intention to appeal in the matter of the assessment of the undermentioned land from the decision of the Board to the Local Court holden at ..... on the ..... day of ..... 191 .

Description and situation of rateable land—

Grounds of appeal—

Dated the ..... day of ..... , 191 .

(Name)

(Address)

## Form No. 32.

THE ROADS ACT, 1911.

Section 243 (2).

.....Road District.

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

To ..... , of

Notice 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."

....., Secretary to the Road Board.

Form No. 33.

THE ROADS ACT, 1911.

Section 243 (4).

## NOTICE THAT POSSESSION TAKEN UNDER SECTION 243.

Possession has been taken of this land, being [*here describe land*], by the Board in accordance with the provisions of Section 243 of the above-mentioned Act, and it is to be let on lease.

Dated the                      day of                      , 191                      Secretary to the Board.

Form No. 34.

THE ROADS ACT, 1911.

Section 247 (1).

.....Road District.

## CERTIFICATE OF RATES UNPAID.

This is to certify that rates accrued in respect of the undermentioned land have been unpaid for five years.

The total amount of rates and interest thereon due and in arrear in respect of the said land at the date of this certificate is £                      s.                      d.

You are hereby required to publish and serve, at the cost of the Board, the notice prescribed under the said Act, and after the expiration of three months from the publication and service of such notice, unless you receive from me a certificate that the amount above-mentioned and all rates accrued due on the land in the meantime, and all expenses incurred, have been paid, you are required to issue your warrant of execution against the said land for the recovery of the said sums of money.

The persons who, upon search at the office of Titles and Registry of Deeds, appear to have any estate or interest in the undermentioned land are

of                      , and                      of                      .  
The land above referred to is [*here describe the land, and if registered under the Transfer of Land Act, 1893, state Volume and Folio*].

Dated the                      day of                      , 191                      Secretary to the                      Road Board.

To the Clerk of the Local Court at

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.

Amount of rates due and in arrear.	Description and situation of land rated.	Names and addresses of persons appearing to have any estate or interest 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  
No. of warrant                      of 191   .  
Whereas under the provisions of "The Roads Act, 1911," Section 247, the Road Board has certified that the sum of £                      s.                      d. is now due and in arrear in respect of the following rateable land, namely [here describe the 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 therefore 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.	£	s.	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 office will be closed at noon.



Form No. 37.

THE ROADS ACT, 1911.

(Section 260.)

DEBENTURE.

.....Road District.

No.....

Debenture £.....

Issued by the.....Road Board under the provisions of "The Roads Act, 1911."

*Transferable by-delivery.*

This debenture was issued by the.....Road Board, in pursuance of a notice published in the Western Australian *Government Gazette* of the ..... day of ..... , in the year ..... , and is to secure to the bearer a principal sum of £ ..... , payable at ..... on the ..... day of ..... in the year ..... . Interest on the rate of £ ..... per centum per annum on such principal sum in the meanwhile is payable by equal half-yearly payments on the ..... day of ..... and the ..... day of ..... , and a coupon is annexed for each payment, which entitles the bearer of such coupon thereto.

Dated this

day of

, 191 .

[L.S.]

Chairman.  
Secretary.

Form No. 38.

THE ROADS ACT, 1911.

(Section 260).

DEBENTURE COUPON.

The.....Road District.

£.....Debenture.

No.....

Interest Coupon for

being one half-year's interest, due the

day of

, 191 .

£

[L.S.]

Chairman  
Secretary  
Road Board

This coupon will be paid on presentation at

## Form No. 39.

## THE ROADS ACT, 1911.

(Section 260.)

## DEBENTURE.

.....Road District.

No. (Total issue £ ) £

Under the authority of "The Roads Act, 1911," the Road Board hereby promises to pay the Colonial Treasurer of Western Australia, as trustee of the moneys deposited in the Government Savings Bank, the sum of on the day of 191 , for value received, together with the interest from the day of 191 , inclusive, at the rate of pounds per centum per annum, payable half-yearly, on the thirtieth day of June and the thirty-first day of December in each year, at the Treasury, Perth. Both principal and interest are secured on the revenues of the said Board, and are not otherwise secured. pounds per centum of the amount of this debenture will be invested every year, as at the thirty-first December, in accordance with the provisions of the said Act, as a sinking fund.

Dated this day of , 191 .

[L.S.]

Chairman of the Board.  
Member of the Board.  
Secretary of the Board.

## Form No. 40.

## THE ROADS ACT, 1911.

(Section 267.)

.....Road District.

## ROLL OF RESIDENT OWNERS.

Surname.	Other Names.	Address.	Number of Votes.

Dated the day of , 191 .

Chairman of the.....Road Board.





WESTERN AUSTRALIA.

.....District Road Board.

Dr to.....

## PAGE.....

WARD.

Revenue Stamp  
and  
Date of Payment.

Form No. 45.

DEPARTMENT OF PUBLIC WORKS.

## APPLICATION FOR ROAD GRANT.

.....Road District.

NOTE—This application *must be accompanied by a liho or sketch plan* showing the exact position of the Road and full information in regard to the particulars required

Name of Road.....  
 Number of Road.....(on plan)  
 (Survey)

## PARTICULARS.

Total length of road.		Metalled or Gravelled.		Formed only.		Cleared only.		Unimproved.		Whether declared.	Nature of country through which road passes.
Miles	Chs	Miles	Chs	Miles	Chs	Miles	Chs	Miles	Chs		
Number of Settlers who will be served by Road (exclusive of children):											
Number of Acres adjoining Road : (Freehold or otherwise, and not otherwise provided for with Road facilities)											
Acreage held by others depending on Road :											
Total number of acres under cultivation and nature of crop :											
<b>AMOUNT APPLIED FOR :</b>											
What assistance Government has already given towards improving this road (if any) :											
Approximate expenditure on Road to date from Local Funds (other than Government Grants) :											
How much the Board are prepared to expend on Road from Local Revenue :											
Nearest Railway Station or Siding :											
Particulars of work proposed to be carried out :											
Object and justification of proposed expenditure :											

(I) hereby certify that the above figures are correct to the best of (my) knowledge and belief.  
 (We) (our)

Date.....

....., Chairman of Board

....., Secretary.

Form No. 46.

(Sections 288 and 333.)

## GENERAL RECEIPT.

No.....

.....Local Authority.

Date....., 191 .

Received from Mr....., by.....(state whether cash or cheque), the sum  
of.....pounds.....shillings.....pence.....for.....

£ : : .

By.....  
On behalf of Local Authority.

This receipt is issued without any alterations or erasures, and no receipt will 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.

6. 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.

Receipt A. No. .... Road Board.

Date....., 191 .

Received from M.....the sum of.....pounds.....shillings  
and.....pence, in payment of rates as particulars hereunder.

Assessment No.	Particulars.						Ward.		



Regulation 11c.

FOR WHICH PERMISSION HAS BEEN GRANTED FOR ONE YEAR.

[illegible]

Regulation 11c.

THE ROADS ACT, 1911."

Survey No. of Road.	Leading from.	Leading to.	Position where gate intersects Road.	Class of gate with width between gate posts and height.	Application.		Permission granted.		Remarks and Conditions.	
					Date applied for.	Name of applicant.	Date.	Amount of fee paid.		
								£	s.	d.

.....Road Board.

To whom it may concern—

Permission is hereby granted to M.....,  
of....., to erect a gate with necessary  
wing fences for period ending 30th June, 19 , on road at position,  
and under conditions mentioned hereunder.

This permit may be revoked at any time.

.....Secretary.

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 gate, in such a manner so as to be always visible to the travelling public.

To be printed with carbon copy, and machine numbered.

Form No. 50.

"THE ROADS ACT, 1911."

.....Road District.

## STATEMENT

SHOWING BALANCES OF GOVERNMENT GRANTS ON 30TH JUNE, 19 .

Name of Work.	Amount.					
	£	s.	d.	£	s.	d.

.....  
Government Auditor......  
Secretary.

Form No. 51.

"THE ROADS ACT, 1911."

.....Road District.

## STATEMENT

SHOWING EXPENDITURE ON ROADS FOR YEAR ENDED 30TH JUNE, 19 .

Name of Road.	Particulars.	Construction.			Maintenance.		

.....  
Government Auditor......  
Secretary.



## Form

“The Roads Act, 1911”

This 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

[illegible]

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).

[illegible]





This Book and the instructions are issued

RATES CASH

FOR ROAD BOARDS

*Directions for*

- (a.) This book is for details of rates received only, and is a subsidiary one to relieve the general Cash Book
- (b.) The totals must be carried into the Cash Book under the respective Ward columns periodically, either
- (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
- (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

[illegible]















(9)	(10)			(11)	(12)	(13)			(14)			(15)		
Date.	Reference to—			Particulars of Expenditure.	Folio in Ledger.	Individual Amount.			Amount as drawn from Bank.			Amount drawn from Treasury.		
	Bank or Treasury.	No.	Vouchers.											
						£	s.	d.	£	s.	d.	£	s.	d.





## CASH BOOK (B).

DIRECTIONS FOR GUIDANCE OF SECRETARY.

CASH PAID.

[illegible]



## Form No. 60.

## WESTERN AUSTRALIA.

## ROADS ACT, 1911.—SECTION 289.

.....Road District.

QUARTERLY STATEMENT, for Quarter ending....., 191 .

To be presented at first Meeting of Board held after the quarter, and to be pasted in the Minute Book.

RECEIPTS.				EXPENDITURE.			
Balances—				Dr. Balances—			
Bank .. .. .				Bank .. .. .			
Treasury .. .. .				Treasury .. .. .			
In hands .. .. .							
Rates—Current and Arrears—				Works—			
.....Ward				.....Ward			
.....Ward				.....Ward			
.....Ward				.....Ward			
.....Ward				.....Ward			
Licenses—				Statutory Charges .. .. .			
Cart and Carriage .. .. .				Fire Brigades .. .. .			
Dog .. .. .				Hospitals .. .. .			
Other .. .. .				Administrative—			
Contractors' Deposits .. .. .				Salaries .. .. .			
Government Grants .. .. .				Office Expenses .. .. .			
Loan (if any) .. .. .				General (including Advertising,			
All other Receipts .. .. .				Stationery, etc.) .. .. .			
Balances .. .. .				All other .. .. .			
				Contractors' Deposits .. .. .			
				Loan (if any) .. .. .			
				Balances .. .. .			
LIABILITIES.				ASSETS.			
Balances—				Balances—			
Works authorised or in progress—				Rates Due—			
.....Ward				.....Ward .. .. .			
.....Ward				.....Ward .. .. .			
.....Ward				.....Ward .. .. .			
.....Ward				.....Ward .. .. .			
.....Ward				.....Ward .. .. .			
Outstanding Cheques .. .. .				Grants unpaid .. .. .			
Administrative Expenses .. .. .				Loan (if any) .. .. .			
Loan (if any) .. .. .				All other .. .. .			
Balances .. .. .				Balances .. .. .			
£				£			

## ANALYSIS OF CASH BALANCES.

£ s. d.

Bank Balance at last day of Quarter ending.....

Treasury Balance at last day of Quarter ending.....

Cash in hands of.....

Total £

Signed.....Chairman.

Signed.....Secretary.

Form No. 61.

## PUBLIC WORKS DEPARTMENT.

THE ROADS ACT, 1911—(SECTION 215).

DEPARTMENT

RECEIPT STAMP.

.....Road Board.

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

RECEIPTS.				EXPENDITURE.			
	£	s.	d.		£	s.	d.
1. Credit Balances at commencement of year—				1. Debit Balances—			
In hands of—				Treasury .. .. .			
Treasury .. .. .				Bank .. .. .			
Bank .. .. .				2. Statutory Charges—			
2. Arrears of General Rate estimated to be collected—				Fire Brigades .. .. .			
3. Licenses .. .. .				Hospitals .. .. .			
4. Fees .. .. .				3. Expenses for Levying General Rate			
5. Fines and Penalties .. .. .				4. Expenses for Collecting Licenses ..			
6. Income from Property and Plant (owned and controlled by Board)				5. Salaries .. .. .			
7. All other Receipts (not otherwise specified)—				6. Office Expenses (Rent, Postage, Petty Cash, etc.)			
				7. Advertising .. .. .			
				8. Legal Expenses .. .. .			
				9. Stationery and Printing .. .. .			
				10. Bank Charges (including interest on Bank Overdraft)			
				11. Insurances .. .. .			
				12. Plant and Tools (purchased during year)—			
8. Government Grants (on account of rates collected)—				13. Lighting .. .. .			
Estimated amount required for year ended 30th June,.....				14. Maintenance Works (as per statement attached)—			
£....., and which will be provided for by levying General Rate of.....in £ on valuation of £.....				15. Construction Works (excluding Government Grants, as per statement attached)			
				16. Contingencies (not otherwise specified)			
Total.. .. £				Total .. .. £			

I  
We hereby certify that the above figures are correct to the best of my  
our knowledge and belief.

(Signed)....., Chairman.

(Signed)....., Secretary.

Dated....., 191 .

.....Ward, Town, or Prescribed Area. For Year ending.....191... (Form 62, Cols. 1 to 15.)

Chairman's Initials.....

(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.) **ARRIERS OF RATES BROUGHT 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 initiated 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 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. (5.) **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 for 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 columns 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. The total of columns 23, 24, 26, and 28 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 the end of year and inserted in columns 30 and 31, together with any legal or other costs incurred against each assessment. (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 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. 63.

MEMORANDUM OF MAKING AND LEVYING OF RATES.

(To be filled in when Rates levied.)

To be passed by resolution of Road Boards and published in a newspaper circulating in the district, in accordance with the provisions of the Roads Act, 1911 (Sec. 220), and the Health Act, 1911.

.....ROAD BOARD.

TO WHOM IT MAY CONCERN.

At a meeting of the.....Road Board, held on the.....day of....., 19 , it was resolved that the various rates should be levied on the rateable value of all rateable property within the respective Wards, Towns, or Prescribed Areas of the District as specified in Schedule hereunder, in accordance with the provisions of "The Roads Act, 1911," \*and "The Health Act, 1911."

SCHEDULE.

RATES LEVIED.

ROAD RATES.	Town, Ward, or Prescribed Area.		District Generally.		HEALTH RATES.	Town, Ward, or Prescribed Area.		District Generally.	
	Annual Value.		Unimproved Value.			Annual Value.		Unimproved Value.	
General Road Rate ..	.....in	£	.....in	£	General Health ..	.....in	£	.....in	£
Supplementary .. ..	.....in	£	.....in	£	Sanitary .. .. .	.....in	£	.....in	£
Loan .. .. .	.....in	£	.....in	£	Pan Rate .. .	.....in	£	.....in	£
†.....	.....in	£	.....in	£	Supplementary ..	.....in	£	.....in	£
.....	.....in	£	.....in	£	Loan .. .	.....in	£	.....in	£
Total, Roads Act ..	.....in	£	.....in	£	Total, Health ..	.....in	£	..... in	£

.....Chairman.

Date.....

Notices of this Resolution published in.....newspaper on....., 191 .

.....Chairman.

.....Secretary.

Date.....

\*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 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 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.

(5.) 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 for 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. The total of columns 23, 24, 26, and 28 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.

(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 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.

THE ROADS ACT, 1911.

(Section 216 and Proviso.)

.....Road Board.

## SPECIAL ORDER.

The.....Road Board, in exercise of the power conferred by Subsection (3) of Section 216 of "The Roads Act, 1911," doth hereby fix the General Rates for the current year at.....in the pound on the annual value for the undermentioned Townsites, namely:—

.....  
 which have been duly proclaimed under the proviso to Section 195 for adopting the system of valuation on the "Annual" value.

Dated the.....day of....., 1911.

(SEAL)

.....  
Chairman......  
Secretary.

I consent to this Order.

.....  
Minister for Works.

Form No. 66.

## PUBLIC WORKS DEPARTMENT.

THE ROADS ACT, 1911.

(Section 216 and Proviso.)

.....Road Board.

The.....Road Board hereby adopt in the Townsites of.....the system 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.

The.....Road Board, in exercise of the power conferred by Subsection (3) of Section 216 of "The Roads Act, 1911," doth hereby fix the General Rates for the current year at.....in the pound on the annual value for the undermentioned Special Areas, namely:—  
.....  
.....  
.....which have been duly proclaimed under the proviso to Section 195 as areas within which the system of valuation on the annual value is adopted.

Dated the.....day of....., 1911.

(SEAL.)

.....Chairman.

.....Secretary.

I consent to this Order.

.....Minister for Works.

Form No. 68.

PUBLIC WORKS DEPARTMENT.

THE ROADS ACT, 1911.

(Section 216 and Proviso.)

.....Road Board.

## RESOLUTION ADOPTING ANNUAL VALUE IN A TOWN OR PROCLAIMED AREA.

The.....Road Board hereby adopt the undermentioned Special Areas.....  
.....the system of valuation on the annual value.

(SEAL.)

.....Chairman.

.....Secretary.

Recommended,

.....Minister for Works.





Form No. 70.

## THE ROADS ACT, 1911.

Department of Public Works,  
Perth.

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 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.

(5.) 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 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 24. 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).

To be passed by resolution of Road Board and published in a newspaper circulating in the district, in accordance with the provisions of the Roads Act, 1911 (Sec. 220).

.....ROAD BOARD.

## TO WHOM IT MAY CONCERN.

At a meeting of the.....Road Board, held on the.....day of....., 191 . it was resolved that the various rates should be levied on the rateable value of all rateable property within the respective Wards, Towns, or Prescribed Areas of the District as specified in Schedule hereunder, in accordance with the provisions of "The Roads Act, 1911." \*

## SCHEDULE.—RATES LEVIED.

Particulars of Rates.	Town, Ward, or Prescribed Area.	District Generally.
	* Annual Value.	* Unimproved Value.
General Road Rate .. .. .	.....in £	.....in £
*Supplementary .. .. .	.....in £	.....in £
*Loan .. .. .	.....in £	.....in £
†.....	.....in £	.....in £
†.....	.....in £	.....in £
Total Rates .. .. .	.....in £	.....in £

Date.....Chairman.

Notices of this Resolution published in.....newspaper on..... 191 .

.....Secretary.

\* Strike out unnecessary words.

† Specifying other Rates.

Form

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

[illegible]





72.

under the provisions of Section 200.

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.)

[illegible]



[illegible]





FORM

"The Roads Act, 1911"

This Book and the Instructions are issued

RATES CASH

For Road Boards divided into Wards

### DIRECTIONS FOR GUIDANCE

- (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 times
- (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

RATES CASH

[illegible]













FORM

"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.
  - (b.) Each Special Rate.
  - (c.) Each Statutory or different form of license.
  - (d.) Contractors' Deposits, also other Trust Accounts.
  - (e.) Maintenance.
  - (f.) Each Construction Work, including Special Grants.
2. All such accounts shall be indexed under the heading as passed in minute book.
3. 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.



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

[illegible]





FORM No. 78.

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MINUTE BOOK.

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ROADS ACT, 1911.—FORM No. 78.

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DIRECTIONS FOR GUIDANCE OF SECRETARY.

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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 ready reference to any Special Ruling or Resolution passed by Board.

Subject.	Page.	Subject.	Page.

SPECIMEN FORMULA FOR HEADINGS OF EACH MEETING.

.....DISTRICT ROAD BOARD.

Minutes of a { Special  
Ordinary  
Annual or  
Adjourned } { As the  
case may  
be

Meeting held at.....

on.....of....., 191 . Time.....

Chairman.....PRESENT : Secretary.....

MEMBERS :

.....of.....Ward | .....of.....Ward

.....of.....Ward | .....of.....Ward

.....of.....Ward | .....of.....Ward

.....of.....Ward | .....of.....Ward

Minutes of previous.....meeting held on.....read  
and confirmed. Chairman.....

[illegible]



No. P.W.....

U.S. 62.

FORM No. 80

WESTERN AUSTRALIA.

ROADS ACT, 1911.—FORM No. 80.

## APPLICATION FORM FOR NEW BRIDGE.

Under Secretary for Public Works.

I have the honour to inform you that my Board, after careful consideration at a Meeting held on the.....  
 .....passed a resolution recommending the Hon. Minister for Works to construct a Road  
 Bridge, and append hereunder all available information showing the necessity for such.

The Board also agree to take over and maintain the Bridge so soon as it is completed under the

.....Chairman } on behalf  
 .....Member } of Board.  
 .....Road Board.

Dated this.....day of.....19.....

## PARTICULARS.

NOTE.—The information supplied hereunder should be as full and accurate as possible.

Name of River, Brook, or otherwise.....	Approximate depth of water	{ Summer, ft.....in..... Winter, ft.....in.....
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. .....Road, being.....miles 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, ft.....in.....	Width, ft.....in.....
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.