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LAND ACT 1933

GUIDANCE OF SURVEYORS IN THE
DEPARTMENT OF LANDS AND
SURVEYS REGULATIONS

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Reprinted under the Reprints
Act 1984 as at 29 January 1986.

WESTERN AUSTRALIA

LAND ACT 1933.

**GUIDANCE OF SURVEYORS IN THE DEPARTMENT OF
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WESTERN AUSTRALIA

LAND ACT 1933.

Guidance of Surveyors in the Department of Lands and Surveys Regulations.

Citation.

1A. These regulations may be cited as the Guidance of Surveyors in the Department of Lands and Surveys Regulations.

[Reg. 1A inserted by G.G. 26/6/81, p. 2304.]

Interpretation.

1B. In these regulations unless the contrary intention appears—

“Department” means the Department of Lands and Surveys;

“Inspecting Surveyor” means a surveyor on the permanent staff of the Department of Lands and Surveys, or a surveyor deputed by the Surveyor General to examine surveys;

“the regulations” means the general regulations for the guidance of surveyors under the Licensed Surveyors Act 1909, in addition to the regulations of the Department of Lands and Surveys;

“Surveyor General” means the person for the time being appointed to the office of Surveyor General in the Department of Lands and Surveys, or the officer for the time being authorized to act on his behalf;

“Surveyor” means a surveyor licensed under the Licensed Surveyors Act 1909;

“Plans” includes diagrams.

[Reg. 1B inserted by G.G. 26/6/81, p. 2304.]

PART I—VARIOUS.

[Reg. 1 omitted under section 7 (4) (f) and (g) of the Reprints Act 1984.]

Decision on points in doubt.

2. In all questions arising in connection with the regulations or the established practice of the Department, not provided for in the regulations, the Surveyor General's decision as interpreting such regulations or practice shall be accepted as final.

Surveys to accord with regulations.

3. No surveys will be accepted by the Department unless the same are in accordance with the regulations, and such amendments thereof as may from time to time be authorized.

Surveys to be by licensed surveyor.

4. All surveys shall be performed under the direction of the Surveyor General, or other officer duly authorized by him, and must be carried out by surveyors licensed under the Licensed Surveyors Act 1909.

Shape of parcels of land.

5. In the absence of special instructions from the Surveyor General, to the contrary, every parcel of land surveyed shall be in the form of a rectangle, with boundaries in the direction of the true meridian and at right angles to it.

Field books supplied by Department.

6. Surveyors performing surveys which are to be dealt with by the Department will be supplied with numbered blank field books in such quantities as the Surveyor General considers necessary.

Consecutive entries in field books.

7. As a general rule one field book should be completed before another is commenced. Notes should be consecutively entered according to the dates of the surveys.

Ethics.

8. A surveyor shall endeavour to avoid conferring undue advantage on individuals, or to act in any way so as to bring discredit on the Department. He should avoid effecting surveys in such a manner as to render any portion of land waste.

Selector to pay for extra lines.

9. Should a surveyor, when defining the boundaries of a selection, have to run unnecessary lines for the benefit of any selector, he shall obtain an undertaking from such selector that he will recoup the Department the actual cost of surveying the lines, and furnish a full report to the Surveyor General.

Double fees prohibited.

10. A surveyor shall not accept a fee from any person or persons for the performance of surveys, the cost of which is to be or has been paid by the Government.

Field notes and papers to be lodged promptly.

11. All field books, in connection with work done, must be lodged with the Surveyor General within a period not exceeding one month from the date of the completion of the field work, and the instructions to undertake the work, survey information, copy of closes and areas (see appendix No. 4), report on any special circumstances and the classification of the land (see appendix No. 7) must in all cases accompany the field book showing such survey. Provided that in certain cases with the Surveyor General's approval these requirements may be eased according to the nature of the survey.

Date of survey and date of marking.

12. The date of survey of any work is the date the plan showing it is approved by the Surveyor General, or other duly authorized officer, and the date the survey is completed by the surveyor in the field shall be the "date of marking."

Priority as between instructions.

13. All instructions shall be acted upon without delay, and in the order fixed by the Surveyor General. Instructions not acted upon within three months of their issue shall be specially reported on and returned, and if not carried out or returned at the expiration of three months, may be cancelled by the Surveyor General and all charges in connection therewith disallowed.

Instructions may be withdrawn.

14. Any unfulfilled instructions which a surveyor may hold for work for the Department may be withdrawn or cancelled at any time by the Surveyor General. Upon the receipt by the surveyor of notice to that effect, the instructions shall be forthwith returned.

Railway boundaries.

15. When carrying out surveys of lands proposed to be resumed for railway purposes under the Public Works Act 1902, (as amended), a surveyor will be expected to conform in every respect to the regulations for the guidance of surveyors issued by the Department of Lands and Surveys and the Office of Land Titles.

Intersection posts and tangent lines should, in every case, be picked up and shown in the field notes.

In marking the boundaries of the railway lands on a curve, the ends of the straights should be fixed from the intersection posts by laying off the lengths of the tangents shown on the centre line plans.

Chords are to be laid off from one end of the curve to the other, the intersections of chords being placed at points midway between the rails. At the ends of straights and at chord intersections the side widths to be laid off by secant distances computed from the widths of the railway reserve and half the included angles.

The lengths of the chords above referred to will vary as the radii of the curves, in accordance with the following table:—

Radius	Length of Chords.
Below 400 metres	60 metres
400 metres and over	100 metres

[Reg. 15 amended by G.G. 1/9/72, p. 3403.]

Water Boundaries.

16. The boundaries of land fronting on the ocean, sea, or any sound, bay, or creek, or any part thereof affected by the ebb or flow of the tide, shall be right lines marked in the same manner as other permanent boundaries, approximately parallel to and not less than 40 metres inland from high water mark. When the conditions are favourable, and in view of probable traffic, the distance between the boundaries and high water mark should be increased to 60 metres to provide a road.

Provided that in special cases, the Surveyor General may authorize a reduction of the 40 metres distance inland from high water mark, and may authorize either the high water mark or low water mark to be the boundary.

“High water mark” when applied to tidal waters, means the ordinary high water at spring tides, and when applied to other waters, means the ordinary high water mark at winter level. High water mark and low water mark shall each be determined by the most reliable evidence available at the date of the survey, which evidence may, subject to the approval of the Surveyor General, include controlled aerial photographs.

[Reg. 16 amended by G.G. 4/8/65, p. 2224; G.G. 1/9/72, p. 3403.]

Set back from water frontages.

17. Certain indefinite riparian rights being conferred by the alienation of Crown land with frontages to rivers, creeks, lagoons, swamps, lakes, or main streams, the banks of such rivers, creeks, lagoons, swamps, lakes, or main streams should not be treated as boundaries, but the land to be alienated shall be defined by the right lines; such lines must be approximately parallel to and not less than 20 metres inland from the ordinary high water marks of such rivers, creeks, lagoons, swamps, lakes, or main streams, and shall be marked, posted, and pegged in exactly the same manner as other permanent boundaries.

In special cases the Surveyor General may authorize the reduction of the 20 metres distance inland from the ordinary high water marks referred to above, and may authorize the bank or high water mark to be the boundary.

[Reg. 17 amended by G.G. 4/8/65, p. 2224; G.G. 1/9/72, p. 3403.]

Set back to be a reserve.

18. The strip of land between the frontage lines and high water mark shall be deemed a reserve, and should not be shown as a road unless there is a special reason.

Access to reserves.

19. On the banks of rivers, lakes, creeks, or other watercourses access to water and necessary reserves should, if practicable, be provided at frequent intervals. When such reservations are made, the surveyor shall report to the Surveyor General his reasons for providing such reserves.

Reserves for special purposes.

20. Whenever a surveyor, in the course of his duty, may observe any land which it may appear desirable to withhold from sale, or reserve for townsites, public water supply, trigonometrical stations, or for any of the special purposes provided for under the Land Act 1933, (as amended), or other Acts relating to the disposal of Crown Lands, he shall at once bring the matter under the notice of the Surveyor General by a separate and comprehensive report, with a sketch annexed defining the area recommended to be reserved.

Natural surface water.

21. No permanent natural surface water should be alienated, unless special instructions to include it in the land being measured have been given by the Surveyor General.

Water for travellers and stock.

22. In the subdivision of land, and in view of future settlement, the surveyor should exercise judgment in selecting and recommending for reservation for public use permanent water-holes, springs, and parts of rivers desirable for water supply which may be necessary for the beneficial use of the surrounding country or for the benefit of travellers and stock. All reservations must be provided with convenient means of access by a suitable road or roads.

Stone and gravel.

23. As it is essential for the upkeep of roads and streets that provision for quarries and gravel-pits should be made wherever settlement takes place, surveyors should recommend suitable areas for reservation for these purposes, but not within townsites and preferably in inconspicuous positions.

Timber.

24. Timber being one of the most valuable assets in the State, surveyors should be careful that no valuable jarrah or other timber is wantonly destroyed by parties under their control; and should they observe localities containing valuable timbers, they should forward to the Surveyor General a sketch showing the boundaries of any area that they consider should be reserved for the purpose of protecting the timbers. A full report should accompany the sketch.

Names including native names.

25. All known names of rivers, creeks, hills, lakes, localities, etc., shall be recorded in the field book, care being taken to ascertain and adhere to the correct orthography. Wherever native names can be ascertained, they should be most carefully recorded, special care being taken to ascertain the correct pronunciation. For recording native names, the system of orthography adopted by the Royal Geographical Society (see Appendix No. 6) should be followed. Provided that in accordance with clause 3 of Appendix 6 the spelling "oo" should be used where the pronunciation in use is as in the words boot and kangaroo.

[Reg. 26 repealed by G.G. 4/8/65, p. 2224.]

Excessive pick up.

27. Surveyors should avoid unnecessary re-running of old survey lines.

Job and file numbers.

28. Field notes must clearly indicate the job number, file number and a short descriptive title of every survey.

Intersection on earlier surveys.

29. If, in the course of a survey, the line being run intersects the boundary of any surveyed blocks, or road, or any railway, telegraph, or other surveyed line, the surveyor shall note the point of intersection with the former surveyed line and observe the included angle and bearing at the point of intersection, unless specifically instructed otherwise.

Isolated blocks.

30. When an isolated block is measured in a remote locality, bearings should be observed from one or more corners or defined points on the survey to prominent hills or other conspicuous natural features, upon which, if necessary, permanent cairns should be erected.

Selector to be advised.

31. Before surveying any selection the surveyor shall, when practicable, communicate with the selector, and give him every opportunity of being present when the survey is being effected.

Selector abandoning application.

32. If a surveyor holding instructions for the survey of a block is informed by the selector that it is his intention to abandon it the surveyor shall refrain from surveying it. A written statement to that effect, signed by the selector, shall be forwarded to the Surveyor General with the instructions for survey.

Amendment of boundary.

33. If the area of a block as surveyed does not agree with the area applied for, an "Amendment of Boundary" form, duly signed by the applicant, shall be forwarded to the Surveyor General at the earliest opportunity.

Amendment of boundary (details).

34. An "Amendment of Boundary" form (see Appendix No. 3) must in every case show the applicant's name, location number, all measurements of external boundaries, the area and all adjacent holdings.

Diagram form of field notes.

35. The diagram form of keeping field notes should be adopted.

Locating improvements.

36. In rural surveys, improvements, such as buildings, fences, wells, windmills, roads, tracks, telegraph lines, clearing, etc., within one metre of a boundary, should be located with sufficient accuracy for plotting. Where substantial definable points of a building are available within 40 metres of a boundary, at least one point should be connected accurately by angle and distance to the survey to act as a reference or monument. The distances of one metre and 40 metres should be increased at the discretion of the surveyor, particularly in remote areas. Where a fence or telegraph line cuts the survey line, the intersection should be recorded to the nearest metre of distance and 10 minutes of arc.

[Reg. 36 amended by G.G. 1/9/72, p. 3403.]

Pastoral lease boundaries.

37. Private surveys of the boundaries of pastoral leases or other holdings under the Land Act Regulations 1968 or the Land Act must be carried out in accordance with the regulations. The original plans and field notes must be lodged with the Surveyor General for examination and retention within 6 months of the completion of the field work. In no case should such surveys be made without making application to the Surveyor General for the information necessary to enable the boundaries to be correctly defined on the ground. This will be supplied free of cost.

Plan drawing.

38. Plans of surveys shall be drawn by the office staff, but it shall be the duty of surveyors to sign plans of their surveys at the earliest opportunity.

PART II—SALARIED SURVEYORS.**Surveys subject to regulations.**

39. Surveys performed by salaried surveyors are required to be subject in all respects to the regulations, except in so far as the payment for work performed is concerned.

Care of instruments and equipment.

40. All surveyors shall be personally responsible for the safe custody and care of all instruments and equipment entrusted to them by the Department, and shall, prior to the departure of any survey party under their command, furnish the Surveyor General with a complete list of the instruments and various articles comprising their outfit, and upon the return of such party shall return all stores, instruments, and equipment, giving a detailed account of any that may have been damaged or otherwise disposed of. In any case a return of all instruments and equipment held must be made at 30 June each year and forwarded to the Surveyor General within 2 weeks.

Diaries.

41. Salaried surveyors shall furnish continuous consecutive monthly diaries on the prescribed forms (see Appendix No. 2), giving full details of their daily work, whether in the field or office, and a summary of the work performed shall be given on the back of the form. The diaries and statements must be signed by the surveyor employed, at the foot of

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both the diary and of the summary, and posted in time to reach the Surveyor General not later than the 6th day of the following month, except for the month of June, when diaries should close on the 30th, and reach the Surveyor General's office not later than 3 July or as soon thereafter as postal facilities permit.

Cash orders.

42. Officers holding authority to issue cash orders must make themselves acquainted with and strictly observe the instructions relating thereto.

Permit to leave camp.

43. A salaried surveyor must not leave his camp without having first obtained the written consent of the Surveyor General.

PART III—CONTRACT SURVEYORS.**Definition of contract surveyors.**

44. Surveyors employed and paid at the schedule rates under the regulations are called "contract surveyors", and are subject to the regulations.

Instruments, equipment and labour.

45. A contract surveyor shall provide, at his own cost and charge, all instruments, tools, labour, materials, stores, and everything necessary for the proper execution of the work undertaken by him, excepting such drawing and tracing paper, field books, diagram forms, tabulation and account forms, etc., as may, in the opinion of the Surveyor General, be requisite.

Award wages to employees.

46. A contract surveyor shall pay to his employees the wages prescribed by and be bound by the conditions of employment embodied in any Industrial Agreement now in force or hereafter entered into between the Hon. the Minister for Lands and Surveys and the Survey Hands Industrial Union of Workers.

Workers' compensation policy.

47. Every contract surveyor shall enter into a contract with an insurance company, to be approved by the Minister for Lands and Surveys, for insurance in respect of all liability of the contract surveyor under the Workers' Compensation and Assistance Act 1981, to the workers, within the meaning of that Act, intended to be employed by him.

Policy to be lodged.

48. The policy of insurance and the receipts for all premiums payable thereunder shall be deposited by the contract surveyor with the Under Secretary for Lands.

Policy to be extended.

49. A contract surveyor shall not employ any worker not covered by such policy of insurance, and if any contract surveyor has occasion to employ additional assistance he shall, before doing so, duly extend his policy to cover such further risk before any additional assistance is engaged.

Minister may effect insurance.

50. If any contract surveyor shall make default in the due observance of these regulations the Minister for Lands and Surveys may effect the insurance and pay the premiums, and all money so paid by the Minister shall be repaid to him by the contract

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surveyor on demand, or may be set off against any money payable by the Minister to the contract surveyor; or, in the alternative, the Minister may, in his discretion, cancel the contract with the contract surveyor.

Employees' names on account forms.

51. Every contract surveyor shall append to each account rendered by him to the Department a statement of the names of all workers employed by him and in what capacity, and shall certify that such workers are covered by the policy of insurance deposited with the Under Secretary for Lands and Surveys.

Allocation of district.

52. Any specified district may be assigned to a surveyor, who will generally be entrusted with the survey operations required therein; but such assignment shall not confer on him an exclusive claim to all the work in his district. Any other surveyor may also be employed therein, should circumstances render such a course expedient.

Travelling to be kept to a minimum.

53. Surveyors are expected, so far as may be practicable, to so arrange their work as to minimise the charges for "travelling".

Surveys may be rejected.

54. Surveys discovered to be erroneous, or surveys in contravention of the Land Act and the regulations thereunder, or any laws relating to the disposal of Crown Lands, or surveys not in accordance with the practise of the Department, may be rejected by the Surveyor General, and the fees charged for the same may be struck out of the accounts; or, if such fees have been paid, the amount may be surcharged against any money which may be due or may become due to the surveyor; or if another surveyor be employed to amend or re-measure, then the cost of his services at the authorized rates may be surcharged to the accounts of the surveyor who made the original erroneous survey.

Check surveys.

55. Every surveyor working for the Department, or performing surveys which may be submitted to it for acceptance, may, at any time, be required, with his own men and instruments, to run, in the presence of a Departmental surveyor, any check lines which such surveyor may require. If the work be found correct, such check lines shall be paid for by the Department in accordance with Departmental rates.

[Reg. 55 amended by G.G. 1/9/72, p. 3404.]

Discipline.

56. If the regulations are not strictly adhered to, the Surveyor General may stop advances on surveyor's accounts or refuse to give employment in future.

Fines for incomplete work.

57. Under certain circumstances, such as when a surveyor fails to complete surveys according to the regulations, or areas have been incorrectly computed, and when it may not be expedient or desirable to reject the survey, a discount, which shall not exceed 50 per cent. on the authorized fees, may be imposed by the Surveyor General as compensation for additional professional labour involved in examination and amendment, or as a fine; or, in the event of the account for such imperfect surveys having been paid, such discount or fine may be surcharged against any money which may be due or may become due for services rendered.

Surveys to be made promptly.

58. A surveyor should carry out his instructions expeditiously and having commenced a survey, he should when practicable, complete it before commencing another survey. When it is necessary to leave a survey incomplete he should return to it within one week or report the circumstances.

Field notes to be lodged promptly.

59. On the completion of a contract, the surveyor shall, without delay forward field books, relevant papers, computations and instructions to the Surveyor General, or, if instructed, shall attend himself at the Surveyor General's office with these items.

No public criticism of employer.

60. A contract surveyor, while employed as such by the Department, shall not publicly criticise the administration of the Department or the Government. Any breach of this regulation may lead to the cancellation of any instructions for work held by such contract surveyor.

Penalty for inefficiency.

61. If, in the opinion of the Surveyor General, any surveyor wilfully or carelessly disregards the regulations, or any Departmental instructions he may receive from time to time, or be guilty of undue delay in making a survey for which he has instructions, or of carelessness in the execution of such survey, the Surveyor General may disqualify such offending surveyor from being further employed as a surveyor by the Department.

Inspection surveys.

62. The Surveyor General shall not be obliged to accept any surveys performed under the regulations unless he is satisfied with the accuracy of the work done, and he may instruct any surveyor to test it. In the event of the work proving inaccurate, the Surveyor General may reject the whole or any portion of it, and charge the cost of inspection to the surveyor.

PART IV—ROAD SURVEYS.**Care in selection of roads.**

63. The subject of the selection of roads being one of vital importance, the attention of all surveyors employed by the Department is specially directed to the following instructions in reference thereto. As soon as a surveyor arrives in a district in which he is likely to undertake the survey of any roads, he shall communicate with the Shire Council, and request its co-operation and advice in selecting the best routes for lines of road through the portions of the district in which his work is to be performed. The width of roads shall be not less than 20 metres unless the surveyor has been specially instructed.

[Reg. 63 amended by G.G. 1/9/72, p. 3404.]

Reports.

64. Reports on road surveys should give a general description of the route traversed, and (if practicable) be accompanied by a letter from the Shire Council in which the road is situate, stating that the survey was carried out in accordance with its wishes.

Roads through blocks.

65. As far as possible roads should form boundaries of blocks to be measured, but in all cases where the reservation of a road through any section of land is necessary the surveyor shall run one side line on the ground, offset and clear the opposite side, and

post, peg and trench both sides, as well as the intersections with the external boundaries of such section; he must also observe the angles of intersection and measure the distance from the intersections to the nearest angle or other fixed marks on the boundaries.

Close of severance.

66. In all cases where roads intersect the boundaries of locations or lots, the closure of one side of the road with the boundaries must be computed.

Areas for resumption.

67. The area taken by a road out of each block must in all cases be computed.

Rules in selecting route for resumption.

68. Where roads are to be surveyed through alienated land, surveyors should make a careful inspection of the country along the proposed route. In selecting the road, the first consideration should be public requirements and the conditions favourable to traffic; the second, the least possible interference with, or injury to private property.

Intersections to be marked.

69. When making the survey of a deviation of a surveyed road passing through land alienated or in process of alienation, all intersections of the old survey with the new shall be posted. In no case must a surveyor obliterate the marking of a deviated road unless specially instructed to do so by the Surveyor General.

Roads along railways.

70. When a road along a railway reserve forms a boundary of a block, only one side of such road must be marked, i.e., the block boundary; this boundary must be marked along the straights by lines parallel to the centre line of the railway, and when following the curves by lines parallel to the chords fixed as provided in regulation 15.

Marking posts on long roads.

71. On road surveys (not being the boundaries of locations) exceeding 3 kilometres in length, the angle posts on the "run" side shall be numbered consecutively with the addition of a distinctive letter. The letter and number shall be placed immediately under the letter "R", care being taken that the combination of letters and numbers does not lead to confusion. Where the distance between angles is greater than 2 kilometres in length, kilometre posts are to be provided.

[Reg. 71 substituted by G.G. 1/9/72, p. 3404.]

Access for every owner.

72. In all surveys of land it is necessary that proper road access can be provided for every location or lot if held by different owners. If such road access is not surveyed at the time, the surveyor must supply a full report showing the manner in which it can be provided.

PART V—TOWN AND SUBURBAN LANDS.

Truncations.

73. The corners of roads and streets less than 60 metres in width where the intersecting angle is less than 135 degrees shall be truncated unless otherwise instructed. Posts or pegs shall be set back to equal distances where practicable along the intersecting alignments so that in town surveys the minimum distance between them is 8.48 metres. In rural surveys these distances may be increased.

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Designs which include curved or winding roads should be set out so that the opposite sides are a series of parallel straight lines.

[Reg. 73 amended by G.G. 1/9/72, p. 3404.]

Design of town and suburban lots.

74. Before the permanent work on any survey of town or suburban lands is commenced, a design of the proposed arrangements of streets and allotments shall (unless otherwise instructed) be submitted for the approval of the Surveyor General. The dimensions and approximate areas of the proposed lots must be indicated thereon.

In order to ensure well graded streets and efficient drainage, sufficient data should be obtained by the surveyor to enable approximate contour lines to be plotted on the plan of the site. A report on the suitability and general characteristics of the site selected shall accompany the design.

PART VI—FEATURE SURVEYS.**General method.**

75. The lines in feature surveys and connections shall be cleared to a width of not less than 0.5 metres by the removal of all scrub and trees (if on line) of a less diameter than 0.5 metres. At every angle of a traverse a spike is to be driven in the ground. At intervals of about 4 kilometres a conspicuous tree shall be selected for reference, connected with the traverse and marked with a broad arrow and a distinguishing letter and number deeply cut into the wood after the removal of the sapwood. The apex of the broad arrow must be the reference mark, and its bearing and distance from the adjacent traverse or boundary line noted in the field book. The instrument point used when connecting to the tree shall be marked by a spike.

[Reg. 75 amended by G.G. 1/9/72, p. 3404.]

Cairns.

76. In localities where stone is readily available for cairns, posts should be substituted for marked trees; such posts to be not less than 0.15 metres square, pointed on the top, placed firmly in the ground and protected by a cairn of stones one metre in diameter and one metre high. Each post shall be referenced in the usual manner and shall have a broad arrow and distinguishing letter and number deeply cut in it; such numbers to be distinctly visible above the top of the cairn.

If hills or rises are in the vicinity of the traverse lines, the cairns should be erected on the summits thereof and connected, either by direct measurement or well-conditioned cross bearings, to the traverse survey.

[Reg. 76 amended by G.G. 1/9/72, p. 3404.]

Selecting new geodetic station.

77. If the lines of traverse should pass within a reasonable distance of a prominent hill commanding an extensive view of the surrounding country, the summit of such hill shall be cleared (if necessary) and marked by a post not less than 0.15 metres square sunk flush with the natural surface of the ground, and a substantial pole and cairn erected over it. At least two reference spikes to the post shall be placed clear of the cairn. The native or English name, or a distinguishing symbol shall be cut upon the pole, which shall in all cases be connected to the traverse either by direct chainage or well-conditioned cross bearings. An observation for azimuth shall (if possible) be obtained at the cairn, and a round of angles taken to all features visible, and their distances estimated.

[Reg. 77 amended by G.G. 1/9/72, p. 3404.]

Connection to old geodetic station.

78. In the event of the survey being in the vicinity of stations of the geodetic survey, it is imperative that connections be made, either by well-conditioned bearings or by direct chainage. The azimuth of the feature survey should, if possible, be connected by angular measurement with the azimuth of the geodetic survey.

Azimuth observations.

79. Observations for azimuth shall be obtained at intervals of not more than 8 kilometres.

[Reg. 79 amended by G.G. 1/9/72, p. 3404.]

Field notes.

80. All features shall be comprehensively shown in field notes so that a draftsman may be able to represent the general aspect of the country.

Selection of route.

81. In selecting the route for a feature or connection survey, preference shall be given to rivers and watercourses or tracks. Where there are no leading features the connecting survey shall be as direct as possible.

PART VII—DRAFTING.**To be done by Department or surveyor.**

82. Field notes of each survey shall be sent to the Surveyor General who may at his discretion accept the field notes and have the plans drawn by Departmental draftsmen, or he may require the surveyor to draw his own plans without cost to the Department.

Plans not to be folded.

83. Plans should not be folded for transmission through the post, but should be sent on rollers, and protected from damage. Should plans be damaged through want of proper care in transmission, the surveyor will be required to furnish others at his own cost.

Plans and field notes the property of the Government.

84. Any plan, field book, or field notes which may have been, or may hereafter be registered in the Surveyor General's office shall be the property of the Government.

Rejected plans and field notes.

85. Plans or field notes that are rejected for any cause, after having been registered in the Surveyor General's office, shall not be returned to the surveyor; neither will payment for them be made.

Surveys to be drawn on L. & S. Forms.

86. Lands and Surveys forms are used for all surveys which represent—

- (a) Crown lands;
- (b) land held under conditional purchase or other leases;
- (c) all road surveys except where freehold land is being acquired by transfer;
- (d) freehold land which is being acquired for Government purposes and immediate revestment.

Surveys to be drawn on L. T. O. Forms.

87. Land Titles Office forms will be used for surveys of—

- (a) subdivision of land under the Transfer of Land Act;
- (b) freehold land to be acquired for a public purpose (including road) by transfer; and
- (c) freehold land to be acquired for a public purpose (other than road) by resumption.

Plans to be accurate, neat and legible.

88. Plans shall be accurately plotted and the drawing and writing shall be neat and legible.

Scales to be used.

89. (1) The preferred scales that may be used are as follows—

- 1:200 1:10 000
- 1:500 1:20 000
- 1:1000 1:25 000
- 1:2000 1:50 000
- 1:5000

(2) Careful regard must be given to the choice of scale to avoid an unnecessary number of enlargements and a reasonable margin allowed for abutments. The scale to which every plan or diagram is drawn should be written clearly in the space provided on the form.

[Reg. 89 substituted by G.G. 1/9/72, p. 3404.]

[Reg. 90 repealed by G.G. 26/6/81, p. 2304.]

Orientation on plans.

91. True meridian to be shown by North point within the circle provided in the base note.

[Reg. 91 substituted by G.G. 26/6/81, p. 3404.]

Headings.

92. On each plan a title or heading shall be shown clearly setting forth what the plan represents, together with the land district in which it is situated and the correspondence number within the base note provided.

[Reg. 92 substituted by G.G. 26/6/81, p. 3405.]

Strength of line and ink.

93. All work shall be of sufficient strength to bear photographic reproduction, and must be drawn in a recognised water-proof ink.

Water colours.

94. Water colours may be used only in marginal work, and in topographical information involving the use of a wash.

Detail to be shown.

95. (a) All data shown in the field book relevant to plotting shall be shown, where practicable, on the plan.

(b) Offsets are never shown but where a line distance or an angle have been derived as the result of a run offset, the distance or angle shall be shown on the plan as "cal."

(c) Where the offset distances are less than 4 metres, the true boundary shall be treated as the run line and the angles shown as the true angles and not as calculated.

[Reg. 95 amended by G.G. 1/9/72, p. 3404; G.G. 26/6/81, p. 2305.]

Symbols for posts and pegs.

96. All posts, pegs and intermediate spikes when centred shall be shown on the plan as circles in black. Those which have been faced shall be shown as filled squares.

Abbreviations and symbols.

97. (a) All old posts, pegs, or intermediate spikes of Lands Department surveys found and recorded in the field notes shall be shown thus, "O.M.". If renewed, thus, "O.M.R.". If adjusted, thus, "O.M.adj.". Where old posts, pegs or intermediate spikes are gone, thus, "O.M.gone". Where removed, thus, "O.M.removed". Where old marks are gone and replaced, thus, "O.M.gone R". Where old marks are gone or have been removed a circle shall not be shown.

(b) All old posts, pegs or intermediate spikes of private subdivisional surveys found shall be shown thus, "M.F.". If renewed, thus, "M.F.R.". If adjusted, thus, "M.F.adj.". Where posts, pegs or intermediate spikes are gone, thus, "M.gone". Where removed, thus, "M.F.removed". Where marks are gone and replaced, thus, "M.gone R". Where marks are gone or have been removed a circle shall not be shown.

(c) When a new survey mark is put in by the surveyor, no notation is necessary on the plan.

(d) All old face posts found are to be shown as such on the alignment. Old reference marks to be shown as "ORMs" and position not shown. New reference marks are not to be shown.

(e) Intersection points: e.g., (the junction of the prolongation of the sides of intersecting roads where a truncation occurs) where a spike has been placed are shown by a black cross.

(f) Where the post at the original intersection has been removed and replaced by a spike the position is shown by a black cross designated "O.M.R.".

[Reg. 97 amended by G.G. 4/8/65, p. 2224; G.G. 26/6/81, p. 2305.]

Pick-up.

98. Subject to any direction of the Surveyor General to the contrary, where the surveyor has ranged old lines for the purpose of establishing or verifying alignments the information shown in the field book is to be shown on the original plans, but such "pick up" may be shown not to scale suitably delineated.

[Reg. 98 amended by G.G. 24/2/70, p. 554.]

Distances.

99. All intermediate distances shown by the surveyor in his field book shall be shown on the plan. All total lengths, of lines, i.e. the sum of the intermediates must be shown on the plan. For lease or Crown Grant purposes the total length of each individual boundary line must be clearly shown. Where such distance includes a road or railway it is shown in brackets.

Decimals.

100. Distances shall be shown in metres to the nearest 0.01 metre. Measurements to offsets, reference marks, buildings and structures shall be shown to the nearest 0.002 metre. Distances less than one metre shall be prefixed by a "0" e.g., 0.014 not .014.

[Reg. 100 substituted by G.G. 1/9/72, p. 3404.]

Old lines to complete surround.

101. Where to complete a survey dimensions from existing surveys are used, then—

- (a) Where a line is composed of both existing and new work, the existing portion shall be shown in black without intermediates and the distance shown in black as "ORIG.". Total distances to be shown "PER ORIG." in black.
- (b) Where complete old lines are used to help establish the surround of a location or lot only they shall be shown in black without intermediates. Angle posts are not shown. Total distances and angles are shown in black and labelled "ORIG.".
- (c) Where original information is used to complete the surround of a road widening, then that information shall be shown in black as per section (b) above.

[Para. (d) deleted by G.G. 26/6/81, p. 2305.]

[Reg. 101 amended by G.G. 26/6/81, p. 2305.]

[Reg. 102 repealed by G.G. 26/6/81, p. 2305.]

Road traverse lines.

103. (a) Where sides of a road have been laid off from a centre line traverse, all information on the boundaries of the road shall be shown in black. The traverse data shall not be shown.

(b) Where one side of a road has been laid off from its opposite run side, all information on the boundaries shall be shown in black.

[Reg. 103 substituted by G.G. 26/6/81, p. 2305; amended by G.G. 22/1/82, p. 199.]

Road secants.

104. The lengths of all road secants shall be shown on the plan and the bearings where the secant forms part of the location boundary, or where necessary to complete a close.

Bearings.

105. Bearings other than those observed shall be shown to the nearest minute.

Truncations.

106. On even truncations the angles to the truncation line and the bearing of that line shall be omitted.

Observations.

107. The point where an observation has been taken for true meridian must be indicated on the plan by a small black triangle. The true bearing to be shown in black to the nearest computed second, with the word "Obs." written after it in black and the whole underlined in black. This is only to be shown after examination of the plan.

[Reg. 107 amended by G.G. 26/6/81, p. 2305.]

Angles.

108. All angles shall be shown to the nearest second.

[Reg. 108 substituted by G.G. 22/1/82, p. 199.]

Units of minutes.

109. On all plans units of minutes must be written without prefixing an "0," e.g., 1 minute, not 01 minute.

[Reg. 109 amended by G.G. 1/9/72, p. 3404.]

Units of angles.

110. Where angles or bearings contain degrees alone then they shall be shown as, e.g., $90^{\circ} 0'$, not 90° or $141^{\circ} 0'$ and not $141^{\circ} 0' 0''$.

Bearings to be clockwise.

111. The bearings on any plan shall be shown from true meridian in a clockwise direction from zero to 360° where possible.

Tabulation of short lines.

112. When there are a number of consecutive short lines on a survey and the bearings, etc., cannot conveniently be written in place along them, the lines may be numbered, and the necessary information given in tabular form on the face of the plan or diagram.

Offsets to rivers and improvements.

113. Offset tie lines from surveyed boundaries to fix river banks, etc., and improvements must not be shown unless their value as a reference mark is assured. In which case they shall be shown in black pecked lines with black distances and angles.

[Reg. 113 amended by G.G. 26/6/81, p. 2305.]

Lot numbers.

114. On plans showing town allotments, the lot numbers shall, where practicable, be shown adjacent to the street frontages and upright to the bottom edge of the paper.

Areas.

115. Areas on Survey Plans and Diagrams compiled from surround surveys or derived as a result of field survey action are to be shown thus—

- (a) For areas less than 10 000 square metres, in square metres to the nearest square metre, e.g., 9 475m².
- (b) For areas of 10 000 square metres and greater, in hectares to 4 decimal places of a hectare, e.g., 1.4754 ha.

[Reg. 115 substituted by G.G. 1/9/72, p. 3405.]

[Reg. 116 repealed by G.G. 1/9/72, p. 3405.]

Displaced detail.

117. Where it becomes necessary on account of lack of space or to preserve clarity to indicate by an arrow the position of information, then the information shall be written parallel to the line in question in the case of a distance or bearing and to the "half angle" in the case of an angle.

Boundary lines.

118. Boundary lines and the marked sides of roads are to be firmly ruled in black with the bearings and lengths shown along them. All unsurveyed lines are to be shown as broken black lines.

Road surveys.

119. (a) Where a road has been surveyed through a location it is necessary to show where practicable a severance of the location using original work where necessary.

(b) Where only one side of the road is newly surveyed and the other is an original line then no severance is to be shown.

(c) Deviation surveys shall show where practicable the road to be closed by deviation.

(d) Where it is unreasonable to show a severance, latitude and departure as calculated must be shown in pecked black lines and black figures.

(e) These plans shall be drawn at a scale not smaller than 1:10 000.

[Reg. 119 amended by G.G. 1/9/72, p. 3405.]

Areas (ex road).

120. When a road is provided through a location or lot at time of survey, the area of the location or lot shall be shown thus, "8.0431 ha. ex road, etc.". When a new road is surveyed through old surveyed locations or lots, the area of the separate portions, taken by the road out of each location or lot shall be clearly shown, and the total area to be excised from each location or lot shall be shown under the location or lot number, and underlined in black.

[Reg. 120 amended by G.G. 1/9/72, p. 3405; G.G. 26/6/81, p. 2305.]

Road names and numbers.

121. The names of roads shall be written along them when approved names exist, and their gazetted numbers. If unnamed, show width and gazetted number in writing. If undeclared and unnamed show width only in writing. Where a closed road is necessary as an abuttal, it is to be shown uncoloured and carrying the words "closed road".

Abuttals.

122. The numbers of all adjoining locations or lots are to be written in black on plans and the numbers of their survey plans written in black beneath the location or lot number. If survey plan other than Lands and Surveys prefix with "L.T.O." for Lands Titles Office or "Mines" for Mines Department.

[Reg. 122 amended by G.G. 26/6/81, p. 2305.]

Date of marking.

123. The date of "marking" is to be shown on the plan and is the date the survey was completed in the field.

Public plan reference, etc.

124. On each plan the "Public Plan" reference shall be shown in black ink in the space provided. The draftsman's name and date of drawing must also be shown.

[Reg. 124 amended by G.G. 26/6/81, p. 2305.]

Names of features.

125. All known names of rivers, creeks, hills, lakes, localities, etc., shall be recorded on the plans in black in the style laid down on registered Miscellaneous Plan, numbered 250.

Care must be taken to ascertain and adhere to the correct spelling of same, and where doubt exists, a recommendation shall be sought from the Nomenclature Advisory Committee, and submitted to the Surveyor General for his approval.

Names of townsites.

126. All new names suggested for townsites, streets or features must first have the approval of the Surveyor General.

Co-ordinates.

127. The latitude and departure calculated from the true meridian required for describing the relative positions of measured isolated locations, or between permanent marks on traverse or feature surveys shall be shown on the plan in pecked black lines, and black figures. The word "calculated" is to be omitted.

Topography.

128. Plans shall show topographical information, the position of all improvements on or near the lines of survey, tracks, watercourses, hills, etc., but classification of soil types and timber is not to be shown, except on long roads, feature surveys or pastoral lease boundaries.

[Reg. 129 repealed by G.G. 26/6/81, p. 2305.]

Water features.

130. Lines of coasts, rivers, creeks, swamps, lakes, watercourses, etc., are to be shown, where their position is determined with precision, by firm black lines. In the cases where they form part of the boundary of a location or lot, a suitable notation is to be shown, e.g. "Boundary extends to right bank", "Boundary extends to H.W.M.".

Where not determined with precision they are to be shown by broken black lines.

Both sides of rivers are to be shown where reasonable, also an arrow denoting the direction of flow of the stream.

[Reg. 130 amended by G.G. 26/6/81, p. 2306.]

Compiled plans.

131. Where an area of land is surveyed by surround, and no further measurements are required, compiled plans may be drawn. All pegs excluding reference marks shall be shown together with angles, bearings, distances and abutments. All work to be in black. The word "Compiled" shall be clearly shown in the space usually reserved for the surveyor's signature.

[Reg. 131 amended by G.G. 26/6/81, p. 2306.]

Trigonometrical Stations.

132. Trigonometrical Stations shall be shown according to the symbol on registered Miscellaneous Plan, numbered 250. Where possible a description of the structure, its height and latitude and longitude shall be given.

Trigonometrical detail.

133. Lines joining trigonometrical stations shall be drawn in firm black lines with all relative detail in black.

[Reg. 133 amended by G.G. 26/6/81, p. 2306.]

Tie lines to locations.

134. Trigonometrical station ties to location or lot boundaries or features if run and measured shall be shown as traverses. If the tie is made by angular observations and calculations, then it shall be shown in black pecked lines, with black angles and calculated distances.

[Reg. 134 amended by G.G. 26/6/81, p. 2306.]

Green borders.

135. When a plan comprises one or more locations a green border is drawn around the inside of each location. In town surveys, a green border is shown when the plan is of one lot only. When more than one lot no green border is shown.

Areas of lots and locations.

136. In the case of a single lot or location survey the area is shown immediately below the title on a plan form or in the space provided on a diagram form. Where the survey is of more than one lot or location, then the areas are shown within their respective boundaries.

Standard.

137. Plans submitted by contract surveyors shall conform to these regulations, and should they be below the required Departmental standard in plotting or penmanship they may be rejected.

Registrations.

138. All newly drawn plans must be immediately forwarded with the appropriate correspondence to the Custodian of Plans for registration.

Specimen plan.

139. For specimen plan illustrating these regulations refer to registered Miscellaneous Plan, numbered 250A, and Appendix No. 8.

[Reg. 139 amended by G.G. 1/9/72, p. 3405.]

Colours.

140. The following colours shall be used in drawing Lands Department plans and diagrams and shall be confined to the subject and abutments of the plan or diagram except for topographical features, railways and roads:—

- (i) All newly surveyed boundary lines, and figures of distances, angles and bearings—Black.
- (ii) All original survey detail used in completing the survey—black with distances and angles affixed by "Orig."
- (iii) All original survey detail used in compilation of a survey by surround—Black.
- (iv) Old roads—Light Burnt Sienna Wash.
New roads created, but not for gazettal—Mid Burnt Sienna Wash.
New roads for gazettal, dedication, etc.—Dark Burnt Sienna Wash.
Private roads—Uncoloured.
- (v) Roads closed by deviation—Blue Wash.
Roads to be closed by gazettal other than by deviation—Fine Blue Border.

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(vi) All water features—Black boundaries encompassing a light blue wash; names shown—Black.

(vii) Traverse lines fine dashed black lines. Angles, bearings and distances in black endorsed as traverse only.

[*Para. (viii) deleted by G.G. 26/6/81, p. 2306.*]

(ix) ties to Trigonometrical Stations—Pecked black lines with black angles—and calculated distances when not measured. Show in the form of a traverse when measured.

(x) Inter Trigonometrical Station ties—Fine black lines, calculated distances and angles.

(xi) Latitude and departure lines—Pecked lines in Black and distances in Black.

(xii) Soil classifications, tracks, improvements, and minor topographical information as rocks, cliffs, etc.—Black.

(xiii) Hill shading—Paynes Grey.

[*Para. (xiv) deleted by G.G. 26/6/81, p. 2306.*]

(xv) Locations, lots, pastoral leases, etc.—Narrow border of Hookers Green along the complete extent of their boundaries.

(Note.—Where a series of Town Lots are drawn on the one plan or diagram no marginal colour is shown.)

(xvi) Reserves—Carmine border.

(xvii) Mines Department surveys—Black. Prefix lease, plan or diagram, numbers with “Mines”. Where a lease has been superseded, or cancelled, and a surveyed boundary used as pickup the relevant plan or diagram number to be shown along the line.

(xviii) Land Titles Office surveys—Black. Lot numbers in italic. Lot, plan or diagram numbers prefixed by “L.T.O.”.

[*Reg. 140 amended by G.G. 4/8/65, p. 2225; G.G. 24/2/70, p. 554; G.G. 1/9/72, p. 3405; G.G. 26/6/81, p. 2306.*]

PART VIII—FEES AND ACCOUNTS.

Schedule may be varied.

141. Notwithstanding anything in any notice published pursuant to regulation 150, the Surveyor General may, with the approval of the Minister, let, under contract, surveys at such rates as appear to him to be reasonable.

[*Reg. 141 substituted by G.G. 10/3/78, p. 699.*]

Progress payments.

142. When the field book and relevant papers are received full payment on the work performed may be made on the certificate of the Inspector of Plans and Surveys that the account has been examined and passed and that the work conforms with instructions issued by the Surveyor General.

[*Reg. 142 substituted by G.G. 26/6/81, p. 2306.*]

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Details to be shown.

143. It is essential that details of all charges made by a surveyor be shown on the account forms provided by the Department and if he fails to do so, such charges may be struck out of the accounts.

[Reg. 143 amended by G.G. 26/6/81, p. 2306.]

Rules for accounts.

144. Accounts shall be furnished regularly each month as surveys are completed and shall be dated and numbered consecutively for each year, thus 1/79, 2/79, 3/79, 1/80, 2/80, etc. Only one survey shall be charged for in each account.

[Reg. 144 substituted by G.G. 26/6/81, p. 2306.]

Accounts for work in June.

145. Accounts for all work performed during the month of June in each year shall reach the Surveyor General's office not later than 3 July.

Accounts for hourly rates.

146. Accounts for any service to be paid for by hourly rates must be accompanied by diaries giving full particulars of the service performed, the time occupied in the field and the time in office work.

[Reg. 146 substituted by G.G. 26/6/81, p. 2306.]

Checking.

147. Before an account is passed for payment errors will be corrected. Persistent over-charging is severely deprecated, and will impair a surveyor's claims for further employment.

Adjustments.

148. Particulars of adjustments of accounts will be intimated to the surveyor on request. No claim in respect of any correction or reduction in account will be entertained after the expiration of 6 months from the date of final payment.

Supplementary accounts.

149. Surveyors may furnish supplementary accounts for items that have been struck out of original accounts, when the causes for which they were struck out have been removed by such surveyors.

Minister may fix remuneration.

150. (1) The Minister may by notice fix the remuneration payable to surveyors for surveys carried out under these regulations, and may by subsequent notice, vary or cancel any such notice.

(2) A notice under subregulation (1)—

(a) shall be published in the *Government Gazette*; and

(b) takes effect on and from the date specified therein.

[Reg. 150 substituted by G.G. 10/3/78, p. 699.]

PART IX—OFFICE INSPECTION, REPORTS, ETC.

Survey examination.

151. The inspection of all plans, diagrams, field books, computations, and accounts shall be entrusted to the Inspector of Plans and Surveys, or to such other officers as shall be specially deputed by the Surveyor General, and such inspector or other officers shall be responsible to the Surveyor General, that the regulations have been adhered to, and that the accounts are correct.

Addressing official correspondence.

152. All official letters and reports should be addressed to "The Surveyor General", written or typed upon the forms or the cut foolscap paper provided for the purpose, and left hand margin being left blank to a depth of not less than 30 millimetres.

[Reg. 152 amended by G.G. 1/9/72, p. 3407.]

Details for official correspondence.

153. All official communications should be clear and legible free of corrections, the lines not too close, the paragraphs numbered, and the respective ranks of the officers stated after their signatures.

Addressing parcels.

154. Surveyors employed by the Department should address all communications and parcels containing plans, diagrams, field books, accounts, diaries, traverse sheets, or other matter in connection with their work to "The Surveyor General".

Subject and correspondence number.

155. In conducting correspondence with the Surveyor General, officers should write on one side of the paper only, write a separate letter on each distinct subject, and invariably quote the subject, and correspondence number.

Replies to correspondence.

156. All communications from the Surveyor General, or an officer duly authorized, must be replied to by the surveyor with the least possible delay.

Reports on town lots—reservations.

157. Reports on town and suburban lots should contain recommendations respecting the numbers of the lots suitable for reservation and the purpose for which they should be set apart, names for new streets, upset prices and the conditions under which the lots should be thrown open, and the descriptions and values of any improvements thereon.

Return of incomplete instructions.

158. Every surveyor employed by the Department shall furnish on the prescribed form a monthly statement, giving a complete list of the unfulfilled instructions in hand (see Appendix No. 1) and such statement must be forwarded to the Surveyor General by contract and salaried surveyors at the end of each month.

Report on movements of party.

159. Surveyors should inform the Surveyor General every week of the locality in which they are at work, and should give adequate accurate warning of their impending movements.

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Appendix No. 1.

S. 214

STATEMENT OF INSTRUCTIONS.

Place

Date

The Surveyor General, Perth.

The following statement shows jobs completed during the month of
and also jobs not completed at the end of the month.

.....
Surveyor.

Name of Survey	Corr. No.	Job No.	Litho. No.	Date			
				Receipt	Completion	Field Book Lodged	Expected Completion

Note:—This form must be filled in at the end of each month and forwarded to Head Office with other returns. Expected completion date for each job to be done in ensuing month is to be shown, and thereafter jobs in that column may be grouped in months.

Appendix No. 2.

[illegible]

.....
 Licensed Surveyor.
 Date.....

[Appendix No. 2 substituted by G.G. 1/9/72, p. 3407.]

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Appendix No. 3.

S. 46.

Amendment of Boundaries.

Location No.	District	Conditional Purchase No.	Name	Area	Diagram No. Standard Plan No.	Remarks

I hereby agree to accept the land contained within the boundaries of the above holding as marked by Mr. Surveyor , and as shown hereunder.

North

Signature

Date,

The Divisional Surveyor.

There is no objection to this amendment.

Divisional Surveyor.

S. 198 A

CALCULATION SHEET.

[illegible]

[Appendix No. 5 deleted by G.G. 26/6/81, p. 2306.]

Appendix No. 6.

The following system of orthography for native names of places adopted by the Council of the Royal Geographical Society, the Foreign and Colonial Offices, Admiralty, and War Office is to be adhered to in all Intelligence Division publications:—

1. No change is made in the orthography of foreign names in countries which use Roman letters; thus, Spanish, Portuguese, Dutch, etc., names will be spelt as by the respective nations.

2. Neither is change made in the spelling of such names in languages which are not written in Roman character as have become by long usage familiar to English readers; thus, Calcutta, Cutch, Celebes, Mecca, etc., will be retained in their present form.

3. The true sound of the word as locally pronounced will be taken as the basis of the spelling.

4. An approximation, however, to the sound is alone aimed at. A system which would attempt to represent the more delicate inflexions of sound and accent would be so complicated as only to defeat itself. Those who desire a more accurate pronunciation of the written name must learn it on the spot by a study of local accent and peculiarities.

5. The broad features of the system are:—

- (a) That vowels are pronounced as in Italian and consonants as in English.
- (b) Every letter is pronounced, and no redundant letters are introduced. When 2 vowels come together, each one is sounded, though the result, when spoken quickly, is sometimes scarcely to be distinguished from a single sound, as in ai, au, ei.
- (c) One accent only is used, the acute, to denote the syllable on which stress is laid. This is very important, as the sounds of many names are entirely altered by the misplacement of this "stress".

6. Indian names are accepted as spelt in Hunter's "Gazetteer of India", 1881.

The following application of these rules explains their application:—

Letters	Pronunciation and Remarks	Examples
a	<i>ah</i> , <i>a</i> as in <i>father</i>	Java, Banána, Somáli, Bari.
e	<i>eh</i> , <i>a</i> as in <i>fate</i>	Tel-el-Kebir, Oléleh, Yezo, Medina, Levúka, Peru.
i	English <i>e</i> ; <i>i</i> as in <i>ravine</i> ; the sound of <i>ee</i> in <i>beet</i> . Thus, not <i>Feejee</i> , but	Fiji, Hindi.
o	<i>o</i> as in <i>mote</i>	Tokyo.
u	long <i>u</i> as in <i>flute</i> ; the sound of <i>oo</i> as in <i>boot</i> , <i>oo</i> or <i>ou</i> should never been employed for this sound. Thus, not <i>Zooloo</i> , but	Zulu, Sumatra.
	<i>All vowels are shortened in sound by doubling the following consonant</i>	Yarra, Tanna, Mecca, Jidda, Bonny.*
	Doubling of a vowel is only necessary where there is a distinct repetition of the single sound	Nuulúa, Oosima.
ai	English <i>i</i> as in <i>ice</i>	Shanghai.
au	<i>ow</i> as in <i>how</i> Thus, not <i>Foochow</i> , but	Fuchau.
ao	is slightly different from above.....	Macao.
aw	as in <i>law</i> .	
ei	is the sound of the two Italian vowels, but is frequently slurred over, when it is scarcely to be distinguished from <i>ey</i> in the English <i>they</i> .	Beirút, Beilúl.

Letters	Pronunciation and Remarks	Examples
b	English <i>b</i> .	
c	is always soft, but it is so nearly the sound of <i>s</i> that it should be seldom used. If <i>Celêbes</i> were not already recognised it would be written <i>Selêbes</i> .	Celêbes.
ch	is always soft as in <i>church</i>	Chingchin.
d	English <i>d</i> .	
f	English <i>f</i> ; <i>ph</i> should not be used for the sound of <i>f</i> . Thus, not <i>Haiphong</i> , but	Haifong, Nafa.
g	is always hard. (Soft <i>g</i> is given by <i>j</i>)	Galápagos.
h	is always pronounced when inserted.	
hw	as in <i>what</i> ; better rendered by <i>hw</i> than by <i>wh</i> , or <i>h</i> followed by a vowel, thus <i>Hwang ho</i> , not <i>Whang ho</i> , or <i>Hoang ho</i> .	Hwang ho, Ngan hwi.
j	English <i>j</i> . <i>Dj</i> should never be put for this sound	Japan, Jinchuen.
k	English <i>k</i> . It should always be put for the hard <i>c</i> . Thus, not <i>Corea</i> , but	Korea.
kh	The Oriental guttural.....	Khan.
gh	is another guttural, as in the Turkish.....	Dagh, Ghazi.
l		
m }	As in English.	
n }		
ng }	has two separate sounds, the one hard as in the English word <i>finger</i> , the other as in <i>singer</i> . As these two sounds are rarely employed in the same locality, no attempt is made to distinguish between them.	
p	As in English.	
ph	As in <i>loophole</i>	Chemulpho, Mokpho.
th	stands both for its sound in <i>thing</i> , and as in <i>this</i> . The former is most common	Bethlehem.
q	should never be employed; <i>qu</i> (in <i>quiver</i>) is given as <i>kw</i> . When <i>qu</i> has the sound of <i>k</i> as in <i>quoit</i> , it should be given as <i>k</i> .	Kwangtung.
r }		
s }		
sh }	As in English.	
t }		
v }		
w }		
x }		
y }	is always a consonant, as in <i>yard</i> , and therefore should never be used as a terminal, <i>i</i> or <i>e</i> being substituted as the sound may require	Kikúyu.
	Thus, not <i>Mikindány</i> , but	Mikindáni.
	not <i>Kwaly</i> , but	Kwale.
z	English <i>z</i>	Zulu.
zh	The French <i>j</i> , or as <i>s</i> in <i>treasure</i>	Muzhdaha.
	Accents should not generally be used, but where there is a very decided emphatic syllable or stress, which affects the sound of the word, it should be marked by an <i>acute</i> accent	Tongatábu, Galápagos, Paláwan, Saráwak.

*The *y* is retained as a terminal in this word under rule 2 above. The word is given as a familiar example of the alteration in sound caused by the second consonant.

N.B.—These rules were revised and approved by the Council, Royal Geographical Society, 11 December 1891.

E. F. CHAPMAN, Major-General, D.M.I.

Intelligence Division, W.O., January 1892.

5 February 1986.]

GOVERNMENT GAZETTE, W.A.

S. 667

AREA.....acres

SCALE:

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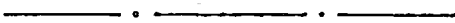
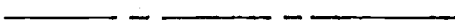




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APPENDIX N^o 8

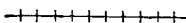


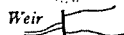

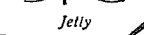




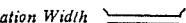





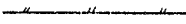







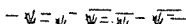

DISTINGUISHING BOUNDARIES

State Boundary	
Land Division Boundary	
Land District Boundary	
Townsite Boundary:	
Under the Land Act	
Under the Local Government Act 1960	
Municipal Boundary	
State Forest Boundary	
Pastoral Lease Boundary	
Subdivided Location Boundary	
Port Authority Boundary	

STYLES

Locations	9537	Agricultural Area or Estate Lots	245
Reserves	A12341	Lots under the Transfer of Land Act (L.T.O.)	23
Town Lots	34	Subdivided Locations	57
Mining Leases	G.M.L. 1975 N	Areas	20a. 3r. 14p.
STREETS AND ROADS		O C E A N S	
RANGES AND HILLS		INLETS and BAYS	
ISLANDS		RIVERS and LAKES	
Points and Capes		Brooks, Creeks and Gullies	
Reefs and Shoals		Springs, Wells and Soaks	
AGRICULTURAL AREA		Waterholes Pools and Marshes	
or ESTATE LOTS		RAILWAY RESERVE	

SYMBOLS

Tramway		Sand Bar (Brown Symbol)	
Electrified Lines		Small Dam	
Power Transmission Line		Jetty or Breakwater	
Telephone or Telegraph Line		Horizontal Control Points	Major 
Track		Minor 	
Bridge		Astronomical Position	
Buildings		Bench Mark	B. M. 552
Windmill		Spot Elevation	792
Lighthouse		Rock	
Fence On Boundary		Lake	
Fence Internal		Surveyed	
Quarry		Unsurveyed	
Gravel Pit		Bore or Well	
Swamp or Marsh		Agricultural Dam	

[Appendix 8 amended by G.G. 24/2/70, p. 554; G.G. 28/10/77, p. 3809.]

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NOTES.

1. Published in the *Government Gazette* on 28 November 1961 at pp. 3253-60.
2. The reprint incorporates the amendments set out in the Table of Amendments below.

Table of Amendments

Date of <i>Government Gazette</i>	Page Numbers	Day of Commencement
4/8/65	2224	4/8/65
24/2/70	554	24/2/70
1/9/72	3403-13	1/9/72
22/2/74	564-6	22/2/74
1/3/74	665-7	1/3/74
5/4/74	1203-5	5/4/74
29/8/75	3106-9	29/8/75
24/6/77	1928-31	24/6/77
28/10/77	3809	28/10/77
10/3/78	699	10/3/78
26/6/81	2304-6	26/6/81
22/1/82	199	22/1/82