

**NEW SOUTH WALES.
SURVEYOR GENERAL'S OFFICE.**

**SURVEYORS' INSTRUCTIONS.
1872**

Plus

Circulars from 1873 - 1874

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SURVEYORS' INSTRUCTIONS.

1872

Plus Circulars 1873 - 1874

GENERAL DIRECTIONS.

1. Every Licensed Surveyor to whom a portion of the Colony may be specifically assigned shall supply himself with the surveying instruments mentioned in the list hereto appended, marked A; with necessary equipment and labor; with copies of plans of lands adjacent to those which he may be instructed to measure; and with all information necessary to the carrying out of instructions.
2. The Licensed Surveyor will be paid for all services which he may be instructed or authorized to perform for Government, according to a scale of fees, of which a copy is also appended marked B; payment to be made after the surveys shall have been examined and passed, but a percentage will be advanced on the receipt of the surveys. For special services to which the scale of fees is not applicable, special payments will be allowed, ordinarily at the rate of £3 3s. per diem for field service, and £2 2s per diem for office work.
3. While the Licensed Surveyor acts upon instructions, within six months after their issue, no other Surveyor, unless upon special duty, will be employed in the district allotted to him. On the contrary, neglect in this particular forfeits claim to consideration, and further notice will be unnecessary should it appear desirable to employ another Surveyor either temporarily or permanently in his district. Should special difficulties, over which the Surveyor has no control, arise to prevent the carrying out of instructions within the time specified, a separate Memo. for each case explaining the cause of delay must at once be forwarded to this Office. (Vide Circular of 5 May, 1870. Appendix M.)
4. The employment of an Assistant or Deputy Surveyor will not be allowed; and any Surveyor who may take a fee for the survey of Crown Land, the cost of measurement of which he is to be paid by the Department, shall cease to be employed.
5. The use of the circumferentor is prohibited except in cases where specially authorized, in writing, by the Head of the Department.
6. The Surveyor shall transmit monthly by the earliest opportunity after the expiration of the month, through the District Surveyor under whom he may be placed, a return in the form appended hereto. (Vide Appendix D.) The report on instructions unacted on will embrace measurements, reports on residence, reports on general subjects, appraisements, &c., and notwithstanding the fact that measurement may have been carried out on the ground, the instruction will be considered unacted on until the plans, &c., have left the Surveyor. It is not undesirable however that he should note those instructions upon which the field work has been done.
7. He will also transmit to Head Quarters, or to the District Survey Office, the Field-notes of his surveys, when requested to do so; and in keeping his Field Books, he will be careful to date each at its commencement and end, and at the commencement of each fresh survey; he will also keep his Field-notes in a manner intelligible to any Surveyor or qualified Draftsman who may require to plot from them.

8. With the object of early transmission of the information which the Field Book may contain, it is desirable that the books used should not contain a large number of leaves.
9. The Surveyor who may have occasion to visit Head Quarters, will, upon his arrival in Sydney, forthwith intimate his arrival to the Surveyor General, with his place of address while in Town, and on his return to his District, he will at once report also to that effect.
10. The Surveyor will be at liberty to purchase a homestead from the Crown, but his position precludes his availing himself of his right to purchase Crown Lands (beyond such homestead) in a District in which he may be employed, and any departure from this rule may render him liable to be removed from the Public Service.
11. The following irregularities will lead to a stoppage of payments: -
1. Non-transmission of monthly progress reports, which, as a rule, should reach this office by the 15th of each following month.
 2. Non-measurement of conditional purchases, leading to a refund of the deposit.
 3. Unauthorized measurement of land for auction sale, unless made in accordance with provisions of paragraph 29.
12. Finally, the Government reserve the power to cancel the license should the surveys not be executed in a proper manner, or should the Surveyor be in any way guilty of conduct unbecoming a Government officer.

MEASUREMENTS &c. (GENERAL).

13. In the survey for a town, the first duty of the Surveyor will be the selection of the precise spot which may seem to him to be the best adapted for the town site. He will then proceed with a preliminary survey, which should embrace every physical feature having elevation or depression sufficient to form an obstruction to carrying out a street, and also all existing tracks and improvements (if any) within the site.
14. He will also ascertain the levels of one or more of the proposed streets on the design hereafter alluded to, and plot a section on any suitable space on the plan.
15. He will plot his plan to a scale of 8 chains to one inch, and will represent the features thereon with the greatest practicable accuracy-carefully preserving the relative heights in the hill shading; and he will note fully on the plan the character of the land throughout, and show on it the altitudes of the levels alluded to in the previous paragraph.
16. He will then prepare a design for the town, in which, so far as the ground will admit of the arrangement, streets 150 links in width should be provided, at distances of 5 chains and 30 links apart, in the direction of the principal traffic, and cross-streets at right angles, at distances of 10 chains apart. These distances may be modified to suit the natural features within extremes of 400 and 600 links, and 6 and 12 chains respectively. The building allotments within the sections formed by the streets will be, where the regulated distances are preserved, of 2 chains frontage by 250 links depth, and with a back-lane entrance, parallel to the longitudinal streets, of 30 links in width; and where the streets may be placed at other distances than the above, the allotments will be as nearly of that area and form as may be practicable.

17. The design should be drawn on a separate tracing, which may be applied to the plan, such design to show the sites which the Surveyor would recommend for public buildings, such as Court House, Markets, Churches, and Schools, &c.; and also open squares, reservations for public recreation, access to water, &c.
18. Beyond the proposed building allotments, the main road should be surveyed for a distance on either side of one or two miles; and portions should be designed with frontage thereto, increasing in area with their distance from the town.
19. The Surveyor shall transmit properly prepared descriptions of the land to be set apart for the Town, and for the Suburban lands to be attached thereto, for proclamation in the Government Gazette, as required by the 4th section of the Crown Lands Alienation Act. His report shall embrace full information as to the character of the land and its suitability to building and agricultural purposes; the supply of water, and the reservations essential to the preservation of its purity and sufficiency; the liability of any portion of the reserve to inundation; and a suggestion of suitable sites for a general cemetery, and a town pasturage reserve.
20. In extending the surveys of towns in the designs for which back-entrances have not been provided, a lane 30 links in width shall be preserved, extending across all sections of building allotments from street to street.
21. For convenience of marking and describing, these lanes will be deducted entirely from one-half of the section. The allotments on that half abutting on a street in front and the lane at the rear will therefore be 470 links in depth, with an area of 1 rood and 35 perches; while those in the other half of the section will retain the depth of 5 chains and an area of 2 roods.
22. Whenever the Surveyor in the course of his duty may have his attention directed to any lands which it may appear desirable to withhold from sale for town or village sites, or any other of the special purposes provided by the Crown Lands Alienation Act of 1861, he will at once bring the matter under notice, with such recommendation as he may consider it proper to make.
23. Land intended to be appropriated to Church purposes, and which generally comprises one and a half acre, will be subdivided into two allotments - one acre for the Church, and half an acre for Minister's residence (Appendix O); and land intended to be set apart for a general cemetery will, as a rule, be subdivided in the proportions, and in accordance with one of the designs attached hereto. (Appendix O.)
24. Very serious interruption to traffic in the interior of the Colony has resulted from the fencing in of lands by proprietors on either side of projected or reserved roads, previously to the construction and drainage of such roads, and as it is considered expedient to provide in the future subdivision of Crown Lands against such public inconvenience and loss, the first and most important proceeding in designing Crown Lands for subdivision is the selection of the best lines of roads for access to and through such lands, which roads according to the nature of the ground and probable traffic may be 100 or 150 links wide, or even more in cases where material for road making is scarce. In special cases the width may be reduced to 75, or even 50 links; but in such cases the reason of departure from the usual width of 100 links should be explained.
25. Portions to be measured will then be designed with frontages to such roads, and having boundaries directed to the cardinal points only so far as such boundaries would ensure a fair subdivision and distribution of available land, and convenient size and shape of the portions, and with the view of preserving sufficient space for deviations from time to time from the existing tracks as these may become cut up and unsuitable for traffic and more especially in places where

traffic is likely to be considerable, and where, from the character of the soil, its low or level position or other cause, it may be unsuited in its natural state to resist the action of traffic - a series of portions upon one side of the projected road will be merely designed and not measured.

26. In the measurement of Crown Lands adjacent to the main roads from Morpeth to Armidale, from Sydney to Wellington, and from the Parramatta Road to Albury, it is desirable that a width of 150 links should be preserved throughout. In surveys which he may have to make on any of these roads, the Surveyor will therefore adhere to the above rule, which will not of course influence in any way the application of the principle laid down in the foregoing paragraph.

27. In any case where the reservation of a road through a measured portion may be unavoidable, the Surveyor will survey and mark the road on both sides at its intersection with boundaries of measured portions, and one side throughout the measurement shewing on plan the lengths and bearings thereof; also the distances from intersections along the boundaries to the nearest corners.

28. In the subdivision of land for sale, and in view of the future alienation of land, the Surveyor should exercise judgment and care in selecting and recommending for reservation for public use, all permanent water-holes, springs, or portions of rivers desirable for water supply or fords, which in this arid climate may be necessary for the beneficial occupation of the surrounding country; the extent of such reservations will depend upon the possible demand for water supply, and in some measure upon the symmetrical subdivision of the adjoining land.

29. On application made to him personally the Surveyor will be at liberty to measure land, actually applied for, for auction sale, taking care in all cases to furnish the name and address of the applicant. Care must however be taken that local advantages are distributed as far as practicable in such measurements, and that they are made as early as possible after the receipt by him of the application.

30. In measurements on the banks of rivers and creeks, access to water supply shall be preserved at distances wherever practicable of from half-a-mile to a mile, and where the portions measured are of small area, a way of access will on an average be preserved between every third portion and that adjoining. The position of these ways will of course depend on the conformation of the ground and the supply of water.

31. Whenever it may not be apparent from the plan that special reservations are unnecessary and there are other and abundant supplies of water accessible, the Surveyor should explain the circumstance in his letter of transmission.

32. It is generally the practice of this Department in the subdivision of lands, to establish parishes and number in a consecutive series, according either to position or to dates of measurement, portions which may be measured for sale within them. The size of parishes should be approximately 25 square miles, but may be allowed to vary from 15 to 35 square miles.

33. The boundaries should wherever practicable consist of creeks, ranges, or other natural features, but failing the existence of these in suitable positions, arbitrary lines may be adopted as boundaries, which should, unless a strong reason to the contrary exist, be directed to the cardinal points.

34. It is not, however, essential that the permanent boundaries should at the time of the early surveys in a parish be determined. These parishes are never proclaimed, neither are their boundaries determined beyond the possibility of alteration, save by the proclamation for sale of lands within them, or the publication of plans showing such boundaries as finally adopted. The boundaries are therefore subject to modification, as surveys and knowledge of the features progress, and in this

manner creeks, or permanent lines of road, may be made to replace proposed right line boundaries, even after the latter have existed for years on paper.

35. In cases where portions have been measured and sold without numbers in a locality in which it may be desirable to establish a parish, it will be best to count the number of such portions, and to commence the numbering with the next higher number; the names of parishes are to be suggested by the Surveyor, and where euphonious aboriginal names can be ascertained they should be adopted.

36. In recommending temporary or permanent boundaries for parishes, it will be sufficient for the Surveyor to transmit with his surveys of lands (which of course will never fall within two parishes) sketches shewing the proposed boundaries, such sketches being of course alluded to in the letter of transmission.

37. In consequence of certain indefinite rights being conceded by the sale by the Crown of land having a frontage to swamps of fresh water, or lands liable to inundation otherwise than by tidal overflow, the margin of such swamps, &c., should not be made to form frontages for portions measured, but right lines should be adopted.

38. The depth of portions measured for auction sale or otherwise, having frontage to a river, creek, or road, should in all cases, where practicable, be in excess of the frontage.

39. On the plan of any land within a gold field in which a race may exist, or to form a race through which permission may have been given, the Surveyor shall shew the existing race, or the course of the intended race, with the necessary reservation of twenty feet in width, the area of which is to be deducted from the total area.

40. Offsets from traverse lines to fix the position of rivers, creeks, &c., should not exceed 150 links in surveys of country portions, nor 75 links in suburban portions. In cases where it is necessary to exceed the above limits, lines should be run and shewn on the plan.

41. Before measuring for auction sale land within a proclaimed gold field, the Surveyor will consult with the Gold Commissioner, for the purpose of ascertaining whether any objection exists to the alienation of the land to be measured.

42. The plans of all lands measured for sale within gold fields shall be submitted for approval to the local Gold Commissioner, who is to be requested to endorse his report as to whether or not there be objections to the alienation of such lands.

CONDITIONAL PURCHASES.

43. Subject to the Regulations under the Crown Lands Alienation Act, portions shall be measured as described in the applications, and precisely in the areas conditionally purchased, and numbered as in ordinary measurements. Upon the receipt of instructions to survey conditional purchases, it should be immediately ascertained in each case, whether the portion described is in any way objectionable, such as falling within a reserve from conditional purchase; within an unexpired "old run"; separated by a creek, road, &c., from freehold or previous conditional purchase; or in the wrong Police District; and, in such case, the application should at once be returned with a statement of the objection that exists thereto. In any case in which the area measured may be more than 2 per cent in excess of the quantity applied for, an amended survey will be required, This has reference only to

lands bounded by rivers or creeks and will not be departed from unless under peculiar circumstances, which must be explained in the letter transmitting the plan. In those cases in which the portions surveyed are bounded by right lines, the areas in excess of the quantities applied for must be within the margin allowed by the 122nd paragraph.

44. The mean depth of conditional purchases from the frontage to any river, creek, or road, which, according to the practice of the Department and with due regard to the general water supply of the locality, should form a frontage, if in the First Class Settled Districts should be of not less than 20 chains, and if otherwise, not less than 60 chains. The depth, which is the minimum in ordinary cases, may be increased or otherwise modified at the desire of the conditional purchaser, or in cases in which the disposable frontage is limited; but in the case of a general design, or for other sufficient reason, this depth may be modified, subject however to the approval of the Minister for Lands.

45. The boundaries other than the frontages, or other road or natural feature boundaries which it may be necessary to adopt, cannot be directed merely at the desire of the purchaser otherwise than to the cardinal points by compass, although they may deviate from the cardinal points where a general subdivision, either at the time or afterwards, would unquestionably be improved thereby.

46. Portions having no such frontage as above must be measured, excepting where forming part of a general design, in square blocks, care being taken however not to infringe the addition to Regulation 28, under the C. L. A. Act, notified 7th Nov. 1871. (See Appendix N.)

47. Roadways, fords, and water reserves, with ways of access to the latter, must be reserved at least as extensively as they would were the land being measured for auction sale.

48. Boundaries of conditional purchases in the vicinity of improved lands must not be placed nearer to the improvements (unless with the consent of the owner thereof), than would admit of the measurement of such area in the form prescribed by paragraphs 59 and 61, and having the improvements in the centre, as the owner would be entitled to under section 8 of the Crown Lands Alienation Act.

49. The locality, if definitely given in the application, should be strictly adhered to; but the form of measurement should not be so, unless in accordance with paragraphs 44 to 48. Permanent features, marked trees, &c., referred to in the description, should be shown on the plan where practicable.

50. Whenever the form of measurement prescribed by the above directions may be departed from, the reasons for such departure must be explained in the letter transmitting the plan.

51. Each portion conditionally purchased must, under the Act, be measured within twelve months of its being applied for; but as inconvenience arises from measurements being postponed for so long a time, every portion so purchased shall be measured, and the plan thereof transmitted within six months of the date of instructions to survey; and in default thereof the Surveyor will be subject to removal, or to the reduction in area of the District assigned to him.

52. Conditional purchases which may have been abandoned prior to survey, must nevertheless be measured within twelve months from the dates of selection, as under the law the land may eventually be brought to auction.

53. Should any portion applied for in a gold field, not specially excluded from conditional purchase, be occupied by gold miners, the conditional purchase cannot be permitted; but the Surveyor will still measure the land, leaving its disposal, by auction or otherwise, for future consideration. He will, however, in such cases, caution the occupant against making improvements.

54. The Surveyor will in every case of ordinary conditional purchase, report on the occupation of the land by the applicant, and on the improvement which has been effected by him, specifying each improvement and its value; and in reporting as to residence, where the land has been measured prior to the date on which the conditional purchase was made, the form appended hereto, marked F, shall be used, but not in other cases.

55. Conditional purchases under sections 21 and 22 of the Alienation Act must of course adjoin the freehold or previous conditional purchase on which the applicant resides, or previous conditional purchases, and in the latter cases the Surveyor will furnish a report in relation to the applicant's residence, and the improvements, with their approximate value, on the previous conditional purchase or freehold.

56. Applications shall be forwarded with the plans.

57. As it is impossible to provide directions for every case which may arise under the Regulations, the Surveyor must be guided by the Regulations and his own judgment with the opportunity of special reference to the Surveyor General as to the course which he should follow in any cases not specially provided for, but with the general intimation that where the conditional purchase may seem to him to be objectionable, and no objection may exist to the sale of the land at auction, or otherwise under the Act, the measurement should be carried out in such form as would best suit the regulation under which the land might be sold.

IMPROVED LANDS.

58. The areas of the lands to be measured in virtue of improvements will of course never exceed 320 acres, and will be governed rather by the extent of the improvements and their value, and by the position of neighbouring improvements, if any, than by the area mentioned in the application.

59. The form of measurement where not within a town or village, or its suburbs, and not within gold fields, shall be that prescribed by the instructions relating to the measurement of conditional purchase, except that in this case no modification of the dimensions therein stated may be made.

60. Within a town or village, or its suburbs, the form of measurement shall be in accordance with the general design, but shall not embrace more than half an acre of town land, or two acres of suburban land, or land within gold fields, for each separate improvement, such as in a town, an inn and stable standing on different allotments; in a gold field, a house and garden; or at a station, a dwelling and woolshed.

61. Within gold fields, the measurement must be subject to the approval of the local Gold Commissioner, and must to a certain extent be arbitrary and irregular, depending for its form mainly upon what the local Gold Commissioner, whom the Surveyor will consult, may consider it proper that the Government should alienate in the locality in question, and portions having frontage must be measured with depth equal to four times the frontage.

62. In transmitting his measurements, the Surveyor will make a clear report of the character and value of the improvements on the land, with any particulars as *occupation* and *ownership* which he may be able to obtain, or of any adverse claim of which he may be aware, and he shall forward the application with the plan, which, if the land is within a Gold Field, is to be previously submitted for approval to the Gold Commissioner.

MINERAL LEASES.

63. Mineral leases shall be measured in the form prescribed for conditional purchases, unless otherwise directed, and if bounded by straight lines the length in no case should exceed twice the width. (See also Memo. Appendix N.a.)

ROADS.

64. In reporting upon the necessity for the survey and opening of roads under the Act of Council 4 William IV No. 11, the Surveyor must supply full information upon the following points, and, if possible, furnish a rough sketch, showing the line of road applied for:-

- I. Severance of alienated lands.
- II. Adoption of other surveyed or reserved roads
- III. Alternative roads.
- IV. The population requiring such road, and the approximate area of alienated land to which access should be provided.
- V. The comparative injury or benefit inflicted on proprietors by the opening of the road.
- VI. Obstructions to traffic, natural and artificial.
- VII. Enclosures severed, and probable cost of fencing required.
- VIII. The traffic for which provision is required to be made, distinguishing local from through traffic.
- IX. Previous use of road.

DIRECTIONS FOR SURVEY OF ROADS TO BE OPENED UNDER THE ACT 4 WILLIAM IV No. 11.

65. The Surveyor shall examine the country lying between the termini of the proposed road. He will then proceed to survey the line which he may consider it expedient to open, and furnish the Surveyor General with the usual plan and a book of reference in the form attached hereto, marked G; also, a tabular statement of the quantities of fencing, and the cost of removing or erecting fences, according to the form hereto annexed, marked H.

66. Before proceeding with a survey of a road, notice in writing of such intended survey is to be sent by the Surveyor to the owners and occupants of all lands severed by such road.

67. In selecting the line of road, in accordance of course with the provisions of section 2 of the Act, extracts from which as also copies of the 23rd and 26th sections are appended, see page 19, the first consideration should be the convenience of the public, and its suitability for traffic; and the second, the least possible interference with, or injury to private property.

68. In pursuance of the latter consideration, the road should be carried, where practicable, along boundary lines of properties, the area being taken in equal proportions from each, the boundary line, where unfenced, forming the centre of the road; and where substantially fenced, the road may be made to cross the boundary and attain the object in view without necessitating the removal of the fences.

69. It will be necessary to ascertain in the course of survey, the position of boundary lines of portions through which the road may pass, in order that the survey may be of use in the compilation of general maps; and boundaries, the position of which the Surveyor may not have been able to ascertain, should be shewn on the plan in dotted lines only.

70. The customary width for parish roads is one chain, but may be extended where the nature of the ground demands it to a maximum of eight chains, and when the lands through which the road may be carried may be improved, and of more than ordinary value, the breadth may be reduced to 75 or even to 50 links in special cases; explanations being afforded in each case of the reasons for adopting any specific width. It is not essential that a parish road should be of equal width throughout.

71. The letter of transmission should embrace a report on the public requirement for the line of road, the probable amount of traffic, the natural obstacles to be surmounted, the creeks to be crossed, and such other information as may be necessary in addition to that required by the form appended, marked H.

72. The road shall be defined on both sides by trees marked in the customary manner; and there shall be split hardwood stakes 3 inches square and 21 inches long, driven 18 inches into the ground, with trenches 10 links in length and 9 inches in depth and width at all angles, and also on the side measured, at each mile of continuous measurement; and also at every tenth chain on every measured line, The distance or miles shall be cut on the nearest tree in conspicuous figures 6 inches in length by one inch in width and $\frac{3}{4}$ of an inch in depth; and, in the absence of a tree, a post 4 feet 6 inches long, and not less than 12 inches in diameter, and let 2 feet into the ground, shall be firmly erected, on which the figures shall be cut as before stated. The corner posts of fences along which the road passes should be marked occasionally with broad-arrow over R.

73. In any case in which a road surveyed for proclamation terminates in a measured portion, the traverse should be connected with some corner or fixed point in the original measurement of such portion. Where the road passes through measured portions of areas less than 100 acres, the traverse should be connected with such measurements at least once in every mile, unless for some good and sufficient reason which should be explained in the letter transmitting the plan. In portions of 100 acres or exceeding that area, the distances between the points of connection may be extended to one mile and a half or to two miles,

BRIDGES.

GENERAL DIRECTIONS TO BE OBSERVED IN THE SELECTION OF SITES FOR BRIDGES.

74. The Surveyor should examine the stream where it will be crossed by the road, for the purpose of ascertaining the best site for the proposed structure.

75. He will then make a survey and sections of such site, and on the sections he will show the usual level of the water, and the height of ordinary and extraordinary floods, so far as he may be able to learn them from reliable sources.

76. In transmitting his plans and sections, the Surveyor will furnish a report embracing the following information, besides such other information as he may consider of value for the proper consideration of the matter.

- (1.) The nature of the bed and banks of the stream at the several sites of which sections may have been taken, and of the approaches thereto.
- (2.) The ordinary character, rate of rising, and direction of the floods; whether they bring down much driftwood; if so, at what height of flood it begins to come down in any considerable quantity,
- (3.) The indications of a scour or denudation of the banks by the current in floods.
- (4.) The available timber in the vicinity, the size and description, and the probable cost of delivery for round, hewn, and sawn stuff.
- (5.) The nature and extent of the traffic.

MARKING.

DIRECTIONS TO BE OBSERVED IN MARKING BUILDING AND SUBURBAN ALLOTMENTS WITHIN TOWN BOUNDARIES.

77. The building lines of streets, and the side lines of back entrances, are, where the land is not naturally clear, to be cleared to a width of not less than 3 feet, by the removal of all scrub and trees of a less diameter than 10 inches.

78. The corners of sections are to be trenched to a depth of 9 inches, and a length of 10 links, commencing at two links from the corner; and should rocks occupy the position of corners, lines of equal length with the trenches, and numbers as hereafter directed, are to be cut. The corners of allotments are to be trenched in a similar manner. (*Diagram A.*)

79. At each section corner a split hardwood stake is to be driven 18 inches into the ground, and on a flat surface of the stake the number of the section is to be cut or branded in Roman figures of 4 inches in height, or painted with black letters on a white ground, or marked by perforated tin or zinc in ordinary figures. (*Diagram B.*)

80. At each allotment corner a stake is to be driven 12 inches into the ground, and on those on the street frontages the numbers of allotments are to be marked as above, in figures of 2 inches in height. (*Diagram C.*)

81. The branding of both section and allotment stakes may be done with a single branding iron, having a face 2 inches in length by one quarter of an inch wide. The cutting may be done with a triangular gouge having a bent handle, and should not be less than a depth of $\frac{3}{8}$ of an inch into the wood of the tree. (*Diagram D.*)

82. In making the first surveys in any new town, in addition to the above marking, which will obviously disappear with the occupation of the allotments, sound blocks of wood, 2 feet in length and 6 inches square or in diameter, are to be sunk in the ground, 6 inches below the surface, in the kerb line (12 feet from the building-line) of a principal street of the town, and at a distance of not less than 10 chains apart, and so placed that blunt points to which they may be cut, or large nails

which may be driven into them, will be precisely in the kerb lines of that street, and of two intersecting streets. These marks are intended to form a basis with which future surveys in the town may be connected. (*Diagram E.*)

DIRECTIONS TO BE OBSERVED IN MARKING BOUNDARIES OF LAND MEASURED BEYOND THE LIMITS OF TOWNS.

83. All boundary lines, where the country is not naturally clear, are to be cleared to a width, of not less than 3 feet by the removal of all scrub and trees of a less diameter than 4 inches.

84. All trees upon boundary lines, or within 3 feet in thickly wooded country, and 5 feet in open forest country, are to be marked with the horseshoe mark, which is to be cut into the wood of the tree on the opposite sides, in the direction of the boundary line, and those trees which are actually in the line are to be marked, in addition, with smaller horseshoe marks above the others. (*Diagram F.*)

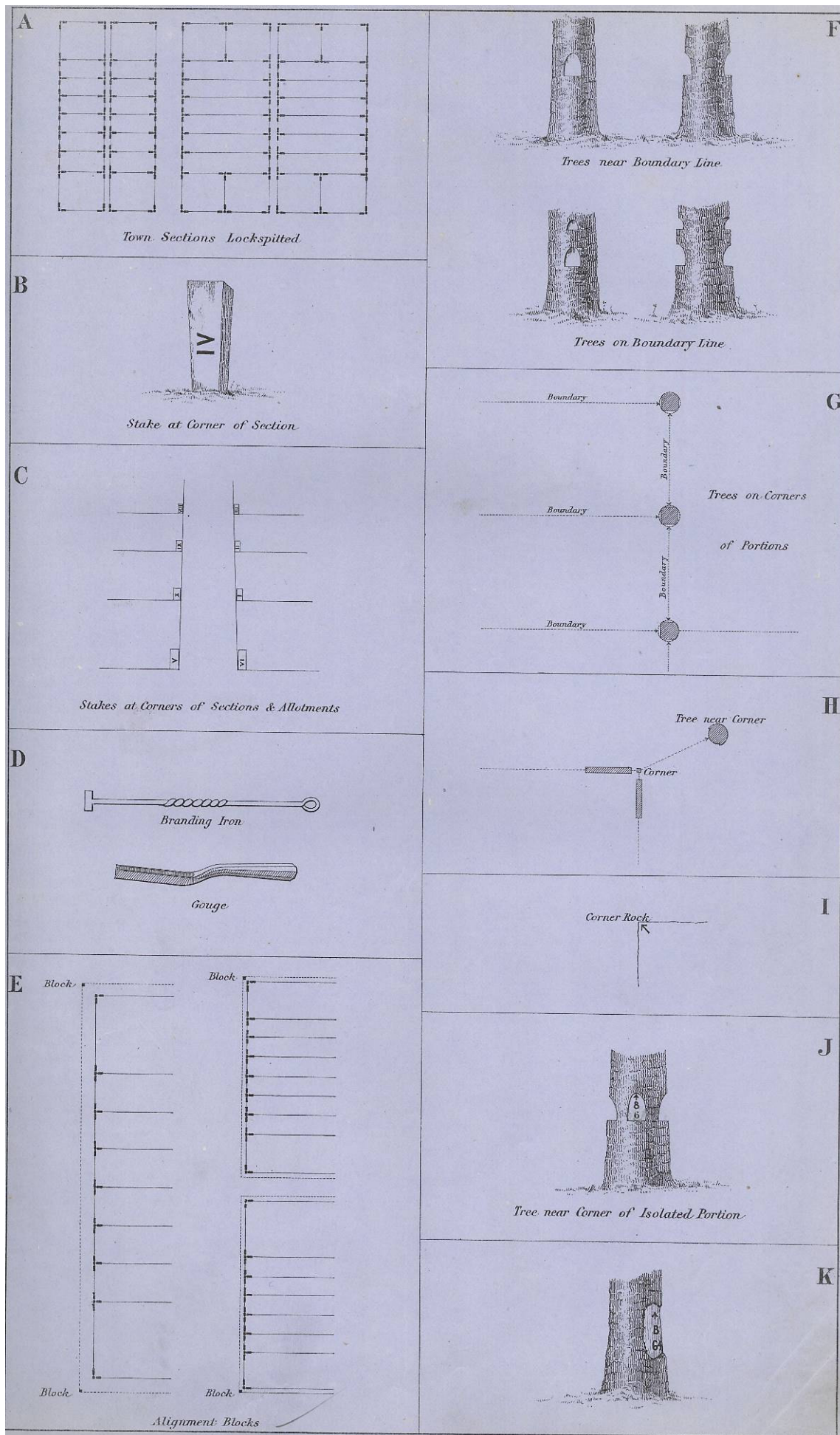
85. The corners of portions are, where a tree may stand on the corner, to be marked by four horseshoe marks in the lines of the boundaries and their continuations; and broad-arrows, not less than 4 inches long, are to be cut deep in the marks on two sides where the boundaries of one portion only may meet the tree, on three sides where the boundaries of two portions may meet the tree, and on four sides where the boundaries of three or four portions may meet the tree. The horseshoe marks are invariably to face the directions in which the boundary lines run. (*Diagram G.*)

86. Should there be no tree at a corner, or on a line, the nearest large tree is to be marked by removing a portion of the bark from nearly half of the circumference of the tree on the side facing the stake, and cutting at least 1 inch deep into the wood of the tree the broad-arrow and the parish number (in ordinary numerals) of all the portions joining at the stake. At the corner, trenches are to be cut with a spade or pick not less than 10 links in length and 9 inches in depth and width, but not approaching nearer than 1 foot to the corner stake, which must be not less than 2 feet 6 inches long, and must be driven 18 inches into the ground; the general direction of the boundary will be as indicated. (*Diagram H.*)

87. In very open forest country or plain the boundaries are to be marked by lockspits of 20 links in length, at distances of 10 chains apart and with a picket or short stake in the centre of each; and the corners by trenches, as above directed, but with a larger stake cut flat on the top, and having a broad-arrow cut on it.

88. Rocks which may be upon a boundary-line are, wherever the character of the rock will admit of it, to be marked with a pick line; and where at a corner of a portion, with a broad-arrow. (*Diagram I.*)

89. Where measurements are made in isolated localities where no parish boundaries have been proposed and no perfect series of numbers can be adopted or used in descriptions for deeds, it is still necessary for the identification of the lands, that the boundary marks of different portions should be distinguished by numbers which may be introduced in the Sale Proclamations of the lands. With this object the corner trees of portions in each separate locality or on any particular creek on which surveys may be made, are to be numbered in a series which will extend to all measurements made in that locality in each year; and to these numbers the unit number of each year is to be prefixed, as per diagram - the numbers appearing of course at all the corners of the portions which they represent. It is of the greatest importance that no confusion should occur in this numbering, and the Surveyor will therefore exercise care and discretion in determining the boundaries for each series. (*Diagram J.*)



DIRECTIONS TO BE OBSERVED IN SURVEYS OTHER THAN THOSE OF LANDS FOR SALE.

90. In feature surveys, observations of either sun or star for the determination of the true meridian, shall be taken at intervals. In country not liable to local attraction these need not be closer than 8 miles in longitude; in less favourable country the distance should not exceed 6 miles. In marking the boundaries of counties, the trees should be consequently numbered, the initial letters of the counties should appear below the broad-arrow and above the number. Full consideration should be given to the importance of the selection of healthy trees, which have also attained sufficient growth, upon which to mark. The above instructions will also apply to the survey of roads or tracks which it may be necessary to survey when no leading feature exists; and in such cases it will be necessary to accompany the survey with a report on the most suitable position for reserves from lease and conditional purchase, to secure access to water for travelling stock, - also the most desirable width for the road. In feature surveys it is desirable to obtain as much topographical information as possible; the Surveyor should therefore take bearings to determine the position of distant conspicuous mountain peaks. Should there be difficulties or obstructions, such as cliffs, it is not imperative to follow exactly the course of the feature, but the traverse should follow the summit of the range as nearly as may be consistent with accurate chainage. Offsets of more than 150 links to 2 chains are most objectionable; and when it is not convenient to follow a creek within that distance subsidiary traverse should be made.

91. Permanent marks, somewhat similar in character to those used in the marking of corners in country portions, are to be made at points distant not more than one mile apart, and their positions, which are to be determined principally by the passing or intersection of prominent natural features, or by the probable junction of future surveys following those features, are to be shown on the plan.

92. The marks are to be cut one inch deep in the wood of a tree from which the bark has been removed for about one-half of its circumference, care being taken that the sap vessels are cut in order to prevent the bark again covering the tree; and in any case in which it may be necessary to use a stake also, the marking (which is to face the stake) is to be made as per diagram marked K, the letter being the next in alphabetical order and the figures representing the last two for the year. In the absence of timber or rocks the marks are to be cut in posts to be placed in the centre of mounds.

93. In surveys of roads, where the miles are marked on trees whose exact positions are shown on the map, this system need not be fully carried out, inasmuch as the mile trees will be considered sufficient data wherewith to connect when within 20 chains of any important feature; but the terminations, of all surveys, branch surveys, or plain traverses, are to be fully marked in the manner explained to facilitate their identification, or to admit of the work being taken up in carrying on future surveys.

94. Where possible, surveys for the connection of isolated measurements are to follow leading features, and a departure from this rule will, in the absence of a satisfactory explanation, lead to the requirement of an amended survey.

95. In selecting features to be followed in, connection, or feature surveys, preference is to be given, firstly, to creeks or rivers; secondly, to divisions of waters or ranges; and lastly, to roads or tracks, which not being of a permanent character, add less to the geography of the country.

96. Except in the absence of the before mentioned natural features, roads or tracks should not be traversed for connections; and such surveys will only be paid for at the rate of £1 5s. per mile.

97. Unless under special authority, surveys for connection should not exceed two miles; but should the portion measured be more than that distance from previous surveys, a local sketch giving its position approximately, together with a traverse to the nearest prominent feature, will be sufficient for description.

NOTE :- In the event of any instances of the destruction of Surveyor's marks coming under his observation, the Surveyor will furnish the Senior-sergeant of Police in whose District the land may be situated, with such information as will enable him to prosecute the offenders under the Act of Council, 16 Victoria No. 15.

DRAWING AND CORRESPONDENCE.

GENERAL DIRECTIONS TO BE OBSERVED IN DRAWING PLANS OF LANDS MEASURED FOR SALE, &c.

Paper on which Plans are to be drawn.

98. For convenience in transmission and record; plans should not be drawn on larger paper than is necessary to contain the work, and foolscap paper (mounted on linen when necessary) should invariably be used when the work can conveniently be placed within it. Plans should not be folded for convenience in transmitting them through the post, but should be rolled on straight rollers or otherwise protected. The Surveyor will be required to furnish a duplicate in any case in which a plan may be damaged through want of proper care in forwarding it.

Position of plans.

99. Unless there be a sufficient reason for a contrary course, plans should be plotted, and made to read with the north upwards.

North point.

100. The magnetic north should be carefully placed on every plan, and where the survey represented is of any considerable extent, the variation of the magnetic from the true meridian, should be stated.

Scale.

101. On plans of any extent the scale should be drawn at the time when the plan is plotted, as it will thus be affected equally with the remainder of the plan, by expansion or contraction of the paper; the scale of the plan should of course in every instance be stated.

Of Town Allotments.

102. Plans of town allotments are usually to be plotted on a scale of 4 chains to 1 inch; but in cases where the allotments may be so small as to render representation on that scale indistinct, larger scales may be used at discretion, such as 2 chains or 1 chain to 1 inch. Where the allotments are to be sold by the foot frontage, the scale should be in feet.

Of Suburban Allotments.

103. Plans of suburban allotments are usually to be plotted on a scale of 8 chains to 1 inch, but the scale may be varied to 4 chains to 1 inch, with the size of the allotments and at the discretion of the Surveyor.

Of Country Portions.

104. Plans of country portions are usually to be plotted on a scale of 20 chains to 1 inch, but the scale may be varied to 10 chains to 1 inch, where the size of the portions may seem to render that scale necessary.

Traverse lines.

105. Traverse lines of survey are to be shown in blue lines, and the bearings or angles and lengths, are either to be introduced in blue on the lines, or stated in a tabular form on the plan, with reference by numbers to the lines.

106. Except for edging or tinting, or for the purpose directed by paragraph 141, red lake or carmine is not to be used by Surveyors on their plans, as this colour is used in the Office for corrections and additions; vermilion should never be used.

Coloured writing.

107. Excepting for meridian lines, the numbers of traverse lines, the bearings and lengths of connecting lines, the mileage and mile trees on roads, there shall be no other coloured writing on plans.

Bearings, &c., and connecting lines.

108. Bearings to distant or remarkable points, opposite sides of rivers, &c., and connecting lines for commencing points of descriptions, are to be shown in blue dotted lines; with the bearings and lengths stated in similar colour.

109. When bearings are not read from 0 degrees to 360 degrees they are in future to be read from the north and from the south to east and west, - as for instance, "S. 84° E." instead of "E. 6° S."

Connections.

110. All bearings and lengths required for describing the relative positions of measured portions shall be calculated by the Surveyor and written on the plan.

Physical features.

111. Lines of coasts, rivers, and creeks, &c. are to be shown, where the position is determined with precision, by black lines, and where otherwise by broken black lines; both sides of rivers are to be shown, and an arrow inserted to show the direction in which the waters flow.

112. Hills and undulations of the ground are to be carefully represented either with the brush or the pen, and if with the latter, either in the vertical or horizontal style; they are not to be confined to the lands measured, but to be represented on either side of the lines of survey, so far as they can be sketched in with any degree of accuracy.

113. The boundaries of swamps, forests, plains, lands liable to inundations, &c., are also to be represented, and the position and extent of any artificial improvements, such as buildings, fences, cultivation, &c., which may exist on or adjacent to lands being measured, are to be clearly shown, and their character and approximate value stated in a note.

Roads.

114. Existing roads and tracks are to be represented by brown lines, and where reserved, are to have reserved road 1 chain (or ½ chain) wide, written along their course. (Vide paragraph 24.)

Old boundaries.

115. Boundaries of previously measured or alienated lands and allotments, and opposite sides of streets (in town), are to be shown as they exist, either as Surveyor's marked lines, and especially corner trees and their species, or walls, fences, &c.; discrepancies from the new survey, being clearly shown, and where considerable, explained so far as practicable in a note on the plan. The names of the purchasers of adjoining portions with the areas are to be shown in black ink.

Names of features and localities.

116. All known names of rivers, creeks, hills, lakes, localities, &c., should be shewn on plans, care being taken to ascertain and adhere to the correct orthography.

Geographical or Feature Surveys.

117. The plans for convenience in compilation to be plotted in sheets, and no one sheet to embrace more than 6 miles in longitude - the scale to be 20 chains to an inch. Meridian lines to be drawn through the stations at which meridian observations have been taken; also, through stations at or near the extremities of each sheet, the lines to extend to the limits of the paper, and the angle made with one of the adjacent traverse lines shown. The variation between the meridian of the traverse and the true meridian to appear at each meridian station. The observed altitudes and azimuths, corrections, &c., for each meridian station to be furnished with the plan on the form shown in Appendix E, if the sun is the object observed. When a star, its name, the approximate time of observation, and its observed angle with the meridian of the traverse, should appear on the plan.

Character of Lands.

118. The geological and mineralogical character of the lands measured; their suitability, in towns, to building, or cultivation purposes - and in country portions to agricultural or pastoral occupation; the supply of water; and indigenous produce, as timber, grass, &c., are to be shewn on the plan, either by writing across the portions, or in a note. Any circumstances such as proximity to towns or to main thoroughfares, which may give increased value to the lands, should also be stated in the note.

Access by water carriage.

119. Where lands are situated on or near navigable rivers or creeks, the fact should be stated on the plan, or in the note, as should also the extent to, and the class of vessels by which, the stream may be navigated.

Boundaries of portions.

120. Boundaries of portions and allotments should be shown by black lines, whether dividing them from previous measurements, from unmeasured lauds, or from roads, and the bearings or angles and lengths of all boundary lines should be clearly shown upon them.

121. The portions represented by a plan are to be edged and tinted, the edging to show clearly and distinctly the area for computation, and to exclude the beds of creeks, &c., which it may be necessary to reserve from measurement.

Areas.

122. The area of each portion is to be carefully calculated, and as far as possible, without having recourse to scale measurements, and is to be shown within the portion; but fractional quantities are to be omitted in the proportions to the total areas set forth in the subjoined table:-

In portions of not more than 1 rood.....	Less than ¼ perch.
More than 1 rood and not more than two acres.....	Less than ½ perch.
More than 2 acres and not more than 10 acres	Less than 1 perch.
More than 10 acres and not more than 40 acres	
if bounded by right lines	Less than 1 perch.
if bounded partially by rivers or creeks	Less than 1 rood.
More than 40 acres and not more than 640 acres	
If bounded by right lines	Less than 1 rood.
If bounded partially by rivers or creeks	Less than 1 acre
More than 640 acres	Less than 1 acre.

(*Vide* paragraph 43.)

Numbers.

123. The numbers will represent either numbers of town sections and allotments, country portions in a parish, or those marked in accordance with the paragraph 89.

Tables of Corners.

124. The reference on plan to the marking of corners will, in the case of town allotments, be merely a statement that they have been marked in accordance with the directions for marking, excepting where a permanent object may exist, as for instance, a rock, which should be marked with broad-arrow, and the fact noted.

125. The reference to the marking of country portions is to be strictly in the form of the annexed table, the letter referring to the corner being of course varied as circumstances may require.

Corner.	Bearing.	From.	Links.	Number on tree.
A	North	Bloodwood	50	15, 16.
B	S. 85° 30' W.	Ironbark	17	17
C		No tree near		
D	N. 71° 45' E.	Swamp oak	24	$\frac{1}{18}$
E		Rock		↑

Title to plan.

126. The titles to plans are to be written without abbreviations, to explain clearly what the plan is intended to represent, indicating the town, parish, and county, if within any or all of these; the numbers of allotments and portions measured, and their general or particular locality, where not in a town.

127. The word "lot," which is specially applied to lots of sale, is not in any case to be used in the Surveyor's plan; "allotment" is to be applied to town or suburban allotments in sections, and "portion" to other suburban and country portions.

128. The words "applied for by" with the name of the applicant, or "measured for sale," if measured to meet general demand, should be written under the title, and not on the portion itself.

129. Where measurements are made for special purposes, such as leases, sites for churches, schools, &c., the facts should be clearly stated under the title, thus : -

"Applied for as a lease under section _____ by _____"

"Applied for as sites for Church of England Church and Parsonage."

130. Portions surveyed for different purposes, such as conditional and improvement purchase, volunteer grant, auction sale, &c., are not to be shown on the same plan.

131. Separate plans will also be required of conditional or improvement purchases of 40 acres and upwards made by different applicants.

Notes on plan.

132. There shall be no abbreviations used on plans, excepting those generally recognized for geographical purposes.

133. "Amended plan" - Any amended survey is to be forwarded under separate letter specially stating the date and number of letter transmitting the original plan. No charge or account for such amended survey to be transmitted until requested.

134. A note should be inserted on each plan, stating that the portions measured are marked in accordance with regulations. If the use of the circumferenter has been specially authorized (paragraph 5) it should be stated on the plan.

135. The Surveyor's name and date of transmission should in every case be attached to his plan and to the envelope or cover. The Surveyor shall state on the plan the section of the Act under which the land is applied for, and the date of its measurement.

136. The above instructions are to be strictly adhered to, and the omission of any of the particulars above-mentioned will lead to the requirement of an amended plan.

*GENERAL DIRECTIONS FOR DRAWING PLANS OF ROADS TO BE OPENED AS HIGH
ROADS OR PARISH ROADS, UNDER THE ACT OF COUNCIL 4 WM. IV No. 11.*

137. The drawing should be placed on the paper longitudinally in the direction of the road, so as to be confined to the smallest necessary space, and the plan be made to read, as far as practicable, with the north upwards.

138. Where the road is under 5 miles in length, measured from one extreme point to the other, in a direct line, the plan is to be plotted on a scale of 10 chains, and when of greater length, on a scale of 20 chains to 1 inch; but in the latter case, and possibly occasionally in the former, diagram plottings on a larger scale are to be added on the plan, of any portions or the road of which the minute bends or crossings of streams, or the fences, buildings, &c., in the vicinity, cannot be clearly represented on the smaller scale.

139. The conformations of the ground are to be carefully and clearly represented.

140. The traverse line is to be shown in red lake on the plan, and the bearings and lengths inserted either on the lines, in a similar colour, or in a table in black ink. All fences, buildings, drains, intersection of other surveyed roads, &c., in the vicinity of the line are to be shown on the plan, together with names of present owners of the land, and all other information necessary to the completion of a book of reference of the prescribed form.

141. Existing roads and tracks are to be shown by brown lines, and the line proposed to be opened is to be coloured with either red lake or carmine, and the proposed breadth or breadths, when that of different portions may vary, are to be stated in a note with connecting reference to the plan in the latter case.

142. Faint blue lines directed to the cardinal points and crossing each other at intervals of about six inches throughout the plan, or a line forming a stated angle with the north and extending the entire length of the paper, together with the scales, should be laid down on the paper at the time of plotting the survey, and in extensive surveys, where the magnetic variation has been ascertained, it should be stated.

143. The title of the plan (in which it is very desirable that local names should be used) should define as clearly as possible the termini of the road, with the words "Proposed to be opened as a parish (or high) road, under the Act of Council 4 William IV No. 11." "Road to be opened (wide) shown in red" under the title in small lettering.

144. The Surveyor's name, with date of transmission, &c., should, of course, be shown on the plan.

145. The plan being for exhibition to the Governor-in-Chief and Executive Council must be neatly and clearly drawn.

DIRECTIONS FOR CORRESPONDENCE.

146. All letters to be written on whole sheets of foolscap paper, with a third margin, in a distinct hand, with black ink, and headed "Conditional Purchase," with C.P. No., "Improved," "Mineral," "Lease," "Pre-emptive," or "Public Purpose," as the case may be.

147. Each letter to be confined to one subject, and all letters to be numbered consecutively from 1

upwards.

148. The subject to be written briefly at the head of each letter thus: -

Mr. Licensed Surveyor to the Surveyor General, *transmitting*
plan of portion of land at applied for by ; *or reporting*
on road from to (as the case may be)

a clear space of one inch being left above it, for the record numbers and date of receipt.

149. The NUMBER and DATE OF THE LETTER REPLIED TO, with the MARGINAL NUMBER, to be invariably given.

150. All letters to be forwarded under envelope, in order that they may not be damaged in opening; such envelope to have Surveyor's name in full on outside corner.

151. All *original papers* forwarded with instructions, or having instructions endorsed thereon, to be returned with survey or report, as the case may be, within the letter or B.C. returning them, and in the order in which they were issued.

152. Every letter or report under Blank Cover (B.C.) and reports on conditional purchases (C.Ps.) should be numbered, in order to detect losses, &c. Replies to query papers on Surveys, and unimportant memoranda for which no charge is intended should not be numbered.

153. In returning a memorandum or papers sent under B.C. with a letter, the words "Replied to by No. 71" should be endorsed on the memorandum or B.C.

154. Papers forwarded under B.C. as an instruction or a reminder, should not be returned until the instruction is carried out, or without some reason stated thereon and signed.

155. Letters of instructions need not be returned, but all query papers or memoranda should invariably be so, with the information required.

156. When instructions are acted upon, the numbers and dates thereof, including all reminders, should be quoted; if transferred from a Surveyor, the name of such Surveyor should be given; if verbally directed, it should be so stated in the reply. If measurements are made without instructions, the Surveyor should so state. Each letter of transmission should be complete in itself.

157. A separate report as to residence, written without abbreviations, is required for each case, and not several reports in one letter or report, and each report should be endorsed with the applicant's name without, and dated and signed within by the Surveyor.

158. Plans or tracings or memoranda connected with one case, should be attached, when several cases are sent under one cover.

159. Letters or B.C. reports should be written and signed in ink and not with pencil.

160. All amended surveys should be stated as such in letter of transmission, and on plan with reference to letter transmitting original survey.

[Additional to Salaried Surveyors.]

161. B.C. memoranda on letters forwarded through a salaried officer, need not be numbered by him, the letter itself bearing already the number given by the Licensed Surveyor.

162. In a Department like this, where the correspondence is very voluminous, it is necessary that these directions should be carried out.

163. Licensed Surveyors monthly returns, when forwarded through District Office, should be accompanied with a memo. from the District Surveyor.

ACCOUNTS, &c.

164. All moneys will be paid into the Banks of the City to the credit of the Surveyor to whom they may be due by the Government without the recognition of any private monetary arrangements.

165. Great care must be exercised in the preparation of accounts, which are to be furnished in triplicate, and which, under a Regulation published in 1849, cannot be received by the Auditor General if vitiated by erasures or interlineations. It will therefore be necessary when inaccuracies are detected to return the Accounts, in order that they may be prepared anew. As this will lead to considerable delay in the payment of the money which may be due, the Surveyor will be at liberty, in any case in which he may be in doubt, to write in pencil the information required in the columns headed "Conterminous or Separate," and "Amount," and leave the completion of the Account to be effected in the Office. (Form I.)

166. Licensed Surveyors should not render accounts for amended surveys, or for any unsettled surveys, unless specially requested to do so, and after being informed of the withdrawal of the charge from the original account.

167. To prevent delay in payment of accounts, the Surveyors will render them with every batch of surveys, unless the amount does not exceed £5, and in those cases they should be rendered monthly.

168. In every case in which the Surveyor may forward a plan of a survey through a District Surveyor he will also forward through him the account of charge made for such survey, in order that an opinion may be expressed by the District Surveyor as to the reasonableness of the charge; and also that he may without delay notify to me the receipt of the surveys, and thus enable prompt payment of the usual advance.

169. In all accounts for ordinary surveys the area of each portion should be stated, as also the numbers and dates of letters of instruction, also the dates of transmission.

170. Separate accounts for each survey of a special character, charged for at a daily rate, should be prepared in the form appended, marked K, and transmitted with the plans. Separate accounts for each road survey should also be forwarded with the plans, &c.

171. When rendering an account for a special survey, the Surveyor will state definitely and explicitly the description of duty performed, showing clearly the number of days occupied in the examination, survey, &c., for the field portion - and in the Office, in plotting, drawing, &c. ; this may also be noted on the plan itself. The extent of lineal measurement, when of that character, must in every case be stated.

172. Accounts shall be rendered in duplicate, with exception, of those rendered by Licensed Surveyors, which shall be in triplicate.

173. Every individual when rendering his account shall also prepare and sign a cheque for the amount, with the exception of Licensed Surveyors, who shall prepare and sign one for the advance only of 75 per cent. on the account, and each such cheque shall be forwarded with the accounts.

* * * * *

174. In order to obviate inquiry by the Licensed Surveyors with respect to the payment of their accounts, or the balances of their accounts, the triplicates, with the amendments, if any, shown thereon, shall be returned when payment is made.

175. A cheque-book will be forwarded on application. It should be kept carefully, and used for the purpose stated; and those signed must not be made negotiable, or put into circulation, until they have been countersigned by the Head of the Department.

176. All moneys due to Salaried and Licensed Surveyors will in future be paid to their respective accounts in one of the Banks in Sydney, or to the credit of any agent named in the undermentioned order; and resident in Sydney ; but not to any country or branch Bank, or agent residing in the country.

177. A general order, according to the form enclosed, should be forwarded, observing such direction also, when filling in the printed form of authority, at the foot of each Voucher forwarded for payment.

178. An account should be opened with one of the Banks in Sydney, and arrangements made for transfers to a country branch, if required.

FORM OF AUTHORITY.

179. I HEREBY authorize the Surveyor General to pay, on my behalf, any moneys due or becoming due to me, for services in connection with his Department, to
Bank, Sydney, to my credit, or to the credit of
of No. street, Sydney.

(Signature) _____

(Date) _____

180. It will be the duty of the Surveyor to bring under notice all cases of remote conditional purchases which he cannot report on in due time; and special instructions will be issued, and a reasonable special remuneration allowed.

181. In making a charge for reporting as to residence by conditional purchasers on lands selected by them, it will be necessary for the Surveyor to show in the account which he will transmit with the reports, the distance between each selection when isolated, and the duty performed under the conditions stated in the foregoing instructions.

182. The accounts shall be consecutive, and the date of the last account supplied, with the date of present account, is to be inserted in the proper place according to form.

183. All accounts for any particular year must be rendered within twenty-one days from the close of that year, otherwise the Department will not be responsible for delay or non-payment, as under the provisions of the Audit Act unexpended balances of Votes are written off periodically.

NOTE. - For convenience in recording future circulars, blank leaves have been left to which they can be attached.

Printed forms in use will be supplied on application, and the want of forms will not be accepted as an excuse for not furnishing any return or information which may be required.

P. F. ADAMS.

Surveyor General's Office,
Sydney, 30 January, 1872.

APPENDIX A

LIST OF INSTRUMENTS TO BE PROVIDED BY EACH LICENSED SURVEYOR, AND TO BE SUBJECT TO THE APPROVAL OF SURVEYOR GENERAL.

- 1 Theodolite, not less than 4½ inches in diameter.
 - 1 Chain, to be kept as a standard, and never used in survey.
 - 1 Chain for general use.
 - 1 Metal parallel ruler not less than 18 inches long.
 - 1 Metal protractor not less than 6 inches in diameter, or an ordinary card-board protractor.
 - 1 Set of chain scales.
-

APPENDIX B

SCALE OF FEES PAID BY THE GOVERNMENT TO LICENSED SURVEYORS FOR THE SURVEY OF PORTIONS OF LAND, LINEAR MEASUREMENT, REPORTS, &c.

Area of Portions in Acres.	Amount for Separate Portion.			Amount for each additional Portion conterminous		
Ac.	£	s.	d.	£	s.	d.
Less than	1	0	0	0	10	0
1 and less than	1	0	0	0	15	0
5 and less than	2	0	0	1	10	0
10 and less than	3	0	0	2	5	0
20 and less than	4	0	0	3	0	0
40 and less than	5	0	0	3	15	0
80 and less than	6	0	0	4	10	0
160 and less than	7	0	0	5	5	0
320 to 640 inclusive	8	0	0	6	0	0
For reporting as to residence by a conditional purchaser: - .				£	s.	d.
Each report made within six months of date of instructions in cases of isolated portions				1	0	0
Each report in cases not isolated - that is, within two miles of any other case reported on, or on which the surveyor has been instructed to report, or within that distance of any measurement made by him while he shall have been so instructed				0	10	0
For separate plans of conterminous portions, conditional purchase or improved				0	5	0
Road Surveys: -						
£3 10s. per mile for survey and marking. 10s. per mile for opening through alienated lands after confirmation. £2 per mile for necessary connections.						
£1 15s. for deviations required within three years from date of survey of road, unless the ordinary rates are specially recommended by the District Surveyor.						
For Appraisements under sections 7 to 12 (inclusive) of the Crown Lands Alienation Act of 1861, instructions for which must be carried out within sixty days from date of appointment, or within such extended time, not to exceed thirty days, under penalties similar to those in force with reference to surveys; and in addition, a liability to a fine of 10s., or one half the fee, in each case: -						
Each appraisalment				1	1	0
In Gold Fields where more than two portions adjoin, the whole shall be treated as one appraisalment and the fee shall be				2	10	0
NOTE.-All linear measurements, except those specified in paragraph 96, to be paid for at the rate of £2 per mile.						
Portions separated by roads, or by rivers or creeks of such a width as to render a traverse of each side necessary, will not be considered conterminous.						
Increase on scale for all measurements in gold fields ceased on 15th February, 1871.						
All portions adjoining others, measured since 31st December, 1861, whether surveyed by same surveyor or not, shall be considered and treated as conterminous, and paid for accordingly. To take effect on all surveys made subsequent to 14th February, 1871, and dealt with in this Office from 1st June, of that year.						

APPENDIX C

SCHEDULE of Runs not open to Conditional Purchase, corrected to 17th October, 1871.

Name of District.	Name of Run.	Date of Expiry of Lease.
ALBERT	Kallara	27 November, 1871
BLIGH	Combogolang	22 January, 1872
	Cooeyah Warrah	22 January, 1872
	Bulgah	22 January, 1872
	Merrigall Back Run	31 January, 1872
	New Bundilla	31 January, 1872
	Cowell Murryan	31 January, 1872
	Ashantee	31 March, 1872
	Dahomey.....	31 March, 1872
	Meriossay.....	31 March, 1872
GWYDIR	Big Leather, West.....	5 January, 1872
	Warren	5 January, 1872
	Bundori	25 February, 1872
LACHLAN	Bullandry	23 October, 1871
	North Barrellan	25 November, 1871
	North Moonbooldool	25 November, 1871
	Merool Creek	25 November, 1871
	Kolkibitoo, Back Run	10 February, 1872
LIVERPOOL PLAINS	Goangra Retro, East.....	2 February, 1872
	Billeboo	19 February, 1872
NEW ENGLAND	Lower part of Frazer's Creek.....	6 November, 1871
WARREGO	Gumanaldy.....	6 January, 1872
WELLINGTON	Mountain Run	8 March, 1872

APPENDIX D

RETURN for the Month of

18

By Mr.

Surveyor,

containing Statement of

Unfulfilled Instructions, Report of Progress, and Proposed Course of Duty.

Report of Services Performed.

Instructions. No. and Date.	
--------------------------------	--

The Surveyor General,
Sydney.

DIRECTIONS TO BE OBSERVED IN FILLING UP THIS RETURN.

THIS Return to be forwarded through the District Surveyor on or before the 7th day of the month. All unfulfilled instructions are to be quoted whether issued direct by the Surveyor General, through the District Surveyor, or transferred by another surveyor. Under the column headed Marginal No., the Register No. of the paper is to be inserted, such as 71·16 R.S.B., 71·1819 C.P., &c. Instructions incomplete, such as surveys effected, the plans of which have not been drawn, or are being prepared but not transmitted, must appear under Unfulfilled Instructions, with the state of the work, noted under remarks e. g., land measured plan, not drawn, &c.

In all cases where instructions are over six months in arrear, a memorandum explaining cause of delay (in each case on a separate half-sheet of paper), should accompany this return; however, a memorandum once sent need not be repeated.

UNFULFILLED INSTRUCTIONS in the hands of Mr.

Surveyor.

Instructions.			Particulars of Instructions.	Remarks.
Marginal No.	No.	Date.		

6b 50-71 (c)

APPENDIX E

FORM for Record of Meridian Observations.

Locality							Assumed Latitude°			Date,				
Time of taking Altitude		Limb Observed	Altitude	Reading of Horizontal Arc.			Sums of Readings.			÷	°	'	"	Sum.
A.M.	h. m.	L	°	'	"	°	'	"	÷					Mean.
P.M.		F											Apparent Meridian.	
													Correction from Table.	
A.M.		L											Meridian.	
P.M.		F											Magnetic Variation	
													° ' "	
A.M.		L												
P.M.		F												
A.M.		L												
P.M.		F												
Name of Surveyor														

APPENDIX F

Report on Conditional Purchase - County of

Police District of

Office No.	Name of Purchaser.	Date of Purchase.	Clause.	Number and Area of Portion.	Parish or Locality.	Date of Inspection.	Nature of Improvements.	Value of Improvements	Residence.	Remarks.

APPENDIX G

BOOK OF REFERENCE OF ROAD from	to	to be opened as a	Road, under the Act of Council ⁴ William IV, No.11.

[illegible]

Note:

1. Each number will represent one block of property through which the road may pass, whether of the Crown, of an individual, or devoted to the public as a reserve or road.
2. Each portion of a road will be within the property to which the No. applies, and should be described as "from the south boundary of John Smith's 600 acres, to the boundary line between that land and Thomas Jones' 50 acres." "From the last mentioned boundary to, &c., &c."
3. The name of the reputed owner may be filled in from information obtained on the spot, or failing such information, with the name of the grantee from the Crown.
4. The name of the occupier, should there be one, can of course be ascertained on the spot.
5. The bearings should be stated from the nearest cardinal point, as "E. 10° N.," but where they are numerous and shown in a table on the plan, the general bearing need only be stated as "north-easterly."
6. In the column of remarks may be introduced any information which cannot conveniently be inserted in any of the other columns: such as the dedication of the portion of the road to the public, in the subdivision of surrounding land. The reputed free use of road by the public for any specific period, &c.

APPENDIX H

MEMORANDUM, shewing the names of the Owners, or reputed Owners, of the enclosed Lands through which the above-mentioned Road passes, the length of new fencing required to be erected within each enclosure, and the cost thereof. Also, the length of the existing fences which will require removal, and the cost of their re-erection.

Name of Owner or reputed Owner.	Name of Occupier.	Length of Fencing required.		Cost per Rod.	Total Cost
		New.	Old, to be removed and re-erected		
		Chains	Chains		

EXTRACTS FROM ACT OF COUNCIL, 4 WM. IV No. 11.

PART OF CLAUSE No. 2.

"And it shall and may be lawful to open and make such road through any land soever in the said Colony whether such land be waste or cultivated unless the same shall at the time of such notice be enclosed by a stone or brick wall or in actual use as a garden churchyard or cemetery or as an avenue planted walk or lawn or as a yard garden or orchard or enclosed and planted as an ornament or shelter to a house or planted and set apart as a nursery for trees or situated within two hundred yards of any mansion house being the principal house on such land or enclosed for the purpose of carrying on any manufactory."

CLAUSE 23.

Power to enter Land and to get materials for making or repairing Roads.

" And be it further enacted That for the purposes of tracing marking opening altering turning repairing or improving any roads or ways within the said Colony and for performing every act matter and thing under the provisions of this Act it shall be lawful for the Surveyor General or any person appointed by him in such behalf and for his and their servants workmen and laborers at all times hereinafter and with all necessary and proper carriages oxen and horses and other means to enter upon all or any lands adjacent to the said line of roads and then and there severally to do and perform all acts matters and things hereby required by him or them to be done."

CLAUSE 26.

Penalty for resisting Surveyor General.

"And be it further enacted That in case any person or persons shall resist or in any manner forcibly oppose the said Surveyor General or any person or persons employed in the due execution of this Act every such person so offending therein shall for every such offence forfeit any sum not exceeding five pounds at the discretion of the Justice or Justices of the Peace before whom he or she shall be convicted who is and are hereby authorized and empowered to hear and determine the matter in a summary manner."

APPENDIX I

FORM FOR ORDINARY ACCOUNT.

No. of Abstract
to Warrant No. 187 . }

Voucher No. _____ of Abstract. _____ F. _____

THE DEPARTMENT OF THE SURVEYOR GENERAL.

Dr. to

For the undermentioned Services performed for the Department, viz. ; -

Instructions		<div>From the to the187</div> <div>For the Survey and Measurement of the undermentioned portion of Land,</div> <div>viz.:-</div>						Amount.	
Date.	No.	Land ordered to be measured. Area.				Situation.	Conterminous or separate.		Date and number of letter of Transmission.
		No.	a.	r.	p.				
Total£									

I CERTIFY that the Services charged in the above Account were satisfactorily performed by the abovenamed Individual in accordance with existing arrangements.

RECEIVED on the 187 , from the sum of
Pounds Shillings and Pence, sterling, in full payment of the
above Account, for which have signed Duplicate Receipts of the same tenor and date.

Witness to the payment

APPENDIX I

DECLARATION.

I hereby on honor declare, that I have faithfully and truly surveyed, and measured and marked out on the ground, the portion of Land referred to in this Account, and that the plan and description herewith forwarded are correct, and the whole service performed with care, and in strict accordance with Regulations and practice of this Department.

Licensed Surveyor.

APPENDIX K

FORM OF SPECIAL ACCOUNT.

No. of Abstract
to Warrant No. 187 . }

Voucher No. _____ of Abstract.

THE DEPARTMENT OF THE SURVEYOR GENERAL.

Dr. to

For the undermentioned Services performed for the Department, viz. ; -

Instructions		<i>From the</i> 187 <i>to the</i> <i>For the undermentioned Services, viz.:-</i>		Amount.
Date.	No.	Particulars of Service.	Date and number of letter of Transmission of Survey.	
Total				£

I CERTIFY that the Services charged in the above Account were satisfactorily performed by the abovenamed Individual in accordance with existing arrangements and that the rates charged are according to authorized scale.

RECEIVED on the 187 , from the sum of
Pounds Shillings and Pence, sterling, in full payment of the
above Account, for which have signed Duplicate Receipts of the same tenor and date.

Witness to the payment
6b 50-71(d)

DECLARATION

I hereby, on honor, declare, that I have faithfully performed the service charged for on this Account, the plan and report herewith forwarded being correct, and the whole service performed with care, and in strict accordance with the Regulations and practice of the Surveyor General's Department. I further, on honor, declare, that the number of days charged for were actually expended on the work referred to, and that on each day charged for, I was fully employed in the work specified.

Licensed Surveyor.

APPENDIX L

FORM OF ADVANCE.

Contingency Form No. 1.

Series B.

NEW SOUTH WALES.

Departmental Voucher No.


Pay Voucher No.

CONTINGENT EXPENSES. - Department of

Payable from Vote of £

Item No.

of Appropriation Act of 187

Date of Period of Supply or Service.	CLAIMANT (Place or District)	Amount.
187	For the Supply of the undermentioned Articles or Services* (Where a Special Authority has been given the nature and date of it must be quoted here.)	£ s. d.
<p>*Supplies of Articles or Services by a Contractor but not Contracted for, are required to be stated separately, with the heading "Not in Contract."</p>		
(Signature of Claimant) 		TOTAL £

I Certify that the amount charged in this Voucher as to computations, castings, and rates is correct, that the Service has been faithfully performed, and that the Expenditure is duly authorized in terms of the Audit Act.

(Signature of Officer incurring the expense)

I hereby authorize the amount of the above certificate in my favour to be paid on my behalf to #

Here insert name of Party or Bank.

RECEIVED on the
sum of
and

day of
Pounds
Pence, sterling.

187 , the
Shillings

(Witness)

APPENDIX M

ALN. B. 70. - 4,763.

CIRCULAR, No. 70-1.

*Surveyor General's Office,
Sydney, 5th May, 1870.*

SIR,

Inconsequence of alleged misunderstandings of the responsibilities of Licensed Surveyors, I consider it necessary to inform you, distinctly, that all instructions are to be acted on *within six months* from the date of despatch from this Office. Neglect on this point will lead to stoppage of payment in cases where measurements may have been made without instructions, and will incur a risk of the withdrawal of all instructions and a re-issue of them to some other Surveyor.

Where circumstances however occur to render a compliance with this direction impossible, a memo of the simplest possible form, stating cause of delay, and giving date, number, and tenor of the instruction therein referred to, must be forwarded to me within the six months, which will, if considered satisfactory, be placed with the records and will be a direct answer to any question which may arise.

The greater number of complications which have arisen, to the discredit of this Department, have been caused by want of action within six months, and, as there are many Surveyors anxious for employment, there is no excuse for any unnecessary delay.

I am, Sir,
Your obedient Servant,
P. F. ADAMS,
Surveyor General.

MR. LICENSED SURVEYOR

APPENDIX N

ADDITION TO REGULATION 28 UNDER THE CROWN LANDS ALIENATION ACT OF 1861.

Department of Lands,
Sydney, 7th November, 1871.

MEASUREMENT OF CONDITIONAL PURCHASES.

HIS Excellency the Governor, with the advice of the Executive Council, has been pleased to direct, that, in order that the form of measurement of conditional purchases may be more clearly defined than it is at present under the 17th section of the Crown Lands Alienation Act of 1861, the following additional words should be inserted between the words "such cardinal points" and "But should," &c., in clause 28 of the Regulations under the Act referred to: -

"Such lands, however, if taken up by one applicant under several applications, shall not, without the approval of the Minister, extend over a greater distance in any direction than sixty chains."

[71-12,970 Aln.]

J. BOWIE WILSON.

[See paragraph 46.]

N. a.

MEMO. FOR SURVEYORS, conveying Instructions for the measurement of Mineral Leases other than Gold.

DEPTH of portions in the Unsettled Districts with frontages under 40 acres should not be less than three times the width: 40 acres and above, a mean depth of not less than 60 chains. (This rule should be strictly adhered to when any clashing of interests is involved.)

In cases where there are no conflicting interests, portions with frontages under 40 acres should be measured so that the depth is not less than twice the width; where there are no frontages the length should not exceed twice the width for any area.

In cases where it may appear to the Surveyor not only unobjectionable, but desirable to do so, he may submit a design for a modification of the above forms for the approval of the Minister.

27th Oct., 1871.
P. F. ADAMS,
Surveyor General.

6b 50-71 (c)

APPENDIX O

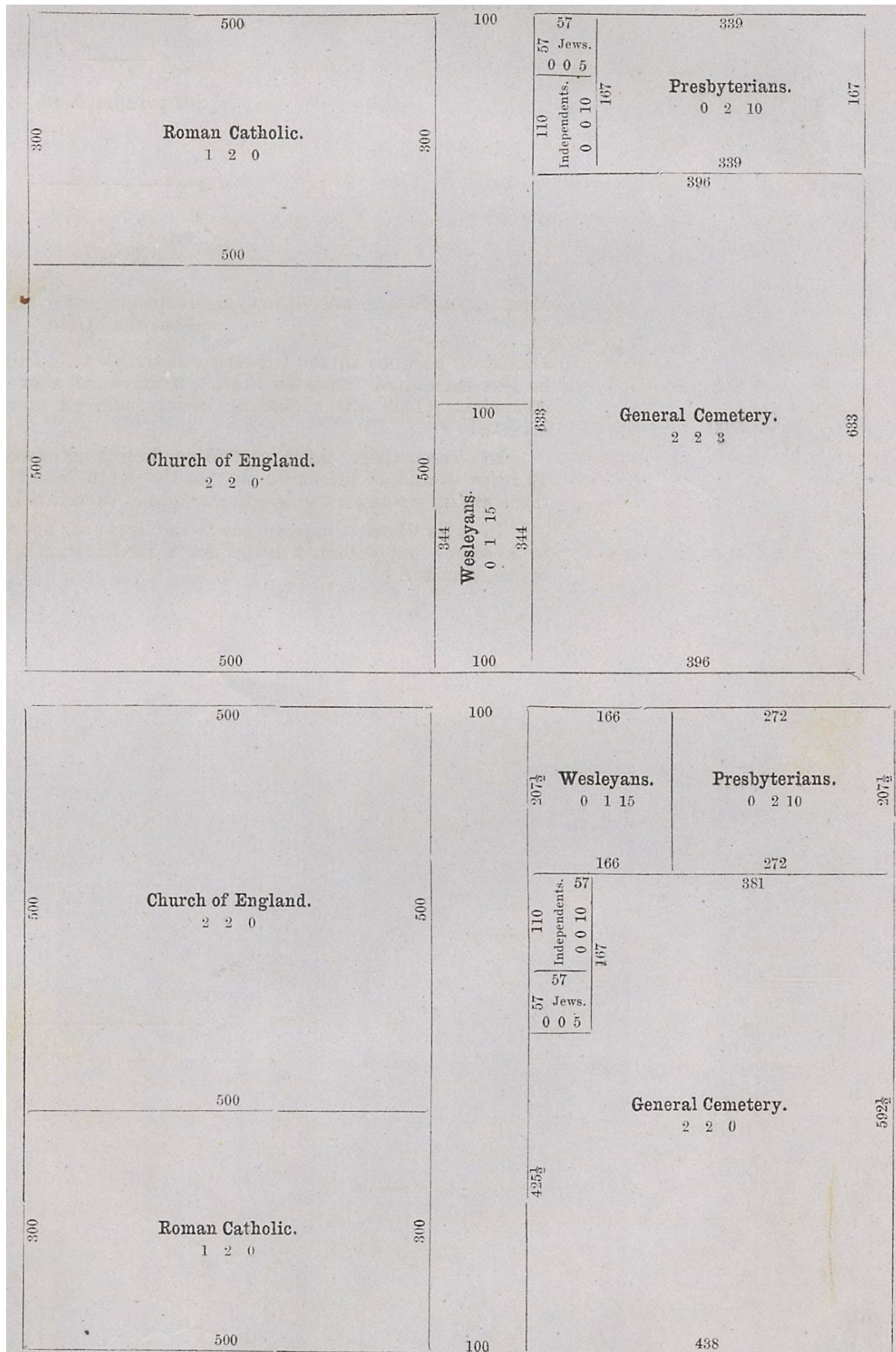
The following proportions of Area are to be preserved, in the allotting of space in a Cemetery to the various Denominations.

TO A CEMETERY OF 8 ACRES.				
DENOMINATION.	A.	R.	P.	CENSUS OF NEW SOUTH WALES, 1856
Church of England	2	2	0	Total Population, say- 130,000
Roman Catholic	1	2	0	Ditto 78,000
Presbyterian	0	2	10	Ditto 28,000
Wesleyans	0	1	15	Ditto 16,000
Independents	0	0	10	Ditto 3,000
Jews	0	0	5	Ditto 1,400
General Cemetery	2	2	0	
Roads, say -	0	2	0	

NOTE. --"Minister's Residence" should be designated as follows, according to the Denomination for which the site is to be appropriated, viz. :-

Church of England Parsonage.
Roman Catholic Presbytery.
Wesleyan Residence.
Scots (Presbyterian) Manse.

DESIGNS FOR GENERAL CEMETERY.



NOTE. - One of the above Designs may in general be adopted in laying out Cemeteries, but should be modified when required by the formation of the ground or peculiarities of access.

End of Instructions.

Note:

District Surveyor Mr Edward Twynam at Goulburn retained the following Circulars. They were issued to Department of Lands Offices throughout New South Wales after 30 January 1872. The Circulars were hand written and have been transcribed in the following pages. Care was taken while transcribing the original document to ensure accuracy; however, if there is doubt in the interpretation, reference to the original document must be sought.

CIRCULAR.

71-3236, Ms.

*Surveyor Generals Office,
Sydney, 2nd January, 1872.*

No. 72/1

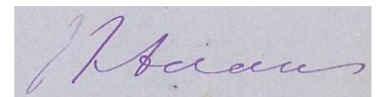
SIR,

In future, when carrying out surveys in Gold Fields of portions applied for under the 8th section of the Crown Lands Alienation Act, you will be good enough, with a view to the prevention of excessive frontage being obtained, to give your attention to the following Minute which has been approved by the Honorable the Minister for Lands.

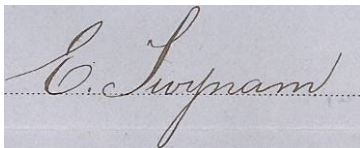
Any measurement you may make will still, of course, be subject to the approval of the Gold Commissioner.

I have the honor to be,

Sir,
Your obedient Servant,
P. F. Adams.



District
MR. ~~Licensed~~ SURVEYOR



E Twynam

MINUTE REFERRED TO.

"Portions applied for in virtue of improvements in Gold Fields, shall, if having frontages, be measured with a depth equal to four times the frontage; but should it appear in any case that other interests would be prejudiced by the adoption of the above rule, a modified design may be submitted for approval."

6b 3-72

CIRCULAR.

Surveyor General's Office,

Sydney, 31st January, 1872.

SIR,

I have to request that, in future when rendering accounts for special services, at a daily rate, you will be so good as to give full particulars of the service performed, in the body of the account, including the length of Road Surveys and linear measurements generally.

I am, Sir,

Your obedient Servant,

P. F. ADAMS.

Mr. LICENSED SURVEYOR

6b 11 - 72

CIRCULAR.

Surveyor General's Office,

Sydney, 31st January, 1872.

SIR,

In order to meet the requirements of a new form of Measurement Book, specially authorized for this Department, I have to request that you will in future give a tabular statement upon your plans, showing in the case of Road Surveys, the total length of the road, and also the total length of other lineal measurements connected with it. In

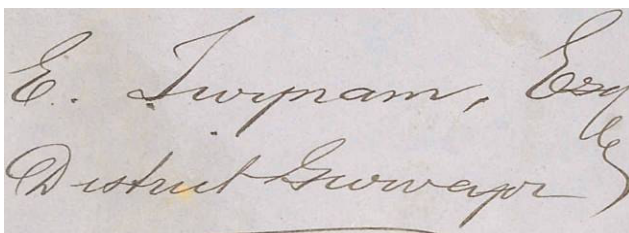
In Feature Surveys the total length should also be given, and in Ordinary Surveys the total length of the necessary connections.

I have the honor to be,

Sir,

Your obedient Servant,

P. F. ADAMS.

A photograph of a handwritten signature in cursive script. The text reads "E. Twynam, Esq." on the first line and "District Surveyor" on the second line. The signature is written in dark ink on a light-colored, slightly textured paper.

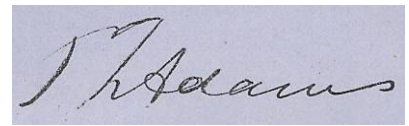
6b 10 – 72

CIRCULAR

Memo

The attention of the Surveyors connected with this Department is invited to the necessity that exists for the invariably complying with that part of Clause 3, in the Regulation, which relates to the furnishing of a Delay Memo: in all cases where instructions shall have been in hand for more than six months.

Hitherto, owing to carelessness on the part of many of the Surveyors, I have frequently been unable to answer the questions of the Honorable the Minister of Lands, as the cause of delay in carrying our instructions and I have therefore decided upon meeting the neglect of so simple a requirement, in future, by the discontinuing the employment of the Surveyors who shall be guilty of it.

A handwritten signature in dark ink, appearing to read 'P F Adams', is shown on a light blue background.

P F Adams

Surveyors Generals Office

Sydney, 11th June 1872.

To all Surveyors

Note: This page was hand written.

Circular,

Surveyors General's Office

Sydney, 7th June, 1872

Sir,

As the applications increased to a great extent and the difficulty and expense of Survey being proportionately diminished to the Surveyor by the number and the contiguity of the portions applied for, I have, in consideration of the limited provisions allowed by the Government for this service, decided it reasonable to modify the rate of pay for such surveys, on the following terms.

10% The Ordinary Scale of Fees will be applied to such surveys as may be preformed during the first Two Months of your employment on them; but for all surveys performed subsequently, where there are Four Portions together a reduction of Ten per cent off the Ordinary Scale of Fees will be made; and where there are
20% Seven or more Portions together the reductions off the Scale of Fess will be increased to Twenty per cent.

I have therefore to request you to render your accounts in accordance with the terms of the Circular

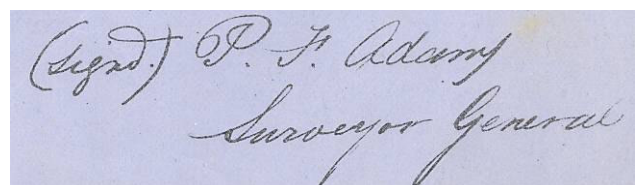
I am, Sir

Your Obedient Servant

Mr. Licensed Surveyors

(Signed) P. F. Adams

Surveyor General

A photograph of a handwritten signature in cursive script. The signature reads "(Signed) P. F. Adams" followed by "Surveyor General" on a separate line. The ink is dark and the paper is light-colored.

Note: This page was hand written.

Sydney July 19th 1872

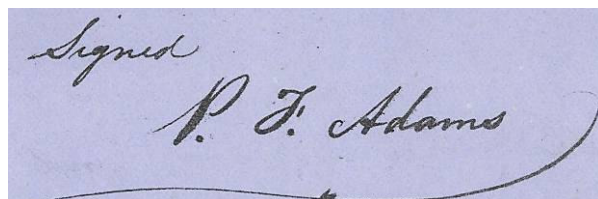
Circular,

In consequence of the decision of the Hon. The Minister for Lands, to the effect that the measurements for Mineral Lease are not to be considered as measurement under the 17th Sections of the Crowns Lands Aln. Act. of 1862, and therefore not open to C.P. except as unmeasured land, the following regulations have been adopted for your guidance in the measurement of leases for working tin, and should be applied in lieu of Regulation 63 and Appendix N.a of Surveyors Instructions – viz;

1. On any stream or watercourse portions shall have frontage and be measured with a mean depth of not less then twenty chains.
2. On sources of streams, where the watercourse is only partially defined, the measurement may embrace the channel or gutter in the proportion of not more than one chain in the direction of the flow of water to every three acres.
3. Where portions applied for do not embrace a watercourse which would necessitate measurement as before directed, they shall be measured in square blocks.
4. In the measurement of leases for Tin mining it is neither necessary, nor perhaps desirable that the boundaries of the portions should be directed to the Cardinals points; portions may therefore, when it appears advisable, be measured approximately at right angles to the watercourse.
5. If a mineral lease is found to interfere with a portion already measured for sale, you will abstain from measuring until you have communicated with me and obtained further instructions.
6. It has been the practice in measuring mineral leases to reserve a sufficient area in each portion to admit of a water race thirty links wide being carried through such portion – this practice should be continued wherever such a race can be made.

Signed

P. F. Adams

A rectangular box containing a handwritten signature in dark ink. The word "Signed" is written in a cursive script at the top left. Below it, the name "P. F. Adams" is written in a larger, more formal cursive script. A long, sweeping horizontal line extends from the end of the signature across the bottom of the box.

This Circular cancels that of same date already issued on the subject.

Note: This page was hand written.

Surveyor General's Office

Sydney 20th August 1872

Circular,

Sir,

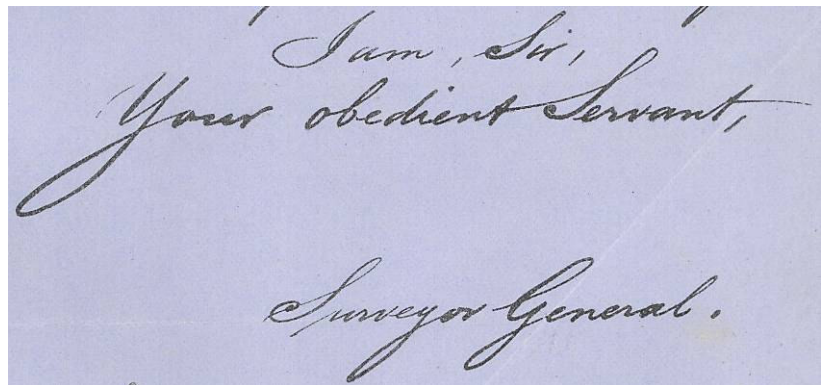
In consequence of the great increase in Mineral Lease measurements, I have to request, with a view to the convenience of this Branch of the Department, that when preparing accounts for surveys of the character you will not introduce charges for any other class of survey.

It would also facilitate payments, generally, if this rule were adhered to in the preparation of accounts for all classes of surveys.

I am, Sir

Your obedient Servant,

Surveyor General

A photograph of a handwritten signature in cursive script. The text reads "I am, Sir, Your obedient Servant, Surveyor General." The signature is written in dark ink on a light-colored paper.

To
Mr. Licensed Surveyor,

Forwarded to Mr. District Surveyor
Mr. E Twynam
Surveyor Genl. Office
23rd August 1872.

Note: This page was hand written.

Surveyor General's Office,

Sydney 19th November 1872.

Circular,

Ministerial Minute on
68/989. M^s

Sir,

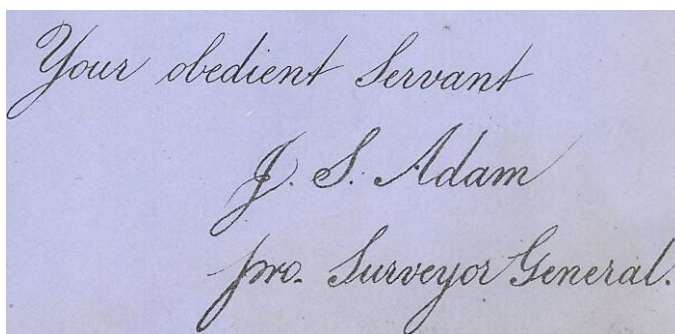
With reference to Clause 17 of the General Instructions, I have the request that you will, in future, when preparing Designs for Towns or Villages, be careful to reserve in each case, an eligible site for a Public School, the minimum area of which, should not be less than two roods, and the maximum from two to five acres, according to circumstances.

I am, Sir

Your obedient Servant

J. S. Adam

Pro Surveyor General.

A photograph of a handwritten signature in cursive script. The text reads "Your obedient Servant" on the first line, "J. S. Adam" on the second line, and "pro. Surveyor General." on the third line. The ink is dark and the paper is light-colored.

E Twynam Esp
District Surveyor
Gouldburn

Note: This page was hand written.

Circular,

Surveyor General's Office

Sydney 28th November 1872

Sir

In measuring Mineral Leases in the vicinity of improvements of a value of £40 and upwards you are requested to exclude such improvements in the same manner as is provided against Conditional Purchase under paragraph 48. Folio 4 of the Instructions to Surveyors.

When the improvements are of a less value than £40, a proportionate area, having in the first class settled districts a mean depth of not less than 20 chains, and otherwise a mean depth of not less than 40 chains, should be excluded.

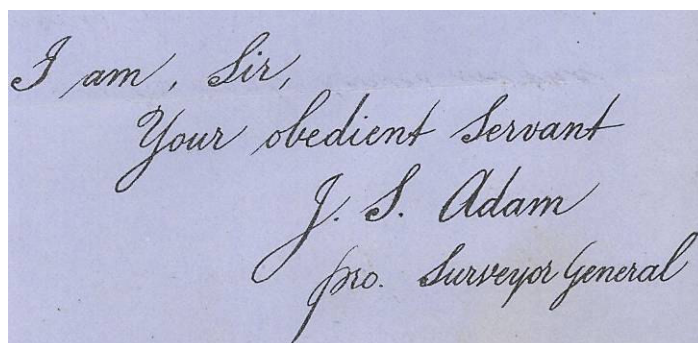
When the improvements are not on lands which should be measured with frontage, the areas to be excluded should be measured in square blocks in accordance with some general design for subdivision of the lands in the vicinity.

I am, Sir,

Your obedient Servant

J. S. Adam

Pro Surveyor General



*I am, Sir,
Your obedient Servant
J. S. Adam
pro. Surveyor General*

E Twynam Esq
District Surveyor
Goulburn

Note: This page was hand written.

Surveyor General's Office,

Sydney 15th January 1873.

Circular,

Sir,

With reference to paragraph 29 of General Instruction to Surveyors, I have to inform you that the discretionary power given therein for making surveys for Auction Sale, on personal application by intending purchasers, is now limited to six portions of an aggregated area of 320 acres and I have to request that you will submit all applications (which should be in writing) for land in excess of this area, or number of portions, to this Office for approval.

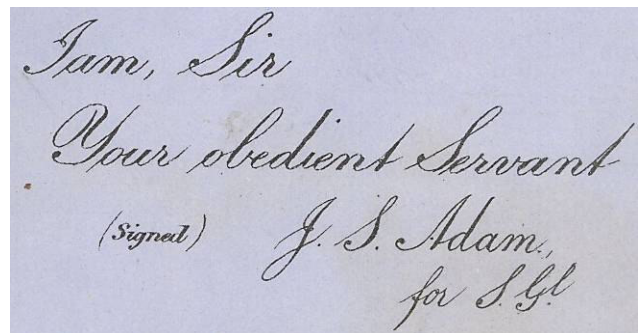
Under this arrangement it will no be necessary to render separate accounts for the survey of Conditional Purchases and Auction and Improved portions when shewn on the same plan, but the charges for all other classes of surveys should be still rendered as directed by Circular of the 20 August last.

I am, Sir

Your obedient Servant

(Signed) J. S. Adam

for S. Gl.

A photograph of a handwritten note on a light blue background. The text is written in cursive ink. It reads: 'I am, Sir' on the first line, 'Your obedient Servant' on the second line, '(Signed)' on the third line, 'J. S. Adam,' on the fourth line, and 'for S. Gl.' on the fifth line.

~~Mr. Licensed Surveyor~~
Edward Twynam Esq

District Surveyor

Goulburn.

Note: This page was hand written.

Surveyor General's Office,

Sydney 22nd January 1873.

Circular,

12/25691 Leases.

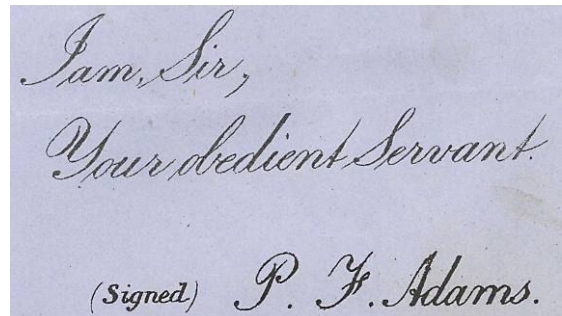
Sir,

It is requested that Surveyors connected with this Department will be good enough to avoid, as much as possible, communicating with individuals on subjects which may be under consideration of the Government, especially in mineral lease cases, as the practice has been found to be productive of serious inconvenience in the Mineral Lease Branch of the Department of Lands.

I am, Sir,

Your Obedient Servant.

(Signed) P. F. Adams.

A photograph of a handwritten note on light blue paper. The text is written in cursive ink. It reads: "I am, Sir," on the first line, "Your obedient Servant." on the second line, and "(Signed) P. F. Adams." on the third line.

E Twynam Esq

~~Mr. Licensed~~ Surveyor
District

Note: This page was hand written.

Circular for Surveyors.

Surveyor General's Office,

Sydney February 10th 1873.

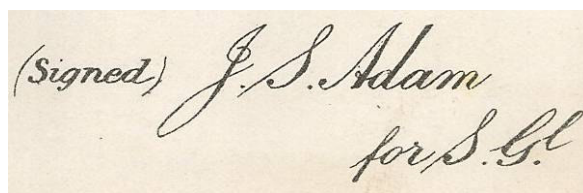
Several plans of Feature Surveys have recently been received at the office from Licensed Surveyors upon which the colours Crimson Lake and Carmine have been used shewing traverse lines, bearings meridian lines etc;

In consequence of this, the attention of Surveyors is called to Clause 106 of the Regulation of 30th January 1872, entitled Surveyors Instructions in which the use of these colours is disallowed, except for the purpose therein specified, namely for edging or tinting, or for Plans of Road Surveys in which it is necessary the traverse line should be shewn in red.

This colour is used in the office for noting purposes and it is manifest that if the same colour be used by Surveyors on their plans mistakes will arise.

(Signed) J. S. Adam

for S. Gl.

A photograph of a handwritten signature on aged paper. The signature reads "(Signed) J. S. Adam" in a cursive script, with "for S. Gl." written below it in a similar style.

Mr. Edward Twynam Esq.
District Surveyor
Goulburn.

Note: This page was hand written.

Circular. No. 4,

Surveyor General's Office,

Sydney 21st April 1873.

73/2570ML

Sir,

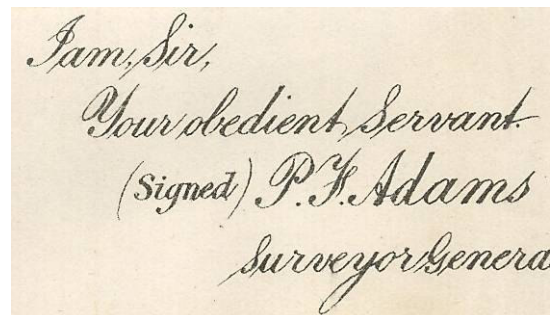
In future before making surveys of Mineral Leases, other than Gold, you will be so good as to obtain the opinion of the Gold Commissioner of the district in cases where a doubt exists as to whether the lease is not intended by the applicant to cover working for Gold, and you will state in letter transmitting plan of survey, or on returned instruction, as the case may be, the result of such reference to the Commissioner, enclosing also that officer's reply to your communication to him upon the subject.

I am, Sir,

Your obedient Servant.

(Signed) P. F. Adams

Surveyor General.

A photograph of a handwritten note on aged paper. The text is written in cursive and matches the typed text above it: "I am, Sir, Your obedient Servant. (Signed) P. F. Adams Surveyor General".

E Twynam. Esq

District Surveyor

Goulburn.

Note: This page was hand written.

CIRCULAR. No. 3.

MEMO. D. S. G1.

Surveyor General's Office,

Sydney, 12th June, 1873.

IN reporting upon the advisability of permitting the erection of a Public Gate under the Act of Council 36 Victoria No. 19, the Surveyor must supply full information on the following points, and append his own opinion as to whether such gate should or should not be granted: -

1. The present traffic (distinguishing local from through traffic), and to what extent the road is used by wheel vehicles, horsemen, foot passengers, and travelling stock.
2. The future traffic, and to what extent any modification in the above is likely to occur.
3. Whether there is any other road in existence that should render the road referred to useless.
4. The character of soil in situation where gate is applied for.
5. If gate is recommended, whether it should be a single, double, or treble one.
6. The number of gates likely to be applied for by other parties on the same line of road.
7. The character and value of existing fencing forming the enclosure, and the condition of fencing generally upon the road.
8. The extent of injury the fencing of both sides of the road, through the property of the applicant, would occasion him were the gate refused or removed.
9. Whether the site for gate applied for (especially on travelling stock tracks) is in a position to cause the least inconvenience to the public, and at the same time the least injury to the run.
10. The length of time the road has been in use.

I am, Sir,

Your obedient Servant,

P. F. ADAMS,

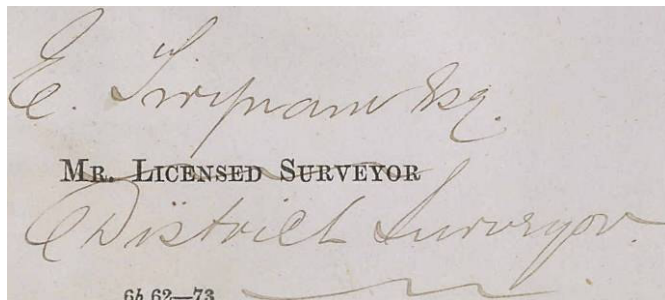
Surveyor General.

E Twynam Esq.

~~Mr. LICENSED SURVEYOR~~

District Surveyor

6b 62-73



6b 62-73



No. XIX.

An Act to authorize the erection of Public Gates across certain Roads.
[Assented to, 24th April, 1873.]

WHEREAS it is expedient to make provision for the erection of Public Gates by the occupants of inclosed land through which any unfenced public road may pass Be it therefore enacted by the Queen's Most Excellent Majesty by and with the advice and consent of the Legislative Council and Legislative Assembly of New South Wales in Parliament. assembled and by the authority of the same as follows:-

Preamble.

1. This Act shall come into force on the first day of July and may be cited as the "Public Gates Act of 1873."

Commencement
and short title.

2. In the construction of this Act the word "occupant" shall of mean any person in lawful possession of land The term "public road" shall mean any road or portion of a road and also any track or portion of a track within the meaning of the nineteenth section of the Crown Lands Occupation Act of 1861 heretofore or hereafter to be dedicated to or lawfully used by the public.

Interpretation of
terms.

Public Gates

- | | |
|--|---|
| <p>3. The occupant of any land through which any unfenced public road passes may at his own cost place gates across such road wherever the same intersects any fence enclosing or bounding his land or any part thereof upon obtaining permission so to do from the Secretary for Lands Provided that notice of intention to grant such permission shall be published in the <i>Government Gazette</i> and some local newspaper if any at least thirty days before commencing the erection of such gate or gates and that the form and position thereof shall have been approved by the said Secretary for Lands And every such gate shall during its continuance be designated a "public gate" and shall have the words "public gate" painted and maintained thereon in legible characters not less than three inches in length Provided that the Secretary for Lands may so soon as any road or portion of road passing through enclosed lands has been securely fenced on both sides revoke and cancel the permission granted for the erection of gates across such road or portion of road.</p> | <p>Erection of
gates across
roads</p> |
| <p>4. Whosoever after having opened or passed through any public gate shall fail to close the same or whosoever shall break or injure such gate or deface or attempt to deface the words painted thereon shall on conviction thereof before any Justice of the Peace forfeit and pay over and above the amount of the injury (if any) occasioned by such misconduct such sum of money not exceeding five pounds as to such Justice shall seem meet to be recovered in a summary way in pursuance of the provisions of the Act or Acts in force for the time-being regulating proceedings on summary convictions before Justices And in default of payment thereof together with the costs if ordered the offender shall be imprisoned for a period not exceeding two months or until payment be sooner made And if it be proved that such gate was wilfully left open the offender shall on conviction thereof before any two Justices forfeit and pay over and above the amount of the injury occasioned by such misconduct such sum of money not exceeding twenty pounds as to the Justices shall seem meet to be recovered as aforesaid and in default of payment thereof together with the costs (if ordered) shall be imprisoned for a period not exceeding six months or until payment be sooner made.</p> | <p>Penalty for
leaving a public
gate open</p> |

By Authority: THOMAS RICHARDS, Government Printer, Sydney, 1873.

[3d.]

Circular, No. 6,

Surveyor General's Office,

Sydney 1st July 1873.

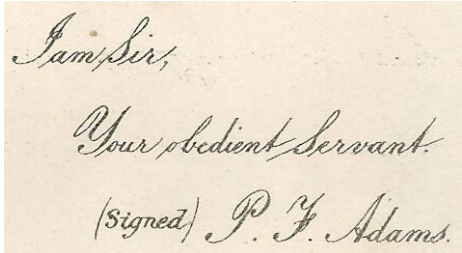
Sir

Should it be requisite for you at any time to transfer instructions to Licensed Surveyors in adjoining districts, you will be so good as to note in ink upon the instructions so transferred, the date on which it leaves your hands, sending at the same time the usual intimation of transfer to this office, and in the event of transfers to yourself from other surveyors, you will write the date of receipt under that notation.

I am, Sir,

Your obedient Servant,

(Signed) P. F. Adams.

A photograph of a handwritten note on aged, cream-colored paper. The text is written in a cursive script. The first line reads 'I am, Sir,'. The second line reads 'Your obedient Servant.' The third line reads '(signed) P. F. Adams.'

E Twynam Esq.

District Surveyor.

Note: This page was hand written.

Circular, No. 7,

*Surveyor General's Office,
Sydney 20th August 1873.*

73/2013ML

Sir,

In Consequence of the recent appointment of a number of gentlemen to the staff of Licensed Surveyors, who are inexperienced in the practice of this Department in the measurement of lands for Auction sale, the following directions have been framed in the form of a Circular letter for their guidance _____

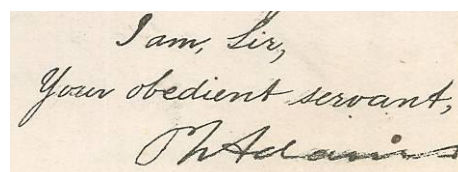
In those Districts call in the Alienation Act of 1861 "First Class Settled Districts" the mean depth of portions fronting roads and watercourses must not in ordinary measurements be less than 30 chains. – in the "2nd Class" 40 Chains, and in the so called squatting Districts 60 chains, but cases will occur where it is impossible or undesirable to adhere to this rule, a for instance, in the neighbourhood of Villages or in localities where land of an equally valuable character is to be found more remote from the actual frontage. In such cases, the measurement should be accompanied in the letter of transmission with satisfactory reasons for such departure, otherwise the work will be returned for amendment, at the cost of the Surveyor.

Wherever four or more portions are applied for adjacent, they should be measured in accordance with same general design, which the Surveyors may be required to furnish for the disposal of the adjacent lands and on no consideration should these measurements be to the prejudice of the contiguous unalienated land either through undue command of water, the alienation of the choicest portion of the land, or by the inclusion in the measurement of the natural depressions of the country, which although they may no contain water, form the only suitable sites for storage reservoirs. Such are cases which occur frequently in the Western portions of the Colony, and should, from the command given to otherwise dry country be treated as frontage.

In preparation of designs, and especially in Districts where water is not permanent, the first duty of the Surveyor should be to ascertain the capabilities of the country in this respect, and suggest reserves for the passage of stock to the most permanent watering places – the width of the reserves may vary according to circumstances, and in the aggregate occupy from 1/5th to 1/4th of the whole frontage, and in designing them, it should be borne in mind that but few will be permanent, and should be capable of reduction from time to time, as the land is required for alienation. Should it appear probable that any portions which are necessary for the preservation of water supply to the back country and likely to be selected, the Surveyor will, without delay transmit the necessary description of the reserves, in order that they may be proclaimed without waiting for measurement. In conclusion it may be generally stated that in all measurements, designs and reports, the Surveyors should bear in mind as a leading object facility of settlement, both present and future, and according to the natural capabilities of the locality as far as soil and climate may admit.

I am, Sir
Your obedient servant,
P F Adams.

E Twynam Esq.
District
~~Mr Licensed~~ Surveyor

A handwritten signature in cursive script, reading "I am, Sir, Your obedient servant, P F Adams". The signature is written on a piece of aged, yellowed paper.

Note: This page was hand written.

Circular, No. 8,

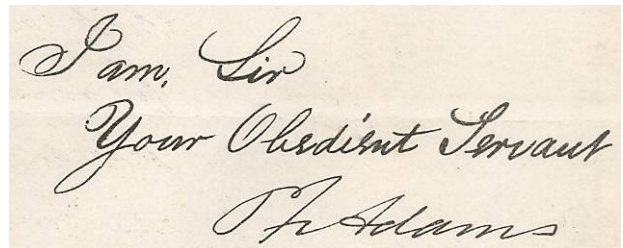
*Surveyor General's Office,
Sydney 20th August 1873.*

73/2013ML

Sir,

Representations having been made that in some cases where large areas are measured for Auction Sale at the application of lessees of Runs, etc. the upset price of £1 per acre is not sufficient, and that from absence of competition the price realized is less than the value of the land, I need scarcely point out to you that you should avoid as far as possible measuring in such a form as to be liable to this objection, and I have to request that in future you will report in your letter of transmission any cases in which it may unavoidably be the case, with a statement of the upset price that you consider should be put upon such lands, and your reasons for such recommendation.

I am, Sir
Your obedient Servant
P F Adams.

A photograph of a handwritten note on aged paper. The text is written in a cursive script and reads: "I am, Sir", "Your Obedient Servant", and "P F Adams".

E. Twynam Esq.
District
Mr ~~Licensed~~ Surveyor

Note: This page was hand written.

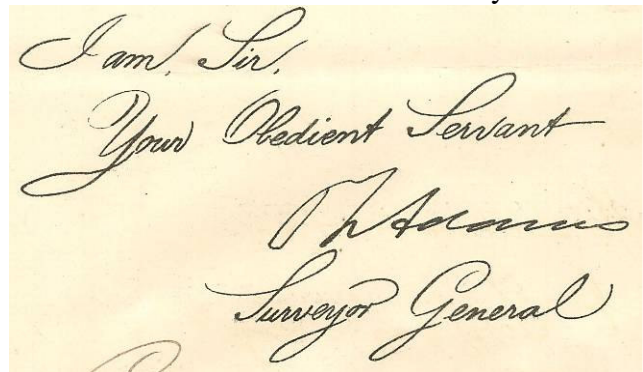
*Surveyor General's Office,
Sydney December 1st 1873.*

Circular,

Sir,

The cost of surveying "Volunteer Land Order Selections" has, hitherto been charged to the Vote for Licensed Surveys generally; but as it is probable that special provision will be made for this Service in the Estimates for 1874, I have to request that you will in future render separate accounts for surveys of this description, heading them "Volunteer Land Order Selections"

I am, Sir
Your Obedient Servant
P F Adams
Surveyor General



*I am, Sir,
Your Obedient Servant
P F Adams
Surveyor General*

District
Mr ~~Licensed~~ Surveyor
Twynam Esq.

Note: This page was hand written.

Circular,

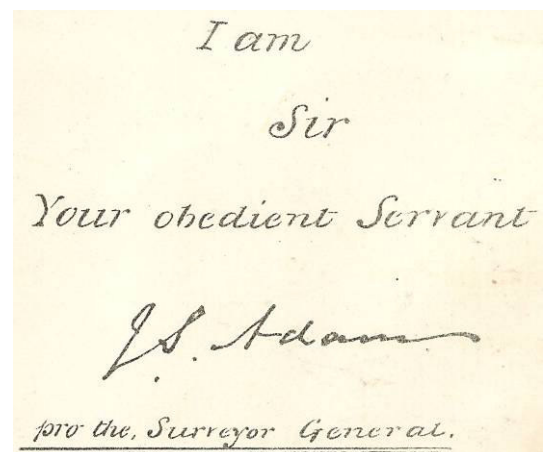
*Surveyor General's Office,
Sydney December 17th 1873.*

Sir,

In consequence of the manner in which Notifications of Transfers of Instructions have of late been transmitted to this office, I have now to request that you will be good enough to make such Notifications in the form of a Letter with a Tabulated Schedule, giving the Name of Officer to whom the Instruction was originally sent; the No. & Branch of the Paper upon which the Instruction was issued; the No. of Instruction and Date, and shewing with care the Year.

I am induced to make this request, from the inattention shewn in many cases to Paragraph 156 of the Rules for the Guidance of Surveyors generally, and which has caused a serious loss of time to the Clerical Branch of this Department.

I am
Sir,
Your obedient Servant
P F Adams.
Pro the, Surveyor General.



*I am
Sir
Your obedient Servant
P. F. Adams
pro the, Surveyor General.*

~~Mr Licensed Surveyor~~
E. Twynam Esq.
District Surveyor
Goulburn.

Note: This page was hand written.

*Surveyor General's Office,
Sydney 18 February 1874.*

Circular, 1.

Sir,

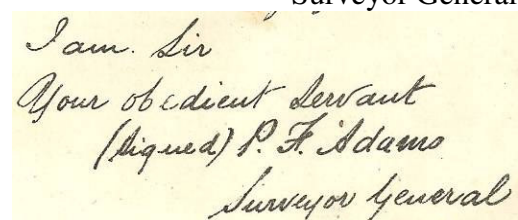
In reporting the value of improvements on Conditional Purchases, or portions applied for in sight of improvements, you should take into account the amount for which such improvements could be placed on the ground by a contractor. If they consist of wooden buildings, fences or other improvements of like character, their value will diminish with their age and a proportionate deduction is to be made in your estimate. Thus a fence which would have originally been likely to have lasted twenty (20) years and at the time of inspection if twelve (12) years old is only worth eight twelfths of what a new fence would cost.

Sapping tree clearing undergrowth and other improvements tending to increase the stock carrying capacities of the land are only to be valued at their probable cost.

Wherever it may come within your knowledge that little or no improvements have been made upon a Conditional Purchase upon which the declaration of residence may be shortly due you will report the circumstance to use in order that a further report may be obtained if deemed necessary before the Minister records his final adoption of the Declaration.

I have reason to believe that in many cases the evils of evasion of the Act might be effectually met by a rigorous inspection of the improvements made on Conditional Purchases, and I expect you to do your utmost to furnish such information as will enable the Minister to cause to be forfeited all Conditional Purchases in which the Conditions have not been fulfilled.

I am, Sir
Your Obedient Servant
(Signed) P. F. Adams
Surveyor General



*I am, Sir
Your obedient servant
(Signed) P. F. Adams
Surveyor General*

Edward Twynam Esq.
~~Mr Licensed Surveyor~~
District Surveyor
Goulburn.

Note: This page was hand written.

Surveyor General's Office,

Sydney 25th February 1874.

Circular, 2.

Sir,

Misapprehension appears to exist with some Surveyors as to the date of precedence upon which to act where instructions have accumulated on the hands and especially with reference to those which have been transferred from other Surveyors, I have therefore to inform you that you must in such cases be guided by the date of the application, if that document is in your hands, if not the registration No. of the paper on which the instruction issued may be taken instead.

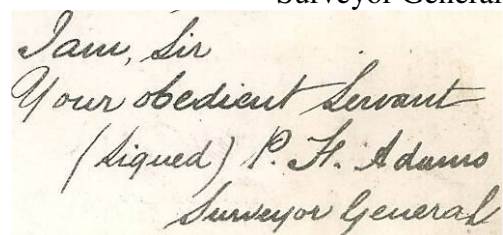
In drawing up Monthly reports of unfulfilled instructions, the oldest instruction should appear at the top of the list but it is optional for you also to put the date at which any instruction may have been transferred to you.

Although it is the rule that the earliest application should first be attended to, still it does not follow that you are in sacrifice valuable time in traversing from one side of your district to another to adhere to the letter of this instruction. During the present pressure of business I have to remind you that it is more than usually important that you should post your Progress Journals on the last day of the month as I have made it a rule of the Office not to pay to the credit of any Surveyors after the 15th of the month unless the journal shall have been received here by that date. This will allow ample time for the District Surveyor to transmit such document to this Office before that date indicated for stoppage of payment. Should you, however have reason to think that the District Surveyor may be absent you can transmit a copy direct, or send a memo: shewing and change that may have taken place since the date of your last journal.

As a rule the column of proposed duty for ensuing month does not contain sufficient information to enable use to give a reply to applicants seeking information as to the movements of Surveyors, more especially during the present demand for measurements of land for Auction Sale.

It will therefore be necessary for you to quote the numbers (only) of the instructions proposed to be acted on and in the probable order in which they will be taken.

I am, Sir
Your obedient Servant
(Signed) P. F. Adams
Surveyor General

A photograph of a handwritten note on aged paper. The text is written in cursive and matches the typed signature block to its left: "I am, Sir", "Your obedient Servant", "(Signed) P. F. Adams", and "Surveyor General".

E Twynam Esq.
~~Mr Licensed Surveyor~~
District Surveyor

Note: This page was hand written.

*Surveyor General's Office,
Sydney 18 February 1874.*

Circular, 3.

Sir,

Misapprehension exists with some Surveyors as to their duties in reporting Residence upon C. P's and for your guidance I have to make the following observations.

Before reporting residence you will satisfy yourself that the applicant makes the land his bona fide house, and you will bear in mind that for the purposes of the Alienation Act 1861 he can have but one house.

Your most particular attention is therefore drawn to those cases where several members of a family take Conditional Purchases adjoining each other, and where several Conditional Purchases are made by persons in the employment of one person.

You will not content yourself with merely ascertaining that at the time of survey the applicant was on the ground and had built a hut on it, but should also observe if the hut is of a kind likely to be the house of a person in the applicants station in life, and if it is supplied with furniture, cooking utensils etc, suited to the applicants station.

Whenever you are in doubt as to the bona fides of the residence of an applicant you should state it, giving your reasons in full detail, in order that the Minister of Lands in forming his judgment may be in possession as fully of the facts as if he had been himself on the ground.

Altho the Minister may not cause the forfeiture of the deposit in any particular case you are not, as I have reason to believe has not infrequently been the case with Surveyors to consider that you have exceeded your duty in bringing the matter under notice nor should you be distressed from submitting subsequent cases in like manner.

When the applicant is a child of tender years, or a spinster and his or her guardian does not reside on the land the circumstances should be stated, as it seems improbable that in such a case the residence can be bona fide.

When you may observe that a Conditional Purchase previously reported as resident by yourself or another Surveyor has ceased to be resident within three years from date of purchase you should at once report afresh giving full particulars.

For such reports you will be allowed payment according to the scale of fees stated in the General Instructions should there appear to be sufficient grounds for such report.

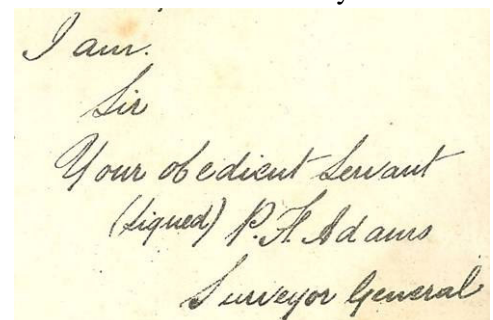
I am,

Sir

Your obedient Servant
(Signed) P. F Adams
Surveyor General

E Twynam Esq
District
~~Mr Licensed~~ Surveyor
Goulburn

Note: This page was hand written.

A photograph of a handwritten note on aged, yellowed paper. The handwriting is in cursive and matches the typed text of the signature block to its left. It reads: 'I am, Sir Your obedient Servant (Signed) P. F. Adams Surveyor General'.

*Surveyor General's Office,
Sydney 24th October 1874.*

Circular,

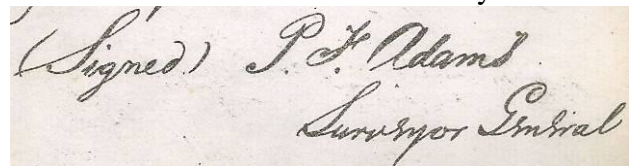
Sir,

It has been determine by the Government that instructions for Mining surveys are to be issued from the Department of Mines by the Chief Mining Surveyor or by the Wardens, or Lands Agents, and are to be returned according to the Department of Mines, Chief Mining Surveyor, or Warden as the case may be with an account for the work performed.

A preference is to be given to Mining work and it must be distinctly understood that the surveys are to be completed within one month from the receipt of instructions, otherwise payment of all accounts with the Government will be subject to suspension unless satisfactory explanations be given.

Each Licensed Surveyor is expected to perform the Mining work within his District and to act as Mining Surveyor within that District.

(Signed) P. F. Adams
Surveyor General

A photograph of a handwritten signature in cursive script. The signature reads "(Signed) P. F. Adams" on the first line and "Surveyor General" on the second line. The ink is dark and the paper appears aged.

Edward Twynam Esq
District Surveyor
~~Mr Licensed Surveyor~~
Goulburn

Note: This page was hand written.

*Surveyor General's Office,
Sydney 2nd October 1874.*

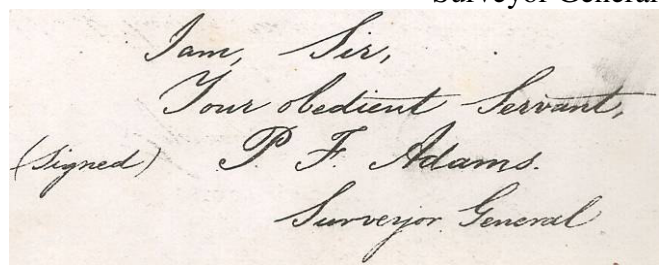
Circular,

Sir,

Complaints having reached The Honorable the Minister for Lands that certain Crown Tenants have erected Iron Houses of a temporary character for the purpose of barring Conditional Purchase, and with a view to obtaining a right to purchase in virtue of improvement by virtue of such structures, he has decided as follows; "I will not accept temporary and moveable improvement as improvement within the Crown Land Alienation Act, neither will I accept them unless they are of a permanent character and fixed to the soil and are also of a bona fide character."

You will observe under this decision your report must be clear and go fully into the particulars of the character and cost of the building, and that you are required to state your opinion as to the Bona Fides of the Crown Tenant in erecting the structure as to whether it was or was not requisite for the beneficial working of the securing of the land in supposed right thereof, together with any evidence bearing upon the subject which may be of service in arriving at a decision on the case.

I am, Sir
Your obedient Servant,
(Signed) P. F. Adams.
Surveyor General



*I am, Sir,
Your obedient Servant,
(Signed) P. F. Adams.
Surveyor General*

E Twynam Esq.
District
~~Mr Licensed~~ Surveyor

Note: This page was hand written.

*Surveyor General's Office,
Sydney 5th May 1874.*

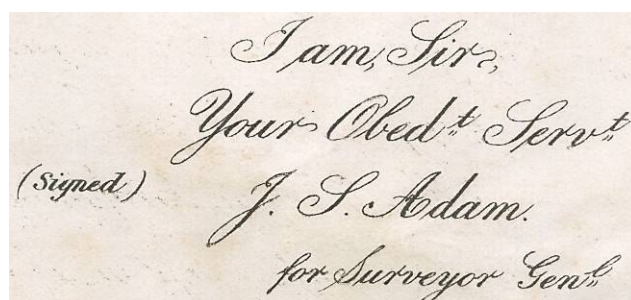
Circular, 4.

Sir,

I have to request that in those Conditional Purchase cases where the land has been measured by you in anticipation of receiving the usual instructions from this Office, you will either forward duplicate applications with your Survey, or be careful to give correctly in the letter of transmission all particulars as to place and date of selection.

Hitherto, from the absence of such information, much time has been lost in tracing up and identifying each case and in many cases identification has been found impossible.

I am, Sir,
Your Obedient Servant
(Signed) J. S. Adam.
For Surveyor General.



*I am, Sir,
Your Obed^t Serv^t
(Signed) J. S. Adam.
for Surveyor Gen^l*

~~Mr Licensed Surveyor~~
Edward Twynam Esq.
District Surveyor
Goulburn

Note: This page was hand written.

End of Instructions & Circulars.