

APPENDIX A.

GENERAL INSTRUCTIONS TO OFFICERS OF
LANDS AND SURVEY DEPARTMENT.

LAND ADMINISTRATION.

1. The dates of land sales will be fixed by the Head Office. Commissioners of Crown Lands should not, therefore, advertise lands as open for sale or selection until they know officially the date that has been fixed. They may suggest a date of sale that would be convenient to themselves, and this suggestion will, if possible, be adopted.

Date of sales
fixed by Head
Office

2. The Commissioner of Crown Lands must in every case, before certifying to schedules for the issue of Crown grants, where cash payments are named, satisfy himself that the money has been paid to the Public Account. This can be done by calling upon the Receiver of Land Revenue to produce the copy of his cash-book and initialled bank pass-book, showing the entries which make up the item. The Commissioner of Crown Lands should then place above his signature the words "Payments compared with Receiver's books, and found correct." Leases should not be prepared until payment of the first half-year's rent is verified in like manner.

Commissioner
responsible
that money or
rent is paid
before Crown
grant or lease
is issued

3. The classification of Crown lands under section 112* of "The Land Act, 1892," should be made on the following basis:—

Classification
of lands

First-class lands should be those which are suitable for division into areas less than 640 acres; these would practically be both agricultural and mixed agricultural and pastoral lands.

Second-class lands are those suitable only for subdivision into areas greater than 640 acres, but less than 2,000 acres; and these would generally be pastoral lands.

4. A corrected copy of the "Land Guide" should be sent by the Commissioner to the Head Office, for publication, quarterly—viz., on 31st March, 30th June, 30th September, and 31st December in each year.

"Land Guide"

5. Any officer having reasonable grounds for believing that dummyism is being practised in connection with any Crown lands is required to report it forthwith to his immediately superior officer, with a statement of such facts as he may have obtained in connection therewith. The superior officer is required to make such inquiries as may be necessary to show whether or not the case is a *prima facie* one of dummyism, and, if he find it to be

Dummyism

* See copy of this section in Appendix C.

so, he should at once report it to the Surveyor-General for instructions, or bring it before the Land Board.

Authorising
payment of
"thirds" and
"fourths"

6. Before asking the Land Board to authorise the payment of "thirds" and "fourths" to any local body, the Commissioner of Crown Lands is required to obtain from such local body a statement showing the position, length, and character of the work proposed to be done with the money. A general proposal, such as "to give access to certain lands," or "to repair roads," must not be accepted. The special work must be stated definitely, in order that it can subsequently be ascertained whether or not the work has been carried out. The Commissioner is to decline to pass any application that does not comply with these requirements. Where "thirds," &c., have been hypothecated for repayments of loans under the Government Loans to Local Bodies Act, the above direction will not apply, but a careful account must be kept of the same, and steps should be taken from time to time to test whether or not a local body spends the money in terms of the approval of the Land Board.

Doubts and
questions
under Land
Act to be first
submitted to
Head Office

7. In any case where doubts or questions arise as to the administration of the Land Act, or as to the meaning of any Proclamation or Order in Council or Regulations under the Land Act, the Commissioner of Crown Lands should, before stating a case for the Supreme Court, furnish the Surveyor-General with a report, as to the points proposed to be submitted, for the Minister's instructions, and no action is to be taken thereon without Ministerial authority.

Cases to be
definitely
stated

8. All cases submitted for the approval of the Minister or the Governor are to be clearly stated in specific detail, and, should there be a recommendation of the Land Board, a copy of the resolution or its effect is to be sent.

Results of
reevaluations
to be sub-
mitted to
Minister for
approval

9. Results of revaluations and valuations for improvements proposed to be charged upon lands for sale or selection should be submitted by the Commissioner of Crown Lands to the Minister for approval, after the Land Board has consented thereto, and, where it is necessary to bring such matters before the Land Board, they should be dealt with in committee.

Rangers not
to disclose
amount of
their valua-
tions

10. Rangers are warned not to disclose the amount of their valuations to owners or occupiers of land, and such valuations when brought before the Land Board are not to be passed as "subject to the approval of the Government or of the Minister of Lands."

Proposal to
surrender
lease to be
dealt with in
committee,
and proposals,

11. In the case of a proposed surrender of a lease where it is necessary that the Land Board should be consulted, this should be done in committee, and any proposed reduction in rents or other arrangements, subject to the

approval of the Minister, should not be made known to lessees or their agents until finally approved.

11A. When the Land Board or Commissioner of Crown Lands agrees to a selector acquiring the freehold of his section, rent or interest must be paid up to and including the day on which the provisional title issues, at the rate of $\frac{1}{12}$ of one year's rent and interest, for every day after the end of the half-year for which interest had already been paid.

12. When a settler is in arrear with his rent for two years the Commissioner of Crown Lands should, as a rule, proceed to forfeit the land and open it again for selection; and the rent could then, in most cases, be recovered from the amount paid for improvements. Every case should, however, be considered on its merits.

Forfeiture of
settler's
interest when
his rent is two
years in
arrear

12A. When forfeited sections on which improvements have been effected are again offered to the public for selection, weighted with the value of the improvements, a charge of 5 per cent. but not less than £1 10s. shall be made to cover the costs incurred by the Department, and shall be deducted from the deposit.

13. On the last Saturday of every month (in March the return is to be made up to the 31st) the Commissioner of Crown Lands should forward to the Surveyor-General a statement of the revenue collected and the area disposed of during the past month; and on the last Saturday in June, September, December, and March (31st) in each year a quarterly statement of such revenue, &c., must also be supplied. These statements are to be made on the forms furnished for the purpose, and forwarded by the first mail, and must be accompanied by tracings or maps on a scale usually of one mile to an inch, with the tenure of the lands disposed of, coloured according to the reference table in these instructions.

Monthly and
quarterly
statements of
revenue to be
sent to Head
Office

The monthly form provides for the number of selectors and area selected under the various tenures.

The revenue received is for the land selected during the month, and also for the past transactions under the systems, and is to be classed as territorial and other than territorial. Care is to be taken to have the figures in agreement with those given by the Receiver of Land Revenue in his cash-books. Should there be any transactions under any system not mentioned in the form, they must be inserted. The disbursements of the revenue must agree with that received.

The quarterly returns should have statements attached giving particulars of all lands forfeited and surrendered during the quarter, and of the pastoral and small grazing-runs that have been let.

Surveyors to report on character and quality of land surveyed

14. Every staff or contract surveyor engaged in surveying land is required, when transmitting his finished plans, to report as under:—*

- (a.) On the character of the soil; whether hilly or level, and whether it is adapted for agricultural or pastoral purposes, and to what extent.
- (b.) Whether it is timbered; and, if so, the general kinds of timber growing thereon, or if it is contiguous to timber, coal, or lignite.
- (c.) What means of access there are by road, rail, or water.

Rangers to write results of inspections in note-books

15. Every Crown Lands Ranger should write the result of his inspection in a note-book to be supplied to him for the purpose. Each survey district should be reported upon in a separate book, which should be retained by the Ranger until the whole of the conditions of the lands disposed of have been fulfilled. Extracts from these books should be sent to the Commissioner after each inspection, or as may be arranged. In the event of a Ranger resigning or being removed, the books in his possession should be returned to the Commissioner of Crown Lands.

Schedules of land for sale, or land to be reserved, to be accompanied by maps

16. All schedules or particulars of lands for sale or selection, forwarded to the Head Office for notification in the *Gazette*, should be accompanied by explanatory plans or tracings showing the numbers of the sections, block, and survey district or parish, and the names of the owners or occupiers of the adjacent lands, and general information relating to the distance of the land to be opened from well-known centres of population, from railway-stations, and main or district roads. This will permit of the sale plans being made more useful to the public. Each section is to be placed wholly within or without a survey district or block.

Descriptions of lands for reservation for public purposes should be accompanied by tracings or maps of the sections.

Areas under Mining Districts Land Occupation Act not to be too large

17. The Commissioner of Crown Lands should take care, in the case of the applications under "The Mining Districts Land Occupation Act, 1894," that the areas granted as "occupation licenses" are not made too large, especially in cases where there is a likelihood of the miners requiring "residence sites." Care should also be taken that such grants do not unduly interfere with the profitable working of the pastoral country in the neighbourhood by absorbing too much of the low or winter country of the run.

* See Form G in Schedule to Survey Regulations, p. 24.

LAND ADMINISTRATION UNDER LAND FOR SETTLEMENTS ACT.

18. In fixing the price of land under the Land for Settlements Act the following items must be included:—* Items to be included in price of lands under Land for Settlements Act

- (1.) The price actually paid for the land.
- (2.) Estimated cost of roads, drains, or other works.
- (3.) Estimated cost of advertising.
- (4.) Cost of survey and administration to date of sale.
- (5.) Estimated cost of deeds.
- (6.) Any other expenses.
- (7.) One-half per cent. on the purchase-money for contingencies.
- (8.) Rates for the portion of the current year if payable by the Crown.

LANDS UNDER GOVERNMENT LOANS TO LOCAL BODIES ACTS.

19. The following are the conditions under which loans may be obtained under "The Government Loans to Local Bodies Act, 1891":— Conditions under which loans may be obtained under Government Loans to Local Bodies Act

- (1.) Recommendation that the loan should be obtained. The essentials are:— Recommendation

- (a.) That provision has been made for the proposed expenditure in the road estimates or appropriations for the year.
- (b.) That the land must be Crown land undisposed of.
- (c.) That it is such as would probably be disposed of very soon if the proposed works were constructed.
- (d.) A map and schedule or description showing the total area must be supplied by the Chief Surveyor. If the land is unsurveyed land, the map must have sufficient detail to agree with the description. If the land is surveyed into sections, the schedule should give the section numbers, block, survey district, and areas.
- (e.) The Commissioner of Crown Lands should state the total value of the land. A statement of value, such as "ten to fifteen shillings an acre," cannot be accepted. It is intended that the total value thus given, plus the cost of roading, shall be the total price at which the land will afterwards be offered for sale or lease.
- (f.) The cost of the road or other works must not exceed one-half the "unimproved" or prairie value, and it must be borne in mind that the whole of such cost will have to be added to

* See also Regulations under Land for Settlements Act.

the lands that are to be disposed of, and not to reserves, and no more must be added than the land will bear. As a general rule, the loading is not to exceed 25 per cent. of the value unless special circumstances require it. No land should be priced above its productive value.

- (g.) Settlers should be given clearly to understand that the rent which they are to pay is fixed, and is not affected in any way by the expenditure in roading, or by the fact that the Government has borrowed money for the purpose.
- (h.) A general estimate of the road-works will be sufficient, bearing in mind that the loan is limited by Act to one-half the unimproved value of the land. The map above referred to should show in distinct colour the position of the road or other works.

Approval

(2.) Approval of loan:—

- (a.) As soon as the loan has been granted by the Treasury, the Commissioner of Crown Lands will be advised of the fact, and his first duty will then be to give such instructions to the Receiver of Land Revenue as will enable him to make the deductions from payments on account of the lands affected by the loan.

Apportionment

(3.) The proportion, as applied to the various tenures of land, shall be as follows:—

- (a.) In respect of lands sold for cash, the proportion shall be such a portion of the purchase-money as will refund in one sum the whole amount apportioned as aforesaid against the land so sold, together with 5 per cent. per annum added thereto, calculated from the date of the issue to the repayment thereof.

(b.) In respect of land sold on deferred payments,—

(1.) When the term is five years, there shall be set apart from each half-yearly payment made by the purchaser a sum equal to $11\frac{1}{2}$ per cent. of the amount of expenditure apportioned against such land as aforesaid;

(2.) When the term is ten years, there shall be set apart from each half-yearly payment made by the purchaser a sum equal to $6\frac{1}{2}$ per cent. of the amount of expenditure apportioned as aforesaid;

(3.) When the term is fourteen years, there shall be set apart from each half-yearly payment made by the purchaser a sum equal

to 5 per cent. of the amount of expenditure apportioned as aforesaid:

In case of the extension of tenure from ten to fourteen years, the proportions to be repaid shall be treated in the same manner as are instalments payable on account of the freehold by section 20 of "The Land Act Amendment Act, 1887."

- (c.) In respect of lands let on perpetual lease, there shall be set apart, for a period of twenty-six years, from each half-yearly payment made by the lessee a sum equal to $3\frac{1}{2}$ per cent. of the amount of expenditure apportioned against such land as aforesaid.
- (d.) In respect of land let as a small grazing-run, there shall be set apart, for a period of twenty-one years, from each half-yearly payment made by the lessee a sum equal to 4 per cent. of the amount of expenditure apportioned against such land as aforesaid.
- (e.) In respect of lands let on lease in perpetuity, and in respect of lands let for occupation with right of purchase, respectively, there shall be set apart from each half-yearly payment made by the lessee, for a period of twenty-six years, a sum equal to $3\frac{1}{2}$ per cent. of the amount of expenditure respectively apportioned against such lands in the manner as aforesaid.
- (f.) In case of purchase within the period of twenty-five years, the then value of the balance of the half-yearly payment, reckoned at 5 per cent. interest, shall be set apart; and, in case of extension as a lease in perpetuity, the half-yearly payment shall continue as under that system.
- (g.) The Commissioner of Crown Lands shall forward to the Head Office a schedule showing the value of each and every section of land in the block, and shall, on the basis of such valuation, divide and apportion among all the sections in the block the amount issued and applied by the Colonial Treasurer under the said Act for roads and bridges in or leading to the block, and the amount so apportioned shall be a charge on the proceeds arising from the sale or lease of each section in the block in the proportion named.

(4.) The approval of the loan, as above, is not to be taken as an authority to proceed with the works. A requisition for what is required must be sent from time to time in the usual way, but the application should be headed

Authority to be
obtained
before work is
commenced

NATIVE LAND ADMINISTRATION.

Procedure to
alienate land
under sections
131 to 134,
"Native Land
Court Act,
1894"

21. In dealing with applications from Maoris to alienate land under sections 131 and 134 of "The Native Land Court Act, 1894,"* the Commissioner is to observe the following procedure:—

- (a.) When an application is made under subsection (1) of section 131, it will be his duty to ascertain, first, whether or not the state of the title is such as to enable the land to be dealt with under the Act; and, if he find it in any way incomplete, or subject to any incumbrance, lease, caveat, or that any proceedings are going on in the Native Land Court, or any other Court, in reference to such land; or that it is still the subject of "rehearing" before the first-named Court, he should recommend the Land Board to inform the Governor of such disability; but if the title is clear, and the Board sees no objection to the application, the reference to the Governor should state so. It should also be ascertained whether the land is subject to right of road or not.
- (b.) It must be insisted upon that the instrument of title is lodged with the application to the Board. This will tend to prevent further dealings with the land, and will be to some extent evidence of proper title.
- (c.) All necessary inquiries are to be made as to the title from the Registrar of the Native Land Court, the Registrar of the Supreme Court, and the District Land Registrar; and the last-mentioned officer should be required to state if he will be able to register the title, supposing the Governor in Council authorise the sale of the land in terms of the Act.
- (d.) The Commissioner can then decide whether or not the application is in proper form—i.e., whether a majority of the owners (or, where there is a Committee under Part II. of the Act, a majority of the Committee) have signed the application. The application should be signed by the actual persons interested, and the signatures should be witnessed by a licensed interpreter. The witness may also be required to verify the signatures by statutory declaration, which should state that the appli-

* See copy of these sections in Appendix C.

cation was read over and explained to the applicant before he signed it; and the actual signature should be obtained, not signature by a solicitor or agent. The reason for this is that the whole procedure hangs upon the sufficiency or otherwise of the consent of the owners, and, if there is any reason to doubt the *bona fides* of an application, other proof may be required.

- (e.) Concurrently with obtaining the foregoing information, it will be necessary to ascertain whether all the owners have sufficient other land for their maintenance. The applicants may be asked for particulars of this when they make their application; and a recommendation on the subject should be made to the Surveyor-General when the Land Board comes to a decision as to the application.
- (f.) If the decision of the Land Board is favourable to the application, the Board should suggest the conditions upon which the land may be disposed of, always bearing in mind that, if sold for cash, it must be sold by auction (*vide* section 134 of the Act). The sale should be for cash wherever possible, as, owing to the peculiar nature of the transaction, much book-keeping would be involved, and complications might arise.
- (g.) If unable in any case to obtain sufficient information for the above purposes, a report should be made, so that the Native Land Court can be moved, as provided for in section 131, subsection (5), of the Act.
- (h.) In favourable cases, complete information with plan must be given to the Head Office, as to the land, its position, quality, amount required, separately, for roads, survey, advertising, sale or other expenses; also a statement of the upset prices proposed to be placed on the lands, as in the case of similar Crown lands.
- (i.) Separate and distinct accounts must be kept of all expenditure for each different block, and the Receiver must open a separate book for all transactions under the Act. He must also take care to keep sufficient money in hand to cover all expenses as above. (See section 133 of the Act.)
- (j.) It will no doubt happen that in most cases the sale will be consented to by the Governor

before survey, and for many reasons it is desirable that the land should be surveyed before sale by auction, in order that the purchaser may be put in possession. It will be necessary for the Commissioner to ascertain if the boundaries are so marked that there will be no difficulty in that respect in cases where the block is sold as a whole. He should, after survey, but before sale (though the Act does not provide for it), forward to the Head Office a notice for *Gazette* giving the particulars for sale as in the case of ordinary Crown lands.

SURVEY ADMINISTRATION.

Surveyors to report monthly to Chief Surveyor of district

22. Surveyors are required to report to the Chief Surveyor of their district monthly as to the work done, on hand, and proposed to be done; and they should supply such particulars and details from time to time as the Chief Surveyor may require. These reports are to be furnished on the first day of each month.

Chief and Road Surveyors to report to Surveyor-General monthly

23. Each Chief Surveyor and Road Surveyor in charge of a district is required to report to the Head Office, on the authorised Form B,* not later than the 15th of the month, the state of all survey- and road-works under his charge, or to which he may have to certify. The form requires,—(1) A statement of work done; of work on hand; and of work proposed to be done following month; (2) a running comment on the operations in the field and office during the past month. In the case of road-works, he will be expected to give particulars, both in cases where the work is being done under his direct control and where it is being done by local bodies subject to his approval and certificate.

Copies of map lithographed locally to be sent to Head Office

24. When any map or plan is lithographed locally, the Chief Surveyor should forward at least ten copies of the same to the Head Office.

Names of surveyor and draughtsman who made survey and plan to be placed upon plan

25. When a plan is placed on a Crown grant or other deed, the name of the Chief Surveyor, the name of the surveyor who executed the survey, and the name of the draughtsman who prepared the plan should be placed thereon. The names of the two former should be printed, and the draughtsman should sign his name.

Plans of land to be taken under Public Works Act to be accompanied by schedule

26. Plans of land to be taken under the Public Works Act for roads, railways, or other works should have a schedule showing the land to be taken, and this is to be certified by the Chief Surveyor.

* See Schedule to Regulations, p. 22.

27. In preparing maps and plans (other than for the Defence Department) no reference whatever is to be made therein to forts, works of defence, submarine mining, torpedo establishments, electric-light emplacements, &c.; and no public plan should show these works. No reference to be made on plans to works of defence

28. The preparation of plans and certificates by officers for private persons is strictly forbidden; and no officer is allowed to undertake private work. No officer to undertake private work

29. In order to make the county maps in the Head Office as complete as possible, a tracing showing alterations, subdivisions of land, roads, &c., to be sent monthly to Head Office. Tracings of alterations, subdivisions of land, roads, &c., to be sent monthly to Head Office

30. The original Maori names of places are to be preserved as far as possible. To this end the Chief Surveyor should see that these are added from time to time to his maps, and when the 80-chain maps are to be published by the department the Head Office should be notified. The names should be verified by Natives or by Native experts whenever an opportunity occurs. Names of places given by the original explorers or otherwise are not to be altered without the consent of the Surveyor-General. Maori names of places to be preserved

31. All selection and general plans, such as county maps, &c., are to be open to public inspection free of charge. Certain plans open to public free

32. Authorised surveyors desiring to consult working-plans, record, or other survey maps are not to be charged fees for inspection, or for taking tracings therefrom when required to enable them to carry out surveys. Surveyors not to be charged for perusing working plans, &c., in certain cases

33. None but authorised surveyors or draughtsmen are to be allowed to copy working-plans or maps. Only surveyors or draughtsmen to copy plans

34. The following fees will be payable for the inspection of original maps other than selection or index maps:— Fees chargeable for inspection of maps, &c.

	s.	d.
For general inspection of a map	1	0
" permit to copy from a working-plan, one section ..	1	0
" each section after the first up to ten sections, each ..	0	6
" any number of sections above ten, each	0	3
" the whole of any map	10	0

The draughtsman in charge of maps may make a rough tracing of a section or sections with detail for deeds on payment of a fee of 2s. 6d.

35. The fees charged for inspection of or copying plans, or for the purchase of lithographs, protractors, &c., must be paid to the Receiver of Land Revenue every Saturday morning before 11 o'clock, and the draughtsman in charge of plans must keep an account-book in which all fees received and the names of the persons from whom received are to be entered. Fees payable to Receiver of Land Revenue

36. In the case of selectors of Crown lands who are about to occupy their selections, a tracing from the free Selectors of Crown lands entitled to plan of their land free

working-plan of their allotments may be made by the draughtsman in charge, if the selector so requests, free of charge. Tracings may be made for other persons on payment of the fees given in section 34.

37. In order that uniformity may obtain in every district office throughout the colony, the Chief Surveyor of each district should see that the various tenures under which lands are held are invariably shown on all departmental maps and plans in the manner set forth in diagram No. 11, Appendix D.

38. A surveyor's party must not consist of more than four men, or three men and a cadet, without special authority from the Surveyor-General, through the Chief Surveyor of the district.

ROADS ADMINISTRATION.

39. In laying off roads through Native and other lands in pursuance of the Governor's warrant, it is imperative that the surveyor should give notice to the owners or occupiers of such land of his intention to take the road, and he should also invite attention to the road when laid out. The Chief Surveyor should require evidence in every case as to the time and place at which such notice has been given.

40. In all cases where owners of land offer or promise to give land for roads free of cost, the promise must be obtained in writing on the authorised form; and, if the offer is accepted, the Chief Surveyor should see that the usual conveyance to the Queen is prepared and executed as soon as possible thereafter.

41. In every case where a title is to be issued for a closed road, whether acquired by purchase or exchange under the Public Works Act, or any other Act, the Commissioner of Crown Lands should be fully satisfied that the roads given in exchange have been conveyed to the Queen, and that the title thereto has been registered, before he signs the warrant for a title to be issued for the closed road.

42. In carrying out roads or other works that require the use of cement or galvanised iron, the Chief Surveyor and Road Surveyor in charge of the work is required to see that these are of New Zealand manufacture where they are suitable.

43. No contract for roads or other works for a sum greater than £100 is to be entered into without the tenders are submitted for approval of the Minister. When tenders are called, the particulars of the contract are to be forwarded to the Head Office on the authorised form; and, when tenders are received, the amounts of same,

Tenures of land to be shown on all plans in a certain manner

Number of men on surveyor's party

Notice to be given to owners when land is taken for roads

Offer of land for roads to be in writing

In exchanging land for roads the new road is to be conveyed to Queen before grant is issued for old road

New Zealand cement and galvanised iron to be used where suitable

Contracts not to be accepted for more than £100 unless they are submitted for approval of Minister

and the tenderers' names, should be telegraphed to the Surveyor-General.

44. All road or other works are, where at all convenient, to be constructed on the co-operative system, unless otherwise authorised, and the following rules are to be observed and acted upon:—

- (a.) The Road Surveyor or other officer in charge shall peg out and lay off the works in such a manner that what has to be done shall be easily and readily understood by the parties of men hereinafter referred to. The work must be laid off as nearly as possible in accordance with the standard specification. Complete information must be supplied to the men before the contract is signed, so that, if possible, no after dispute may arise; and Surveyors are to understand that they will be held responsible for this being done.
- (b.) The work is to be divided into suitable contracts, each sufficient for ten men or under to complete within a reasonable time, and the amount of each contract should be, where convenient, sufficient to give each man a total of about £20.
- (c.) Contracts should provide for their completion within a specified time, and, in case of non-completion within that time, for the determination of the contract without penalty.
- (d.) Men are to be requested to form themselves into parties of ten or under, as may be required for the contracts. Failing their being able to agree, the Road Surveyor is to divide them into such parties (according to their apparent strength or capacity) as he considers suitable for the work, bearing in mind the character of the work and the apparent capacity of the men.
- (e.) Each party is to choose one head man, who will represent the others in all dealings with the Road Surveyor, or other representative of the Government, and he will receive all the moneys for and on behalf of the party. The Road Surveyor may, nevertheless, on sufficient cause shown, pay each man of the party the amount certified by the head man as his share, or as may be agreed on by the party, or as, in the judgment of the Surveyor, may be equitable.
- (f.) The Surveyor will submit for inspection by the head man of the party desiring to undertake

Road and other works to be constructed on co-operative principle

Rules

any work a detail schedule of the quantities of earthwork, loose rock, solid rock, and other material, together with longitudinal and cross sections, and standard drawings, containing a description of the manner of executing the contract in all its details; and the head man shall contract for a lump-sum, for which he, as authorised agent of the party, will agree to perform the work in a thorough and complete manner. If it be found in the performance of the contract that the material in the cuttings is not of the kind specified by the Surveyor, then the party shall be entitled to extra or diminution in accordance with the prices enumerated in the schedule accompanying the contract; but no extra shall be allowed unless the Surveyor or Inspector has first seen the material, measured its quantity, and approved of the price.

- (g.) On signing a contract, each member of a party is to sign an authority (in the authorised form) empowering the head man to receive all Government moneys due.
- (h.) The contract is to be in the standard form, which may be obtained from the Head Office, and is to be signed by each and every member of a party.
- (i.) The price of the work is to be arranged between the Road Surveyor and the head man. The Road Surveyor must see that such price, in all cases, is the fair market value of the work to be done, based upon a rate that will give a fair remuneration to an average workman—a wage of from 6s. to 8s. for eight hours' labour, according to the rates paid for provisions delivered on the works. This rate per day will be fixed for each district or locality from time to time on the recommendation of the Chief Surveyor or Road Surveyor.
- (j.) The price to be agreed upon shall be a lump-sum for the whole work, based on quantities and schedule rates for convenience of making progress-payments or for paying for additions or diminutions. Such quantities and prices shall be stated in the usual form in the contract, and signed by the parties.
- (k.) Tents and tools may be supplied by the Government, and the cost or rent deducted (either the whole or part) from each payment until all are paid for. What this proportion shall be is left to the discretion of the Road Sur-

veyor. The tools, &c., are to remain the property of the Government until finally paid for, and the men should be told so.

- (l.) Explosives may be supplied by Government, and the cost is to be deducted from the first progress-payment thereafter.
- (m.) Any cost to Government for railway fares or other expenses connected with forwarding any man is to be deducted from the next progress-payment to his party, and the head man is to be informed, so that he may deduct same from the proportion due to such member of the party.
- (n.) The Overseer is to keep an account of what hours each party works, and when payment is made he is to ascertain what has been paid by the party for tools, materials, dray-hire, or other expenses relating to the contract; and, when the contract is finished, he must make a return showing the average daily wage for labour earned by each member of the party. This average is to be made in two ways: First, for the total number of working-days; second, for the number of days upon which work was done. The return is to be submitted to the Road Surveyor, who will record it for incorporation with his monthly and annual report.

45. A report on road-works in the following form shall be forwarded each month to the Surveyor-General by the officer in charge of such works, and he is expected to give particulars both in cases where the work is being done under his direct control and where it is being done by local bodies subject to his approval and certificate:—

REPORT on Roads for the Month of _____, 189 .
[State briefly in fifth and eighth columns length of road formed, its width, length of bush cleared, ditches, metalling, embankments made, fascining done, &c.]

Vote No.	Item No.	Name of Work according to Item on Appropriations.	Amount voted.	Work done during the Month.	Number of Men employed.	Average Wages earned per Day.	Work done since 31st March last.	Amount spent since 31st March last to Date, and charged to Authorities issued out of the Item named.	Proposals for ensuing Month, and probable Date of Completion, with Name of Officer in Charge.

46. With the road reports for March, June, September, or map is to be sent to the Sur-
Maps showing extent of road-works to be

Report on road-works to be forwarded each month to Surveyor-General

sent quarterly
to Surveyor-
General

Statement of
number of men
employed on
co-operative
works to be
wired to
Surveyor-
General every
Monday

Candidates
must produce
certificates of
competency

Further
qualifications

Rate of pay

Fees to teaching
surveyor

Surveyor not
allowed more
than one cadet

Facilities to be
given to cadets
to learn
surveying

Cadet to pass
certain
examinations,
&c.

veyor-General, showing thereon the position and extent of the road-work done during the previous three months, and the work in hand, indicating the engineering surveys made, the kind of work done, whether horse- or cart-road, and whether formed and metalled, width of metal, length and width of bush felled, bridges, culverts, &c.

47. The officer in charge of any work shall wire to the Surveyor-General every Monday morning the average number of men employed on each work during the previous week, whether employed on co-operative contracts or by day labour.

QUALIFICATIONS FOR ENTRY INTO AND PROMOTION IN THE SURVEY DEPARTMENT.

48. The candidate for cadetship must exhibit a satisfactory certificate from his schoolmaster, also a certificate of his having passed the junior examination under "The Civil Service Act, 1866." He must be over sixteen and under twenty-five years of age.

49. Besides the above, a satisfactory departmental inquiry as to good eyesight for observing, a healthy constitution, a knowledge of geometry, trigonometry, and algebra, a legible hand, and taste for drawing are necessary to qualify.

50. The Government will pay a salary of £40 for the first year, £50 the second, £60 the third, and £70 the fourth, and, in the case of field cadets, an allowance, at the rate of 2s. a day, or 14s. per week, while in tent will be paid.

51. The teaching surveyor will receive a sum of £50 when the cadet passes his survey examination satisfactorily at the end of the four years; but in the event of the cadet serving part of his time in each of the Survey and Roads branches of the department, then the sum of £50 will be divided according to the time served in each branch.

52. No surveyor will be required or allowed to receive more than one cadet, nor will he be allowed to take private cadets.

53. Every facility shall be given to the cadet by the surveyor under whom he may be placed to enable him to acquire a thorough knowledge of the public survey system, and of the construction of roads.

54. During apprenticeship (which extends over four years; one in office, and the remainder in the field) the senior examination of the Civil Service Regulations must be passed. It will also be necessary, previous to receiving a diploma as a surveyor or promotion to an assistant surveyor, to undergo the examination prescribed in the regulations for the examination of surveyors, dated 26th February, 1896,* or such parts of them as may be decided on by the Board. A certificate of good conduct and competence from the teaching surveyor must also be

*See Appendix C.

These requirements being complied with will qualify for promotion into the grade of assistant surveyor when there is a vacancy. A knowledge of elementary geology, mineralogy, and botany, or the higher branches of geodetic surveying, will be considered of value in giving promotion to the grade of assistant surveyor.

DEPARTMENTAL AND GENERAL.

55. Requisitions for all account-books, record-books, and for all printing and stationery, are to be sent first to the Surveyor-General for approval, and not sent to the Government Storekeeper direct. Incidental requirements, such as pegs, wood, or calico, may be obtained locally.

56. Standard forms of the Department are not to be altered, unless in special cases to be approved by the Surveyor-General.

57. Every official letter, memorandum, and report must show in the right-hand top corner the local record number of the subject; and if it be in reply to some communication from the Head Office it must quote in the body of the letter or in the margin thereof the number and date of such communication.

58. Every letter or memorandum referring to any map or document sent with the same must be securely fastened or attached thereto, and must not be sent in a separate envelope or parcel.

59. Every officer of the Department who comes in contact with the public, or who is applied to for information in the course of his official duty, must give such information with readiness and courtesy; but no information out of the strict course of official duty shall be given directly or indirectly by any officer without the express direction or permission of the Minister.

60. No officer shall make any communication directly or indirectly to the Press upon any matter affecting the Department or the business or offices thereof, or relating to the public service, or his own official position or acts, or upon any political subject or question affecting the colony, without the express permission or authority of the Minister.

61. Officers travelling on leave when passing the head-quarters of their district should report themselves to their chief officer; and every officer passing through Wellington is expected similarly to report himself to the Surveyor-General.

62. Communications to another Department should generally be made through the Surveyor-General.

63. Leave of absence will be given to field officers in the winter generally, and to indoor officers in the summer months. This leave, unless in case of illness, is not to exceed four weeks in any one year, and if not given

Requisitions
for stationery,
&c., to be sent
to Surveyor-
General

Standard
forms not to
be altered

Letters to
quote thereon
the record
numbers of
the corre-
spondence

Enclosures
with letters to
be securely
attached
thereto

Officers to give
certain infor-
mation to
public, but
unauthorised
information is
not to be given

Officers not to
communicate
with Press

Officers
travelling to
report
themselves

Communica-
tions with
other Depart-
ments
Leave of
absence, time
and period

each year will not accumulate. Applications for leave must be made on the authorised form, and be handed by the applicant to his immediately superior officer for transmission to the Surveyor-General. Temporary officers who have been continuously employed for more than one year are to be treated in the same way as permanent officers; but, if the temporary officer has been employed for less than a year, his case may be dealt with on its merits by the Minister.

Chief Surveyors may grant leave to extent of one week

64. Chief Surveyors and other superior officers may grant any officer under their charge leave of absence for any period not exceeding in all seven days in any one year; but applications for leave beyond that period must be referred to the Surveyor-General.

Complaints of officers

65. Any officer who has a cause of complaint which he desires to bring before the Minister or the Surveyor-General must forward such complaint in writing through his immediately superior officer, who should forward it accordingly without delay, with such remarks or explanation in connection therewith as he may consider necessary. In making such a complaint the charges must be clearly and distinctly stated.

Cadets to enrol themselves as Volunteers

66. All cadets who join the Department, and those who joined subsequently to the 1st January, 1896, are required to enrol themselves in a Volunteer corps on their attaining the age of eighteen years.

Legal opinions not to be obtained without permission

67. Chief Surveyors or other superior officers are not to incur costs of obtaining legal opinions, whether in pursuance of a resolution of a Land Board or otherwise, without the permission of the Surveyor-General, as the point may have been already settled.

Local offices open to public at certain times only

68. The local offices of the Department are to be open to the public on days that are not public holidays from 10 a.m. to 1 p.m., and from 2.30 to 4 p.m., except on Saturdays, when they are to be closed at 1 p.m.; but nothing herein is to be held to alter the times of attendance of officers—viz., from 9 a.m. to 5 p.m. (with one hour for lunch between 1 and 2 p.m. on ordinary days) and from 9 a.m. to 1 p.m. on Saturdays.

Reports of officers late or absent to be sent every Monday to Surveyor-General

69. The Chief Surveyor, Commissioner of Crown Lands, or other officer in charge of any office of the Department should forward to the Surveyor-General every Monday morning, on the authorised form, the name of each officer late or absent from any cause during the previous week. Such form should show the reason given by the officer for his irregular or non-attendance; and the officer in charge should say whether or not he considers such reason sufficient or satisfactory. Arrival within five minutes of the proper time is not to be considered late within the meaning hereof.