



VICTORIA GOVERNMENT GAZETTE

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VICTORIAN RAILWAYS.

VICTORIAN RAILWAYS COMMISSIONERS.

REGULATION No. 51.

The Victorian Railways Commissioners, in pursuance of the powers conferred in that behalf, do hereby make the following Regulation, and do hereby repeal so much of all previous Regulations, Instructions, Directions, Orders, and Practices as conflicts therewith.

The provisions of this Regulation shall be applicable *only* to Officers and Employés in the *permanent* service of the Victorian Railways Commissioners, and wherever it appears the term—

- “Head of the Branch” shall mean the Secretary, the General Superintendent of Transportation, the Chief Mechanical Engineer, the Chief Engineer of Way and Works, the Chief Accountant, the Telegraph Superintendent, the General Passenger and Freight Agent, the Auditor of Receipts, the Chief Storekeeper, the Stationery Officer, or the Head of any other Branch which may hereafter be established by the Commissioners, or any officer deputed or authorized to act in any such position.
- “Officer” shall mean any person who is in receipt of an annual salary.
- “Employé” shall mean any person who is in receipt of a daily wage.
- “Officer-in-Charge” shall mean any officer or employé who is in charge of any district, station, place, depôt, section or office for the time being.
- “Engineman” shall mean any engine-driver or fireman, or employé acting as such.
- “Promotion” shall mean not only advancement to a higher or more responsible position, but also progression from the minimum to the maximum salary or wage of any class or grade.
- “Suburban area” shall be deemed to include the lines from Melbourne to Ashburton, Box Hill, Broadmeadows, Darling, Deepdene, Fawcner Cemetery, Flemington Race-course, Fitzroy, Heidelberg, Kew, Mordialloc, Oakleigh, Port Melbourne Pier, Preston Reservoir, Sandringham, St. Kilda, Sunshine, and Williamstown Pier inclusive.

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DIVISION 1.

REMUNERATION OF OFFICERS AND EMPLOYEES.

- (1) The respective amounts set forth in the Schedules attached hereto shall be the rates of salary or wage payable to the officers or employes holding the respective positions specified in such Schedules, but nothing therein contained shall apply or be construed so as to diminish or prejudicially affect the rate of salary or wage which any officer or employé is receiving at the date hereof.
- (2) The rates of wage of Enginemen, Cleaners, and Guards shall be as set forth in the divisions of the Regulation which relate particularly to such employes.
- (3) Any officer or employé who is appointed, promoted, or transferred to another position shall not be entitled to any increase of salary or wage unless and until the pay attached to the division to which he is appointed, promoted, or transferred is greater than the salary or wage of which he was in receipt immediately prior to the date of such appointment, promotion, or transfer.
- (4) Any increase of salary or wage, any allowance for the performance of work of a special character, or promotion shall only be made on the recommendation of the Head of the Branch, and with the approval of the Commissioners; and in any instance in which promotion from one division to a division higher than the next on the Schedule is recommended by the Head of the Branch, the reasons for such recommendation shall be stated in writing by the Head of the Branch.
- (5) The payment of every increment shall be discretionary, and shall be subject to good conduct, zeal, and efficiency in the discharge of allotted duties, and to the character and value of the work performed, and no officer or employé shall of right be entitled to advancement either by annual increments or by increments after a lapse of any number of years.
- (6) In any instance in which an officer or employé appointed, promoted, or transferred to a position is deemed to merit a higher salary or wage than the minimum prescribed therefor, or in which an officer or employé appointed, promoted, or transferred to a higher position is in receipt of a salary or wage higher than the minimum salary or wage attached to such position, and is deemed to merit an increment in consequence of such appointment, promotion, or transfer, the Commissioners may assign to such officer or employé such salary or wage as the circumstances may warrant.
- (7) In the promotion of any officer or employé regard shall be paid to the relative merit, ability, suitability, record, and seniority of such officer or employé, and the nature of the work performed by him, and the reason for passing over any senior officer or employé shall be stated in the recommendation by the Head of the Branch and will be taken into consideration by the Commissioners before sanctioning any such promotion. Provided, however, that, in the event of everything else being deemed equal, the senior officer or employé shall be promoted.
- (8) In every instance in which an officer or employé is passed over and promotion given to a junior officer or employé, or in which promotion is denied or withheld, the officer or employé concerned shall have the right to appeal in writing to the Commissioners through the Head of the Branch against any such decision.
- (9) In any instance in which an officer or employé is reduced, by way of punishment, in position, class, or division, and salary or wage, the restoration of such officer or employé to his former position, class, or division, and salary or wage, shall not be deemed to be an appointment or promotion within the meaning of this Regulation.

SCHEDULE I.

CLERKS (ALL BRANCHES).

Grade.	Class.	Division.					
		1.	2.	3.	4.	5.	6.
Clerk	5	£ 40	£ 50	£ 60	£ 70	£ 85	£ 100
	4	110	120	135	150		
	3	165	180	195	210		
	2	225	240	255	270		
	1	285	300	325	350		
	Special	375	500

SCHEDULE II.

TRANSPORTATION BRANCH.

Grade.	Class.	Division.					
		1.	2.	3.	4.	5.	6.
		£	£	£	£	£	£
Station-master	9	140					
	8	150	160				
	7	170	180				
	6	190	200				
	5	210	225				
	4	235	250				
	3	260	275				
	2	285	300				
	1	325	350				
Piermaster	..	275	285	300	325		
Inspector	..	2	200	215	230	250	
	1	265	280	300			
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
		14 & 15	16	17	18	19	20
Lad	..	years,	years,	years,	years,	years,	years
		2 0	2 6	3 0	3 6	4 0	5 0
Porter	..						
Porter (Luggage)	..						
Point-cleaner	..	6 6					
Station-cleaner	..						
Caller-up	..						
Porter (Checking)	..						
Porter (Shed and Yard)	..	7 0					
Porter (Van Stower)	..						
Porter (Operating)	..	7 0	7 6				
Porter (Signal)	..						
Porter (Parcels)	..	2	7 0				
	1		7 6				
Porter (Cloak Room)	..	2	7 0				
	1		7 6				
Porter (Despatch)	..		7 0	7 6	8 0		
Porter (Relieving)	..		7 0	7 6	8 0		
Porter (Ticket Collector)	..	2	7 0	7 6			
	1		8 0				
Porter-in-charge	..		7 0				
Porter-Assistant	..	2	7 6				
	1		8 0				
Leading Porter	..		7 6				
Head Porter	..	2	8 0	8 6			
	1		9 0	9 6			
	Special		10 0	10 6			
Parcels Foreman	..		8 6	9 0	9 6		
Lampman	..	2	6 6				
	1		6 6	7 0			
Leading Lampman	..		7 6				
Foreman Lampman	..	1	8 0	8 6	9 0		
	Special		10 0	10 6	11 0		
Conductor	..	2	7 6				
	1		8 0	8 6			
Signalman	..	4	8 0				
	3		8 6	9 0			
	2		9 6	10 0			
	1		10 6	11 0			
	Special		11 6				
Shunter	..	3	7 6				
	2		7 6	8 0			
	1		7 6	8 0	8 6		
Leading Shunter	..	2	8 6				
	1		9 0				
	Special		9 6	10 0			
Yard Foreman	..	2	10 0	10 6	11 0		
	1		11 0	11 6	12 0		
	Special		13 0				
Labourer	..		6 6	7 0			
Shedman	..	2	7 6				
	1		8 0				

SCHEDULE II.—*continued.*

Grade.	Class.	Division.					
		1.	2.	3.	4.	5.	6.
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Goods Checker ..	2	7 6					
	1	7 6	8 0				
Goods Foreman ..	Special	8 6					
	2	8 6	9 0	9 6			
Tarpaulin Repairer } Cask Repairer }	1	10 0	10 6	11 0			
	..	7 6	8 0				
Weighbridge Attendant	3	7 0					
	2	7 6					
Special Inquiry Officer..	1	8 0					
	2	7 0	7 6	8 0	8 6		
Daily Paid Clerk ..	1	9 0	9 6	10 0			
	..	7 0	7 6	8 0			
Truck Washer	6 6	7 0				
Watchman ..	1	6 6	7 0	7 6			
	Special	8 0					
Gatekeeper (Male)	5 6					
Gatekeeper (Widow)	4 0					
Ladies' Waiting Room Attendant ..	2	4 0	4 6				
	1	5 0					

Lad includes every employe under the age of 21 years.
 Every Porter, Point-cleaner, Caller-up, Station-cleaner, Luggage Porter, or Lampman (Class 2) who entered or may enter the Service as a lad shall on attaining the age of 21 years be paid in accordance with age on the following basis:—21 years, 6s. per day; 22 years and over, 6s. 6d. per day; and every Employe in such grades who entered or may enter the Service as an adult shall be paid at the rate of 6s. per day during the first twelve months.
 Every Labourer, Truck Washer, or Lampman (Class 1) who entered or may enter the Service as a lad shall on attaining the age of 21 years be paid in accordance with age on the following basis:—21 years, 6s. per day; 22 years, 6s. 6d. per day; 23 years and over, 7s. per day; and every Employe in such grades who entered or may enter the Service as an adult shall be paid at the rate of 6s. per day during the first twelve months.
 Any Employe classed as a Labourer, but whose duties do not involve continuous manual labour, shall not be paid in excess of 6s. 6d. per day.
 Every Male Gatekeeper not provided with departmental quarters shall be granted an allowance to make his daily wage equivalent to 6s. 6d. per day.
 Every Widow Gatekeeper shall be granted free quarters.
 Every Employe under the age of 22 years promoted to or acting in grades (other than Shunter) for which a minimum rate of 7s. or 7s. 6d. per day is prescribed shall be paid in accordance with the following scale, viz.:—20 years of age, 6s. per day; 21 years of age, 6s. 6d. per day; and on attainment of the age of 22 years at the minimum rate of the particular position.
 Every Employe under the age of 22 years promoted to or acting in the grade of Shunter, shall be paid in accordance with the following scale, viz.:—20 years of age, 6s. 6d. per day; 21 years of age, 7s. per day; and on attainment of the age of 22 years at the minimum rate of the particular position.
 Third class Signalman includes Assistant in Second class Box. Second class Signalman includes Assistant in First class Box. First class Signalman includes Assistant in Special Class Box.

SCHEDULE III.

ROLLING-STOCK BRANCH.

Grade.	Class.	Division.					
		1.	2.	3.	4.	5.	6.
		£	£	£	£	£	£
<i>Workshops' Staff.</i>							
Workshops' Foreman	3	225	240	255	275		
	2	250	265	280	300		
	1	275	290	305	320	335	350
	Special	375	400				
Ironwork Inspector	..	225	240	255	270	285	300
Brake Inspector	..						
Boiler Inspector	..						
<i>Running Staff.</i>							
Travelling Foreman	225	240	255	275		
	3	225	240	255	275		
Depôt Foreman	2	250	265	280	300		
	1	275	290	305	320	335	350
	Special	375	400				
<i>Engineering Staff.</i>							
Engineering Student	40	60	80	100	120	
Draftsman ..	3	140	160	180	200		
	2	220	240	260			
	1	280	300				

SCHEDULE III.—continued.

Grade.	Class.	Division.					
		1.	2.	3.	4.	5.	6.
<i>Engineering Staff—</i>							
<i>continued.</i>							
Engineering Assistant	3	£ 140	£ 160	£ 180	£ 200		
	2	220	240	260	280		
	1	300	325	350			
	Special	375	400				
Lad		<i>s. d.</i> 14 & 15	<i>s. d.</i> 16	<i>s. d.</i> 17	<i>s. d.</i> 18	<i>s. d.</i> 19	<i>s. d.</i> 20
		years,	years,	years,	years,	years,	years,
		2 0	2 6	3 0	3 6	4 0	5 0
Labourer		6 6	7 0				
Carriage Cleaner		6 6					
Leading-hand Labourer, &c.		7 6	8 0				
<i>Skilled Labourer, including the following avocations:—</i>							
Blacksmith's Assistant (Striker)							
Blocker							
Boilermakers' Assistant							
Brick Arch Builder*							
Case Hardener*							
Casting Dresser*							
Coreman*							
Employé putting in hammer shafts and minor wood turning*							
Fitters' Assistant in Running Shed after two years' continuous work as such with Fitter							
Foundry Furnaceman*							
Fuelman							
Furnace Repairer*							
Grinder*							
Lighter-up and Washer-out							
Locomotive Crane Attendant*							
Metaller							
Metal Polisher*							
Packer and Trimmer							
Pad and Pad Frame maker	7 6	8 0				
Paint Mixer							
Painters' Labourer painting, undergear or car roofs, or burning off							
Puller-out and Stacker							
Pumper							
Running Gear Repairer*							
Seaman Labourer with A.B. certificate							
Second Hand in Forge*							
Spray Painter*							
Stores Assistant and Fuelman							
Train Examiner*							
Travelling Crane Attendant*							
Tuber*							
Tube Repairer*							
Adult working any minor machine* such as—							
Core Machine							
Emery buffing machine							

SCHEDULE III.—*continued.*

Grade.	Class.	Division.					
		1.	2.	3.	4.	5.	6.
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
<i>Skilled Labourer, including—continued.</i>							
Adult working any minor machine* such as—							
Grinding machine							
Hose Mounting and testing machine							
Hydraulic press (taking off) ..							
Leather washer cutting machine ..							
Pipe-screwing, cutting, and bending machines ..							
Rumbler, castings and scrap machines							
Sand-grinder and sifter ..		7 6	8 0				
Screwing, Drilling, and Tapping, vertical, radial, slot, tire, or air machines ..							
Small machines in coppersmith's shop							
Stay cutter ..							
Steam, air, or drop hammer ..							
Taking off spring buckle ..							
Tube cutter, cleaner, boring, and straightening and grinding machines							
Leading-hand Skilled Labourer	8 6	9 0	9 6			
Apprentice	1 3	1 9	2 3	2 9	3 9	4 9
Coremaker ..							
French Polisher							
Painter	8 0	8 6	9 0	9 6	†	
Sailmaker ..							
Tinsmith ..							
Trimmer ..							
Brassfinisher ..							
Blacksmith ..							
Boilermaker ..							
Boltmaker ..							
Brass and Iron Moulder							
Car and Waggon Builder ..							
Carpenter and Joiner							
Coppersmith ..							
Fitter ..							
Furnaceman (Forge)	8 6	9 0	9 6	10 0	10 6	†
Grainer ..							
Glass Embosser							
Iron Machinist							
Nickelplater ..							
Plumber ..							
Rope Splicer ..							
Signwriter ..							
Springmaker ..							
Toolsmith ..							
Turner ..							
Patternmaker	10 0	10 6	11 0	11 6	12 0	†
Forgeman	10 6	11 0	11 6	12 0	12 6	13 0†
Sawyer							
Wood Machinist							
Saw Doctor and Sharpener	..	7 6	8 0	8 6	9 0	9 6	10 0†

SCHEDULE III.—continued.

Grade.	Class.	Division.					
		1.	2.	3.	4.	5.	6.
<i>Skilled Labourer, including—continued.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Leading-hand Artisan	11 6	12 0	12 6	13 0†		
Workshop Sub-Foreman	..	13 6	14 0	14 6	15 0		
Chargeman	10 0	10 6	11 0	11 6	12 0	
Acting Leading-hand	..	1s. per day in addition to ordinary wage					
Sub-Foreman (other than of Artisans)	..	10 0	10 6	11 0	11 6	12 0	
Timekeeper	7 0	7 6	8 0			
Daily Paid Clerk	..	6 6	7 0	7 6			
Messenger	6 6	7 0	7 6			
Watchman ..	1	6 6	7 0	7 6			
	Special	8 0					
Signalman	7 6	8 0				
Shunter						
Stationary Engine-driver	..	8 0	8 6	9 0			
Locomotive Crane Driver	..	8 6	9 0	9 6	10 0	10 6	11 0
Storeman ..	2	7 6	8 0				
	1	8 6	9 0				
Storeman (Leading)	..	9 6	10 0				
Seamstress	4 0	4 6	5 0			

Lad includes every employé under the age of 21 years other than an Apprentice.
 Every Labourer who entered or may enter the Service as a lad shall on attaining the age of 21 years be paid in accordance with age on the following basis, viz.:—21 years, 6s. per day; 22 years, 6s. 6d. per day; 23 years and over, 7s. per day; and every Labourer who entered or may enter the Service as an adult shall be paid at the rate of 6s. per day during the first twelve months.
 Any Employé classed as a Labourer, but whose duties do not involve continuous manual labour shall not be paid in excess of 6s. 6d. per day.
 Any Skilled Labourer in these grades performing duties of a special character may be granted a wage of 8s. 6d. per day.
 Every apprentice, on completion of his period of apprenticeship, shall for a period of twelve months be paid at a rate 1s. per day less than the minimum for the grade in which he is employed, and after such period of twelve months shall be paid at the minimum for such grade.
 Any Employé in these grades performing duties of a special character may be granted an allowance not exceeding 2s. per day, in addition to his ordinary wage.
 Every Carriage-cleaner who entered or may enter the Service as a lad shall on attaining the age of 21 years be paid in accordance with age on the following basis, viz.:—21 years, 6s. per day; 22 years and over, 6s. 6d. per day; and every Carriage-cleaner who entered or may enter the Service as an adult shall be paid at the rate of 6s. per day during the first twelve months.
 Every Skilled Labourer, 21 years of age, shall be paid at the rate of 7s. per day.

SCHEDULE IV.

WAY AND WORKS BRANCH.

Grade.	Class.	Division.						
		1.	2.	3.	4.	5.	6.	7.
		£	£	£	£	£	£	£
District Foreman (Metropolitan)	..	240	255	275				
District Foreman (Country)	..	225	240	255				
Weighbridge Foreman	..							
Foreman Plumber (Metropolitan)	..							
Shop Foreman (Ironwork and Interlocking)	..	240	255	275				
Inspector of Signals and Interlocking	..	300	325					
Roadmaster	225	240	255	270	285	300	325
Workmaster	300	325	350	375	400		
Inspector of Ironwork	..							
Engineering Student	40	60	80	100	120		
Draftsman ..	3	140	160	180	200			
	2	220	240	260				
	1	280	300					
Engineering Assistant	3	140	160	180	200			
Architectural Assistant	2	220	240	260	280			
Surveyor ..	1	300	325	350				
	Special	375	400					

SCHEDULE IV.—continued.

Grade.	Class.	Division.						
		1.	2.	3.	4.	5.	6.	7.
		s. d. 14 & 15 years	s. d. 16 years	s. d. 17 years	s. d. 18 years	s. d. 19 years	s. d. 20 years	s. d.
Lad	{	2 0	2 6	3 0	3 6	4 0	5 0	}
Labourer	6 6	7 0					
Assistant Fencer	}							
<i>Skilled Labourer, including—</i>								
Artisans' Assistant								
Asphalter								
Brakesman								
Bridge Labourer*								
Craneman								
Fencer								
Gardener								
Liftman								
Lithographic Stone Polisher*	..	7 6	8 0					
Pipe Joiner*.. .. .								
Platelayer								
Powderman*								
Quarryman*								
Rock-driller*								
Striker								
Skilled Labourer in Signal Gang								
Repairer	6 6	7 0					
Ganger	2	8 0	8 6					
Depôt Ganger (Metropolitan)	1	9 0						
Depôt Ganger (Country)	..	11 0	11 6	12 0				
Ganger of Special Gang	..	10 0	10 6	11 0	11 6	12 0	12 6	13 0
Assistant Signal Adjuster	..	8 6	9 0					
Signal Adjuster	9 6	10 0					
Signal Ganger	10 6	11 0	11 6				
Timekeeper 	7 0	7 6	8 0				
Daily-paid Clerk 								
Apprentice	1 3	1 9	2 3	2 9	3 9	4 9	
Blacksmith							
Boilermaker..	8 6	9 0	9 6	10 0	10 6		
Bricklayer								
Carpenter								
Fitter								
Mason								
Plasterer	8 6	9 0	9 6	10 0	10 6		
Plumber								
Signwriter								
Painter								
Upholsterer	8 0	8 6	9 0	9 6			
Patternmaker	10 0	10 6	11 0	11 6	12 0		
Foreman	12 6	13 0	13 6	14 0			
Bridge Ganger	9 0	9 6	10 0	10 6	11 0	11 6	12 0
Stationary Engine-driver†	..	8 0	8 6	9 0				
Weighing Machine Adjuster	..	8 0	8 6	9 0	9 6	10 0		
Storeman	2	7 6	8 0					
Storeman (Leading)	1	8 6	9 0					
Wood Machinist	9 6	10 0					
Messenger	7 6	8 0	8 6	9 0	9 6	10 0	
Watchman	6 6	7 0	7 6				
Gatekeeper (Male)‡	..	5 6						
Gatekeeper (Widow)§	..	4 0						

SCHEDULE IV.—continued.

Grade.	Class.	Division.						
		1.	2.	3.	4.	5.	6.	7.
Ballast Guard	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Office-cleaner (Female)	9 0	9 6	10 0				
Leading Hand	1s. per day in addition to ordinary wage.						
Acting Leading Hand }								

Lad includes every Employé under the age of 21 years other than an Apprentice.
 Every Labourer, Repairer, or Assistant Fencer who entered or may enter the Service as a Lad shall on attaining the age of 21 years be paid in accordance with age on the following basis, viz.:—21 years, 6s. per day; 22 years, 6s. 6d. per day; 23 years and over, 7s. per day; and every Employé in such grades who entered or may enter the Service as an adult shall be paid at the rate of 6s. per day during the first twelve months.
 Any employé classed as a Labourer, but whose duties do not involve continuous manual labour, shall not be paid in excess of 6s. 6d. per day.
 Every skilled Labourer 21 years of age shall be paid at the rate of 7s. per day.
 *Any skilled Labourer in these grades performing duties of a special character may be granted a wage of 8s. 6d. per day.
 Every Apprentice, on completion of his period of apprenticeship, shall for a period of twelve months be paid at a rate 1s. per day less than the minimum for the grade in which he is employed, and after such period of twelve months shall be paid at the minimum for such grade.
 † Any Stationary Engine-driver working in connexion with a pile-driving machine may be granted a wage not exceeding 10s. per day.
 ‡ Every Male Gatekeeper not provided with departmental quarters shall be granted an allowance to make his daily wage equivalent to 6s. 6d. per day.
 § Every Widow Gatekeeper shall be granted free quarters.
 || Any Timekeeper or Daily-paid Clerk performing special duties may be granted a wage not exceeding 9s. per day.

SCHEDULE V.

TELEGRAPH BRANCH.

Grade.	Class.	Division.						
		1	2	3	4	5	6	7
Laboratory Assistant	£ 175	£ 200	£ 215	£ 230	£ 250		
Foreman Lampmaker	200	215	230	250			
Foreman in Charge of Shops	200	215	230	250			
Electrical Officer (Light and Power)	200	215	230	250			
Electrical Officer (Telegraph and Signals)	200	215	230	250			
Line Overseer	250	265	280	300			
Telegraph Inspector	275	300	325	350			
Lad	s. d. 14 or 15 years	s. d. 16 years	s. d. 17 years	s. d. 18 years	s. d. 19 years	s. d. 20 years	s. d.
Labourer	2 0	2 6	3 0	3 6	4 0	5 0	
Lamp Carboner	6 6	7 0					
Skilled Labourer	7 0	7 6					
Batteryman	7 6	8 0					
Foreman Batteryman	7 6	8 0					
Gasman	9 0	9 6	10 0	10 6	11 0	11 6	12 0
Leading Hand Gasman	7 6	8 0					
Lineman	8 6	9 0					
Lineman in Charge	8 6	9 0	9 6				
Foreman Lineman	11 0	11 6	12 0	12 6	13 0	13 6	14 0
Wireman	8 6	9 0					
Leading Hand Wireman	9 6	10 0					
Foreman Wireman	11 0	11 6	12 0				
Electric Light Lamp Repairer	8 0	8 6	9 0				
Gasmaker	8 0	8 6	9 0				
Switchboard Attendant	8 6	9 0					
Lampmaker	7 6	8 0	8 6	9 0	9 6		
Assistant Foreman Lampmaker	10 6	11 0	11 6	12 0			
Gas Fitter	7 6	8 0	8 6	9 0	9 6	10 0	
Leading Hand Gas Fitter	10 6	11 0					
Foreman Gas Fitter	11 6	12 0	12 6	13 0	13 6	14 0	

SCHEDULE V.—continued.

Grade.	Class.	Division.						
		1	2	3	4	5	6	7
		s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Car Gas Fitter	9 0	9 6	10 0	10 6			
Instrument Maker	8 0	8 6	9 0	9 6	10 0	10 6	i
Leading Hand Instrument Maker	11 0	11 6	12 0	12 6	13 0		
Fitter in Charge	10 6	11 0	11 6				
Leading Hand Fitter in Charge	12 0	12 6	13 0				
Retort Setter	9 0	9 6	10 0	10 6	11 0		
Apprentice	1 3	1 9	2 3	2 9	3 9	4 9	
Fitter (Electrical)	8 0	8 6	9 0	9 6	10 0	10 6	
Fitter in Charge (Electrical)	11 0	11 6	12 0				
Fireman (Electric Light)	2	8 0	8 6					
	1	9 0						
Driver (Electric Light)	2	9 6	10 0					
	1	10 6	11 0	11 6				
Plumber	8 6	9 0	9 6	10 0	10 6		
Car Cleaner	6 6						
Shedman	7 0	7 6					
Leading Hand Shedman	8 6	9 0	9 6				
Motorman	7 6	8 0					
Examiner	8 6						
Car Shed Foreman	10 6	11 0	11 6	12 0			

Lad includes every employé under the age of 21 years other than an Apprentice.

Every skilled Labourer, 21 years of age, shall be paid at the rate of 7s. per day.

Every Labourer who entered or may enter the Service as a lad shall on attaining the age of 21 years be paid in accordance with age on the following basis, viz., 21 years, 6s. per day; 22 years, 6s. 6d. per day; 23 years and over, 7s. per day; and every Labourer who entered or may enter the service as an adult shall be paid at the rate of 6s. per day during the first twelve months.

Any Employé classed as a Labourer, but whose duties do not involve continuous manual labour, shall not be paid in excess of 6s. 6d. per day.

Every Apprentice, on completion of his period of apprenticeship, shall for a period of twelve months be paid at a rate 1s. per day less than the minimum for the grade in which he is employed, and after such period of twelve months shall be paid at the minimum for such grade.

Every Car Cleaner who entered or may enter the service as a lad shall on attaining the age of 21 years be paid in accordance with age on the following basis, viz., 21 years, 6s. per day; 22 years and over, 6s. 6d. per day; and every Car Cleaner who entered or may enter the Service as an adult shall be paid at the rate of 6s. per day during the first twelve months.

† Any employé in this grade performing duties of a special character may be granted an allowance not exceeding 2s. per day in addition to his ordinary wage.

SCHEDULE VI.

STORES AND STATIONERY BRANCHES.

Grade.	Class.	Division.							
		1	2	3	4	5	6	7	8
		£	£	£	£	£	£	£	£
Stores Overseer	240	255	270	285	300			
Stores Inspector	270	285	300	325				
Stores Purchasing Agent	285	300	325	350				

SCHEDULE VI.—continued.

Grade.	Class.	Division.						
		1	2	3	4	5	6	7
		s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Lad	{	14 & 15 years	16 years	17 years	18 years	19 years	20 years	}
		2 0	2 6	3 0	3 6	4 0	5 0	
Labourer		6 6	7 0					
Skilled Labourer		7 6	8 0					
Messenger		6 6	7 0	7 6				
Watchman		7 0	7 6	8 0				
Despatch Porter		7 0	7 6	8 0				
Apprentice		1 3	1 9	2 3	2 9	3 9	4 9	
Storeman	2	7 6	8 0					
	1	8 6	9 0					
Leading Storeman		9 6	10 0					
Head Storeman		10 6	11 0	11 6	12 0			
Special Relieving Officer		9 0	9 6	10 0	10 6	11 0	11 6	12 0
Coal Viewer		10 6	11 0	11 6	12 0			

Lad includes every employé under the age of 21 years other than an apprentice. Every Labourer who entered or may enter the service as a lad shall on attaining the age of 21 years be paid in accordance with age on the following basis, viz., 21 years, 6s. p-r day; 22 years, 6s. 6d. per day; 23 years and over, 7s. per day; and every Labourer who entered or may enter the Service as an adult shall be paid at the rate of 6s. per day during the first twelve months. Any Employé classed as a labourer, but whose duties do not involve continuous manual labour, shall not be paid in excess of 6s. 6d. per day.

DIVISION 2.

ENGINEMEN AND CLEANERS.

(10) For the purposes of this Division of the Regulation—

“ Shift ” shall mean the work performed or the service rendered between two periods of not less than eight hours each for which engine-men are booked off for rest. A shift may consist of one or more trips, and may involve service or work for a longer or a shorter time than the number of hours to be served or worked, or a greater or a lesser mileage than the mileage to be made, for a day's pay, and it may be “ broken,” that is, it may not be continuous service or work provided that the break is not of eight hours or longer. Any time occupied in travelling as a passenger may be treated as constituting the whole or part of a shift.

“ Trip ” shall mean a journey in one direction “ up ” or “ down ” including the work done or the service rendered thereon (including travelling as a passenger) between the terminal point at the commencement of the journey, and the terminal point at the other end of the journey.

“ Engine Time ” shall mean the specified time allowance for booking on, and for perusing the roster and notices, examining the engine and its equipment, preparing the engine for service and taking it to and connecting with the train at the commencement of a shift or trip; or for taking the engine off the train and to the depôt, examining and equipping the engine and leaving it roadworthy in the shed or other designated place, booking repairs required (if any), making reports in connexion with a shift or trip, and for booking off duty at the end of a shift or trip.

(11) The wages of Engine-men shall be in accordance with the following scale, viz. :—

Class.	Nature of Service.	Engine-driver.	Fireman.
		Rate of pay per day.	Rate of pay per day.
		s. d.	s. d.
1	Country Passenger	14 0	9 0
2	Suburban Passenger, 1st Grade	13 0	8 6
3	Mixed	13 0	8 6
4	Specified Branch Line or Cross-country	from 11 0 to 13 0	from 8 0 to 8 6
5	Specified Suburban, 2nd Grade	from 11 0 to 13 0	from 8 0 to 8 6
6	Goods Work or Switching—		
	1st Grade	12 0	8 0
	2nd Grade	313 days' driving at 11/-	313 days' firing at 7/6

And every such employé shall be paid at the rate fixed for the class to which he is allotted, irrespective of the character of the driving or firing (as the case may be) performed, with the exception that every Fireman in receipt of a wage not exceeding 8s. 6d. per day, shall whilst firing on a "V" class locomotive be granted an allowance of 6d. per day in addition to his ordinary wage.

(12) The wage of every Engineman in the 4th or 5th class employed on specified branch line, cross-country, or second grade Suburban service shall from time to time be fixed by the Chief Mechanical Engineer having regard to the mileage, the actual hours of duty, the hours away from the depôt, the relative importance of the service, and other surrounding circumstances.

(13) The wages of Cleaners shall be in accordance with age, on the following basis, viz.:—

Age in years.	Rate per day.	
	s.	d.
19	4	0
20	5	0
21	6	0
22 or over	6	6

with the reservation that every Cleaner who entered or who may hereafter enter the service as an adult shall be paid, during the first twelve months, at the rate of 6s. per day irrespective of age, and at the rate of 6s. 6d. per day thereafter; and the time worked by every Cleaner whilst employed in his ordinary capacity shall be computed on the basis of eight hours per day.

(14) Every Engine-driver whilst temporarily employed as a Fireman shall be paid at the maximum pay for such grade, and every Fireman whilst temporarily employed as a Cleaner shall be paid at the rate of 6s. 6d. per day, or, if under 21 years of age, at the rate specified in Clause 13 in respect of the particular age. Every Fireman shall, whilst acting as an Engine-driver, be paid at the minimum rate for such grade, and every Cleaner, whilst acting as a Fireman, shall be paid at the minimum rate for such grade.

(15) Unless otherwise determined by the Chief Mechanical Engineer every Engineman employed in a regular, country passenger or mixed service shall be paid on a mileage basis as specified hereunder, viz.:—

Mileage of shift.	Time to be allowed therefor.	
Up to and inclusive of 120 miles	1	day
Over 120 and up to and inclusive of 135 miles	1	$\frac{1}{8}$ days
Over 135 and up to and inclusive of 150 miles	1	$\frac{1}{4}$ "
Over 150 and up to and inclusive of 165 miles	1	$\frac{3}{8}$ "
Over 165 and up to and inclusive of 180 miles	1	$\frac{1}{2}$ "
Over 180 and up to and inclusive of 195 miles	1	$\frac{5}{8}$ "
Over 195 and up to and inclusive of 210 miles	1	$\frac{3}{4}$ "
Over 210 and up to and inclusive of 225 miles	1	$\frac{7}{8}$ "
Over 225 and up to and inclusive of 240 miles	2	"
Over 240 and up to and inclusive of 255 miles	2	$\frac{1}{8}$ "
Over 255 and up to and inclusive of 270 miles	2	$\frac{1}{4}$ "

and such payment shall cover all duties in connexion therewith. Provided, however, that the time occupied in connexion with any shift in such service shall be paid for on the basis of nine hours per day in every instance in which such method is more favorable to the employé concerned, but engine time shall be deemed to be included in the nine hours.

(16) If so determined by the Chief Mechanical Engineer, any engineman employed in passenger or mixed service, other than as specified in Clause 15, may be paid on the basis specified therein.

(17) Every Engineman employed in the suburban passenger service shall, except as provided in Clause 18, be paid on the basis of eight hours per day.

(18) Every Engineman employed on a Specified Branch Line or Cross-country Service, or on a Specified Suburban (2nd Grade) Service, shall be paid on the basis determined by the Chief Mechanical Engineer in accordance with Clause 12.

(19) Every Engineman employed in switching service shall be paid on the basis of nine hours per day on single shifts, and eight hours per day on double or treble shifts.

(20) Every Engineman employed on services not otherwise specified in clauses 15 to 19 inclusive shall be paid on the basis of nine hours per day.

(21) In computing the time worked by any Engineman—

Any period of less than 8 minutes shall be disregarded.

Any period of at least 8 minutes and less than 22 minutes shall be treated as 15 minutes.

Any period of at least 22 minutes and less than 37 minutes shall be treated as 30 minutes.

Any period of at least 37 minutes and less than 52 minutes shall be treated as 45 minutes.

Any period of at least 52 minutes and less than 60 minutes shall be treated as 60 minutes.

(22) Unless otherwise specified herein or otherwise determined by the Chief Mechanical Engineer, every Engineman shall be credited with forty-five minutes, for engine time, at the commencement of a shift, and forty-five minutes for engine time, at the end of a shift, after switching or other transportation work has been completed.

(23) An Engineman shall not be credited with any allowance under the provisions of Clause 22 in respect of the beginning or the end of any break in a shift, except as specified in Clauses 25, 26, and 27, nor, unless otherwise determined by the Chief Mechanical Engineer, in the case of—

- A shift or service paid for on a mileage basis ;
- A specified branch line, cross-country, or 2nd Grade suburban service ;
- A double or treble shift in switching service.

(24) Broken shifts may be arranged by, and at the discretion of, the Chief Mechanical Engineer.

(25) Unless otherwise determined by the Chief Mechanical Engineer every Engineman employed on a broken shift in suburban or switching service shall in every instance in which the engine remains during the break of shift at the same station as that at which such employé leaves and takes his train be credited with thirty minutes for engine time at the end of the first portion of the shift and the beginning of the second portion of the shift respectively.

(26) Unless otherwise determined by the Chief Mechanical Engineer every Engineman employed on a broken shift in other than suburban or switching service shall in every instance in which he takes out the same engine for the second portion of the shift as he brought in at the break of the shift be credited with thirty minutes for engine time at the end of the first portion of the shift and the beginning of the second portion of the shift respectively, and in every instance in which he is required to change engines at the break of shift he shall be credited with forty-five minutes for engine time at the end of the first portion of the shift, and with forty-five minutes for engine time at the beginning of the second portion of the shift.

(27) Every Engineman employed on a broken shift who is required to take his engine from Flinders-street or Prince's-bridge to the Locomotive Depôt at North Melbourne or Port Melbourne, shall be credited with thirty minutes for engine time at the end of the first portion of the shift, and at the beginning of the second portion of the shift respectively, and, subject to the special authority of the Chief Mechanical Engineer, with such time in addition thereto as may be required to bring the engine from the train to the depôt at the end of the first portion of the shift, and from the depôt to the train at the beginning of the second portion of the shift.

(28) Any Engineman who does not prepare his engine for service or bring it to the train, at the commencement of a shift or trip, or put it away at the end of a shift or trip, or who, for the return journey, changes over to another engine *en route*, shall not be credited with any engine time therefor.

(29) In every instance in which an Engineman is paid on the basis of "mileage" for one portion of a shift, and on the basis of "hours" for the other, the interval between the finish of the one portion and the commencement of the other shall, if less than one hour, be divided equally for the purpose of making any allowance therefor ; and if the interval extend over a period in excess of one hour, only thirty minutes thereof shall be included in computing the time to be paid for on the basis of hours, unless a different engine be used for the return trip, in which case forty-five minutes will be included.

(30) Any Engineman running a train from his home depôt who does not return to his home depôt until the third day, and who is not required for work on the intervening day, shall be credited with four hours extra at full pay, provided that no such extra time shall be credited beyond what may be required to bring his time, including engine time for the round trip, up to one day and a-half at full pay.

(31) Every Engineman or Cleaner engaged on departmental business other than in connexion with his ordinary avocation shall be credited with full time for the period so occupied, with a maximum of one day for each complete day so engaged.

(32) Every Engine-driver in charge of two or more engines at an out depôt shall be allowed 1s. per day extra while so in charge.

(33) Unless otherwise determined by the Chief Mechanical Engineer, any Engineman employed in specified branch line, cross-country, or 2nd Grade suburban service, who is required to remain in charge of his engine or to switch at a terminal point, shall not be credited with any time in respect of the period so occupied.

(34) Unless otherwise determined by the Chief Mechanical Engineer, every Engineman employed in a service not specified in Clause 33 who is required to switch at a terminal point, shall be credited with full time for the period so occupied.

(35) Unless otherwise determined by the Chief Mechanical Engineer, any Engineman, other than an Engineman specified in Clause 33, who is required to remain in charge of his engine at a terminal point, shall be credited with full time

whilst so in charge, provided that the interval at the terminal point between the trips does not, including engine time, amount to more than two hours. If the interval be more than two hours he shall be credited with only three-quarter time for such interval, subject to a minimum of two hours at full pay, and subject to the same reservation as specified in Clause 36.

(36) Any Engineman may be booked off duty without pay for the interval (exclusive of engine time) between the trips at a terminal point, subject to the reservation that in every instance in which the time worked for the shift, together with any time allowances in respect of such shift, amounts to less than one day at full pay, such interval at the terminal point, other than the home depôt, shall be paid for in full, but only to the extent of making the total time for the shift equivalent to one day at full pay, and pay shall not be allowed for the balance of the interval.

(37) On application to the Officer in Charge, any Engineman who has been on duty over thirteen hours shall be relieved as soon as practicable thereafter.

(38) In every instance in which an Engineman is relieved from duty in consequence of long hours, and it is practicable to book him off duty for a period of at least eight hours, such employé shall be so booked off at any station at which there is accommodation for him to obtain rest, and he shall not be credited with any pay in respect of the period in which he is so booked off.

(39) Any Engineman relieved from duty in accordance with Clause 37 shall not be granted any time allowance after his return to his home depôt under the provisions of Clause 22; and in every instance in which relief is afforded to any Engineman paid on a mileage basis, a deduction of thirty minutes or forty-five minutes (as the case may be) shall be made from the time allowance for the mileage, in the case of any Engineman relieved at or before arrival at the station or depôt at which he is to take rest, and of thirty minutes in the case of any Engineman relieved over the pit at such depôt.

(40) Every Engineman shall be credited with three-quarter time for any period occupied in travelling as a passenger, subject to a maximum of one day for such travelling. In every instance, however, in which the time actually on duty on the shift, together with any time allowances, amounts to less than one day, the time occupied in travelling shall be allowed in full but only to the extent of making the total time for the shift equivalent to one day at full pay.

(41) Every Engineman shall report for duty at such time before his train is due to depart as may be prescribed by the Chief Mechanical Engineer.

(42) Every Engineman who is ordered and reports for duty and whose services are not utilized as an Engineman on a train shall be credited with full time until relieved from duty with a minimum of one hour and a half at full pay, and shall be liable for work at the depôt for one hour and a half or for such longer period as he may be paid for.

(43) Every Engineman who is ordered and reports for duty and whose services are utilized as an Engineman on a train shall, subject to Clauses 35 and 36, be credited with full time until relieved from duty with a minimum of three hours at full pay, and shall be liable for three hours work either on or in connexion with the train or at a depôt.

(44) Every Engine-driver transferred to Melbourne shall be allowed not more than 44 days; to Ballarat or to Bendigo not more than 10 days; and to Maryborough, Geelong, Ararat, Stawell, Benalla, Seymour, Korumburra, or Traralgon, not more than 6 days; to learn the roads and signals at and radiating from such respective depôts, but every such employé shall only be paid at the rate to which he is entitled as an Engine-driver, for the days upon which he would have been driving if he had known the roads and signals, and for any other days he shall be paid at the maximum rate for a Fireman. Any period in excess of the number of days respectively specified above, which any Engine-driver may require in order to properly learn the roads and signals, shall only be paid for at the maximum rate for a Fireman.

(45) Engine-drivers and Firemen shall be allotted to the various classes by the Chief Mechanical Engineer in such proportions as will enable them to average, as far as practicable, the full number of working days per month, and in such proportions as he may deem necessary for the performance of the service in each class.

(46) The number of days worked by the Engine-drivers and Firemen in each class shall, as far as practicable, be equalized among them, by giving short shifts to men who have worked long shifts, and *vice versa*, and by booking off duty in either the same or the following month any men who have worked more than the full number of working days in any one month, for a period equivalent to the excess time so worked.

(47) In the event of a shortage or a surplus of men in any class by reason of an increase, reduction, or alteration of the train service, or other cause, the number of men in such class shall be increased or reduced (as the case may be) on the basis prescribed hereafter.

(48) The promotion of Firemen shall be to the lowest grade of Engine-driver, and that of Cleaners shall be to the lowest grade of Fireman.

(49) An Engine-driver shall not be eligible for the increase in the rate of pay from 11s. to 12s. per day until he has done 313 days' driving, nor shall any Engine-driver, who is allotted to a service for which a wage of 11s. per day is fixed, be entitled to such increase so long as he remains in such service at his own request.

(50) Allotment, promotion, and reduction shall be governed by relative merit, ability, suitability, and record, of which the Chief Mechanical Engineer shall be the judge. Everything else being equal, the senior man shall be allotted, or promoted, or the junior man reduced (as the case may be).

(51) The seniority of Enginemen and Cleaners shall be as set out in the seniority list which shall from time to time be issued by the Chief Mechanical Engineer, subject to such additions and alterations as he may determine.

(52) The seniority of every Cleaner shall be fixed as from the date on which he commences duty as a Cleaner, with the reservation that a Fitter who has worked six months as a Cleaner or at equivalent work shall rank with Cleaners for promotion to the position of a Fireman, according to the time worked as a Cleaner, or at equivalent work, and as a Fitter; and every other Locomotive Workshop or Running Shed employé, and every employé transferred from another branch as a Cleaner, shall be credited with one-half of his service subsequent to the attainment of the age of 19 years, with a maximum credit of two years for such service.

(53) Every Engineman or Cleaner who elects to forego promotion to any vacancy, or who at the time of such vacancy is debarred from promotion, or who is not selected for promotion thereto, shall thereupon and thereafter rank junior to every man promoted over him, but shall not thereby lose his right to subsequent promotion; but every Cleaner on completing the period entitling him to be classified as a Fireman, shall, subject to the foregoing provisions of this clause, and to the provisions of Clause 57, be placed on the Firemen's list, in the order of his seniority as fixed in the seniority list.

(54) Every Engineman or Cleaner who voluntarily seeks a position in a lower class shall, on appointment to such junior class, rank senior to every man therein, but junior to every man in the higher classes.

(55) Every Engineman or Cleaner who voluntarily seeks employment in a grade other than that of Engine-driver, Fireman, or Cleaner shall, on appointment to such other grade, have his name removed from the seniority list, and, if subsequently reinstated, shall be placed at the bottom of his former grade, provided, however, that any Engineman who is promoted to a superior position, but is found to be unsuitable therefor, and is reinstated as an Engineman, shall be placed on the seniority list in the same relative position as he occupied prior to such promotion.

(56) Every Engineman or Cleaner who, in consequence of ill-health or of any injury, is compelled to seek temporary employment in a class lower than that in which he is allotted, or in a grade other than that of Engine-driver, Fireman, or Cleaner, and whose inability to carry out his ordinary duties is certified to by the Railways Medical Officer, shall not thereby forfeit his seniority if the Railways Medical Officer, within a period of two years, certify that he is fit to resume the ordinary duties of his former class. In every instance, however, in which such employé, after being so certified by the Railways Medical Officer and after having been offered reinstatement to his former class, declines to immediately accept such reinstatement, or in which such employé is deemed incapable for such higher class work, he shall forfeit the seniority to which he is entitled, and shall thereupon and thereafter rank in the order of his seniority in the grade or class in which he has been temporarily employed.

(57) Every Cleaner, before being allowed out firing, shall be required to pass a preliminary examination as to his knowledge of the engine, regulations, and signals, and after 313 days' firing shall be required to pass a second examination before being classified as a Fireman, and until he has passed such examination he shall be considered as an Acting Fireman only. Every Cleaner who fails to pass either of the prescribed examinations at the second trial shall be superseded by every Cleaner who passes such examination before him, and upon passing either of such examinations he shall become eligible for promotion, but shall rank junior to every Cleaner then placed above him and who has passed. Every Cleaner who fails to pass either of the prescribed examinations at the third trial shall be reduced to the position of Labourer.

(58) Every Fireman shall be required to pass an examination before being classified or utilised as an Engine-driver, and any such employé who fails to pass the prescribed examination at the second trial shall be superseded by every Fireman who passes such examination before him, and upon passing such examination he shall become eligible for promotion, but shall rank junior to every Fireman then placed above him and who has passed. Every Fireman who fails to pass the prescribed examination at the third trial, or who does not pass such examination prior to attaining the age of fifty years, shall be reduced to the position of Fireman at 8s. 5d. per day, and shall not be entitled to further advancement. Any Fireman who fails to pass the first examination shall not be paid for any time lost in connexion with the second and third examinations.

(59) Except in cases of emergency any Engineman or Cleaner, after completing a full shift of not less than eight hours, shall not be again booked on duty until he has had a clear interval of eight hours for rest, and after completing a shift of not less than twelve hours, such employé shall not, if practicable, be again booked on duty until he has had a clear interval of twelve hours for rest.

DIVISION 3.

GUARDS.

(60) For the purposes of this Division of the Regulation—

“Shift” shall mean the work performed or the service rendered between two periods of not less than eight hours each for which guards are booked off for rest. A shift may consist of one or more trips, and may involve service or work for a longer or a shorter time than the number of hours to be served or worked for a day's pay, and it may be “broken,” that is, it may not be continuous service or work, provided that the break is not of eight hours or longer. Any time occupied in travelling as a passenger may be treated as constituting the whole or part of a shift.

“Trip” shall mean a journey in one direction “up” or “down,” including the work done or the service rendered thereon (including travelling as a passenger) between the terminal point at the commencement of the journey and the terminal point at the other end of the journey.

(61) The wages of Guards shall be in accordance with the following scale, viz.:—

Class.	Nature of Service.	Rate per day.		
		Division.		
		1.	2.	* 3.
		s. d.	s. d.	s. d.
1	Sydney or Adelaide Express	11 6
2	Passenger	10 6	11 0	...
3	Goods or Mixed	9 0	9 6	10 0
4	Suburban	7 6	8 0	...

(62) Every Guard who in consequence of slackness of work is temporarily employed in a lower class or grade (as the case may be) shall be paid at the maximum rate of such class or grade, and the period so occupied shall be included in computing the due date of the increment (if any) to which such employé may be next entitled. Such increment, however, shall not be granted in respect of any period prior to the date of the resumption of duty in the higher class or grade (as the case may be).

(63) Every Passenger Guard acting as an Express Guard, Goods Guard acting as a Passenger or Express Guard, or Suburban Guard acting as a Goods or Passenger Guard, shall, whilst so acting, be paid at the minimum rate of the higher class, provided that the time during which such employé is so acting amounts to at least one day in the month.

(64) Unless otherwise determined by the General Superintendent of Transportation, every Guard shall be paid on the basis of eight hours per day.

(65) Every Guard employed in running the Sydney express train from Melbourne to Albury and return, or in running the Adelaide express train from Melbourne to Stawell and return, shall be credited with two days for each such round trip.

(66) In computing the time worked by any Guard—

Any period of less than 8 minutes shall be disregarded.

Any period of at least 8 minutes and less than 22 minutes shall be treated as 15 minutes.

Any period of at least 22 minutes and less than 37 minutes shall be treated as 30 minutes.

Any period of at least 37 minutes and less than 52 minutes shall be treated as 45 minutes.

Any period of at least 52 minutes and less than 60 minutes shall be treated as 60 minutes.

(67) Unless otherwise determined by the General Superintendent of Transportation, every Guard shall be credited with an allowance as specified hereunder,

for making up and inspecting the train, recording tonnage, testing brakes, inspecting contents of van, and compiling train way-bills and other reports, &c., viz.:-

Class of Train.	Allowance.	
	Before Departure from Home Station.	After Return to Home Station.
	Minutes.	Minutes.
Passenger	30	20 to 30
Mixed	30 to 45	20 to 30
Goods	30 to 60	20

Class of Train.	At commencement of Shift.	At end of Shift.
	Minutes.	Minutes.
Suburban	15	15

and the actual allowance to be credited at the respective home stations before the departure of each Mixed or Goods Train, and after the return of each Passenger or Mixed Train, shall from time to time be fixed by the General Superintendent of Transportation within the limits respectively specified.

(68) Every Goods or Mixed train Guard who, before departure from or after return to his home station, is continuously employed at shunting duties other than those usually required in connexion with the making up of his train, for a period which, together with that occupied in the duties specified in the preceding clause, is in excess of the allowance to which he is entitled under the provisions of such clause, shall be credited with the total actual time so occupied, subject to the certificate of the officer in charge, and to the special approval of the General Superintendent of Transportation.

(69) Every Guard stationed at Spencer-street, who is required to run a train from the Melbourne Yard, or *vice versa*, shall, in addition to any allowance which is granted under the provisions of Clauses 67 and 68, be credited with an allowance of ten minutes, for the purpose of obtaining his kit from and returning it to the home station respectively, and every Guard stationed in the Melbourne Yard who is required to run a train from Flinders-street or Prince's-bridge, or *vice versa*, shall, in addition to any allowance which he is granted under the provisions of Clause 67, be credited with an allowance of twenty minutes for such purpose; but such additional allowance for returning the kit shall not be granted to any Guard stationed in the Melbourne Yard in any instance in which his trip may finish in the Goods Yard at Spencer-street (including the West Yard siding).

(70) Every Guard stationed in the Melbourne Yard who is required to run a race or a show train from Spencer-street, Flinders-street, or Prince's-bridge shall, in addition to the allowances specified in Clauses 67 and 69 respectively, be credited with an allowance of 15 minutes after arrival on the last "up" trip, in any instance in which he may be required to shut the windows of the train.

(71) Broken shifts may be arranged by, and at the discretion of, the General Superintendent of Transportation.

(72) Any Suburban Guard employed on a broken shift shall not be credited with any time in respect of the interval between arrival at the home station on completion of the first portion of the shift, and departure therefrom on the second portion of the shift.

(73) Unless otherwise determined by the General Superintendent of Transportation, every Guard employed in other than Suburban service shall be credited with twenty minutes at full pay after arrival at the destination on a forward trip and with thirty minutes at full pay before departure on a return trip, but shall be booked off duty for the intervening period without pay. Provided, however, that in every instance in which the time worked for the shift, together with any time allowances in respect of such shift, amounts to less than one day at full pay, such interval shall be paid for in full, but only to the extent of making the total time for the shift equivalent to one day at full pay, and pay shall not be allowed for the balance of the interval, and that in every instance in which it is necessary for a Guard to be employed at shunting or other duty at the destination station, during the interval between the expiration of the period of twenty minutes from the time of arrival and the commencement of the period of thirty minutes prior to departure, such employé shall not be booked off whilst thus employed, and shall be credited with full time for the period so occupied.

(74) Any Guard running a train from his home station who does not return to his home station until the third day, and who is not required for work on the intervening day, shall be credited with four hours extra at full pay, provided that no such extra time shall be credited beyond what may be required to bring his time and time allowances for the round trip up to one day and a half at full pay.

(75) On application to the Officer in Charge, any Guard who has been on duty over 13 hours, shall be relieved as soon as practicable thereafter.

(76) In every instance in which a Guard is relieved from duty in consequence of long hours and it is practicable to book him off duty for a period of at least eight hours, such employé shall be so booked off at any station at which there is accommodation for him to obtain rest, and he shall not be credited with any time in respect of the period during which he is so booked off.

(77) Any Guard relieved from duty in accordance with Clause 75 shall not thereafter be granted any time allowance under the provisions of either Clause 67, 69, or 73 in respect of that particular shift, subject to the reservation that every Guard stationed in the Melbourne Yard who is so relieved whilst running on the Eastern or South-Eastern systems, shall be credited with an allowance of twenty minutes after arrival at Prince's-bridge or Flinders-street (as the case may be) for the purpose of returning to the Melbourne Yard with his kit, and every Guard stationed in the Melbourne Yard returning from any other system shall be credited with ten minutes for that purpose after the time of arrival at North Melbourne, provided, that if any such Guard return in his own train, such allowance for returning with the kit shall not be granted.

(78) Every Guard shall report for duty at such time before his train is due to depart as may be prescribed by the General Superintendent of Transportation.

(79) Every Guard who is ordered and reports for duty, and whose services are not utilized as a Guard on a train, shall be credited with full time until relieved from duty, with a minimum of one hour and a half at full pay, and shall be liable for work at the station for one hour and a half or such longer period as he may be paid for.

(80) Every Guard who is ordered and reports for duty, and whose services are utilized as a Guard on a train, shall, subject to Clause 73, be credited with full time until relieved from duty with a minimum of three hours at full pay, and shall be liable for three hours work either on or in connexion with the train or at a station.

(81) Every Guard shall be credited with three-quarter time for any period occupied in travelling as a passenger, subject to a maximum of one day at full pay for such travelling. In every instance, however, in which the time actually on duty for the shift, together with any time allowances, amounts to less than one day, the time occupied in travelling shall be allowed in full, but only to the extent of making the total time for the shift equivalent to one day at full pay.

(82) Every Guard engaged on departmental business other than in connexion with his ordinary avocation shall be credited with full time for the period so occupied, with a maximum of one day for each complete day so engaged.

(83) Guards shall be allotted to the various classes by the General Superintendent of Transportation in such proportions as will enable them to average, as far as practicable, the full number of working days per month, and in such proportions as he may deem necessary for the performance of the service in each class.

(84) The number of days worked by the Guards in each class shall, as far as practicable, be equalized among them by giving short shifts to men who have worked long shifts, and *vice versa*, and by booking off duty in either the same or the following month any men who have worked more than the full number of working days in any one month, for a period equivalent to the excess time so worked.

(85) In the event of a shortage or a surplus of men in any class by reason of an increase, reduction, or alteration of the train service, or other cause, the number of men in such class shall be increased or reduced (as the case may be) on the basis prescribed hereafter.

(86) Allotment, promotion, and reduction shall be governed by relative merit ability, suitability, and record, of which the General Superintendent of Transportation shall be the judge. Everything else being equal, the senior man shall be promoted, or the junior man reduced (as the case may be).

(87) The seniority of Guards in each class shall be based on the date of appointment thereto, and shall be as set out in a seniority list which shall be issued by the General Superintendent of Transportation, within 30 days of the date of this Regulation, and from time to time thereafter, and subject to such additions and alterations as he may determine. Provided, however, that the basis for promotion to the position of Goods Guard shall be the date of entry to the service, irrespective of the date of appointment to any particular class or grade.

(88) Every Guard who elects to forego promotion to any vacancy, or who at the time of such vacancy is debarred from promotion, or who is not selected for promotion thereto, shall thereupon and thereafter rank junior to every man promoted over him, but shall not thereby lose his right to subsequent promotion.

(89) Every Guard who voluntarily seeks a position in a lower class shall, on appointment to such junior class, rank senior to every man therein, but junior to every man in the higher classes.

(90) Every Guard who voluntarily seeks employment in another grade shall, on appointment to such other grade, have his name removed from the seniority list, and, if subsequently reinstated, shall be placed at the bottom of his former grade. Provided, however, that any Guard who is promoted to the position of Station-master, or to any other superior position, but who is found to be unsuitable therefor, and is reinstated as a Guard, shall be placed on the seniority list in the same relative position as he occupied prior to promotion.

(91) Every Guard who, in consequence of ill-health or of any injury, is compelled to seek temporary employment in a class lower than that in which he is allotted, or in another grade, and whose inability to carry out his ordinary duties is certified to by the Railways Medical Officer, shall not thereby forfeit his seniority if the Railways Medical Officer, within a period of two years, certify that he is fit to resume the ordinary duties of his class. In every instance, however, in which such employé, after being so certified by the Railways Medical Officer, and after having been offered reinstatement to his former class, declines to immediately accept such reinstatement, or in which such employé is deemed incapable for such higher class work, he shall forfeit the seniority to which he is entitled, and shall thereupon and thereafter rank in the order of his seniority in the grade or class in which he has been temporarily employed.

(92) An employé shall not in any instance be permitted to run as a Guard or as an Acting Guard unless he hold a certificate of competency therefor, and such certificate shall not be granted to any employé unless he have passed an examination conducted by the District Superintendent and the Traffic Inspector, or such other officer or officers as may be appointed by the General Superintendent of Transportation. Any employé who fails to pass the prescribed examination at the third trial, or who does not pass such examination prior to attaining the age of fifty years, shall not thereafter be deemed eligible for appointment as a Guard or to act in such capacity.

(93) Except in cases of emergency, any Guard after completing a full shift of not less than eight hours shall not be again booked on duty until he has had a clear interval of eight hours for rest; and after completing a shift of not less than twelve hours such employé shall not if practicable be again booked on duty until he has had a clear interval of twelve hours for rest.

DIVISION 4.

EMPLOYEES TEMPORARILY RELIEVING OR ACTING IN HIGHER POSITIONS.

(94) Every employé (other than an employé attached to the regular relieving staff) who is required to temporarily relieve an employé of or otherwise carry out the duties of a higher grade shall, whilst so acting, be paid an allowance to make his wage equivalent to the rate specified hereunder in respect of such grade; provided, however, that such allowance shall not be paid in respect of any period of less than one day, except in the case of an employé regularly acting as a Signalman or as a Guard, who shall be granted such allowance if the period of such higher duty amounts to not less than one day in the month.

Grade.	Grade Relieved.	Minimum Wage payable to Relieving Employee.
TRANSPORTATION BRANCH.		
Goods Checker	Goods Foreman	s. d. 8 6
Labourer	Shunter	7 6
Labourer	Leading Shunter	8 6
Labourer	Shedman	7 6
Labourer	Goods Checker	7 6
Lampman	Leading Lampman	7 6
Leading Lampman	Foreman Lampman	8 0
Leading Porter	Head Porter	8 0
Leading Shunter	Goods Guard	9 0
Leading Shunter	Passenger Guard	10 6
Leading Shunter (Class 1)	Leading Shunter (Special)	9 6
" " " "	Yard Foreman (Class 1, or Special)	11 0
Leading Shunter	Yard Foreman (Class 2)	10 0
Porter (at least 22 years of age)	Porter (Checking)	7 0
Porter " " " "	Porter (Shed and Yard)	7 0
Porter " " " "	Porter (Van Stower)	7 0
Porter " " " "	Porter (Parcels)	7 0
Porter " " " "	Porter (Cloak Room)	7 0
Porter " " " "	Porter-in Charge	7 0
Porter " " " "	Special Inquiry Officer	7 0
Porter " " " "	Porter (Leading)	7 6
Porter " " " "	Shedman	7 6
Porter " " " "	Conductor	7 6

Grade.	Grade Relieved.	Minimum Wage payable to Relieving Employé.
TRANSPORTATION BRANCH—continued.		
Porter " " " ...	Shunter ...	s. d. 7 6
Porter " " " ...	Leading Shunter ...	8 6
Porter " " " ...	Head Porter ...	8 0
Porter " " " ...	Parcels Foreman ...	8 6
Porter (at least 22 years of age), holding the necessary certificates	Porter (Operating) ...	7 0
Porter " " " ...	Porter (Signal) ...	7 0
Porter " " " ...	Porter (Relieving) ...	7 0
Porter " " " ...	Porter (Ticket Collector) ...	7 0
Porter " " " ...	Porter-Assistant ...	7 6
Porter " " " ...	Guard (Suburban) ...	7 6
Porter " " " ...	Signalman ...	8 0
Porter " " " ...	Guard (Goods) ...	9 0
Porter " " " ...	Guard (Passenger) ...	10 6
Shunter ...	Leading Shunter (Class 2) ...	8 6
Shunter ...	Leading Shunter (Class 1) ...	9 0
Shunter ...	Guard (Goods) ...	9 0
Shunter ...	Guard (Passenger) ...	10 6
Signalman (Class 4) ...	Signalman (Class 3) ...	8 6
Signalman (Class 3) ...	Signalman (Class 2) ...	9 6
Signalman (Class 2) ...	Signalman (Class 1) ...	10 6
Signalman (Class 2) ...	Signalman (Class Special) ...	11 6
Signalman (Class 1) ...	Signalman (Class Special) ...	11 6
ROLLING-STOCK BRANCH.		
Artisan ...	Leading Hand ...	11 6*
Artisan ...	Workshop Sub-Foreman ...	13 6
Blacksmith ...	Forgeman ...	10 6
Cleaner ...	Skilled Labourer ...	7 6
Cleaner ...	Storeman ...	7 6
Cleaner ...	Chargeman ...	10 0
Cleaner ...	Leading Storeman ...	9 6
Cleaner ...	Sub-Foreman... ..	10 0
Fireman ...	Skilled Labourer ...	7 6
Furnaceman ...	Forgeman ...	10 6
Labourer ...	Skilled Labourer ...	7 6
Labourer ...	Stationary Engine-driver ...	8 0
Labourer ...	Storeman ...	7 6
Labourer ...	Leading Storeman ...	9 6
Labourer ...	Locomotive Crane Driver ...	8 6
Leading Hand ...	Sub-Foreman (other than of Artisans) ...	10 0
Leading Hand Artisan ...	Workshop Sub-Foreman ...	13 6
Skilled Labourer ...	Chargeman ...	10 0
Skilled Labourer ...	Locomotive Crane Driver ...	8 6
Skilled Labourer ...	Stationary Engine-driver ...	8 0
Skilled Labourer ...	Leading Storeman ...	9 6
Skilled Labourer ...	Forgeman ...	10 6
WAY AND WORKS BRANCH.		
Artisan ...	Foreman ...	12 6
Assistant Fencer ...	Fencer ...	7 6
Assistant Signal Adjuster ...	Signal Adjuster ...	9 6
Ganger (Class 2) ...	Ganger (Class 1) ...	9 0
Ganger (Class 2 or 1) ...	Ganger of Special Gang ...	10 0
Labourer ...	Wood Machinist ...	7 6
Labourer ...	Stationary Engine-driver ...	8 0
Labourer ...	Storeman ...	7 6
Labourer ...	Leading Storeman ...	9 6
Labourer ...	Ganger (Class 1) ...	9 0
Labourer ...	Ganger (Class 2) ...	8 0
Leading Hand Artisan ...	Foreman ...	12 6
Repairer ...	Ganger (Class 2) ...	8 0
Repairer ...	Ganger (Class 1) ...	9 0
Repairer ...	Ganger of Special Gang ...	10 0
Signal Adjuster ...	Signal Ganger ...	10 6
Skilled Labourer ...	Assistant Signal Adjuster ...	8 6
Skilled Labourer ...	Stationary Engine-driver ...	8 0
Skilled Labourer ...	Weighing Machine Adjuster ...	8 0
Skilled Labourer ...	Leading Storeman ...	9 6
TELEGRAPH BRANCH.		
Batteryman ...	Foreman Batteryman ...	9 0
Conductor ...	Motorman ...	7 6
Driver (Class 2) ...	Driver (Class 1) ...	10 6
Fireman (Class 2) ...	Firemen (Class 1) ...	9 0
Fireman (Class 1) ...	Driver (Class 2) ...	9 6
Fitter in Charge ...	Leading Hand Fitter in Charge ...	12 0
Fitter (Electrical) ...	Fitter in Charge (Electrical) ...	11 0
Gas Fitter ...	Leading Hand Gas Fitter ...	10 6
Gasman ...	Leading Hand Gasman ...	8 6

* Or an allowance of 1s per day in addition to the ordinary wage, if more favorable to the employé concerned.

Grade.	Grade Relieved.	Minimum Wage payable to Relieving Employé.
<i>TELEGRAPH BRANCH—continued.</i>		
Instrument Maker	Leading Hand Instrument Maker	11 0
Instrument Maker	Fitter in Charge	10 6
Lamp Carboner	Electric Light Lamp Repairer ...	8 0
Lamp Maker	Assistant Foreman Lamp Maker	10 6
Leading Hand Gas Fitter	Foreman Gas Fitter	11 6
Leading Hand Shedman	Car Shed Foreman	10 6
Leading Hand Wireman	Foreman Wireman	11 0
Lineman in Charge	Foreman Lineman	11 0
Lineman	Lineman in Charge	8 6
Motorman	Examiner	8 6
Shedman	Leading Hand Shedman	8 6
Wireman	Leading Hand Wireman	9 6

(95) Every Artisan, Engine-driver, Foreman, Depôt Ganger, Leading Hand, or other employé, who is in receipt of a wage of less than 14/6 per day, and is required to temporarily relieve an officer or otherwise carry out the duties of any of the following grades, viz:—

Way and Works Branch.

District Foreman, Shop Foreman (Ironwork and
Weighbridge Foreman, Interlocking),
Foreman Plumber (Metropolitan), Roadmaster,

Rolling Stock Branch.

Workshops Foreman, Travelling Foreman,
Ironwork Inspector, Depôt Foreman,
Boiler Inspector,

shall whilst so engaged be paid an allowance to make his daily wage equivalent to 14s. 6d. per day.

(96) Every Artisan, Leading Hand, Foreman, or other employé in the Telegraph Branch, who is in receipt of a wage of less than 13s. per day, and is required to temporarily relieve an Officer or otherwise carry out the duties of any of the following grades, viz:—

Foreman Lampmaker.
Foreman in Charge of Shops,
Electrical Officer (Light and Power).
" " (Telegraph and Signals),

shall whilst so engaged be paid an allowance to make his daily wage equivalent to 13s. per day; and every such employé who is in receipt of a wage of less than 15s. per day, and is required to temporarily relieve or otherwise carry out the duties of the Line Overseer, shall whilst so engaged be paid an allowance to make his daily wage equivalent to 15s. per day.

DIVISION 5.

ALLOWANCES TO STATIONMASTERS IN LIEU OF QUARTERS.

(97) Every Stationmaster who is not provided with quarters by the Department shall, in lieu thereof, be granted an allowance as under, viz:—

	Allowance per week.
	<i>s. d.</i>
Stationmasters in receipt of a salary of £150 per annum or more	17 6
Stationmasters in receipt of a salary of less than £150 per annum	15 0

DIVISION 6.

ALLOWANCES TOWARDS THE BOARD AND LODGING EXPENSES OF JUNIOR OFFICERS, LADS, AND APPRENTICES.

(98) Every Junior Officer in receipt of a salary of £40 per annum, and who, owing to the requirements of the Department, is obliged to reside away from his home, shall, whilst in receipt of such salary, be granted an allowance of Ninepence (9d.) per day (exclusive of Sundays), towards his board and lodging expenses, except whilst on annual leave.

(99) Every Lad or Apprentice who, owing to the requirements of the Department, is obliged to reside away from his home, shall, except whilst on annual leave, be granted a daily allowance (exclusive of Sundays) towards his board and lodging expenses in accordance with the following scale:—

Lads	...	{Wage	... per day	... 2s.	... 2s. 6d.	... 3s.	... 3s. 6d.
		{Allowance	... "	... 1s.	... 9d.	... 6d.	... 3d.
Apprentices	...	{Wage	... per day	... 1s. 3d.	... 1s. 9d.	... 2s. 3d.	... 2s. 9d.
		{Allowance	... "	... 1s.	... 9d.	... 6d.	... 3d.

(100) Such allowance, however, shall not be granted in any case unless the Head of the Branch be satisfied that it is not practicable for the Junior Officer or Lad or Apprentice concerned to reside at home.

DIVISION 7.

RELIEVING EXPENSES.

(101) Every Officer or Employé attached to the regular relieving staff shall, whilst engaged on relieving duty outside of the suburban area, be granted board and lodging expenses in accordance with the following scale, viz.:—

	Allowance per day.
	s. d.
Officers in receipt of £150 per annum and upwards	... 4 0
Officers in receipt of less than £150 per annum	... 3 6
Employés	... 3 0

(102) Any Officer or Employé (other than a Stationmaster) attached to the regular relieving staff, and who is engaged within the suburban area for a period in excess of two months, shall not, without the sanction of the Commissioners, be granted expenses in accordance with the provisions of Clause 101 in respect of any such excess period.

(103) Every Officer or Employé attached to the regular suburban relieving staff shall, whilst engaged on relieving duty within the suburban area, be granted an allowance of 1s. 6d. per day towards his board and lodging expenses, subject to the reservation that every Relieving Stationmaster so engaged shall not be granted such allowance, but shall be granted expenses in accordance with the scale specified in Clause 101.

(104) Notwithstanding anything contained in Clauses 101 and 103, any Officer or Employé engaged on relieving duty at any particular station, place, or depôt for a period in excess of two months shall not be allowed any expenses in respect of the period in excess of two months except with the sanction of the Commissioners; but any Relieving Stationmaster, whose expenses are withdrawn in accordance with this provision, shall thereupon be granted the allowance in lieu of quarters to which he would be entitled as a Stationmaster.

(105) Board and lodging expenses shall not be allowed to any Officer or Employé attached to the regular relieving staff whilst off duty with or without pay whether on annual leave or otherwise, but unless otherwise determined by the Commissioners, every Relieving Stationmaster shall, during any such period, be granted the allowance in lieu of quarters to which he would be entitled as a Stationmaster.

(106) Any Stationmaster who is utilized to relieve a District Superintendent shall not, whilst so relieving, be granted relieving expenses, or an allowance in lieu of quarters, but shall be granted such expenses as may be authorized by the Commissioners.

(107) Every Officer or Employé not attached to the regular relieving staff who is required to temporarily relieve an Officer or Employé at another station, place, or depôt shall be treated as regards expenses on the basis of the provisions of that portion of the Regulation relating to "Travelling and Incidental Expenses."

(108) Relieving expenses shall be computed on the basis of seven days per week.

DIVISION 8.

TRAVELLING AND INCIDENTAL EXPENSES.

(109) Every Officer or Employé (other than any Employé engaged in an avocation specified in Clauses 119 and 120) who is not attached to the regular relieving staff, and who is required to travel to and undertake duty at a place or station outside of the Suburban area, may, subject to the conditions

and reservations hereinafter expressed, be paid expenses in accordance with the following scale:—

	Allowance for first seven days.	Allowance after seven days at the same place.
	Per Day. s. d.	Per Day s. d.
OFFICERS.		
(a) Heads of Branches and Acting Heads of Branches	15 0	12 0
(b) Officers in receipt of £500 per annum and upwards (exclusive of Heads of Branches and Acting Heads of Branches)	12 0	8 0
(c) Officers in receipt of £300 and over, but less than £500 per annum	10 0	6 0
(d) Officers in receipt of £150 per annum and over, but less than £300 per annum	8 0	5 0
(e) Officers in receipt of less than £150 per annum...	6 0	4 0
EMPLOYÉS.		
(f) Foremen, Gangers, Leading Hands, and Employés acting as such, and Special Inquiry Officers	6 0	4 0
(g) Other Employés	4 6	3 0

(110) The allowance per day shall be deemed to represent the expense of three meals, and lodging overnight, and the allowance for each meal and bed shall be one-fourth of the allowance per day payable to the particular Officer or Employé under the provisions of the preceding clause. Provided, however, that under section (g) of the scale embodied therein the allowance specified in respect of each of the first seven days shall be deemed to be 1s. for each meal, and 1s. 6d. for lodging overnight, and that every Employé returning to his home station after an absence of seven days shall be granted 1s. for each meal on the day of such return, subject to the provisions of Clause 111.

(111) The allowance for breakfast, dinner, or tea shall not be granted to any Officer or Employé unless he commence travelling earlier than or be absent from his head-quarters later than the time or times respectively prescribed hereunder, viz. :—

Breakfast	7.0 a.m.
Dinner	1.30 p.m.
Tea	7.0 p.m.

(112) Any Officer or Employé who is required to regularly travel over any particular section or sections of line shall not be granted any allowance in respect of breakfast or dinner on the day on which he leaves his head-quarters, but if it be necessary for him to remain away from his head-quarters overnight he shall be granted the allowance for tea and lodging, and also for any additional meals or for any lodging overnight.

(113) Every Officer or Employé who is required within his ordinary hours of duty to travel to and undertake duty at another station, place, or depôt within the Suburban area, but distant at least 2 miles from his head-quarters, shall provide himself with one meal during such hours of duty and shall not be granted any allowance therefor, but any such Officer or Employé who is detained thereat for a period of at least 1½ hours beyond his ordinary hours of duty shall be granted the scale allowance for any additional meals or for any lodging overnight.

(114) Every Officer or Employé who is located at a station, place, or depôt outside of the Suburban area, and who is required within his ordinary hours of duty to travel to and undertake duty at another station, place, or depôt, distant at least 2 miles, but not more than 10 miles from his head-quarters, shall be treated, as regards expenses, on the same basis as an Officer or Employé coming within the provisions of clause 113.

(115) Unless sanctioned by the Commissioners, expenses shall not in any instance be allowed to any Officer or Employé in respect of any period during which he may be required to undertake duty at a station, place, or depôt distant within 2 miles of his head-quarters.

(116) Any Officer or Employé (other than an Officer referred to in Clauses 154 and 155, and other than an Officer or Employé in receipt of expenses under any other Clause of this Regulation) who is called upon, within one hour of the ordinary time of the completion of his shift, to work for an additional period of at least 1½ hours, and who is not allowed off duty for the purpose of obtaining a meal, shall be granted the scale allowance for one meal.

(117) Any Officer in receipt of a salary of less than £150 per annum, who is required to travel with a Senior Officer in receipt of not less than £250 per annum, and is engaged in connexion with the same duty as such Senior Officer, shall be granted expenses on the basis of the scale prescribed in Section (d) of Clause 109.

(118) Every Employé acting as an Inspector, Workmaster, Roadmaster, or Travelling Foreman shall be granted expenses at the rate payable to the Officer whom he is relieving.

(119) Every Engineman, Guard, or Assistant Guard, or Employé acting as such (if not in receipt of expenses under the provisions of any other clause of this Regulation) who is absent from his head-quarters for a period of more than twelve hours in connexion with the running of a train, shall be allowed 1s. for a meal, or, if so absent for a period of more than sixteen hours, but less than twenty-four hours, 2s. for two meals, and any such employé who is booked off duty away from his home station for the purpose of getting sleep shall be granted an allowance of 1s. 6d. for lodging overnight, unless free sleeping accommodation be provided by the Department, in which event an allowance for lodging overnight shall not be granted.

(120) Every Engineman, Guard, or Assistant Guard, or Employé acting as such (if not in receipt of expenses under the provisions of any other clause of this Regulation) who is absent from his head-quarters for a period of twenty-four hours or more in connexion with the running of a train, shall be allowed expenses at the rate of 1s. per meal for three meals, and 1s. 6d. for lodging overnight, provided that the allowance for lodging overnight shall not be granted if free sleeping accommodation be provided by the Department, and that if any such Employé be absent from his home station for a period in excess of seven days he shall after the first seven days be granted expenses at the rate of only 3s. per day.

(121) Every Artisan, Fencer, Assistant Fencer, or Labourer who is required to regularly undertake duty away from his head-quarters, whether he be thereby obliged to remain overnight or otherwise, may, at the discretion of the Head of the Branch, be granted an allowance of 1s. per day in addition to his ordinary rate of wage in respect of each working day on which he is employed away from his head-quarters, but travelling expenses shall not in any such instance be *also* granted.

(122) Except as provided in Clause 123, an Officer or Employé shall not travel to and undertake duty at another station, place, or depôt unless he first obtain permission or be directed to do so.

(123) Every Officer or Employé who, in consequence of the exigencies of the Department, is obliged to undertake duty at another station, place, or depôt without first obtaining permission or being directed to do so, shall, as soon as possible thereafter, and at the latest before the expiration of 24 hours, furnish his immediate superior or the Head of the Branch with full information as to the reason for his so doing.

(124) Cab, coach, or steamer fares, and horse and conveyance hire, are not included in the prescribed scale of allowances, and in every instance in which it is necessary for any Officer or Employé to incur any such expenses in the performance of his official duty, the actual expenditure so incurred may, at the discretion of the Head of the Branch, be refunded, provided the amount claimed be deemed reasonable, but in every such instance a receipted voucher for the amount paid shall be furnished.

(125) In any instance in which an Officer or Employé is obliged to journey outside of the State in the performance of any official duty, and to travel by steamer or other vessel, the fare of which covers maintenance, the ordinary scale allowance shall not be paid, but such lesser allowance shall be granted as may be deemed reasonable by the Commissioners.

(126) In every instance in which any necessary expenses which have been actually incurred by an Officer or Employé, whilst engaged in the performance of any special duty, are in excess of the amount payable to him under the foregoing provisions of this Regulation, an additional allowance may with the sanction of the Commissioners be granted according to the circumstances and the merits of the case.

(127) Every Officer or Employé who is required to journey outside of the State in the performance of his official duty shall be granted expenses at such rate as may be approved of by the Commissioners.

(128) Except where otherwise provided or implied, expenses payable under this division of the Regulation shall be computed on the basis of seven days per week.

(129) Every claim for the payment of Travelling expenses shall be made out and certified to on the prescribed form, No. G 18.

(130) Every claim for the payment of Travelling expenses shall be carefully scrutinized, and before certifying thereto the Head of each Branch, or an Officer deputed by him, shall satisfy himself of the *bona fides* of the claim and that the charges are in accordance with the prescribed scale, or are reasonable (as the case may be).

DIVISION 9.

TRANSFER EXPENSES, ETC.

(131) Every Officer or Employé who is transferred to another station, place, or depôt to meet the requirements of the Department may be granted one day's pay for each day occupied in travelling in connexion with such transfer, irrespective of whether the time so occupied amounts to one day, but in any instance in which the time so occupied does not amount to one day, the Officer or Employé concerned shall be liable for duty in respect of the excess period, and shall not be credited with more than one day for both travelling and duty. Every such Officer or Employé may also be granted a free pass for himself and his wife and family (if any) and any relatives solely dependent upon him for support, and free transit in respect of his furniture. Any Officer or Employé transferred from any station, place, or depôt within the suburban area to any other station, place, or depôt within such area shall not, however, be granted any time off with pay in connexion with such transfer.

(132) Every Officer or Employé who is obliged to provide meals *en route* or to incur board and lodging expenses for himself and his wife and family (if any), or any relatives solely dependent upon him for support, in connexion with such transfer, may, at the discretion of the Head of the Branch, be granted a refund of such expenses, provided the circumstances warrant it and the amount involved be deemed reasonable, but in every such instance a receipted voucher for the amount paid shall be furnished.

(133) In every instance in which it is desired to transfer an Officer or Employé, who is a householder and has living with him his wife or family or other relative solely dependent upon him for support, to a locality in which it is doubtful whether a house will be available, inquiries shall first be made of the Officer in charge of the station or depôt as to whether house accommodation can be procured, and if such inquiries disclose that house accommodation cannot be procured, the services of an unmarried man shall, if practicable, be utilized to fill the vacant position.

(134) In every instance, however, in which it is necessary to send an Officer or Employé who is a householder, and has living with him his wife or family or other relative solely dependent upon him for support, to fill a vacancy at a locality where he may not be able to immediately procure a house, such Officer or Employé shall, prior to his transfer, be warned that there is some doubt as to whether he will be able to immediately procure accommodation, and advised that he will not under any circumstances be granted any expenses in respect of the members of his household, but that in the event of failure to procure a residence he will be granted expenses for *himself only* in accordance with the scale specified under the heading of "Travelling and Incidental Expenses," provided that the Head of the Branch is satisfied that the case is genuine.

(135) In every instance in which an Officer or Employé so transferred is unable to procure a house after the expiration of a period of one week from the date of transfer, the question of his removal to a more suitable location shall at once be considered by the Head of the Branch, and if it be impracticable to replace such Officer or Employé by a single man, he shall continue to be granted expenses for himself only.

(136) A return shall be furnished by the Head of each Branch on form G 47 prior to the seventh day of each month, showing particulars of the expenses which have been granted to Officers or Employés during the preceding month, in accordance with the provisions of Clause 135.

(137) In every instance in which the furniture of a transferred Officer or Employé is delayed in transit by rail, and such Officer or Employé is, in consequence, subjected to board and lodging expenses for himself and his wife and family (if any), or any other relatives solely dependent upon him for support, a reasonable proportion (not exceeding three-fourths) of such expense may be refunded, provided that the Head of the Branch is satisfied that the case is genuine, but in every instance a receipted voucher for the amount paid shall be furnished.

(138) In every instance in which cartage expenses are incurred in connexion with the transfer of any Officer or Employé to another station, place, or depôt, the Officer or Employé concerned may, at the discretion of the Head of the Branch, be refunded the expenditure so involved, provided the circumstances warrant it, and the amount claimed be deemed reasonable, but in every such instance a receipted voucher for the amount paid shall be furnished.

(139) Any Officer or Employé transferred to another station, place, or depôt, as punishment for an offence, or as a result of mutual arrangement with another Officer or Employé, shall not be granted any pay in respect of the time occupied in connexion with such transfer. A free pass, however, may be granted for himself and his wife and family (if any), and any other relatives solely dependent upon him for support, and free transit for his furniture, but cartage or other expenses shall not be allowed, unless his furniture be delayed in transit by rail, in which case expenses may be allowed under the provisions of Clause 137.

(140) Every claim for the payment of Transfer expenses shall be made out and certified to on the prescribed form No. G 46.

DIVISION 10.

EXPENSES PAYABLE TO EMPLOYES TEMPORARILY
TRANSFERRED TO COPE WITH EXTRA WORK.

(141) Every employé, *other than an employé attached to the regular relieving staff*, who is a householder and has living with him his wife and family (if any) or other relative solely dependent upon him for support, and who is temporarily transferred to another station, place, or depôt in order to cope with extra work, and is obliged to reside away from his usual place of abode, shall be allowed expenses in accordance with the scale specified under the heading of "Travelling and Incidental Expenses" throughout the period during which he is required to remain at such station, place, or depôt.

(142) Every employé, *other than an employé attached to the regular relieving staff*, who is unmarried or a widower and has no relatives living with and solely dependent upon him for support, and who is temporarily transferred to another station, place, or depôt in order to cope with extra work, and is obliged to reside away from his usual place of abode, shall be allowed 4s. 6d. per day as expenses during the first week in which he is required to undertake duty at such station, place, or depôt; *but expenses shall not in any instance be allowed for the remainder of the period.*

(143) Every employé attached to the regular relieving staff, who is temporarily located at a station, place, or depôt in order to cope with extra work, shall be allowed the usual relieving expenses whilst so employed, provided that such expenses shall not be paid for any period in excess of two months, except with the sanction of the Commissioners.

(144) A return shall be furnished prior to the seventh day of each month by the Head of each Branch, on form No. G19, showing particulars of the employés who, during the preceding month, have been granted expenses in accordance with Clause (141) for any period in excess of one week.

(145) Expenses payable under this division of the Regulation shall be computed on the basis of seven days per week.

DIVISION 11.

OVERTIME AND SUNDAY TIME.

(146) For the purposes of this division of the Regulation, "Overtime" shall be deemed to mean the time (exclusive of Sunday time) worked in any one month in excess of the total number of working hours in such month, and shall not be interpreted to mean additional time worked on any particular day or days without regard to short time on any other day or days in the same month.

(147) Every employé who is required on any day other than Sunday to work in excess of the number of hours constituting his ordinary shift shall, if practicable, subject to the conditions and reservations contained in sub-clauses (c), (d), and (e) of Clause (147), be booked off duty on some other day or days in the same month for a period or periods equivalent to the additional time so worked.

(148) Every employé who has been obliged to work overtime in any month shall, if practicable, be booked off duty for an equivalent period or periods in the following month, but any overtime not so booked off by the end of the month following that in which it has been incurred shall be then paid for, subject to the following conditions and reservations, viz. :—

- (a) Overtime carried forward from one month shall not be deemed to have been worked off in the following month if the employé concerned shall have worked the equivalent of the full number of working hours (excluding Sundays) in such latter month, that is, overtime carried forward from one month shall only be deemed to have been worked off to the extent of the time short worked in the following month.
- (b) In every instance in which an employé who has worked overtime in a particular month has been paid for less than the full number of working hours (excluding Sundays) in the preceding month, such overtime shall be paid for to the extent of balancing the short time in the previous month, and shall not be booked off.
- (c) Any time in excess of the number of hours constituting the ordinary shift which is actually worked on fog-signalling duty or on special emergency duty in connexion with an accident, fire, or flood, shall be paid for, and shall not be booked off. Any excess time so incurred shall be paid for at single rate unless the Head of the Branch considers that the circumstances of any case merit special consideration, in which event such case shall be submitted for the authority of the Commissioners to pay for such excess time at single rate, plus an extra allowance not exceeding 50 per cent. thereof.

(d) Any time in excess of the number of hours constituting the ordinary shift, which is occupied by any employé in travelling to or from special emergency duty in connexion with an accident, fire, or flood, shall be paid for at single rate only, and shall not be booked off.

(c) Any time in excess of the number of hours constituting the ordinary shift incurred on a work which requires to be carried on when trains are not running at night or on Sunday shall be paid for at single rate, and shall not be booked off.

(149) Every officer who is regularly required to come on duty either on every Sunday, or on every alternate or third Sunday, other than in continuation of a shift beginning on a Saturday or in commencement of a shift terminating on a Monday, shall be paid an allowance, on the following basis, for each Sunday so worked, viz. :—

Time Worked.	Allowance Therefor.
Two hours or under	One-quarter of a day
Over two hours, but not exceeding four hours	Half a day
Over four hours, but not exceeding six hours	Three-quarters of a day
Over six hours	One day

and for the purpose of computing such allowance, each month shall be deemed to consist of twenty-six days.

(150) Every employé who is required to work on a Sunday, other than in the continuation of a shift beginning on a Saturday, or in the commencement of a shift terminating on a Monday, shall be paid, on the following basis, for the time so worked, viz. :—

Time Worked.	Allowance Therefor.
Two hours or under	One-quarter of a day
Over two hours, but not exceeding four hours	Half a day
Over four hours, but not exceeding six hours	Three-quarters of a day
Over six hours, but not exceeding one day... ..	One day
Over one day	Actual time

and such time shall in every instance be paid for, and shall not be booked off.

(151) Every employé who is required to work on a Sunday in continuation of a shift beginning on a Saturday, or in commencement of a shift terminating on a Monday, shall be paid actual time for the period so worked on the Sunday, and such time shall not in any instance be booked off. For the purpose of this clause "Sunday" shall be deemed to extend from 12 midnight on Saturday till 12 midnight on Sunday.

(152) Provided in every instance, however, that any employé who is regularly paid for seven days per week shall not be allowed more than one day's pay in respect of any Sunday, except with the special approval of the Commissioners.

DIVISION 12.

TIME OCCUPIED BY EMPLOYÉS IN TRAVELLING IN
CONNEXION WITH THEIR DUTY.

(153) Every employé who is required to travel in order to undertake duty at a station, place, or depôt other than his head-quarters shall be credited with three-quarter time for the period so occupied, and also for any period occupied in returning from such station, place, or depôt to his head-quarters, subject to a maximum of one day at full pay for such travelling and to the following conditions and reservations, viz. :—

(a) That in every instance in which the time so allowed in respect of any day, together with the time actually worked or otherwise allowed, amounts to less than one day at full pay, the employé concerned shall be credited with full time for the period occupied in so travelling, but only to the extent of making the total time equivalent to one day at full pay.

(b) That in any instance in which an employé is required to so travel within the Suburban area only, such employé shall not be credited with any time for the period occupied in travelling, unless the total of the time actually worked and otherwise allowed amounts to less than one day at full pay, in which event such employé shall be credited with full time for the period occupied in so travelling, but only to the extent of making the total time equivalent to one day at full pay.

- (c) That the time occupied in travelling by any employé who is transferred to another station, place, or depôt shall be treated in accordance with the provisions of the division of the Regulation relating to Transfer Expenses.
- (d) That the time occupied in travelling by any Guard or Engineman shall be treated in accordance with the provisions of the divisions of the Regulation relating to Guards and Enginemen respectively.
- (e) That the time occupied by any employé in travelling to or from special emergency duty in connexion with an accident, fire, or flood shall be paid for in full in accordance with the provisions of sub-clause (d) of Clause 147.
- (f) That notwithstanding anything to the contrary herein contained, any employé attached to the regular relieving staff shall not be credited with any allowance for the time occupied in travelling as a passenger in connexion with his duty, unless on any date on which he so travels the time actually worked by or otherwise allowed to him amounts to less than one day at full pay, in which event such time may be paid for in full, but only to the extent of making the total time equivalent to one day at full pay.

DIVISION 13.

MEAL ALLOWANCE TO OFFICERS IN THE HEAD OFFICE AND AT THE METROPOLITAN AND CERTAIN SUBURBAN STATIONS.

(154) Every Officer in the Head Offices at Melbourne, who is required to remain on duty at least $1\frac{1}{2}$ hours after 5 p.m. on any week day, or at least $1\frac{1}{2}$ hours after 12 noon on any Saturday, in order to perform work of an urgent or special character, *but not to bring up arrears of his work*, may be granted a meal allowance of 1s. 6d. in every such instance.

(155) Every Officer employed at the Melbourne Goods Sheds, the Metropolitan Stations, or at any Station, Place, or Depôt within the Suburban area, who is required to commence duty at least $1\frac{1}{2}$ hours before the ordinary time or remain on duty at least $1\frac{1}{2}$ hours after the ordinary time, in order to perform work of an urgent or special character, such as in connexion with the New Year, Easter, Royal Agricultural Show, Cup, or Christmas traffic, or the issue of periodical tickets, or in consequence of the illness or absence of a fellow officer, *but not to bring up arrears of his own work*, may be granted a meal allowance of 1s. 6d. in every such instance.

DIVISION 14.

OFFICERS OR EMPLOYEES OFF DUTY IN CONSEQUENCE OF ILLNESS OR INJURY.

OFFICERS.

(156) Every Officer who is incapacitated for duty in consequence of illness or injury, and whose absence from duty is thereby prolonged beyond one day, shall, except as provided in Clause 177, furnish through his immediate superior to the Head of the Branch, on the second day thereof, a certificate from a properly qualified Medical Practitioner on the prescribed form (G1), and shall, if so directed, present himself for examination by the Railways Medical Officer, or his designated representative, at such time and place as may be fixed. Every such Officer may, at the discretion of the Head of the Branch, be granted full or reduced pay, or may not be granted any pay, according to the circumstances of the case, in respect of any period specified in the medical certificate, but not exceeding fourteen days, provided that any Officer who has not been in the permanent employ of the Department for a period of at least six months shall not be granted any pay in respect of such period of absence from duty.

(157) Every Officer, who finds that he will be unable to resume duty on the expiration of fourteen days, shall make application for the necessary additional leave of absence on or before the fourteenth day of his enforced absence from duty, and shall furnish with such application, and thereafter at least once in every fourteen days of his absence from duty, a further certificate from a properly qualified Medical Practitioner on the prescribed form.

(158) In every instance in which an Officer is unable to resume duty on the expiration of fourteen days, the case shall be submitted for the decision of the Commissioners as to what pay (if any) shall be allowed in respect of the period of absence in excess of fourteen days.

(159) In submitting any such case for the consideration of the Commissioners, the prescribed form (G2) shall be filled in by the Head of the Branch and forwarded thence, together with the renewed certificate from a properly qualified Medical Practitioner on the prescribed form (G1), and such other information as may be deemed essential to enable the Commissioners to reach a decision.

EMPLOYÉS.

(160) Every Employé who has been injured whilst in the active discharge of his duty, and whose absence is prolonged beyond one day, shall, on the second day thereof, and thereafter at least once in every fourteen days (unless otherwise directed, and except as provided in Clause 177) furnish through his immediate superior to the Head of the Branch, a certificate from a properly qualified Medical Practitioner on the prescribed form (G1), and shall, if so directed, present himself for examination by the Railways Medical Officer or his designated representative, at such time and place as may be fixed.

(161) Every Employé who is incapacitated for duty in consequence of an injury received whilst in the active discharge of his duty may, with the sanction of the Commissioners, be granted full pay in respect of the period during which he is so incapacitated in every instance—

- (a) In which the avocation is of a dangerous character, and the accident has not been due to the culpable negligence of such Employé;
- (b) In which the accident has not in any way been due to the negligence of such Employé, irrespective of the nature of the avocation; or
- (c) In which the injury has been sustained in consequence of the negligence or fault of a fellow Employé.

(162) Every Employé who is unable to continue at his avocation in consequence of an injury sustained (other than in an avocation of a dangerous character) whilst in the active discharge of his duty and to which he has contributed, but in respect of which he is not adjudged solely to blame, may, with the sanction of the Commissioners, be granted half-pay in respect of the period during which he is so incapacitated for duty.

(163) Every such case shall be submitted for the determination of the Commissioners with as little delay as possible, and in submitting any such case for consideration the prescribed form (G4) shall be filled in by the Head of the Branch in which the Employé is engaged and forwarded thence, together with the necessary certificate from a properly qualified Medical Practitioner on the prescribed form (G1), and such other information as may be deemed essential to enable the Commissioners to reach a decision.

(164) In every instance, however, in which any Employé who has been injured whilst in the active discharge of his duty, and who has been granted accident pay, is unable to resume duty at the expiration of the period in respect of which pay has been sanctioned by the Commissioners, the case shall be re-submitted as prescribed in the preceding Clause for the further consideration of the Commissioners, as soon as possible after the expiration of the period in respect of which pay has already been sanctioned.

(165) Every Employé who is incapacitated for duty in consequence of an injury sustained whilst in the active discharge of his duty, but who is adjudged solely to blame for such injury, or who could have avoided the accident by the exercise of ordinary care, may, at the discretion of the Head of the Branch, be granted leave of absence without pay for any period not exceeding twenty-eight (28) days during which he is incapacitated for duty; but in every such case the Employé concerned shall in accordance with the provisions of Clause 166 furnish a certificate or certificates on the prescribed form (G1) from a properly qualified Medical Practitioner.

(166) Every Employé who is incapacitated for duty in consequence of illness, may, at the discretion of the Head of the Branch, be granted leave of absence without pay for any period not exceeding twenty-eight (28) days during which he is so incapacitated, and every such Employé whose absence from duty is prolonged beyond three days shall, unless otherwise directed by the Head of the Branch forward, on the fourth day thereof, through his immediate superior to the Head of the Branch, a certificate from a properly qualified Medical Practitioner on the prescribed form (G1).

(167) Every such Employé as is referred to in Clauses 165 and 166, who finds that he will be unable to resume duty on the expiration of twenty-eight (28) days, shall make application, through his immediate superior to the Head of the Branch, for the necessary additional leave of absence, on or prior to the twenty-eighth day of his enforced absence from duty, and shall furnish with such application a further certificate from a properly qualified Medical Practitioner on the prescribed form (G1), but such additional leave in excess of twenty-eight (28) days shall not be granted without the sanction of the Commissioners, and before any such leave is authorized the Employé concerned shall, if so directed, present himself for examination by the Railways Medical Officer, or his designated representative.

GENERAL.

(168) Every Officer or Employé who is incapacitated for duty in consequence of illness or injury shall so advise his superior officer in sufficient time, on the first day of such absence from duty, to admit of arrangements being made for the performance of his duties, and such intimation shall be accepted as an application for leave.

(169) Every Officer or Employé who has been granted leave of absence in consequence of illness or injury shall notify his immediate superior of the date on which he will be sufficiently recovered to resume duty.

(170) In every instance in which an Officer or Employé has been injured in the active discharge of his duty to such an extent as to require prompt medical attention, the nearest Medical Practitioner shall be at once sent for to attend to the immediate necessities of the case, and in addition, in the case of a serious injury, the sufferer shall, provided he can be moved with safety, be conveyed with the least possible delay to the nearest Public Hospital, or if he so elect, to his home.

(171) Notwithstanding anything herein contained, the context of which is or may appear to the contrary, it shall only be necessary for any such Officer or Employé who has been conveyed to a Public Hospital, after furnishing a Medical certificate on the second day of his enforced absence from duty, to submit a further Medical certificate on the date on which he is discharged from the Hospital (and then only if fourteen days have elapsed since the date of the accident), but thereafter the necessary certificate shall be furnished every fourteen days in compliance with the provisions of the foregoing clauses of this Division of the Regulation.

(172) In every instance in which an Officer or Employé has been seriously injured in the active discharge of his duty, and has not been removed to a Public Hospital, the fact shall be promptly reported to the Head of the Branch concerned so that if deemed advisable arrangements may be made to have the sufferer examined by the Railways Medical Officer or his designated representative.

(173) First Aid medical expenses may, with the sanction of the Commissioners, be allowed to any Officer or Employé injured whilst in the active discharge of his duty, provided that the Railways Medical Officer certifies that such attendance was necessary and that the charges are reasonable.

Expenses other than First Aid expenses, however, will not in any instance be allowed to such an Officer or Employé, nor will any expenses be allowed to any Officer or Employé except under the circumstances specified in this clause.

(174) Accident pay shall not be granted to any Employé injured whilst in the active discharge of his duty unless the sufferer report, on the prescribed form (G3), to his immediate superior, before leaving the Railway premises if his condition permits, or as soon thereafter as circumstances will admit, that he has been so injured, and furnish particulars of the nature of his injuries, and the names of any Officers and Employés who witnessed the occurrence. In addition, the Officer-in-Charge shall obtain any necessary particulars of the occurrence from such witnesses on separate memoranda, and shall forward such memoranda to the Head of the Branch, together with the prescribed forms (G1 and G3) properly filled in.

(175) Every Officer or Employé injured whilst in the active discharge of his duty (provided in the case of an Employé that he be granted full or half pay in respect of the period he is so incapacitated for duty), shall, if able to do so, report in person to his immediate superior at least once in every seven days while so absent from duty, and in the event of such Officer or Employé being deemed fit to resume his ordinary duty or to perform work of a light character, the immediate superior shall direct the Officer or Employé concerned to undertake such duties as he deems him fit to perform, and if such Officer or Employé consider himself unfit to do so the immediate superior shall at once so report to the Head of the Branch in order that, if considered advisable, arrangements may be made for an examination of such Officer or Employé by the Railways Medical Officer or his designated representative.

(176) In any instance in which an Officer or Employé who is incapacitated for duty in consequence of illness or injury, fails or neglects to send advice of such incapacity on the first day thereof, as provided in Clause 168, such Officer or Employé shall be treated as absent from duty without leave.

(177) In every instance in which a properly qualified Medical Practitioner is not available within a distance of three miles from the residence of an Officer or Employé who is incapacitated for duty in consequence of illness or injury, such Officer or Employé shall intimate that fact, through his immediate superior, to the Head of the Branch; but shall forward the necessary Medical Certificate not later than on the fourth day of such absence from duty.

(178) In every instance in which a Medical Certificate is forwarded in respect of the absence from duty of an Officer or Employé, the date of the certificate and the particulars required under Items 5, 6, 7, and 8, shall be filled in by the Medical Practitioner, by whom any alteration in such particulars on the certificate shall be initialed.

(179) A supply of the necessary forms (G1 and G3) shall be provided at each station and depôt and such forms shall be used in accordance with the provisions of these Instructions.

DIVISION 15.

LEAVE OF ABSENCE OTHER THAN SICK LEAVE.

(180) The following holidays, designated "Common" holidays, viz.:—Christmas Day, Good Friday, Easter Monday, and His Majesty's Birthday, shall be granted, with full pay, to every officer and employé, and any days proclaimed as holidays by the Commissioners shall be granted, with full pay, to every officer.

(181) Any officer may, however, be retained on duty on any Common holiday, or on any other day proclaimed as a holiday by the Commissioners, but subject to the provisions of Clause 183, every officer who is required to work on any such holiday shall in addition to his annual leave be granted one day's leave on full pay for every day or portion of a day so worked, with a maximum of seven (7) days per annum, whilst any employé may likewise be retained on duty on any Common holiday, but every employé who is required to work on any such holiday shall, in addition to his annual leave, be granted one day's leave on full pay for every full day so worked.

(182) In addition to the Common holidays and any other days proclaimed as holidays by the Commissioners, or any days in lieu thereof, every officer may, after one year of service, be granted leave of absence on full pay for six (6) days; and thereafter, on the completion of each additional year of service, such officer may be granted leave of absence on full pay for a similar period plus one day for every such additional year of service, subject to a maximum of twenty-one (21) days, in addition to Common holidays and any other days proclaimed as holidays by the Commissioners or of any days in lieu thereof, and subject also to the provisions of Clause 183.

(183) Any Officer shall not, in respect of any one year, be granted more than twenty-eight days' leave, i.e., annual leave plus common and proclaimed holidays, or any days in lieu thereof, and in every instance in which an Officer has, in any year, had any common and any proclaimed holidays as they respectively occurred, or any days in lieu thereof, and in which such days added to the annual leave of absence exceed twenty-eight days, a number of days equivalent to the excess shall be deducted from the annual leave, so that the total number of holidays for such year shall not be more than twenty-eight days.

(184) In addition to the Common holidays, or any days in lieu thereof, every employé may, after one year of service, be granted leave of absence on full pay for the number of days specified in the Schedule hereto as the minimum applicable to the particular grade; and thereafter, on the completion of each additional year of service, such employé may be granted leave of absence on full pay for a similar period plus one day for every such additional year of service, subject to the maximum number of days specified in the Schedule hereto as applicable to the particular grade, in addition to the Common holidays or any days in lieu thereof.

(185) Any employé promoted from one grade to another in respect of which a greater number of holidays is specified shall not in consequence thereof be granted any increase in the number of days in respect of the annual leave next due unless such leave becomes due after the expiration of a period of at least six months from the date of promotion.

(186) Any employé transferred without decrease of wage from one grade to another in respect of which a lesser number of holidays is specified, or employed in another such grade in consequence of defective vision, colour sense, or hearing, or of injuries sustained through no fault of his own whilst in the active discharge of his duty, shall retain the number of days' leave to which he was entitled at the date of such transfer, unless (in the former case) the transfer be made at his own request or in consequence of misconduct.

(187) Every employé entitled as such to less than six (6) days' annual leave, and who is transferred to the salaried staff as a clerk, shall on being so transferred be entitled to the minimum number of days' leave prescribed for an officer.

(188) Any employé entitled as such to more than six (6) days' annual leave, and who is transferred to the salaried staff as a clerk, shall, on being so transferred, retain the number of days' leave to which he was entitled at the date of such transfer, but shall not receive any additional leave per annum (apart from proclaimed holidays or days in lieu thereof) until such time as he would have received a greater number of days' leave if on being so transferred his leave had been reduced to the minimum number of days' leave prescribed for an officer.

(189) In every instance in which a Common holiday or any day proclaimed as a holiday by the Commissioners intervenes during the period of absence of any officer on annual leave, such officer shall be granted one day additional leave in lieu of each and every such Common or proclaimed holiday, subject to the provisions of Clause 183.

(190) In every instance in which a Common holiday intervenes during the period of absence of any employé on annual leave such employé shall be granted one day additional leave in lieu of each and every such Common holiday.

(191) Every officer or employé engaged in or in connexion with the Workshops will be required to take his leave during any period in which the Workshops are closed, or at such other time as may be convenient to the Department, and every other officer or employé will be required to take his leave at such time as may be convenient to the Department.

(192) Every officer or employé who declines to take his leave when directed to do so shall forfeit such leave.

(193) Every officer or employé shall, each year, make formal application on the prescribed form (G12), and at such time as may be fixed by the Head of the Branch, for the leave to which he may be entitled during such year.

(194) Every officer or employé who is about to be retired in consequence of physical infirmity, retrenchment, or the attainment of the age of sixty years, shall, prior to the termination of his employment, be granted such annual leave as may be *actually due* to him, including any day or days due in respect of Common and proclaimed holidays, provided that any annual leave so granted shall not in any instance exceed the maximum annual leave of the particular grade for one year.

(195) Every officer or employé who is about to be retired in consequence of physical infirmity, retrenchment, or the attainment of the age of sixty years, and who has no annual leave *actually due* to him, shall, prior to the termination of his employment, be granted proportionate leave based on the number of months worked since the date on which his leave last became due, and also any leave due to him in lieu of any Common and proclaimed holidays.

(196) In any instance in which an officer or employé dies whilst in the Service, and in which leave and any days in lieu of common or proclaimed holidays were *actually due* to such officer or employé, the dependent relatives of the officer or employé concerned may, if such officer or employé had been off duty on sick leave without pay at the time of his death, *but not otherwise*, be granted payment for the leave and days in lieu of holidays so due, provided that payment shall not be made for any period beyond the date of the decease of the officer or employé, nor for any period in excess of the maximum leave of the particular grade for one year.

(197) Any officer or employé who is dismissed or removed from the Service or who resigns, shall not be granted any leave whatsoever prior to the termination of his employment, nor allowed any payment in respect of any Common or proclaimed holidays, at the time of such dismissal, removal, or resignation.

(198) In any instance in which the Head of a Branch considers that any officer or employé who is about to be retired from the Service does not, in consequence of his conduct or for any other reason whatsoever, deserve consideration in the matter of leave to which he would ordinarily be entitled under the provisions of clauses 193 or 194, such case shall be submitted for the determination of the Commissioners.

(199) Any officer or employé who is entitled to vote at Parliamentary elections shall not be allowed time off in order to enable him to record his vote if it be practicable for him to do so in his own time; but in any instance in which it is impracticable for him to do so, or to record his vote by post, reasonable time off, with pay, will be allowed for the purpose, subject to the exigencies of the service, and to the officer in charge being satisfied that such time off is necessary.

(200) Every officer or employé who desires leave of absence to enable him to compete in rifle matches, or to participate in a military encampment or military drill, or to perform private or special business, will be granted the necessary leave of absence provided that his services can be spared without inconvenience to the Department.

Such leave, however, shall be deducted from any annual leave which may *actually be due*, or it may be allowed without pay, at the option of the applicant, subject to the reservation that if the officer or employé concerned have not any annual leave *actually due*, any leave of absence so granted shall not be deducted from any leave which may thereafter become due, but shall be allowed *without pay*.

(201) Full pay shall be allowed for any annual leave of absence, and any days in lieu of common and other proclaimed holidays, which may be granted to any officer under the provisions of this division of the Regulation; and for any annual leave of absence, and any days in lieu of common holidays, which may be granted to any employé under the provisions of this division of the Regulation.

(202) Notwithstanding anything herein contained, the annual leave of any officer or employé who, at the date of this Regulation, is entitled to a greater number of days' annual leave than that specified herein as applicable to the grade in which he is employed, shall not be reduced, but every employé shall receive the benefit of any increased number of days' leave specified herein as applicable to the grade in which he is employed, and shall advance thereto at the rate of one day per annum.

TRANSPORTATION BRANCH.

Schedule 1.

Minimum, 5 Days.	Maximum 12 Days.
Foreman Lampman (Special)	Guard (Express)
Goods Foreman (Class 1)	Head Porter (Special)
Guard (Goods, with not less than ten years' service as guard)	Signalman (Class 1 and Special)
Guard (Passenger)	Yard Foreman.

Schedule 2.

Minimum, 5 Days.	Maximum, 10 Days.
Conductor (Class 1)	Leading Shunter
Foreman Lampman (Class 1)	Porter Assistant
Goods Foreman (Class 2)	Porter (Ticket Collector, Class 1)
Guard (Suburban)	Shunter
Guard (Goods, with less than ten years' service as a guard)	Signalman (Class 3)
Head Porter (Classes 1 and 2)	Signalman (Class 2)
	Special Inquiry Officer (Class 1)

Schedule 3.

Minimum, 4 Days.	Maximum, 8 Days.
Cask Repairer	Porter (Relieving)
Conductor (Class 2)	Porter (Signal)
Goods Checker	Porter (Ticket Collector, Class 2)
Leading Lampman	Shedman
Leading Porter	Signalman (Class 4)
Porter (Cloak Room, Class 1)	Special Inquiry Officer (Class 2)
Porter (Despatch)	Tarpaulin Repairer
Porter in Charge	Watchman
Porter Operating	Weighbridge Attendant.
Porter (Parcels, Class 1)	

Schedule 4.

Minimum, 3 Days.	Maximum, 6 Days.
Caller-Up	Porter (Checking)
Caretaker	Porter (Cloak Room, Class 2)
Gatekeeper	Porter (Luggage)
Labourer	Porter (Parcels, Class 2)
Lad	Porter (Shed and Yard)
Ladies' Waiting Room Attendant	Porter (Van Stower)
Lampman	Station Cleaner
Point Cleaner	Truck Washer.
Porter	

ROLLING-STOCK BRANCH.

Schedule 1.

Minimum, 5 Days.	Maximum, 12 Days.
Engine-Driver (in receipt of not less than 12s. per day)	Sub-Foreman
	Workshop Sub-Foreman.

Schedule 2.

Minimum, 5 Days.	Maximum, 10 Days.
Blacksmith	Leading Hand Artisan
Boilermaker	Leading Hand Skilled Labourer
Boltmaker	Locomotive Crane Driver
Brass and Iron Moulder	Nickel Plater
Brass Finisher	Painter
Car and Waggon Builder	Patternmaker
Carpenter and Joiner	Plumber
Chargeman	Rope Splicer
Coppersmith	Sailmaker
Coremaker	Saw Doctor and Sharpener
Daily Paid Clerk	Sawyer
Engine-driver in receipt of less than 12s. per day	Signwriter
Fireman	Springmaker
Fitter	Stationary Engine-Driver
Forgeman	Storeman (Leading)
Frenchpolisher	Timekeeper
Furnaceman (Forge)	Tinsmith
Glass Embosser	Toolsmith
Grainer	Trimmer
Iron Machinist	Turner
	Wood Machinist.

ROLLING-STOCK BRANCH—*continued.**Schedule 3.*

Minimum, 4 Days.	Maximum, 8 Days.
Leading Hand Labourer	Skilled Labourer
Messenger	Storeman
Shunter	Watchman.
Signalman	

Schedule 4.

Minimum, 3 Days.	Maximum, 6 Days.
Apprentice	Labourer (Workshops)
Carriage Cleaner	Lad
Cleaner	Lad (Workshops)
Labourer	Seamstress.

WAY AND WORKS BRANCH.

Schedule 1.

Minimum, 5 Days.	Maximum, 12 Days.
Bridge Ganger	Ganger of Special Gang
Depôt Ganger	Signal Ganger
Foreman	

Schedule 2.

Minimum, 5 Days.	Maximum, 10 Days.
Blacksmith	Plasterer
Boilermaker	Plumber
Bricklayer	Signal Adjuster
Carpenter	Signwriter
Daily Paid Clerk	Stationary Engine-driver
Fitter	Storeman (leading)
Gauger	Timekeeper
Mason	Upholsterer
Painter	Weighing Machine Adjuster
Patternmaker	Wood Machinist.

Schedule 3.

Minimum, 4 Days.	Maximum, 8 Days.
Assistant Signal Adjuster	Storeman.
Skilled Labourer	

Schedule 4.

Minimum, 3 Days.	Maximum, 6 Days.
Apprentice	Lad
Assistant Fencor	Office Cleaner
Gatekeeper	Repairer.
Labourer	

TELEGRAPH BRANCH.

Schedule 1.

Minimum, 5 Days.	Maximum, 12 Days.
Car Shed Foreman	Foreman Lineman
Foreman Batteryman	Foreman Wireman.
Foreman Gas Fitter	

Schedule 2.

Minimum, 5 Days.	Maximum, 10 Days.
Assistant Foreman Lampmaker	Lamp Maker
Car Gas Fitter	Leading Hand Gasman
Driver (Electric Light)	Leading Hand Fitter in Charge
Electric Light Lamp Repairer	Leading Hand Gas Fitter
Examiner	Leading Hand Instrument Maker
Fireman (Electric Light)	Leading Hand Shedman
Fitter (Electrical)	Leading Hand Wireman
Fitter in Charge	Lineman in Charge
Fitter in Charge (Electrical)	Plumber
Gas Fitter	Retort Setter
Gas Maker	Switchboard Attendant
Instrument Maker	Wireman.

Schedule 3.

Minimum, 4 Days.	Maximum, 8 Days.
Batteryman	Motorman
Gasman	Shedman
Lamp Carboner	Skilled Labourer.
Lineman	

TELEGRAPH BRANCH—continued.

Schedule 4.

Apprentice	Minimum, 3 Days.	Maximum, 6 Days.	Labourer
Car Cleaner			Lad.

STORES AND STATIONERY BRANCH.

Schedule 1.

Coal Viewer	Minimum, 5 Days.	Maximum, 12 Days.	Special Relieving Officer.
Head Storeman			

Schedule 2.

Minimum, 5 Days.	Maximum, 10 Days.
Leading Storeman.	

Schedule 3.

Despatch Porter	Minimum, 4 Days.	Maximum, 8 Days.	Storeman
Messenger			Watchman.
Skilled Labourer			

Schedule 4.

Apprentice	Minimum, 3 Days.	Maximum, 6 Days.	Lad.
Labourer			

DIVISION 16.

PASSES.

(203) Every officer or employé may, during the currency of his annual leave, be granted three passes, each available for the full period of such leave, and for a specified return journey, subject to the reservation that only one pass shall be issued in respect of the same journey, with the exception that any officer or employé who desires a separate pass to enable his wife and family to travel (at some other time during the currency of the annual leave) over any journey which has been included in a pass obtained for his own use, may be granted such separate pass in favour of his wife and family.

(204) Any pass shall not be available from one Suburban Station to another Suburban Station, nor over any Suburban line, except on the through journey, in respect of which any pass may be made available from a Suburban Station to enable the holder to travel from and return to such station, when journeying to or from the destination station shown thereon.

(205) Any pass may be made available for the wife of the officer or employé, and for any children solely dependent upon him for support, with the exception of any sons who have attained the age of eighteen (18) years.

(206) Every officer or employé who is unmarried, or who is a widower, may have the pass made available for his housekeeper, provided that she is a relative and is solely dependent upon him for support.

(207) The passes shall only be issued during the period of the annual leave, unless there are exceptional circumstances, such as sickness, in which event each case shall be dealt with on its merits, and any pass then issued shall be in lieu of one of the annual leave passes.

(208) First class passes shall be issued—

(a) To every officer in receipt of a salary of not less than £100 per annum: and

(b) To employés as under:—

Depôt Ganger.
Foreman.
Leading Hand.
Yard Foreman.
Head Storeman.
Chargeman.
Head Porter.
Passenger Guard.
Express Guard.
Goods Guard, who has had not less than ten years' service as Guard.
First or Special Class Signalman.
Engine-Driver or other employé in receipt of a wage which, inclusive of any allowance for the performance of more responsible work, or work of a special nature, amounts to at least 12s. per day;

and second class passes shall be issued to every other officer and employé.

(209) Every employé who, in consequence of defective vision, colour sense, or hearing, or of any injury sustained through no fault of his own whilst in the active discharge of his duty, is given employment in a capacity in which he is not entitled under the foregoing provisions to a first-class pass, but who was previously so entitled, shall be granted a first-class pass whilst on annual leave.

(210) Every officer or employé who is a householder and has a wife and family or other relatives solely dependent upon him for support, and whose services are *temporarily* utilized away from his usual place of employment in order to meet the exigencies of the Department, such as to cope with extra work, or to relieve another officer or employé who is incapacitated for duty by accident or illness, &c., may be granted a pass at intervals of not less than one fortnight from the date on which he commences duty away from home to enable him to visit his home, subject to the following conditions, viz. :—

- (a) That pay shall not be allowed in respect of any time which is occupied in the visit, and which, under ordinary circumstances, would not be paid for;
- (b) That any leave of absence necessary to admit of the visit neither occasions inconvenience to the Department nor the working of excessive hours by any other officer or employé;
- (c) That expenses shall not be granted in respect of any period during which such officer or employé is absent from his temporary place of duty;
- (d) That in any instance in which an officer or employé on temporary or relieving duty will lose his expenses for any day or portion thereof in accordance with the terms of Sub-clause (c) hereof, such cessation of expenses shall not entitle him, in respect of the following days, to the payment of the higher rate of expenses which is accorded during the first seven days of such temporary or relieving duty.

DIVISION 17.

HOURS OF DUTY AND CONDUCT OF OFFICERS IN THE HEAD OFFICES.

(211) The hours of duty of every officer employed in the Head Offices shall be from Nine o'clock a.m. till Five o'clock p.m. on Week days, and from Nine o'clock a.m. till Twelve o'clock noon on Saturdays.

(212) Every officer (unless specially exempted therefrom) shall sign his name and record the time at which he respectively commences and ceases duty each day in an attendance-book.

(213) The attendance-book of each Branch shall be accessible for signature and record by each officer up till five minutes past Nine o'clock a.m., and it shall then be withdrawn, and a line ruled under the last signature therein by such officer as may be appointed for the purpose, and each attendance-book shall likewise be accessible immediately after Five o'clock p.m., to enable each officer to record the time at which he ceased work.

(214) Every officer shall be punctual and regular in attendance, and the allowance of five minutes before the withdrawal of the attendance-book each morning shall only be treated as a concession to meet cases of emergency, and every officer *must be ready to commence duty at Nine o'clock a.m.*

(215) Any officer attending for duty after five minutes past Nine o'clock a.m. shall report himself to the officer in charge, who shall initial the time of arrival of such officer in the attendance-book.

(216) The officer in charge shall, as soon as possible after the end of every month, report every irregularity of attendance during the preceding month, as shown by the attendance-book, to the Head of the Branch, who shall take such action as he deems necessary to secure punctuality.

(217) Between half-past Twelve and Two o'clock p.m. three-quarters of an hour will be allowed to every officer for luncheon, at such time as may be arranged by the officer in charge.

(218) No officer shall absent himself from duty during office hours without permission.

(219) Every officer, if so directed, shall continue on duty beyond the usual hours whenever it may be necessary to bring up arrears of work, or during any temporary pressure of business or other emergency, and the officer in charge may direct any officer to remain on duty after the usual hours on any particular day in order to complete work which he considers should have been performed by such officer.

(220) Every officer shall devote himself exclusively and zealously to the discharge of his official duties, and shall at all times behave with civility and courtesy to the public and to his fellow officers and employes, and give prompt attention to all reasonable requirements.

(221) No officer shall without authority make any communication, directly or indirectly, to any person not officially entitled thereto, upon any matter affecting the Department, or in regard to any other officer or in respect of his own official position or acts.

DIVISION 18.

LIFE ASSURANCE.

(222) Every Officer or Employé who has passed the probationary term of service shall assure his life in accordance with the conditions hereinafter provided, and shall hold office on the express condition that a deduction will be made from his salary or wage half-yearly, or as may be mutually arranged, for the payment of the assurance premiums.

(223) The assurance shall be by way of endowment, and shall be payable to the assured as soon as he attains the age of sixty years, or to his legal representative in the event of death prior thereto.

(224) The assurance shall be effected with some Life Assurance Company carrying on business in Victoria, and approved of by the Commissioners.

(225) In the case of every Officer and Employé who entered the service prior to the first day of July, 1897, the amount of the assurance shall be in accordance with the following scale, viz. :—

Salary or equivalent Wages per Annum—	Amount of Assurance—
Under £110	£100
£110 to £199	200
£200 to £299	300
£300 to £399	400
£400 to £499	500

and so on ; that is, the amount of assurance shall in every instance be increased from time to time by £100 as soon as the salary of the Officer or the equivalent of the wages of the Employé concerned shall have been increased to the lowest rates respectively specified as requiring such additional assurance or to any higher multiple of £100.

(226) In the case of every Officer and Employé who entered the service on or after the first day of July, 1897, or who may hereafter enter the service, the amount of assurance shall be in accordance with the following scale, viz. :—

Salary or equivalent Wages per Annum—	Amount of Assurance—
Under £110	£100
£110 to £199	150
£200 to £299	200
£300 to £399	300
£400 to £499	400
£500 or more	500

that is, after the first assurance for £100, the amount of assurance shall in every instance be increased from time to time to the amount specified as soon as the salary of the Officer or the equivalent of the wages of the Employé concerned shall have been increased to the lowest rates respectively specified as requiring the additional assurance.

(227) Every Officer or Employé who is at any time required to increase the amount of his Life Assurance shall effect such additional assurance with the Company with which he effected the first amount of assurance.

(228) Every assurance policy shall be in the name of the assured, and shall be lodged with the Commissioners and remain in their possession until the attainment by the Officer or Employé concerned of the age of sixty years or his sooner severance from the Department, and in accordance with the provisions of Section 82 of Act No. 1135 such policy shall not be assignable either at law or in equity.

(229) Every Officer or Employé who is retained in the service after reaching the age of sixty years shall deposit in the Savings Bank the amount of any assurance policies effected under the Regulations of the Department, or shall invest such amount in Government or Melbourne and Metropolitan Board of Works stocks or debentures, or such other securities as may be approved of by the Commissioners, and in every instance the Savings Bank pass-book or the securities (as the case may be) shall be lodged with and retained by the Commissioners until such officer or employé leave the service or die, whichever event first occurs.

(230) Nothing herein contained shall deprive any Officer or Employé of the right to assure his life for a sum exceeding that required by this Regulation, but any such other or additional assurance shall be effected by the Officer or Employé concerned, and the premiums thereon paid to the company by him, in his private capacity.

DIVISION 19.

FIDELITY GUARANTEE.

(231) Every Officer or Employé who is intrusted with the receipt or disbursement of moneys, the property either of the Victorian Railways Commissioners, or of any State or Commonwealth Department, or of any person, firm, or company transacting business with the Department, shall provide fidelity guarantee security to such extent as he may be directed from time to time.

(232) Every such Officer or Employé who is required to provide fidelity guarantee security shall be so instructed on the prescribed form (S95), and shall immediately make application to one of the accredited Guarantee Companies for the issue of the necessary policy of guarantee.

(233) The amount of the premium is 2s. 6d. per £100, and in making application for the issue of a policy, or for the renewal of an existing policy, the amount of the premium computed on the foregoing basis shall be forwarded therewith.

(234) The receipt for the payment of the interim premium shall be forwarded immediately to the Secretary for Railways, and until cancelled the policy shall be renewed not later than 31st December of each year, and the renewal receipt shall be forwarded to the Secretary for Railways not later than 31st January next ensuing.

(235) No receipt, other than the special receipt agreed upon with the Guarantee Company concerned, shall be accepted by any Officer or Employé.

(236) Every Officer or Employé who fails or neglects to make application for the issue of a policy, or to renew any existing policy within the prescribed time, shall render his pay liable to be stopped, and shall be liable to the imposition of such other punishment as the circumstances may warrant.

(237) The premium on policies as under will be paid by the Department :—

- (a) On every guarantee policy provided by an Officer or Employé whose salary or wage is not in excess of £80 per annum.
- (b) On every *additional* guarantee policy provided by an officer or employé in charge of a station at which there is a Money Order Office.
- (c) On the amount by which any policy exceeds the sum of £1,000.
- (d) On every policy provided by an Officer or Employé (other than a clerk) in consequence of having to pay salaries and wages, or to make payments in connexion with the purchase of sleepers, &c., but whose duty does not otherwise necessitate that fidelity guarantee be furnished.

DIVISION 20.

INSOBRIETY.

(238) Any officer or employé who is deemed unable to efficiently perform the duties allotted to him, owing to over-indulgence in liquor, or to his being under the influence of liquor, shall be at once suspended from duty by the officer in charge, who shall immediately report the matter to the Head of the Branch, and the latter shall then take such action as the circumstances may warrant.

DIVISION 21.

GRIEVANCES.

(239) Any officer or employé who considers that he has a grievance, or that he is suffering under any disability, and who desires to seek redress or make any representations in regard thereto, shall first approach his immediate superior, and if he be dissatisfied with any decision given by such immediate superior, he may then appeal to the Head of his Branch and thereafter, if necessary, to the Commissioners, in writing.

DIVISION 22.

PROCEDURE IN CONNEXION WITH PUNISHMENT OF OFFICERS OR EMPLOYES, AND APPEALS THEREFROM, ETC.

(240) The Head of a Branch shall have the power to suspend, to fine in a sum not exceeding Five pounds, or to reduce in rank, position, or grade, and pay, either permanently, or for such period as he may determine, any officer or employé in his Branch, for misconduct, or for a breach of any rule or regulation of the Railway Service.

(241) Any officer-in-charge authorized so to do may temporarily suspend any officer or employé of inferior rank, position, or grade until the Head of the Branch has dealt with the suspension of such officer or employé.

(242) In every instance in which a charge involving any offence or any misconduct, or a breach of any rule or regulation, is made against any officer or employé, such officer or employé shall be furnished with an explicit statement of the charge on the prescribed form (G48) and afforded an opportunity of answering such charge before any punishment is imposed.

(243) In every instance in which the Head of a Branch, after investigation and consideration of any statement or explanation, considers that an officer or employé has been guilty of any misconduct or of a breach of any rule or regulation, and determines to inflict punishment therefor, the officer or employé shall be notified thereof on the prescribed form (G49).

(244) In every instance in which the Head of a Branch deems it preferable that any charge against any officer or employé, in respect of any act of misconduct or of a breach of any rule or regulation, shall be investigated by the Board referred to in section 11 of the Railways Act 1896, he shall thereupon make a charge against such officer or employé on the prescribed form (G50), and such charge shall be investigated and dealt with by the Board.

(245) In every instance in which a charge is brought against any officer or employé as provided in Clause (244) hereof, the Secretary for Railways shall as soon as possible thereafter fix a time and place for the investigation and determination of such charge, and the officer or employé concerned shall be advised thereof on the prescribed form (S46).

(246) The Board shall consist of the Heads of the Branches whose titles are specified in Section 11 of the Railways Act 1896, and a representative of the officers and employés, and three members of the Board shall form a quorum.

(247) The members present at each meeting of the Board shall appoint one of their number to act as Chairman at such meeting, and all the powers of the Board may be exercised by a majority of the members present at any meeting thereof, and in the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

(248) No member of the Board shall take any part in the hearing of any appeal by or charge against any officer or employé in the branch of which such member is the head.

(249) It shall be the duty of the Secretary for Railways to convene all meetings of the Board.

(250) Every officer or employé who has been—

- (a) Suspended from duty, or
- (b) Fined, or
- (c) Reduced in rank, position, or grade, and pay

by the Head of his Branch in consequence of having been adjudged guilty of misconduct, or of a breach of any rule or any regulation, or who has been—

- (a) Dismissed from the Service

by the Board on any charge preferred against him, may appeal against any such decision in the manner hereinafter prescribed.

(251) Every appeal against a decision of the Head of a Branch shall be made to the Board, and every appeal against a decision of the Board shall be made to the Commissioners.

(252) Any officer or employé who possesses the right of appeal to the Board or to the Commissioners (as the case may be), and who desires to exercise such right, shall forward an intimation to the Secretary for Railways through the Head of his Branch, in the following terms, viz. :—

“ I beg to appeal to the Statutory Board
 Commissioners against the decision of the
that I be.....for that I

within seven (7) days of the date on which a notification of the punishment was delivered to him, otherwise the appeal will be disallowed, unless satisfactory proof be furnished that the non-delivery of the Notice of Appeal within the prescribed time was unavoidable.

(253) In every instance in which an officer or employé lodges an appeal against any punishment imposed on him by the Head of the Branch, the Secretary for Railways shall, as soon as possible thereafter, fix a time and place for the hearing of such appeal, and the officer or employé shall be advised thereof on the prescribed form (S48).

(254) In every instance in which the whereabouts of an officer or employé against whom a charge has been preferred is unknown, the notification of the time and place at which such charge will be investigated shall be posted by registered letter to his last known place of abode.

(255) In every instance in which any officer or employé charged before the Board has already been suspended by the Head of the Branch, or other officer,

the Board may further suspend him without salary or wages for a period not exceeding six months, or may inflict a fine upon him to be deducted from his pay, or may dismiss him from the Service.

(256) In the hearing of an appeal by or charge against any officer or employé any member of the Board may administer an oath to any witness or witnesses at such hearing. If the offence on which the appeal or charge is made be one involving dismissal from the service, or reduction in rank, position, grade, and pay, then the appellant or person charged shall be entitled to have all witnesses examined on oath, and he shall also be entitled to be represented (if he so desire) by a barrister and solicitor, or agent, who shall be at liberty to examine witnesses and address the said Board on his behalf.

(257) Any evidence which it is intended to submit to the Board in respect of any charge preferred against any officer or employé shall be taken in the presence of such officer or employé, but in the event of the failure or neglect of such officer or employé to appear, the Board may investigate and deal with the case in his absence, and on the available evidence.

(258) In every instance in which an officer or employé lodges an appeal against any punishment imposed on him, or is charged before the Board, a synopsis of the evidence adduced before the Head of the Branch shall be compiled in the prescribed form (G51) and attached to the papers on the subject.

(259) Any officer or employé who has been suspended from duty in consequence of an offence, or of any misconduct, or of a breach of any rule or regulation, shall not be allowed to resume duty until the Head of the Branch or the Board has directed the resumption of duty by such officer or employé.

(260) Any officer or employé who is subjected to loss of pay whilst under suspension for any particular offence shall not in addition be fined or reduced in rank, position, or grade, and pay.

(261) Any officer or employé who is fined or reduced in rank, position, or grade, and pay for any particular offence, shall be granted full pay during the period in which he has been under suspension.

(262) The reduction of any officer or employé in rank, position, or grade, and pay, shall be permanent or for a specific period, and the officer or employé concerned shall be duly notified of the duration of such punishment in writing by the Head of his Branch.

(263) Any officer who, by way of punishment, is reduced to a position on the wages staff, shall during the period of such reduction be paid at a daily wage and not at a salary per annum, provided, however, that in any such case the daily wage shall not be less than the minimum wage prescribed for the particular position.

(264) Every officer or employé who has been suspended from duty and is subsequently found not guilty of the charge preferred against him shall be allowed full pay during the period of suspension.

(265) Every officer or employé dismissed by the Board shall be granted full pay from the date of suspension up till and inclusive of the date on which such decision is given, with the reservation that any officer or employé who is so dismissed, and who has failed or neglected to attend during the investigation of the case by the Board, shall not be granted any pay in respect of the period of suspension or of any portion thereof.

(266) The attendance of every officer or employé or person temporarily employed in the Railway Service who may be required to give evidence on behalf of any officer or employé shall, on application by the officer or employé concerned, be arranged for by the Head of the Branch by whom the charge is preferred, or against whose decision the appeal is made.

(267) The attendance of any person not employed in the Railway Service who may be required to give evidence on behalf of any officer or employé, shall be arranged for by such officer or employé, with the reservation that under exceptional circumstances the Department may arrange for the attendance of any such person.

(268) The Secretary shall notify the Head of each Branch concerned of the time at which every officer or employé has been relieved from attendance as a witness before or waiting upon the Board or the Commissioners (as the case may be).

(269) Every witness, whether an officer, an employé, a person temporarily employed in the Railway Service, or a person not employed in the Railway Service, who may be called upon, either by or on behalf of the Department, or by or on behalf of any officer or employé, to give evidence before the Board or the Commissioners in connexion with any appeal by or charge against any officer or employé, may be granted a free pass for such rail journey as he may be required to make in that behalf.

(270) No travelling or other expenses shall be paid to any witness (other than an officer or employé) who may be called by and on behalf of any officer or employé, unless the appeal be upheld, or the charge dismissed, and then only if the evidence tendered by such witness be deemed by the Board as necessary and material testimony. In every instance in which travelling or other expenses are allowed to any such witness, the amount thereof shall be fixed by the Board.

(271) Every officer or employé who is charged before the Board or who is required to appear as a witness before or makes an appeal to the Board or the

Commissioners shall be credited with full time for the period during which it is necessary for him to be in attendance before or in waiting upon such Board or the Commissioners (as the case may be), subject to the reservation that every officer or employé who makes an appeal to the Board, but who fails therein, shall be dealt with as regards such time in such manner as may be determined by the Board.

(272) Every officer or employé shall, in respect of the time necessarily absent from his head-quarters, be allowed expenses in accordance with the division of the Regulation relating to travelling and incidental expenses; provided, however, that any officer or employé attached to the regular relieving staff shall not be granted any expenses in addition to his ordinary allowance, and that every officer or employé who makes an appeal to the Board, but who fails therein, shall be dealt with as regards expenses in such manner as may be determined by the Board.

(273) Every such officer or employé shall, in respect of the time engaged in travelling from and returning to his head-quarters, be treated in accordance with the division of the Regulation relating to the payment for time occupied by employés in travelling in connexion with their duties.

(274) In every instance in which the time with which such officer or employé is credited, in respect of any day, for attendance upon the Board or the Commissioners (as the case may be) and for travelling from or returning to his head-quarters, together with any time actually worked or otherwise allowed, amounts to less than one day at full pay, such employé shall be granted an additional allowance to make the total time equivalent to one day at full pay.

DIVISION 23.

ATTENDANCE OF OFFICERS AND EMPLOYÉS AT COURTS OF LAW AS WITNESSES.

(275) Every officer or employé who receives a subpoena or other order requiring him to attend any Court shall immediately intimate the fact to his Officer-in-Charge in order that arrangements may, if necessary, be made for the performance of his work whilst in attendance at the Court.

(276) In every instance in which such officer or employé is so required to attend the Court *in his official capacity*, in order to give evidence or to produce papers, such officer or employé shall attend such Court in the performance of and as a part of his official duty.

(277) In addition to any train fares which are actually incurred, expenses are allowed to witnesses by the Crown Law Department on the following basis, viz:—

	<i>s. d.</i>
For each day in actual attendance at the Court ...	6 0
For each day occupied in travelling, not including the days at the Court	7 6

and every officer or employé attending any Court in his official capacity to give evidence, or to produce papers, shall at the Court claim expenses accordingly, and shall forward any amount so received to the Head of his Branch, through his Officer-in-Charge, who shall carefully check such amount in detail in order to insure that it is not less than the sum allowable under the above scale.

(278) Every officer or employé required to attend Court under the circumstances set out in the preceding clause shall also forward to the Head of his Branch, through his Officer-in-Charge, a statement of any expenditure which he has actually incurred in the performance of such duty, together with vouchers therefor (if any), and shall be reimbursed on the pay-rolls for such amount of expenditure, subject to a maximum of the amount allowable on the basis of the division of the Regulation relating to travelling and incidental expenses.

(279) Every officer or employé who attends a Court as a witness in his private capacity shall retain any expenses awarded to him by the Court, but shall not be credited with any time for any period during which he is absent from duty in connexion therewith.

DIVISION 24.

INSOLVENCIES, COMPOSITIONS, OR ASSIGNMENTS FOR THE BENEFIT OF CREDITORS.

(280) In view of the provisions of Section 2 of the *Railways Act 1907* that—

“ If any officer or employé of the Commissioners become insolvent or apply to take the benefit of any Act now or hereafter to be in force for the relief of insolvent debtors or by any deed or other writing compound with his creditors or make an assignment of his salary for their benefit he shall be deemed to have forfeited his office unless he satisfies the Commissioners that such embarrassment has not been caused or attended by any fraud extravagance or dishonorable conduct”;

every officer or employé—

- (a) Who becomes insolvent, or,
- (b) Who makes a composition with his creditors, or,
- (c) Who makes an assignment of his pay for the benefit of his creditors,

shall forthwith send a notification thereof to the Head of his Branch, and furnish complete details of his assets and liabilities on the prescribed form (G-23), together with a full explanation of the causes which forced him to become insolvent or to make such composition, or assignment; and in every instance in which the officer or employé concerned fails to satisfy the Commissioners that such embarrassment has not been caused or attended by fraud, extravagance, or dishonorable conduct, *he shall be deemed to have forfeited his office, and his employment will be at once terminated*; and every such officer or employé will thereafter be debarred from either permanent or temporary employment in the Railway service.

(281) In every other instance in which the Commissioners consider that the insolvency, composition, or assignment has not been justified, notwithstanding that it may not have been caused or attended by fraud, extravagance, or dishonorable conduct, the officer or employé concerned will be dealt with in such manner as the circumstances warrant.

DIVISION 25.

OFFICERS AND EMPLOYÉS FORBIDDEN TO ACT AS AGENTS OF OR FOR ANY BUSINESS, STORE, OR FIRM, ETC.

(282) Every officer or employé is expressly forbidden to act as an Agent of, or solicit or collect orders for, or distribute or deliver goods or materials or articles of any description on behalf of any Person, Firm, or Store or other business.

DIVISION 26.

OFFICERS AND EMPLOYÉS FORBIDDEN TO SEEK OUTSIDE INFLUENCE.

(283) Every officer or employé is expressly forbidden to seek the influence or interest of, or address a communication to, any person or persons outside the Department, in order to secure promotion, advancement, or transfer, or any advantage in the Service.

DIVISION 27.

PERFORMANCE OF WORK OUTSIDE HOURS OF DUTY.

(284) No officer or employé shall engage in any employment other than in connexion with the duties of his office, with the reservation that any officer or employé may, subject to the approval of the Commissioners, undertake the performance of the secretarial duties of any Mutual Benefit Society, or any Institution or Organization of a kindred character, but every officer or employé who desires to undertake such duties shall first make application through the Head of the Branch for the permission of the Commissioners, and shall forward with such application a statement showing—

- (a) The nature of the work.
- (b) The probable number of hours per week involved in the performance thereof, and
- (c) The remuneration (if any) likely to be derived therefrom.

DIVISION 28.

SOLICITATION OF SUBSCRIPTIONS.

(285) The circulation of any Subscription List among Officers or Employés, or the solicitation by any Officer or Employé of monetary assistance on behalf of any individual or of any charitable or other institution from any other Officer or Employé is strictly forbidden, except under the circumstances embodied in the following clause.

(286) Subscriptions may be collected for the purpose of making a presentation to an Officer or Employé on the occasion of his marriage or his retirement from the Service. Subscriptions may also be collected in any case of special hardship, on

behalf of the widow and family of a deceased Officer or Employé or of an Officer or Employé who has been incapacitated for duty for a prolonged period owing to ill-health or to injuries of a severe character. In every such case, however, the sanction of the Head of the Branch shall be obtained before any collection is made, and unless specially sanctioned by the Commissioners the collection shall be limited to the particular Section or Branch in which such Officer or Employé works, and any Officer or Employé who expresses a disinclination to contribute shall not be required or in any way constrained to do so.

Notwithstanding anything herein contained, the interpretation, operation, and administration of this Regulation shall at all times and in all respects be subject to the Commissioners, who may from time to time modify or extend the application or effect of any of the provisions thereof as they deem proper.

In witness whereof the Common Seal of the Victorian Railways Commissioners was hereto affixed this twenty-fourth day of December, in the year of our Lord One thousand nine hundred and eight, in the presence of—

(SEAL)

THOS. TAIT, *Chairman*,
W. FITZPATRICK,
C. HUDSON,

} *Victorian
Railways
Commissioners.*

Approved by the Governor in Council,
18th January, 1909.

F. W. MABBOTT,
Clerk of the Executive Council.

FORM G18.

.....Branch

PARTICULARS OF TRAVELLING EXPENSES FOR MONTH OF

.....

Date.	Time Train Departed from Head-quarters.	Station Travelled to.	Time Train Returned to Head-quarters.	Amount of Travelling Expenses.			Amount of Cab-Hire or other expenses (Vouchers attached).		
				£	s.	d.	£	s.	d.

.....
Signature of Officer or Employé

Date.....

Approved

.....
Signature of Head of Branch.

Date.....

FORM G46.

CLAIM FOR TRANSFER EXPENSES.

Memo. for

In accordance with the provisions of Regulation No. 51 I beg to submit a claim for the payment of expenses in connexion with my transfer from.....
to.....the actual expenditure incurred being as shown hereunder :-

1. Date and time of departure from previous location.....
2. Date and time of arrival at present location.....
3. Particulars of persons who accompanied me, and in respect of whom I was obliged to incur expense :-

Children.		Other Relatives solely dependent upon me for support.	
Number.	Age of each.	Number.	Relationship.

4. (To be filled in only in cases in which delay to furniture in transit by rail has involved Board and Lodging expenses.) No. of truck.....
Station loaded at.....
Date and time loaded.....
Date and time of arrival at destination.....

5. Particulars of expenses incurred *en route*, or in consequence of delay to furniture in transit :—

	Date.	Nature of Expenditure. (<i>i.e.</i> , Breakfast, Dinner, or Tea, or Lodging Over-night).	Number of Persons (including myself).	Place at which Expenditure was incurred.	Name of Person to whom Amount was Paid.	Amount Paid.		
						£	s.	d.
1.								
2.								
3.								
4.								
5.								
6.								
Total amount of Expenses incurred						£		

I attach vouchers in respect of Items Nos.

6. Particulars of cartage expenses (vouchers attached) :—

Where Furniture Carted.			No. of Loads.	Nature of Vehicle Utilized.	Name of Person to whom Amount was Paid.	Amount Paid.		
From—	To—	Approximate distance.				£	s.	d.

7. Remarks.....

.....

.....

.....

Signature of Officer or Employé.

8. Remarks of Officer in Charge.....

.....

.....

.....

Signature of Officer in Charge.

9. Decision of Head of Branch.....

.....

.....

.....

Signature of Head of Branch.

Forwarded to..... to so advise the Officer or Employé concerned, to note in connexion with the compilation of the pay rolls, and to attach this form thereto.

FORM G-47.

RETURNS of Expenses granted during the month of BRANCH.
 to Officers and Employés who have been unable to
 procure house accommodation at the location to which they have been transferred.

Name.	Position.	Present Location.	Previous Location.	Date of Transfer.	Total period for which expenses have already been allowed.		Date on which expenses ceased or—	What likelihood there is of finding procuring house accommodation in the near future.	Remarks.
					Weeks.	Days.			

APPROVED.

Signature of Head of Branch. Commissionaire.

Date Date

FORM G19.
.....BRANCH.

Returns of Expenses granted during the month of..... 190 , for periods in excess of One Week to
 Employés (other than those attached to the Regular Relieving Staff) who have been Temporarily Transferred to another
 Station or Depot in order to cope with Extra Work.

Name.	Position.	Temporary Location.	Previous Permanent Location.	Particulars of Dependent Relatives living with Employé.		Date from which Expenses were granted.	Total period for which Expenses have already been Allowed.		Probable further period during which Employé will be at the Temporary Location.		Remarks.
				Name.	Age.		Address, e.g., 15 Gipps-street, East Melbourne.	Weeks.	Days.	Weeks.	

..... APPROVED.
 Signature of Head of Branch. Date.....
 Signature of Commissioners. Date.....

FORM G1.

.....BRANCH.

MEDICAL CERTIFICATE.

ILLNESS OR INJURY OF AN OFFICER OR EMPLOYE.

- 1. Location (Station or Depot).....
- 2. Name of Officer or Employé.....
- 3. Position
- 4. Date of Accident or of Commencement of Illness.....190...
- 5. Nature of Injuries or of Illness.....
.....
.....
- 6. Probable duration of necessary absence from duty from this date.....
- 7. Is the Officer or Employé fit for light duty?.....
- 8. If not, when will he be fit?.....

Signature of Medical Practitioner.

Date.....190...

(NOTE.—Particulars under Items 1, 2, 3, and 4 to be filled in by or on behalf of the Officer or Employé concerned. Date and particulars under Items 5, 6, 7, and 8 to be filled in by the Medical Practitioner.)

FORM G2.

ILLNESS OR INJURY OF AN OFFICER.

..... BRANCH..

Dated.....190

Registered.....190

Name of Officer.....Departmental Number.....

Position.....Date of Appointment.....

Date of Disablement or Commencement of Illness.....

Nature of Injuries or Illness as per Medical Certificate attached.....

Probable duration of further necessary absence from duty.....

Amount of leave of absence granted on account of injuries or illness since the beginning of the calendar year, inclusive of the sick leave already sanctioned in connection with the current illness or injury :—

From.....to.....on Full Pay. Total period on full pay.....

From.....to.....on Half Pay. Total period on half pay

From.....to.....Without Pay. Total period without pay

Remarks

Recommended that leave of absence be granted from.....till

..... on

Signature of Head of Branch.

Decision of Commissioners.....

.....Chairman..

.....Commissioner..

Date.....190..

Recorded in Staff Office.....

Referred to.....and the Chief Accountant to note.

FORM G3.

REPORT OF INJURY TO AN OFFICER OR EMPLOYE WHILST IN THE ACTIVE DISCHARGE OF HIS DUTY.

.....BRANCH.

Name of Employé.....Position.....

Location Station or Dépôt.....

REPORT OF OFFICER OR EMPLOYE.

- 1. Date of Injury.....Hour thereof.....
- 2. Location of Accident.....
- 3. Nature of Injury.....
- 4. How Caused (Give full particulars).....
- 5. Names of Eye Witnesses.....
- 6. Can you undertake light duty?.....
- 7. How long do you expect to be absent from duty in consequence of such injury?.....

.....Signature of Officer or Employee.

.....Date.

REPORT OF OFFICER IN CHARGE.

- 8. Names of Eye Witnesses (statements to be attached).....
- 9. Did the Officer or Employee, in your opinion, contribute to the accident by want of proper care or otherwise? If so, in what respect?.....
- 10. Is the injury, in your opinion, sufficient to warrant his remaining off duty?.....
- 11. If so, for how long?.....
- 12. Can you provide him with light work if he be able to do it?.....
- 13. If so, in what capacity?.....

.....Signature of Officer in Charge.

.....Date.

FORM G4.

INJURY TO AN EMPLOYE WHILST IN THE ACTIVE DISCHARGE OF HIS DUTY.

Dated.....190

Registered.....190

Name of Employee.....Departmental Number.....

Position

Date of Accident.....190 Hour thereof.....

Location of Accident.....

Cause of Accident.....

Nature of injuries sustained as per Medical Certificate attached.....

Did the Employee contribute to the Accident by want of proper care or otherwise?.....

Probable duration of further necessary absence from duty.....

Recommended that leave of absence be granted from.....till.....

on

Signature of Head of Branch.

Decision of Commissioners.....

Chairman.

Commissioner.

Date.....190

Recorded in Staff Office.....

Referred to.....and the Chief Accountant to note.

FORM G12.

Leave Register No.

APPLICATION FOR LEAVE AND PASS.

..... 190.....

MEMO. FOR.....

I beg to apply for.....days' leave of absence, to commence.....or as soon as convenient, and Passes, for myself, wife,.....sons (aged.....), and.....daughters (aged.....), who are all living with me and entirely dependent upon me for support, for the following journeys :--

- From... ..to.....and return.
From.....to.....and return.
From.....to.....and return.

Date of Appointment.....
Date of Appointment to Clerical Staff.....
Date of last leave.....Branch.
Number of Days.....Station.
.....Applicant.
.....Position.
.....Dept. No.
.....Address while on Leave.

Recommended.....Approved.—Grant.....
.....Dates granted.

FORM S95.

(NOTIFICATION TO BE SENT BY SECRETARY FOR RAILWAYS TO EVERY OFFICER OR EMPLOYEE REQUIRED TO PROVIDE FIDELITY GUARANTEE SECURITY.)

MEMO. FOR.....

Please make application at once to either
(Names of approved Companies to be inserted here.)

to secure from this date fidelity guarantee to the Victorian Railways Commissioners to the extent of £.....and if the security be still required, pay the renewal premium not later than 31st December of each year.

Enclo-e each receipt in an envelope marked "Guarantee Receipt," and forward it as soon as possible to the Secretary for Railways.

The Company supplies a form to be filed up, and as soon as the interim premium is paid, for which you will only accept the special receipt agreed upon with the Companies, the security is obtained, and on payment of the renewal premium each year the security is continued.

You will render your pay liable to be stopped in the event of any delay in applying to the Company for the guarantee policy, or in the event of the non-payment of the renewal premium prior to 31st December of each year, and matters will be very much facilitated if you will pay the premiums only to the Head Office of the Company, whether you get the form from an agent or not.

.....
Secretary for Railways.

FORM G48.

(Notification to officer or employé of any charge preferred against him.)

To

.....

It has been reported to me that you on at
were guilty of in that you

(Insert particulars of charge or charges.)

Please furnish me in writing on or before with any explanation which you may have to make in regard thereto, together with the names and statements of any persons whose evidence you may deem material in disproof of the charge.

.....
Signature of Head of Branch.

FORM G49.

(Notification to an officer or employé that the Head of the Branch has decided to inflict punishment in respect of an act of misconduct or of a breach of a rule or regulation.)

To

.....

I consider that you have been guilty of
in that you

(Insert particulars of breach or of act of misconduct)

and I hereby notify you that I have decided to
and take notice that if you desire to appeal against this decision you must lodge such appeal within seven days from the date hereof.

.....
Signature of Head of Branch.

FORM G50.

(Notification to officer or employé that the Head of the Branch has decided to make a charge against him for investigation by the Board.)

To

.....

The charges you with having been guilty of in that you

(Insert particulars of charge, or charges.)

AND TAKE NOTICE that such charge has been referred to the Statutory Board appointed to deal therewith and that you will receive early notification as to the date upon which and place where such charge will be investigated.

.....
Signature of Head of Branch.

FORM S46.

(Notification to officer or employé that a charge has been made against him, and that a time and place has been fixed for the investigation of such charge by the Board.)

The charges you with misconduct in that you

(Insert particulars of charge, or charges)

and you are hereby notified that such charge been referred to the Board appointed, in accordance with the provisions of the Railways Act of 1896, No. 1439, to investigate and deal therewith, and that the day of , 190 , at has been fixed for the hearing of the case at the Railway Offices (Room No. 100), Spencer-street, Melbourne.

You will therefore require to present yourself before the Board at the time and place stated, and should you fail or neglect to do so, the charge may be dealt with in your absence.

The name and address of every railway employé whom you desire to be summoned as a witness should be at once furnished me, and the necessary arrangements will then be made for the attendance of every such witness.

The attendance of every witness other than a Railway Employé required on your behalf must be arranged for by yourself.

.....
Secretary for Railways.

FORM S47.

(Notification to officer or employé that a time and place has been fixed for the hearing of his appeal.)

To.....

You are hereby notified that your appeal against the decision of the
to for misconduct

in that you

(Insert particulars of charge, or charges)

has been remitted to the Board appointed under the provisions of the Railways Act 1896, No. 1439, to investigate and deal with every such appeal, and that the day of 190, at has been fixed for the hearing thereof at the Railway Offices (Room No. 100), Spencer-street, Melbourne.

You will therefore require to present yourself before the Board at the time and place appointed, and should you fail or neglect to do so the case may be dealt with in your absence.

The name and address of every railway employé whom you desire to be summoned as a witness should be at once furnished to me, and the necessary arrangements will then be made for the attendance of every such witness.

The attendance of every witness other than a Railway Employé required on your behalf must be arranged for by yourself.

Secretary for Railways.

FORM G51.

Synopsis of evidence adduced before the Head of the Branch in respect of any punishment appealed against, or of any charge made against an officer or employé for investigation by the Board.

Name of Employé.	Charge.

Witnesses.

In Support of Charge.	On Behalf of Employé.

Synopsis of Evidence.

In Support of Charge.	On Behalf of Employé.

Mitigating circumstances.

Decision of Head of Branch.

FORM G23.—(FOR USE IN CONNEXION WITH INSOLVENCIES, ETC.)

To be treated as CONFIDENTIAL. Branch.

Location.....

INSOLVENCY OF AND DEEDS OF ARRANGEMENT AS TO COMPOSITION OR ASSIGNMENT BY OFFICERS OR EMPLOYÉS FOR THE BENEFIT OF CREDITORS.

PARTICULARS TO BE FILLED IN BY THE OFFICER OR EMPLOYÉ CONCERNED.

Date of Filing Schedule or Deal.....

Place of Filing Schedule.....

Name and Address of Official Assignee or Trustee.....

Total Amount of Liabilities (full particulars to be supplied in within Schedule) £ . : :

Assets—			
	£	s.	d.
Total Assets— £		

Dependents—					
Married, Single, or Widower.	Children.				Other Dependents (showing relationship.)
	Male.		Female.		
	No.	Ages.	No.	Ages.	

CAUSE OF INSOLVENCY OR REASON FOR DEED.

(State the cause or causes and give hereunder details of any ACTUAL EXPENDITURE which would explain the necessity for the liabilities specified in the within Schedule being incurred.)

Cause of Insolvency, &c.....

Date of Expenditure.	Particulars of Services Rendered or Commodity Supplied.	£	s.	d.
Total Actual Expenditure ... £				

SCHEDULE OF LIABILITIES.

Date incurred.	Name and Profession, Trade or Calling, and Address of Creditor.	Services Rendered or Commodity Supplied.	Amount.		
			£	s.	d.
Total Liabilities ...					

Are you or have you been a Member of a Benefit Society? If so, give name of Society or Societies and date of joining.....

What action have you taken to obtain a Certificate of Discharge?.....

Have you been Insolvent or have you entered into a Deed of Arrangement before?.....

If so, give the following particulars in respect of each previous Insolvency of Deed of Arrangement:—

Date of Filing.	Liabilities.	Assets.	Date of Discharge.

.....
Signature of Officer or Employé.

.....Position.

.....Date.

REPORT OF HEAD OF BRANCH.

Have you satisfied yourself as to the correctness of the foregoing statement?.....

Have you any reason to suspect that this Insolvency or arrangement with Creditors is the result of Intemperance, Gambling, Extravagance, Fraud, or Dishonourable Conduct?.....

If so, give reasons.....

Is Officer or Employé giving satisfaction in his present position?.....

General Remarks.....

.....
Signature of Head of Branch.

.....Date.

FORM S15.

Dated.....

Registered.....

INSOLVENCY OF AND DEEDS OF ARRANGEMENT AS TO COMPOSITION OR ASSIGNMENT BY OFFICERS OR EMPLOYEES FOR THE BENEFIT OF CREDITORS.

Name of Officer or Employé.....Departmental No.....

Position.....Location.....

Date of Entry.....Age.....Rate of Pay.....

RECOMMENDATION OF OFFICER IN CHARGE OF INSOLVENCIES AND DEEDS OF ARRANGEMENT.

.....

Decision of the Commissioners.....

.....Chairman.

Date.....Commissioner

Recorded in Staff Office.....

Allowed till.....to obtain Certificate of Discharge.....

Date of Certificate of Discharge.....

.....

Noted by Commissioners.....Date.....

Recorded in Staff Office.....

Noted by Head of Branch.....Date.....

Noted by Chief Accountant.....Date.....

Sent to file.....