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GOVERNMENT GAZETTE

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VICTORIAN RAILWAYS.

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REGULATION No. 54.

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RELATING TO THE CLASSIFICATION AND RATES OF PAY OF  
OFFICERS AND EMPLOYÉS, ALLOWANCES, EXPENSES, LEAVE  
OF ABSENCE, PASSES ETC.

[Effective as from 1st June, 1911.]

## VICTORIAN RAILWAYS.

### [REGULATION No. 54.]

The Victorian Railways Commissioners (hereinafter referred to as the "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.

Unless otherwise determined by the Commissioners, the provisions of this Regulation shall be applicable *only* to Officers and Employés in the *permanent* service of the Commissioners, and wherever it appears—

- "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 Superintendent of Printing, or the Head of any other Branch which may 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.
- "Married" officer or employé shall mean any 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; and "single" officer or employé shall mean any other officer or employé.
- "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.
- "Credited with one day" shall mean credited *with full pay* for the number of hours ordinarily constituting the shift of the officer or employé concerned; and "credited with" any particular number of hours shall mean credited with such number of hours *at full pay*.
- "Head-quarters" shall mean the station, place, or depôt to which an officer or employé is attached, or, in the case of an officer or employé on the regular relieving staff, the station, place, or depôt from which his movements are controlled.
- "Suburban area" shall be deemed to include the lines from Melbourne to Ashburton, Box Hill, Broadmeadows, Darling, Deepdene, Fawkner Cemetery, Flemington Race-course, Fitzroy, Heidelberg, Kew, Mordialloc, Oakleigh, Port Melbourne Pier, Reservoir, Sandringham, St. Kilda, Sunshine, Williamstown Racecourse, and Williamstown Pier inclusive.

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## DIVISION 1.

## REMUNERATION OF OFFICERS AND EMPLOYÉS.

(1) No title or grade, other than a title or grade specified in the Schedules attached hereto, shall be conferred upon any Officer or Employé nor shown in any time-sheet, pay-roll, or official record, except with the sanction of the Commissioners, and every Officer and Employé shall be accorded the proper title for the work performed, subject, if necessary, to the prefix "Acting."

(2) Every Officer and Employé holding a position in any grade shall be paid a salary or wage not less than the lowest and not greater than the highest salary or wage specified in the Schedules attached hereto in respect of such grade, but nothing contained in this Regulation shall apply or be construed so as to diminish or prejudicially affect the salary or wage which any Officer or Employé is receiving at the date hereof.

(3) No alteration shall be made in the title, grade, class, salary or wage of any Officer or Employé, except with the sanction of the Commissioners.

(4) 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. No Officer or Employé shall of right be entitled to advancement either by annual increments or by an increment or increments after a lapse of any particular period.

(5) Promotion, reduction in consequence of a surplus of Officers or Employés in any grade or class, and the selection of any Officer or Employé to act in a higher position, shall be governed by relative merit, ability, suitability, record, experience, and seniority. If everything else be deemed equal, the senior Officer or Employé shall be selected for promotion or to act in the higher position, or the junior Officer or Employé reduced (as the case may be), and the reason for passing over any senior Officer or Employé for employment in a higher position shall be stated in the recommendation by the Head of the Branch.

(6) The General Superintendent of Transportation, the Chief Mechanical Engineer, the Chief Engineer of Way and Works, and the Telegraph Superintendent shall publish in each Weekly Notice a statement showing the name and other necessary particulars of any Officer or Employé who, during the preceding week, has been promoted to or selected to act in a higher position, and any Officer or Employé who considers that he has been passed over may appeal in writing to the Commissioners through the Head of the Branch; but no such appeal shall be allowed unless forwarded so as to reach the Head of the Branch within fourteen days of the date of the Weekly Notice.

(7) Any Officer or Employé who, on promotion, is in receipt of, or is deemed to merit, a salary or wage higher than the minimum prescribed for the position to which he has been promoted, shall be paid such higher salary or wage as the circumstances warrant; and in any instance in which promotion from one division to a division higher than the next on the Schedule is recommended, the reasons therefor shall be stated in writing by the Head of the Branch.

(8) Any Officer or Employé who is reduced, by way of punishment, or for any other reason, in grade, position, class, salary, or wage, and who is subsequently restored to his former grade, position, class, and salary or wage, shall not be deemed to have been promoted within the meaning of this Regulation.

(9) The allotment of positions amongst the respective classes of any grade shall be subject to the discretion of the Commissioners, who may from time to time vary the allotment fixed in the Appendices hereto.

(10) Any Officer or Employé who is permanently unable to perform the duties of his ordinary avocation in consequence of ill-health or injury, or of defective vision, color-sense, or hearing, and is consequently provided with employment in another avocation, shall be paid the maximum salary or wage of his new position, subject to the reservations:—

- (a) that if the maximum salary or wage of such new position be in excess of the salary or wage of such Officer or Employé, he shall retain the salary or wage received by him in his former position and graduate to the maximum of his new position in the ordinary course;
- (b) that the wage in the new position of an Employé 20 years of age or under shall not be greater than that payable under ordinary circumstances to an Employé of similar age in such position.

(11) Any allowance (in addition to the ordinary wage) granted to an Employé for the performance of duties of a special character shall be continued during any period of absence from duty with pay.

(12) The Head of each Branch shall, not later than the fifteenth day of each month, furnish the Commissioners with a statement on the prescribed form (G. 62), showing the positions which have been *temporarily* filled by an Officer or Employé throughout the whole of the two preceding calendar months, and the reasons for the non-appointment of an Officer or Employé thereto.

SCHEDULE I.  
CLERKS (ALL BRANCHES).

Grade.	Class.	Division.											
		1.	2.	3.	4.	5.	6.	7.	8.				
Clerk, including—													
Ambulance Officer	5	£ 40	55	70	85	100	110	120	135				
Bookkeeper													
Cashier and Paymaster	4	150	165	180									
Chief Clerk (except where special provision is made)	3	195	210	225	240								
Chief Travelling Audit Inspector	2	255	270	285	300								
Collector	1	325	350	375	400								
Government Tourist Officer	(Spl.)	425	450	475	500								
Operator													
Senior Messenger													
Timekeeper													
Travelling Audit Inspector													
Travelling Auditor of Disbursements													

The maximum salary of any Clerk (except in Class 5) may be fixed at any sub-divisional salary according to the duties and responsibilities attaching to the particular position.

SCHEDULE II.  
TRANSPORTATION BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Assistant Inspector (Special Inquiry Branch) ..	..	£ 180	£ 195	£ 210	£ 225	£	£	£	4
Assistant Station-master ..	..	140	..	..	..	..	..	..	..
Claims Agent ..	1	150	..	..	..	..	..	..	..
District Superintendent ..	..	400	425	450	475	500	500	500	..
Inspector (including Block and Signal Inspector, other than in the Metropolitan District) ..	..	400	425	450	475	500	500	500	..
Inspector, including— Assistant Superintendent of Melbourne Yards Inspector of Refreshment Rooms Officer in Charge of Ticket Collection	3	210	225	240	250	..	..	..	..
Traffic Inspector ..	2	240	255	270	285	300	..	..	..
Inspector (including Block and Signal Inspector, Metropolitan District) ..	1	300	325	350	375	400	425	450	..
Live Stock Agent ..	..	400	425	450	475	500	500	500	..
Melbourne Goods Superintendent ..	..	400	425	450	475	500	500	500	..
Metropolitan Superintendent ..	..	500	525	550	575	600	625	650	..
Special Inquiry Officer (Senior) ..	..	150	165	180	195	210	225	240	..

Special Officer .. .. .	2	210	225	240	255	350	..	1
Station-master, including—	1	270	285	300	325	..	..	..
Pier Master, Fort Melbourne	9	150	175	..	..	..	..	..
Officer in Charge, Williamstown	8	160	200	..	..	..	..	..
.. .. .	7	185	225	..	..	..	..	..
.. .. .	6	210	250	..	..	..	..	..
.. .. .	5	235	275	..	..	..	..	..
.. .. .	4	260	300	..	..	..	..	..
.. .. .	3	285	350	..	..	..	..	..
.. .. .	2	325	400	..	..	..	..	..
.. .. .	1	375	..	..	..	..	..	..
Superintendent of Melbourne Yards	..	350	375	400	425	450	..	..
Supervisor of Weighing	..	270	285	300	325	350	..	..





	2	9 0	10 0	10 6	9 6	11 0	11 0	11 6	17	18	19	20
	1	10 0	13 0	13 6	14 0	14 0	14 6	15 0	years	years	years	years
Goods Foreman, including Pier Foreman	..	..	..	..	..	..	..	..	..	..	..	..
Goods Foreman (senior)	..	..	..	..	..	..	..	..	..	..	..	..
Guard (Suburban)	..	..	..	..	..	..	..	..	..	..	..	..
Guard (Goods)	..	..	..	..	..	..	..	..	..	..	..	..
Guard (Passenger or Express)	..	..	..	..	..	..	..	..	..	..	..	..
Hall Attendant	..	..	..	..	..	..	..	..	..	..	..	..
Labourer	..	..	..	..	..	..	..	..	..	..	..	..
Lad, including all Employés under 21 years of age in the grades of—	..	14	14	15	15	16	17	18	19	20		
Acting Clerk	..	2 0	2 0	2 6	2 6	3 0	3 6	4 0	4 6	5 6		
Block Recorder	..	..	..	..	..	..	..	..	..	..	..	..
Caller-up	..	..	..	..	..	..	..	..	..	..	..	..
Car Checker	..	..	..	..	..	..	..	..	..	..	..	..
Car Cleaner	..	..	..	..	..	..	..	..	..	..	..	..
Despatch Porter	..	..	..	..	..	..	..	..	..	..	..	..
Gatekeeper	..	..	..	..	..	..	..	..	..	..	..	..
Labourer	..	..	..	..	..	..	..	..	..	..	..	..
Lampman	..	..	..	..	..	..	..	..	..	..	..	..
Lavatory Attendant	..	..	..	..	..	..	..	..	..	..	..	..
Messenger	..	..	..	..	..	..	..	..	..	..	..	..
Number Taker	..	..	..	..	..	..	..	..	..	..	..	..
Porter	..	..	..	..	..	..	..	..	..	..	..	..
Sculleryman	..	..	..	..	..	..	..	..	..	..	..	..
Truck Recorder	..	..	..	..	..	..	..	..	..	..	..	..
Waiter	..	..	..	..	..	..	..	..	..	..	..	..
Weightbridge Attendant	..	..	..	..	..	..	..	..	..	..	..	..

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†

SCHEDULE III.—continued.

Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Ladies' Waiting Room Attendant .. .. .	2	s. d. 4 6							
Ladies' Waiting Room Inspectress .. .. .	1	s. d. 5 0							
Lampman .. .. .	2	s. d. 7 0	8 6	7 6					4
Lampman (Leading) .. .. .	1	s. d. 7 6	8 0						
Lampman (Foreman) .. .. .	..	s. d. 8 0	9 0	..					4
Laundry Foreman .. .. .	Special	s. d. 10 0	10 6	11 0					
Laundress .. .. .	2	s. d. 8 6	9 0	4 0					
Laundress (Senior) .. .. .	1	s. d. 4 6	5 0						
Lavatory Attendant .. .. .	..	s. d. 6 6	6 6	7 0					
Messenger .. .. .	..	s. d. 7 0	7 0	7 6					
Point Cleaner .. .. .	..	s. d. 7 0	7 0	7 6					
Porter, including Assistant Guard .. .. .	..	s. d. 7 0	7 0	7 6					
Porter (Checking) .. .. .	2	s. d. 7 6	8 0	7 6					4
Porter (Cloak Room) .. .. .	1	s. d. 7 0	7 0	7 6					
Porter (Despatch or Typograph) .. .. .	2	s. d. 7 6	8 0	..					4
Porter (Despatch or Typograph) .. .. .	1	s. d. 8 0	8 6	..					



SCHEDULE III.—continued.

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Signalman	4	s. d. 8 6	s. d. 10 0	s. d. *	s. d.	s. d.	s. d.	s. d.	
	3	s. d. 9 0	s. d. 11 0	s. d. *	s. d.	s. d.	s. d.	s. d.	
	2	s. d. 10 6	s. d. 12 0	s. d. *	s. d.	s. d.	s. d.	s. d.	
	1	s. d. 11 6	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d.	s. d.	s. d.	
Special Inquiry Officer	Special	s. d. 7 6	s. d. 10 6	s. d. 8 0	s. d. 7 6	s. d.	s. d.	s. d.	
Steward (Mildura and other services)	2	s. d. 8 0	s. d. 8 6	s. d.	s. d.	s. d.	s. d.	s. d.	
Steward (Express Car)	1	s. d. 9 0	s. d. 9 6	s. d.	s. d.	s. d.	s. d.	s. d.	
Storeman (Dining Car Depot)	..	s. d. 10 0	s. d. 10 6	s. d.	s. d.	s. d.	s. d.	s. d.	
Stower	..	s. d. 7 6	s. d. 8 0	s. d.	s. d.	s. d.	s. d.	s. d.	
Sweeper	..	s. d. 7 0	s. d. 7 0	s. d. 7 6	s. d.	s. d.	s. d.	s. d.	
Tarpanlin Repairer	..	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d.	s. d.	s. d.	s. d.	
Train Register Checker	..	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d.	s. d.	s. d.	s. d.	
Truck Washer	..	s. d. 7 6	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
Truck Washer (Leading)	..	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d.	s. d.	s. d.	s. d.	
Waiter	..	s. d. 6 6	s. d. 6 6	s. d. 7 0	s. d.	s. d.	s. d.	s. d.	
Waiter (Junior)	{	Years 14	Years 15	Years 16	Years 17	Years 18	Years 19	Years 20	
Watchman	2	s. d. 2 0	s. d. 2 0	s. d. 2 6	s. d. 3 0	s. d. 3 6	s. d. 4 0	s. d. 5 0	
	1	s. d. 7 6	s. d. 8 0	s. d.	s. d.	s. d.	s. d.	s. d.	

Weighbridge Attendant, including—

Coal Weigher	2	8 0						
Sworn Weigher	1	8 6						4
Yard Foreman	3	10 6	11 0	..	..	..	..	..
	2	11 6	12 0					
	1	13 0						

\* Every Assistant Signalman shall be given the classification of the box in which he is employed. The three senior Signalmen in boxes in which more than one man is employed on the majority of shifts shall be granted a wage of 1d. per day in excess of that which they would ordinarily receive.

† Any Lad or Porter may attain a wage of 1d. a day in excess of that specified herein, under the provisions of Clauses 16 and 17 respectively.

SCHEDULE IV.  
ROLLING-STOCK BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Chief Clerk ..	..	£ 450	£ 475	£ 500	£ 525	£ 550	£ 575	£ 600	
Depôt Foreman ..	..	240	255	270	285				
	1	300	325	350					
District Rolling-Stock Inspector	Special	375	400	425	450				
Draughtsman ..	..	140	160	180	200				
	3	140	160	180	200				
	2	220	240	260					
	1	280	300						
Draughtsman (Chief)	..	400	425	450	475	500			
Engineer ..	..	425	450	475	500	525	550		
Engineering Assistant	3	140	160	180	200				
	2	220	240	260	280				
	1	300	325	350					
Inspector, including—	Special	375	400	425	450	475	500	525	
Boiler Inspector	..	250	270	285	300	325	350		
Brake Inspector	..	375	400						
Car and Wagon Inspector	Special	375	400						
Ironwork Inspector	..								
Laboratory Assistant	..	180	195	210	225	240	250	250	



SCHEDULE V.  
ROLLING STOCK BRANCH.—DAILY PAID STAFF.

Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Apprentice	..	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	4
Blacksmith	..	1 9	2 3	2 9	3 6	4 6	4 6	..	
Boilermaker	..	10 0	10 6	11 0	11 6	12 0	12 0	..	
Boltmaker	..	10 0	10 6	11 0	11 6	12 0	12 0	..	
Brass and Iron Moulder	..	10 0	10 6	11 0	11 6	12 0	12 0	..	
Brass Finisher	..	8 6	9 0	9 6	10 0	10 6	10 6	..	
Car Builder	..	10 0	10 6	11 0	11 6	12 0	12 0	..	
Car and Waggon Builder	..	8 6	9 0	9 6	10 0	10 0	10 0	..	
Car and Waggon Painter	..	7 0	7 0	7 6	7 6	7 6	7 6	..	
Car Cleaner	..	8 0	8 0	8 0	8 0	8 0	8 0	..	
Car Cleaner (Leading)	..	10 0	10 6	11 0	11 6	12 0	12 0	..	
Carpenter	..	10 0	10 6	11 0	11 6	12 0	12 0	..	
Chargeman	..	9 6	10 0	10 6	11 0	11 0	11 0	..	
Colourman	..	10 0	10 6	11 0	11 6	12 0	12 0	..	
Coppersmith	..	8 6	9 0	9 6	10 0	10 0	10 0	..	
Coremaker	..	7 0	7 6	7 6	7 6	7 6	7 6	..	
Daily Paid Clerk (including Timekeeper)	..	4	4	4	4	4	4	..	
Electroplater	..	3	3	3	3	3	3	..	
	..	2	2	2	2	2	2	..	
	..	1	1	1	1	1	1	..	
	..	10 0	10 0	10 6	11 0	11 0	11 0	..	



	18 years	19 years	20 years	21 years or over		
				1	2	3
Engine-cleaner .. .. .	4 0	4 6	5 6	6 6	6 6	7 0
Engine-driver (Goods or Switching Service) .. .. .	11 0	12 0	(after 313 days' driving)			
" (2nd Grade Specified Suburban, or Specified Branch Line or Cross-country Service) .. .. .	3 11 0	2 12 0	1 13 0			
" (1st Grade Suburban Passenger, or Mixed Service) .. .. .	.. 13 0	..	..			
" (Country Passenger Service) .. .. .	.. 14 0	..	..			
Fireman (Goods or Switching Service) .. .. .	.. 8 0	8 6	(after 313 days' firing)			
" (2nd Grade, Specified Suburban, or Specified Branch Line or Cross-country Service) .. .. .	2 8 6	1 9 0	.. 9 0			
" (1st Grade Suburban Passenger, or Mixed Service) .. .. .	.. 9 6	.. 10 0	.. 10 0	11 6	12 0	
Fitter .. .. .	.. 13 0	.. 14 0	.. 14 0	14 6	15 0	
Fitter in Charge .. .. .	.. 10 0	.. 10 6	.. 11 0	11 6	12 0	
Fitter and Turner .. .. .	.. 12 0	.. 12 6	.. 13 0	13 6	14 0	
Forgeman .. .. .	.. 8 6	.. 9 0	.. 9 6	10 0		
French Polisher .. .. .	.. 9 6	.. 10 0	.. 10 6	11 0		
Furnaceman (Forge or Brass) .. .. .	.. 8 6	.. 9 0	.. 9 6	10 0		
Furnace Repairer .. .. .	.. 9 6	.. 10 0	.. 10 6	11 0		
Glass Embosser .. .. .	.. 9 6	.. 10 0	.. 10 6	11 0		
Grainer .. .. .	.. 9 6	.. 10 0	.. 10 6	11 0		
Iron Machinist .. .. .	.. 9 6	.. 10 0	.. 10 6	11 0		
Labourer .. .. .	.. 7 0	.. 7 0	.. 7 6			
Labourer (Leading) .. .. .	.. 8 0	..	..			

SCHEDULE V.—continued.

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Lead, including all Employés under 21 years of age in the grades of— Acting Clerk Car Cleaner Labourer Messenger	..	s. d. 14 years 2 0	s. d. 15 years 2 6	s. d. 16 years 3 0	s. d. 17 years 3 6	s. d. 18 years 4 0	s. d. 19 years 4 6	s. d. 20 years 5 6	
Leading-hand Artisan, in the following trades— Brass Finisher Car and Wagon Painter French Polisher Metal Polisher Sailmaker Tinsmith and Sheet Metal Worker Trimmer and Upholsterer	3	11 0	11 6	12 0	12 6				
Leading-hand Artisan, in the following trades— Electroplater Plumber	2	12 0	12 6	13 0	13 6				



SCHEDULE V.—continued.

Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Skilled Labourer, including— Blocker Fitters' Assistant in Running Shed after two years' continuous work as such Fuelman Ice Puller Pad Framemaker Paint Mixer Puller-out Seaman Labourer with A.B. Certificate Stoker Stores Assistant Truck Weigher	3	s. d. 7 6	s. d. 8 0	s. d.	s. d.	s. d.	s. d.	s. d.	
Skilled Labourer, including— Boilermakers' Help Case Hardener Casting Dresser Core Ironmaker Employé putting in hammer shafts and minor wood turning Grinder	2	7 6	8 0	8 6					



SCHEDULE V.—continued.

Grade.	Class.	Division.							For positions included in each Class and Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Skilled Labourer, including— Annealer Brick Arch Builder Employé putting in and taking out stays Foundry Furnaceman Hydraulic Plant Attendant and Pumper Packer and Trimmer Pumper Second Hand in Forge Tuber	1	s. d. 7 6	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d. 9 0	s. d. 9 0	s. d. 9 0	s. d.
Skilled Labourer (Leading) including— Leading Running Gear Repairer Leading Train Examiner Springmaker Stationary Engine-driver Storeman	{ 3 2 1 ... 2 1	8 6 9 0 9 6 10 0 10 0 8 6 7 6	9 0 9 6 10 0 10 6 9 0 9 0 8 0	11 0 11 0 11 0 9 6 9 6 8 6	11 6 11 6 11 6 10 6 10 6 10 6	12 0 12 0 12 0 10 6 10 6 10 6	12 0 12 0 12 0 10 6 10 6 10 6	12 0 12 0 12 0 10 6 10 6 10 6	s. d. s. d. s. d. s. d. s. d. s. d. s. d.
Storeman (Leading) Sub-foreman (other than of Artisans) Sub-foreman (Workshop) Tinsmith and Sheet Metal Worker Toolsmith	... ... ... ... ...	10 0 14 6 8 6 10 0 10 0	10 6 15 0 9 0 10 6 10 6	11 0 15 6 9 6 11 0 11 0	11 6 16 0 10 0 11 6 11 6	12 0 16 0 10 0 12 0 12 0	12 0 16 0 10 0 12 0 12 0	12 0 16 0 10 0 12 0 12 0	s. d. s. d. s. d. s. d. s. d.



SCHEDULE VI.  
WAY AND WORKS BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.							For Positions Included in each Class and Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Architect ..	..	£ 425	£ 450	£ 475	£	£	£	£	
Architect (Senior) ..	..	500	525	550					
Architectural Assistant ..	..	140	160	180	200				
	2	230	240	260	280				
	1	300	325	350					
	Special	375	400	500	525	550	575	600	
Chief Clerk ..	..	450	475	500					
District Foreman (Country) ..	..	240	255	275					
District Foreman (Metropolitan)	..	240	255	270	285				
Draughtsman ..	..	140	160	180	200				
	2	220	240	260					
	1	280	300	300					
	2	425	450	475					
	1	500	525	550					
Engineer (including Assistant Engineer of Signals)	Special	575	600	600					
	3	140	160	180	200				
	2	220	240	260	280				
	1	300	325	350					
	Special	375	400	500					
Estate Officer ..	..	450	475	500					
Foreman Plumber (Metropolitan)	..	240	255	275					



Inspector of Ironwork .. .. .	..	300	325	350				
Inspector of Signals and Interlocking .. .. .	..	375	400	425				
Landscape Gardener .. .. .	..	350	325	250				
Photographer (Assistant) .. .. .	..	210	165	180				
Photographer .. .. .	..	150	240	270		285	\$00	
Roadmaster (Country) .. .. .	..	240	255	270		285	300	
Roadmaster (Metropolitan or Relieving) .. .. .	..	Special	325					
Shop Foreman (Metropolitan Works) .. .. .	..	350	240	255				
Shop Foreman (Ironwork) .. .. .	..	225	240	255				
Shop Foreman (Signal Shops) .. .. .	..	225	240	255				
Sleeper Inspector .. .. .	..	1	180	195		225	240	255
Superintending Roadmaster .. .. .	..	..	400	425		475	500	
Surveying Assistant .. .. .	..	2	140	160				
Surveyor .. .. .	..	1	200	220				
Surveyor (Senior) .. .. .	..	2	280	300				
Timber Inspector .. .. .	..	1	350	375				
Weightbridge Foreman .. .. .	..	425	450	400				
Workmaster (Country) .. .. .	..	210	225	240		255		
Workmaster (Metropolitan) .. .. .	..	240	255	275				
Works Manager (Signal Shops) .. .. .	..	325	350	375		400		
	..	425	450	400				
	..	350	375					

SCHEDULE VII.  
WAY AND WORKS BRANCH.—DAILY PAID STAFF.

Grade.	Class.	Division.							For Positions Included in Each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Apprentice	..	s. d. 1 9	s. d. 2 3	s. d. 2 9	s. d. 3 6	s. d. 4 6	s. d.	s. d.	4
Assistant Fencer	..	7 0	7 0	7 6	7 6	4 6			
Ballast Guard	..	9 0	9 6	10 0	11 6	12 0			
Blacksmith	..	10 0	10 6	11 0	11 6	12 0			
Boilermaker	..	10 0	10 6	11 0	11 6	12 0			
Brass Finisher	..	8 6	9 0	9 6	10 0	10 6			
Brass and Iron Moulder	..	10 0	10 6	11 0	11 6	12 0			
Bricklayer	..	10 0	10 6	11 0	11 6	12 0			
Cable Layer	..	8 6	9 0	9 6	10 0				
Caretaker	..	9 0	10 0	11 0	11 6	12 0			
Carpenter	..	9 6	10 0	10 6	11 0				
Colorman	..	7 0	7 6	..	..	..			
Daily Paid Clerk (including Timekeeper)	..	8 6	..	..	..	..			
	..	9 6	..	..	..	..			
Electrical Fitter	..	10 0	10 0	11 0	11 6	12 0			
Electrical Fitter in Charge	..	12 6	13 0	13 6	14 0	12 0			
Fitter	..	10 0	10 6	11 0	11 6	12 0			
Foreman Artisan	..	14 6	15 0	15 6	16 0				
Foreman (Track Bonding and Cable Laying)	..	12 6	13 0	13 6	14 0				
French Polisher	..	8 6	9 0	9 6	10 0				



SCHEDULE VII.—continued.

Grade.	Class.	Division.							Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Leading Hand Artisan, including the grades of— <i>continued.</i>	1	12 6	13 0	13 6	14 0				
Brass and Iron Moulder	..								
Carpenter	..								
Fitter	..								
Instrument-maker	..								
Patternmaker	..								
Locksmith ..	..	9 6	10 0	10 6	11 0				
Mason ..	..	10 0	10 6	11 0	11 6				
Messenger ..	..	7 0	7 6						
Office Cleaner (Female)	..	8 0	8 6						
Painter ..	..	4 0							
Patternmaker ..	..	8 6	9 0	9 6	10 0				
Plasterer ..	..	11 0	11 6	12 0	12 6	13 0			
Plumber ..	..	10 0	10 6	11 0	11 6				
Repairer ..	..	2 8 6	9 0	9 6	10 0				
Signal Adjuster (Assistant)	..	1 9 6	10 0	10 6	11 0				
Signal Adjuster ..	..	7 0	7 6						
Signal Ganger ..	..	8 6	9 0						
Special	Special	11 0	10 0	10 6					
	..	10 6	11 0	11 6					



SCHEDULE VII.—continued.

	Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
			1.	2.	3.	4.	5.	6.	7.	
Toolsmith	..	..	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
Turner	..	..	10 0	10 6	11 0	11 6	12 0	12 0		
Upholsterer	..	..	10 0	10 6	11 0	11 6	12 0			
Watchman	..	..	8 6	9 0	9 6	10 0				
Weighting Machine Adjuster	..	2	7 6							
Wood Machinist	..	1	8 0	10 0	10 6	11 0	10 6	11 0	10 6	11 0

Every artisan shall, during the period of twelve months subsequent to the completion of his apprenticeship, be paid a wage 1% per day less than that specified as the minimum for his grade.

SCHEDULE VIII.

TELEGRAPH BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Chief Telegraph Mechanician.	..	£ 250	£ 270	£ 285	£ 300	£ 325	£	£	
Electrical Superintendent	..	210	225	240	250	275			
Engineering Assistant	..	140	160	180	200	280			
	..	220	240	260	280				
	..	300	325	350	350				
Foreman in Charge of Shops.	..	210	225	240	250				
Foreman Lampmaker	..	210	225	240	250				
Laboratory Assistant	..	180	195	210	225	240	250		
Line Overseer	..	250	270	285	300	325	340	250	
Power House Superintendent.	..	210	225	240	250	275			
Power House Superintendent. (Elwood).	..	195	210	225	240				
Supervisor of Lighting	..	210	225	240	250				
Telegraph Inspector	..	350	375	400	425	450			
Telephone Attendant	..	100	110	120	135	150			
Traffic Superintendent	..	210	225	240	255	275			

SCHEDULE IX.  
TELEGRAPH BRANCH.—DAILY PAID STAFF.

Grade.	Class.	Division.														For Positions included in each Class see Appendix No.	
		1.		2.		3.		4.		5.		6.		7.			
		s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.
Apprentice	..	1	9	2	3	2	9	3	6	3	6	3	6	3	6	3	6
Car Cleaner	..	7	0	7	0	7	6	10	6	10	6	10	6	10	6	10	6
Car Gas Fitter	..	9	0	9	6	10	0	11	6	12	0	11	6	12	0	11	6
Car Shed Foreman	..	10	6	11	0	11	6	11	6	11	6	11	6	11	6	11	6
Conductor	..	7	0	7	0	7	6	10	6	10	6	10	6	10	6	10	6
Driver (Turbine)	..	10	0	10	6	11	0	11	6	11	6	11	6	11	6	11	6
Driver (Stationary Engines)	..	10	0	10	6	11	0	11	6	11	6	11	6	11	6	11	6
Electrical Attendant	..	8	6	9	0	9	6	12	0	12	0	12	0	12	0	12	0
Electrical Fitter	..	10	0	10	6	11	0	11	6	11	6	11	6	11	6	11	6
Electrical Fitter in Charge	..	12	6	13	0	13	6	14	0	14	0	14	0	14	0	14	0
Electric Lighting Foreman	..	11	0	11	6	12	0	12	0	12	0	12	0	12	0	12	0
Fireman	..	8	0	8	6	9	0	9	6	9	6	9	6	9	6	9	6
Fireman (Power Station, Elwood)	..	8	0	8	6	9	0	9	6	9	6	9	6	9	6	9	6
Gas Fitter	..	9	0	9	6	10	0	10	6	10	6	10	6	10	6	10	6
Gas Fitter (Leading Hand)	..	11	0	11	6	12	0	12	0	12	0	12	0	12	0	12	0
Gas Sub-Foreman	..	12	0	12	6	13	6	14	0	14	0	14	6	15	0	14	6
Gas Foreman	..	13	0	13	6	14	0	14	0	14	6	15	0	15	0	14	6
Gasmaker	..	8	0	8	6	8	6	9	0	9	0	9	0	9	0	9	0
Gasman	..	7	6	8	0	8	0	8	0	8	0	8	0	8	0	8	0
Gasman (Leading)	..	8	6	9	0	9	0	10	6	10	6	11	0	11	6	12	0
Instrument-maker	..	10	0	10	6	11	0	11	6	12	0	12	0	12	0	12	0
Instrument-maker (Leading Hand)	..	12	6	13	0	13	6	14	0	14	0	14	6	15	0	14	6
Labourer	..	7	0	7	0	7	6	7	6	7	6	7	6	7	6	7	6
Lad (including all Employés under 21 years of age in the grades of Conductor, Labourer, Messenger, Operator, and Telegraph Messenger)	..	14	years	15	years	16	years	17	years	18	years	19	years	20	years	20	years
	..	2	0	2	6	3	0	3	6	4	0	4	6	5	0	5	6





**SCHEDULE X.**  
**STORES BRANCH.—SALARIED AND DAILY PAID STAFF.**

Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Stores Inspector	..	£ 270	£ 285	£ 300	£ 325	£ 350	£	£	4
Stores Overseer	..	240	255	270	285	300	325	350	
Stores Purchasing Agent	..	285	300	325	350	375	400	400	
Coal Viewer	..	s. d. 10 6	s. d. 11 0	s. d. 11 6	s. d. 12 0	s. d.	s. d.	s. d.	
Daily Paid Clerk	..	4 8 6	7 0 6	..	..	..	..	..	
Gate Checkman	..	1 10 0	8 0	7 6	17 years	18 years	19 years	20 years	
Labourer	..	7 0	7 0	7 6	3 6	4 0	4 6	5 6	
Lad (including every Employé under 21 years of age)	..	14 years	15 years	16 years	7 6	12 0	13 0	14 0	
Messenger	..	2 0	2 6	3 0	3 6	4 0	4 6	5 6	
Rail Classifier	..	7 0	7 6	8 0	8 6	9 0	9 6	10 0	
Skilled Labourer	..	7 6	8 0	8 6	9 0	9 6	10 0	10 6	
Special Relieving Employé	..	10 0	10 6	11 0	11 6	12 0	12 6	13 0	
Storeman	..	7 6	8 0	8 6	9 0	9 6	10 0	10 6	
Storeman (Leading)	..	10 0	10 6	11 0	11 6	12 0	12 6	13 0	
Storeman (Head)	..	11 0	11 6	12 0	12 6	13 0	13 6	14 0	
Watchman	..	7 6	8 0	8 6	9 0	9 6	10 0	10 6	

SCHEDULE XI.  
PRINTING AND STATIONERY BRANCH.—DAILY PAID STAFF.

Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
		s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
Apprentice	..	1 9	2 3	2 9	3 6	4 0	4 6	..	
Compositor	..	10 0	10 6	11 0	14 6	15 0	..	..	
Compositor (Leading)	1	11 6	12 0	14 0	17	18	19	20	
Foreman Printer	..	13 0	13 6	14 0	3 6	4 0	4 6	5 6	
Labourer ..	..	7 0	7 0	7 6	..	..	..	..	
Lad, including every grade of—	..	14 years	15 years	16 years	17 years	18 years	19 years	20 years	
Labourer	..	2 0	2 6	3 0	3 6	4 0	4 6	5 6	
Machine Feeder	..	..	..	..	..	..	..	..	
Messenger	..	..	..	..	..	..	..	..	
Lithographer	..	9 0	9 6	10 0	..	..	..	..	
Lithographer (Foreman)	1	11 0	11 6	12 0	..	..	..	..	
Machine Feeder	..	13 0	13 6	14 0	..	..	..	..	
Machinist (Assistant)	..	6 6	6 6	7 0	..	..	..	..	
Machinist ..	..	7 6	8 0	..	..	..	..	..	
Machinist (Leading)	1	9 0	9 6	10 0	..	..	..	..	
Skilled Labourer	..	11 0	11 6	12 0	..	..	..	..	
Stone Polisher	..	7 6	8 0	8 6	..	..	..	..	
Storeman ..	..	7 6	8 0	8 6	..	..	..	..	
Storeman (Leading) ..	..	10 0	10 6	11 0	11 6	12 0	..	..	

Every artisan shall, during the period of twelve months subsequent to the completion of his apprenticeship, be paid a wage is, per day less than that specified as the minimum for his grade.

## DIVISION 2.

### QUALIFICATIONS GOVERNING REMUNERATION.

(13) Every Junior Clerk appointed in or transferred to the Transportation Branch shall immediately proceed to qualify in Telegraphy, and shall be afforded facilities by the Officer in Charge to do so, and every such Junior Clerk stationed in a locality conveniently situated to a station at which a Class of Instruction has been established, shall attend such Class of Instruction at such times as may be indicated by the Head of the Branch.

(14) No such Junior Clerk shall be paid a salary in excess of £55 per annum until he has obtained a Certificate in Telegraphy, subject to the reservation that physical or other disability may, with the sanction of the Commissioners, be treated as justifying exemption from the provisions of this Division, or an extension of time (without loss of any accrued increments) in which to obtain the qualification.

(15) Any Junior Clerk whose increment or increments have been withheld under the provisions of Clause 14, but who subsequently obtains the necessary Certificate, shall thereupon be placed on the same basis as regards seniority, salary, and future increments as if his increment or increments had not been withheld, but shall not be granted any increased salary in respect of the period prior to the date of obtaining the Certificate.

(16) Any lad 18 years of age or over employed—

- (a) in the Transportation Branch; or  
(b) in the Telegraph Branch as a daily-paid Operator;

who holds a Certificate in Telegraphy shall be paid a wage of 6d. per day in excess of that payable under the scale prescribed for his position and age in the Schedules attached to Division 1.

(17) Any Adult Porter who holds a Certificate in Telegraphy, or as a Guard, or in Block, Tablet, Electric Staff, or other system of safe-working, shall be paid a wage of 7s. 6d. per day.

(18) No Shunter in Class 1 shall be paid a wage in excess of 8s. 6d. per day until he has obtained a Certificate as a Guard.

## DIVISION 3.

### TIME ALLOWANCES FOR FRACTIONS OF AN HOUR.

(19) The time allowances for fractions of an hour worked on any shift by any Employé, in excess of one hour or of any number of hours, shall be in accordance with the following scale, viz. :—

Time worked in excess of One Hour or of any Number of Hours.	Allowance therefor. Minutes.
Less than 8 minutes ... ..	Nil
8 minutes, but less than 22 minutes ... ..	15
22 minutes, but less than 37 minutes ... ..	30
37 minutes, but less than 52 minutes ... ..	45
52 minutes, but less than 60 minutes ... ..	60

(20) In the case of a broken shift the *actual* number of hours and minutes worked on each portion of the shift shall be added together, and the provisions of Clause 19 shall be applied to any fraction of an hour in the *total* so arrived at.

## DIVISION 4.

### ENGINEMEN AND CLEANERS.

(21) For the purposes of this Division—

“Trip” shall mean a journey in one direction, “up” or “down” including the work performed or the service rendered in connexion therewith, or any time occupied in travelling as a passenger between the starting and terminal points of the journey.

“Shift” shall mean the work performed or the service rendered between two periods of not less than eight hours each for which an Engineman is booked off for rest. A shift may consist of one or more trips, and may involve service or work or travelling as a passenger 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 run, 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, but any break of less than one hour (exclusive of engine time) at the head-quarters shall be treated as time on duty.

"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 connecting with the train at the commencement of a shift or trip; or for taking the engine from the train to the depôt, examining and equipping the engine and leaving it roadworthy in the shed or any 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.

(22) Every Engineman shall, subject to the provisions of Clauses 23 and 100, 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.

(23) Every Engine-driver whilst acting as a Fireman shall be paid the maximum wage of such grade, and every Fireman whilst acting as a Cleaner shall be paid at the wage of 7s. per day. Every Fireman, whilst acting as an Engine-driver, shall be paid at the minimum wage of such grade, and every Cleaner, whilst acting as a Fireman, shall be paid at the minimum wage of such grade.

(24) Every Engineman and Cleaner shall, except as provided in Clauses 25 and 26, be paid on the basis of eight hours per day.

(25) The wage of every Engineman employed on specified branch line, cross-country, or 2nd grade Suburban service shall from time to time be fixed by the Head of the Branch having regard to the mileage, the actual hours of duty, the period of absence from head-quarters, the relative importance of the service, and other surrounding circumstances.

(26) Unless otherwise determined by the Head of the Branch, any Engineman employed in a regular country passenger or mixed service shall be credited on a mileage basis with the time specified hereunder, which shall cover all duties in connexion with the shift, viz.:

Mileage of shift.	Time to be credited therefor.
Over 100 and up to and inclusive of 120 miles .. ..	1 day
Over 120 and up to and inclusive of 135 miles .. ..	1½ days
Over 135 and up to and inclusive of 150 miles .. ..	1¾ "
Over 150 and up to and inclusive of 165 miles .. ..	1¾ "
Over 165 and up to and inclusive of 180 miles .. ..	1¾ "
Over 180 and up to and inclusive of 195 miles .. ..	1¾ "
Over 195 and up to and inclusive of 210 miles .. ..	1¾ "
Over 210 and up to and inclusive of 225 miles .. ..	1¾ "
Over 225 and up to and inclusive of 240 miles .. ..	2 "
Over 240 and up to and inclusive of 255 miles .. ..	2¼ "
Over 255 and up to and inclusive of 270 miles .. ..	2½ "

and every Engineman who runs portion of a shift in such service, or a shift of less than 100 miles in such service, shall be credited with a proportionate allowance therefor. Provided, however, that the time occupied in connexion with any shift or portion of a shift in such service shall be paid for on the basis of eight hours per day if such method be more favorable to the employé concerned.

(27) If so determined by the Head of the Branch, any Engineman employed in passenger or mixed service, other than as specified in Clause 26, may be paid on the proscribed mileage basis.

(28) Unless otherwise specified herein or otherwise determined by the Head of the Branch, 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 finish of a shift, after the completion of switching or other Transportation work.

(29) No Engineman shall be credited with any allowance under the provisions of Clause 28 in respect of the beginning or the end of any break in a shift, except as specified in Clauses 31, 32, and 33, nor, unless otherwise determined by the Head of the Branch, in respect of--

A shift or service paid for on a mileage basis;

A specified branch line, cross-country, or 2nd Grade suburban service.

(30) Broken shifts may be arranged by, and at the discretion of, the Head of the Branch, but, if practicable, no such shift shall extend over a period in excess of twelve hours from the time of signing on for the first portion till the time of signing off for the last portion of the shift.

(31) Any Engineman employed on a broken shift who takes out for the second portion of the shift the same engine as he brought in at the break of the shift, shall be credited with thirty minutes for engine time at the end of the first portion of the shift and at the commencement of the second portion of the shift respectively; and any such Engineman who changes engines at the break of the shift shall be credited with forty-five minutes for engine time at the completion of the first portion of the shift, and at the commencement of the second portion of the shift respectively.

(32) Any Engineman employed on a broken shift who is required to take his engine from Klinders-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 commencement of the second portion of the shift respectively, and, subject to the approval of the Head of the Branch, with such time in addition thereto as may be required to bring the engine from the train to the depôt at the completion of the first portion of the shift, and from the depôt to the train at the commencement of the second portion of the shift.

(33) 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 completion 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.

(34) 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 completion of the Transportation work on the one portion and the commencement of the Transportation work on the other portion shall, if less than one hour, be divided equally for the purpose of making any allowance for such interval; and if the interval extend over a period in excess of one hour, only thirty minutes thereof shall be allowed 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 shall be allowed.

(35) Any Engineman who runs a train from his head-quarters on a Saturday and who does not return thereto until Monday, shall be credited with such time (subject to a maximum of four hours) in addition to that allowed for the forward and return trips, as may be required to bring his time (including engine time) *for the round trip* up to one day and a half at full pay.

(36) Any Engineman who runs a train from his head-quarters and who does not return thereto on the same or the following day, shall be credited with such time (subject to a maximum of eight hours) for each intervening day on which he does not run (other than a Sunday) in addition to the time allowed for the forward and return trips, as may be required to bring his time (including engine time) *for the round trip* up to even time for the number of days over which the trip extends, provided that the employé concerned shall be liable for duty at the forward-terminal to the extent of the time with which he is credited in respect of such intervening day or days.

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

(38) Unless otherwise determined by the Head of the Branch, any Engineman who is required to remain in charge of his engine at a terminal point away from his head-quarters during an interval (exclusive of engine time) between the trips constituting a shift, shall be credited with full time for such interval provided that such interval does not 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 reservation specified in Clause 39.

(39) Any Engineman may be booked off duty at a terminal point away from his head-quarters during an interval (exclusive of engine time) between the trips constituting a shift, and any Engineman so booked off shall be credited with half-time for such interval, subject to the reservation that if the time worked, together with any time allowances in respect of such shift, amounts to or less than the equivalent of one day, such interval shall, if more favorable to the employé, be paid for in full, but not to a greater extent than to make the total time for the shift equivalent to one day, and in such case pay shall not be allowed for the balance of the interval.

(40) Any Engineman shall be eligible for relief as soon as practicable after he has been eight hours on duty, and any Engineman who has been on duty over twelve hours shall be relieved as soon as possible after he makes application to the Officer in Charge.

(41) Any Engineman who is relieved from duty under the provisions of Clause 40, and whom it is practicable to book off duty for a period of at least eight hours, shall be so booked off at any station in a locality in which there is accommodation for him to obtain rest, and he shall not be credited with any pay in respect of the period during which he is so booked off.

(42) Any Engineman relieved from duty under the provisions of Clause 40 shall not thereafter be granted any time allowance under the provisions of Clause 28; and in any instance in which Engineman paid on a mileage basis, does not in consequence of being so relieved or for any other reason perform the duties appertaining to the engine time 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 an 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 an Engineman relieved over the pit at such station or depôt.

(43) Any Engineman who is required to walk from the station to the Locomotive depôt to sign off after relief, or from the Locomotive depôt to the station to join a train, shall be credited with such time allowance (on the basis of full time) as may be determined by the Head of the Branch.

(44) Every Engineman shall report for duty at such time before his train is due to depart as may be prescribed.

(45) Any Engineman who is ordered to report for duty and who does so report, and whose services are not utilized as an Engineman on a train, shall be credited with full time until relieved from duty, subject to a minimum of one hour and a half, and shall be liable for work at the depôt during the period for which he is paid.

(46) Any Cleaner who is ordered to report for duty and who does so report, and whose services are not utilized as a Cleaner, shall be credited with full time until relieved from duty, subject to a minimum of one hour and a half, and shall be liable for work at the depôt during the period for which he is paid.

(47) Any Engineman whose services are utilized as an Engineman on a train shall be credited with a minimum of three hours, and shall be liable to work such three hours either on or in connexion with the train or at a depôt, provided that such minimum shall not be applicable in the case of a broken shift, unless the total time worked is less than three hours.

(48) Any 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 at and radiating from such respective depôts and the signals in connexion therewith, but any such Engine-driver shall be paid at the rate to which he is entitled as an Engine-driver, only 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.

(49) Enginemen shall be allotted to the various classes in such proportions as may be deemed necessary for the performance of the service in each class, and as will enable them to average, as far as practicable, the full number of working days per month.

(50) The number of days worked by Enginemen in each class shall, as far as practicable, be equalized among them, by allotting short shifts to men who have worked long shifts, and *vice versa*, and by working off overtime in conformity with the provisions of Division 15.

(51) In the event of a shortage or a surplus of men in any class, the number of men in such class shall be increased or reduced (as the case may be) on the basis prescribed in Clause 5.

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

(53) No Engine-driver shall be eligible for the increase in the rate of pay from 11s. to 12s. per day until he has completed 313 days' driving, and no Engine-driver who is allotted to a service for which a wage of 11s. per day is fixed shall be entitled to such increase so long as he remains in such service at his own request.

(54) Allotment shall be governed by the factors prescribed in Clause 5 in respect of promotion.

(55) The seniority of Enginemen and Cleaners shall be as set out in the seniority list issued from time to time, subject to such additions and alterations as the Head of the Branch may determine.

(56) The seniority of every Cleaner shall be fixed as from the date on which he commences duty as a Cleaner, subject to the reservation contained in Clause 62, to 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 to the reservation that any other Locomotive Workshop or Running Shed Employé, or any 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 21 years with a maximum credit of two years for such service.

(57) Any Engineman or Cleaner who is debarred from, is not selected for, or elects to forego promotion to any vacancy, shall thereafter rank junior to any employé promoted over him, but shall not thereby lose his right to subsequent promotion.

(58) Any Engineman who voluntarily seeks a position in a lower class or grade shall, on appointment to such class or grade, rank senior to every employé therein, but junior to every employé in any higher class.

(59) Any 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 higher 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.

(60) Any 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 to 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 forfeit his seniority unless the Railways Medical Officer certifies within a period of two years that he is fit to resume the ordinary duties of his former class. Any such employé, however, who, in the opinion of the Railways Medical Officer, is fit to resume his ordinary duties, and who, after having been offered reinstatement to his former class, declines to immediately accept such reinstatement, or who is deemed incapable for the work of such class, shall forfeit the seniority to which he is entitled, and shall thereafter rank in the order of his seniority in the grade or class in which he is employed.

(61) No Cleaner shall be permitted to act as a Fireman except in a case of emergency, or other special circumstance, of which the Head of the Branch shall be the judge, until he has attained the age of 21 years and has had at least six months' experience as a Cleaner, and in addition has passed a preliminary examination as to his knowledge of the engine, regulations, and signals.

(62) Every Cleaner after the completion of 313 days' firing shall be required to pass a further examination, and upon completing such firing and passing such examination shall be placed on the Firemen's list, in the order of his seniority, and until he has passed such examination he shall be considered as an Acting Fireman only. Any Cleaner who fails to pass either of the prescribed examinations at the second attempt shall be passed over by any Cleaner who passes the particular examination before him, and upon passing either of such examinations he shall become eligible for promotion, but shall rank junior to any Cleaner who has been placed above him. Any Cleaner who fails to pass either of the prescribed examinations at the third attempt shall be reduced to the position of Labourer or classified as a permanent Cleaner.

(63) Any Engine-driver qualifying for the increase to 12s. per day, or any Cleaner, who, owing to the exigencies of the service, is temporarily employed in another position, and who during the period of such employment would have been entitled by seniority to act as an Engine-driver or Fireman (as the case may be) for any length of time, shall be credited with such time for the purpose of making up the period of 313 days' driving or firing (as the case may be).

(64) Every Fireman shall be required to pass an examination before being classified or utilized as an Engine-driver, and any such employé who fails to pass the prescribed examination at the second attempt shall be passed over 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 any Fireman who has been placed above him. Any Fireman who fails to pass the prescribed examination at the third attempt, or who does not pass such examination prior to attaining the age of fifty years, shall be reduced to the position of Fireman at 9s. per day, and shall not be entitled to further advancement.

(65) Except in a case of emergency no Engineman or Cleaner, after completing a full shift of at least eight hours, shall be again booked on duty until he has had a clear interval of eight hours (or if practicable ten hours) for rest, and after completing a shift of not less than twelve hours, no such employé shall, if practicable, be again booked on duty until he has had a clear interval of twelve hours for rest.

## DIVISION 5.

### GUARDS.

(66) For the purposes of this Division—

"Trip" shall mean a journey in one direction "up" or "down," including the work performed or the service rendered in connexion therewith or any time occupied in travelling as a passenger between the starting and terminal points of the journey.

"Shift" shall mean the work performed or the service rendered between two periods of not less than eight hours each for which a Guard is booked off for rest. A shift may consist of one or more trips, and may involve service or work or travelling as a passenger 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, but any break of less than one hour (exclusive of any time allowance) at the head-quarters shall be treated as time on duty.



(67) The classification of "Passenger Guard" shall be allotted not only to any position involving wholly passenger (other than suburban) train running but also to any position which involves running Passenger (other than suburban), Fast Mixed, Limited Mixed, or Through Mixed trains for an average of at least 75 per cent. of the full working hours.

(68) Any 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 wage 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 he 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).

(69) Every Guard shall, unless otherwise determined, be paid on the basis of eight hours per day.

(70) Any Guard employed in passenger running may be credited with such fixed allowance per trip as may be determined by the Head of the Branch.

(71) 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 due time of Departure from Head-quarters, at commencement of Shift.	After Return to Head-quarters, at end of Shift.
Passenger ... ..	} 30 to 60 Minutes.	Minutes. 20 to 30
Mixed ... ..		20 to 30
Goods ... ..	} 15 Minutes.	20
Suburban ... ..		15

and the actual allowance to be credited at the respective head-quarters before the departure of each Passenger, Mixed, or Goods Train, and after the return of each Passenger or Mixed Train, shall be fixed from time to time within the limits respectively specified.

(72) Any Goods or Mixed train Guard who, before departure from or after return to his head-quarters, 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 actual time so occupied instead of such allowance, subject to the certificate of the officer in charge, and to the approval of the Head of the Branch.

(73) Any Guard stationed at Melbourne, who is required to run a train from other than his ordinary head-quarters, shall, in addition to any allowance under the provisions of Clauses 71 and 72, be credited with an allowance as specified hereunder for the purpose of obtaining his kit from and returning it to his head-quarters respectively :-

Ordinary Head-quarters.	Place from which Train is Run.	Allowance for—	
		Obtaining Kit.	Returning Kit.
		Minutes.	Minutes.
Flinders-street ... ..	Melbourne Yard ... ..	20	20
" " " " " " " "	Spencer-street ... ..	15	15
Melbourne Yard ... ..	Flinders-street or Prince's-bridge ... ..	20	20
Princes-bridge ... ..	Spencer-street ... ..	10	10
" " " " " " " "	Melbourne Yard ... ..	20	20
Spencer-street ... ..	Spencer-street ... ..	15	15
" " " " " " " "	Flinders-street or Prince's-bridge ... ..	15	15
" " " " " " " "	Melbourne Yard ... ..	10	10

but the allowance for returning the kit shall not be granted to any Guard stationed in the Melbourne Yard whose trip finishes in the Goods Yard at Spencer-street (including the West Yard siding).

(74) Any Guard who is required to run a race or a show train from Spencer-street or from Flinders-street, and to accompany such train to the Yard and shut the windows after arrival on the last "up" trip, shall be credited with an allowance of 25 minutes therefor, in addition to any allowances under the provisions of Clauses 71 and 73 respectively.

(75) Broken shifts may be arranged by, and at the discretion of, the Head of the Branch, but, if practicable, no such shift shall extend over a period in excess of twelve hours from the time of signing on for the first portion to the time of signing off for the last portion of the shift.

(76) Any Suburban Guard employed on a broken shift shall not be credited with any time after arrival at his head-quarters on completion of the first portion of the shift, but shall be credited with an allowance of 15 minutes for the performance of the usual duties prior to departure therefrom on the second portion of the shift.

(77) Any Guard who runs a train from his head-quarters on a Saturday and who does not return to his head-quarters until Monday, shall be credited with such time (subject to a maximum of four hours) in addition to the time allowed for the forward and return trips, as may be required to bring his time and time allowances for the round trip up to one day and a half at full pay.

(78) Any Guard who runs a train from his head-quarters and who does not return to his head-quarters on the same or the following day, shall be credited with such time (subject to a maximum of eight hours) for each intervening day on which he does not run (other than a Sunday) in addition to the time allowed for the forward and return trips, as may be required to bring his time and time allowances for the round trip up to even time for the number of days over which the trip extends, provided that the employé concerned shall be liable for duty at the forward terminal to the extent of the time with which he is credited in respect of such intervening day or days.

(79) Subject to a maximum of the length of the interval, every Guard employed in other than Suburban service shall be credited with twenty minutes after arrival at the destination on a forward trip and with thirty minutes before the due time of departure on a return trip, and every Guard employed in Suburban service shall be credited with fifteen minutes after arrival and fifteen minutes before the due time of departure respectively; provided that if a Guard employed in other than Suburban service be necessarily occupied for a longer period in the performance of shunting or other duty he shall, subject to the certificate of the Officer in Charge, be credited with full time for the period so occupied.

(80) Any Guard may be booked off duty at a terminal point away from his head-quarters during an interval (exclusive of time paid for under Clause 79) between the trips constituting a shift, and any Guard so booked off shall be credited with half-time for such interval, subject to the reservation that if the time worked for the shift, together with any time allowances in respect of such shift, amounts to less than the equivalent of one day, such interval shall, if more favorable to the employé, be paid for in full, but not to a greater extent than to make the total time for the shift equivalent to one day, and in such case pay shall not be allowed for the balance of the interval.

(81) Any Guard shall be eligible for relief as soon as practicable after he has been eight hours on duty, and any Guard who has been on duty over twelve hours shall be relieved as soon as possible after he makes application to the Officer in Charge.

(82) Any Guard who is relieved from duty under the provisions of Clause 81 and whom it is practicable to book off duty for a period of at least eight hours shall be so booked off at any station in a locality in which there is accommodation for him to obtain rest, and shall not be credited with any time in respect of the period for which he is so booked off.

(83) Any Guard relieved from duty under the provisions of Clause 81 shall not thereafter be granted any time allowance under the provisions of Clauses 71, 73, and 79, subject to the reservation that any 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 any 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.

(84) Every Guard shall report for duty at such time before his train is due to depart as may be prescribed.

(85) Any Guard who is ordered to and does report for duty, and whose services are not utilized as a Guard on a train, shall be credited with full time until relieved from duty, subject to a minimum of one hour and a half, and shall be liable for work at the station during the period for which he is paid.

(86) Any Guard whose services are utilized as a Guard on a train shall be credited with a minimum of three hours, and shall be liable to work such three hours either on or in connexion with the train or at a station, provided that such minimum shall not be applicable in the case of a broken shift unless the total time worked is less than three hours.

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

(88) The number of days worked by the Guards in each class shall, as far as practicable, be equalized among them by allotting short shifts to men who have worked long shifts, and *vice versa*, and by working off overtime in conformity with the provisions of Division 15.

(89) In the event of a shortage or a surplus of men in any class, the number of men in such class shall be increased or reduced (as the case may be) on the basis prescribed in Clause 5.

(90) Allotment shall be governed by the factors prescribed in Clause 5 in respect of promotion.

(91) The seniority of Guards in each class shall be based on the date of appointment thereto, and shall be as set out in the seniority list issued from time to time, subject to such additions and alterations as the Head of the Branch 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.

(92) Any Guard who is debarred from, is not selected for, or elects to forego promotion to any vacancy, shall thereafter rank junior to any employé promoted over him, but shall not thereby lose his right to subsequent promotion.

(93) Any Guard who voluntarily seeks a position in a lower class or grade shall, on appointment to such class or grade, rank senior to every employé therein, but junior to every employé in any higher class.

(94) Any 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 any other higher 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.

(95) Any Guard who, in consequence of ill-health or of any injury, is compelled to seek temporary employment in a class lower than that to 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 forfeit his seniority unless the Railways Medical Officer certifies within a period of two years that he is fit to resume the ordinary duties of his class. Any such employé, however, who, in the opinion of the Railways Medical Officer, is fit to resume his ordinary duties, and who, after having been offered reinstatement to his former class, declines to immediately accept such reinstatement, or who is deemed incapable for the work of such class, shall forfeit the seniority to which he is entitled, and shall thereafter rank in the order of his seniority in the grade or class in which he is employed.

(96) No employé shall be permitted to act as a Guard unless he holds a certificate of competency therefor, and such certificate shall not be granted to any employé unless he has passed the prescribed examination. Any employé who fails to pass such examination at the third attempt, 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.

(97) Except in a case of emergency, no Guard after completing a full shift of at least eight hours shall be again booked on duty until he has had a clear interval of eight hours (or, if practicable, ten hours) for rest; and after completing a shift of not less than twelve hours no such employé shall, if practicable, be again booked on duty until he has had a clear interval of twelve hours for rest.

## DIVISION 6.

### OFFICERS AND EMPLOYEES TEMPORARILY ACTING OR RELIEVING IN HIGHER POSITIONS.

(98) No allowance shall be granted under this Division in respect of any period of less than one day, except in the case of—

- (a) any Employé who acts in a higher position *regularly* at least once in every week;
- (b) any Employé acting as a Coal Viewer, Engine Driver in Charge, Fireman on "V" class engine, Guard, Lighter-up, Motor Guard, Signaller, or Washer-out;
- (c) any Repairer acting as a Ganger on alternate Sundays, or any other Employé acting in a higher position on alternate Sundays;
- (d) any Painter acting as a Signwriter;

and no allowance shall be granted in these cases unless the period of higher duty amounts to at least one day in the month.

(99) Any Employé (other than an Engineman or Cleaner) who is required to temporarily carry out the duties of a higher position on the daily-paid staff shall, whilst performing such duties, be paid an allowance to make his wage equivalent to the minimum for the class of the particular grade in which he is acting.

(100) Any Employé who is required to temporarily carry out the duties of any of the grades specified hereunder, or who maintains the standard of work prescribed hereunder, shall, whilst performing such duties or maintaining such standard, be paid an allowance as specified hereunder, subject to the reservation that the allowance shall, except in the cases indicated by an asterisk, be limited to such amount as will make the ordinary wage, plus the allowance, equivalent to not more than the maximum wage prescribed for the particular grade:—

Grade of Employé.	Grade temporarily engaged in or Duties Performed.	Allowance per Day in addition to the ordinary Wage.
Any employé ..	Leading Labourer or Skilled Labourer, Leading Hand Artisan, or other Leading Hand .. .. .	s. d.
Blacksmith ..	(Welding 50 links per day) .. .. .	1 0†
Engine Driver ..	Engine Driver in charge of two or more engines at an out depôt .. .. .	1 0*
Fireman .. .. .	Motor Guard .. .. .	0 6*
Fireman (in receipt of a wage not exceeding 9s. per day.) ..	Fireman on a "V" class engine .. .. .	0 6
Motorman .. .. .	Ticket Examiner .. .. .	0 6
Painter .. .. .	Signwriter .. .. .	1 0
Skilled Labourer ..	Second Hand in Forge .. .. .	0 6
Turner .. .. .	(Turning an average of 6 blooms per day)	0 6*
		Allowance to make Wage per day equivalent to—
Any employé ..	Tool Sharpener .. .. .	8 0
Any employé ..	Pavior .. .. .	10 0
Labourer .. .. .	Labourer weighing waggons .. .. .	8 0
Labourer or Skilled Labourer ..	Using Spray Painter .. .. .	9 0
Storeman .. .. .	Storeman in charge of gang unloading rails, &c., from boats .. .. .	1s. 6d. per hour (after 5 p.m. only)

† Or the minimum wage of the higher position, if more favorable to the Employé.

(101) Any Employé who is required to temporarily carry out the duties of an Officer shall, subject to the approval of the Head of the Branch, be paid an allowance whilst performing such duties, in order to make his remuneration approximately equivalent to the minimum salary of the particular position, as under:—

Minimum Salary of Position.	Wage per Day (including Allowance) to be granted.
£.	s. d.
140	9 0
150	9 6
160	10 0
165	10 6
180	11 6
185	12 0
195	12 6
200	13 0
210	13 6
220	14 0
225	14 6
235	15 0
240	15 6
250	16 0

Provided, however, that in the case of an adult Employé acting as a Clerk the wage (inclusive of the allowance) shall be as under:—

Maximum Salary of Position.	Wage per Day (including Allowance) to be granted.
£	s. d.
120 or under	7 0
135	8 6
150	9 6
Over 150	10 0

and that every Employé under 21 years of age acting as a Clerk (except in Class 5) shall be paid an allowance of 1s. per day in addition to his ordinary wage.

(102) Any Employé who is granted full pay during any period of absence from duty owing to injury shall, during such period, be granted any allowance under this Division which in the opinion of the Head of the Branch he would have received if he had continued on duty.

(103) Any allowance under this Division shall be continued during any period of leave of absence with full pay (other than as specified in Clause 102), provided that the Employé concerned has been in receipt of such allowance for the whole of each day during the preceding two months.

(104) Any instance in which an Officer in receipt of a salary of less than £200 per annum is required to relieve or act in a higher position for a period of at least two consecutive months shall be reported to the Commissioners by the Head of the Branch, in order that the claims of such Officer for the payment of an allowance for the performance of the higher duty may be considered.

## DIVISION 7.

### ALLOWANCES TO STATIONMASTERS AND COAL VIEWERS IN LIEU OF QUARTERS.

(105) Any Stationmaster (other than a Relieving Stationmaster) who is not provided with quarters shall, in lieu thereof, be granted an allowance as under, viz. :—

	Allowance Per Week.
	s. d.
(a) If in receipt of a salary of less than £200 per annum...	17 6
(b) If in receipt of a salary of £200 per annum or more ...	20 0

(106) The Coal Viewers at Wonthaggi shall be granted an allowance of 20s. per week in lieu of quarters.

(107) The allowance granted in lieu of quarters shall be continued through-out any period of absence with pay or of suspension; but shall be discontinued during any period of absence without pay.

(108) The occupation of quarters by any Stationmaster or Coal Viewer shall be subject to the following conditions:—

- (a) That during any period of absence with pay or of suspension, such Officer or Employé shall be allowed to retain possession thereof free of rental;
- (b) That during any period of sick leave without pay such Officer or Employé shall be allowed to retain possession thereof free of rental, provided that, if the quarters be otherwise required, such Officer or Employé shall forthwith vacate them, and shall not be granted any allowance in lieu thereof;
- (c) That during any period of absence without pay (other than through sickness or suspension) *not* exceeding three (3) months in duration, such Officer or Employé shall be allowed to retain possession thereof, free of rental up to a period not exceeding fourteen days, and thereafter subject to payment of such rental as may be fixed in respect of the particular quarters, provided that, if the quarters be otherwise required, such Officer or Employé shall forthwith vacate them and shall not be granted any allowance in lieu thereof;
- (d) That during any period of absence without pay (other than through sickness or suspension) exceeding three (3) months in duration, such Officer or Employé shall be allowed to retain possession thereof subject to payment of such rental as may be fixed by the Commissioners in respect of the particular quarters, provided that, if the quarters be otherwise required, such Officer or Employé shall forthwith vacate them and shall not be granted any allowance in lieu thereof.

### DIVISION 8.

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

(109) Any Junior Clerk in receipt of a salary of £40 or £55 per annum, who, owing to the requirements of the Department, is obliged to reside away from his home, shall be granted a monthly board and lodging allowance on the basis of the difference between his annual salary and £60 per annum.

(110) Any Lad or Apprentice in receipt of a wage of 3s. 6d. per day or less who, owing to the requirements of the Department, is obliged to reside away from his home, shall be granted a daily board and lodging allowance, for six days per week, equivalent to the difference between his daily wage and 3s. 9d. per day.

(111) No such allowance shall be granted to any Junior Clerk or Lad or Apprentice unless the Head of the Branch be satisfied that it is not practicable for him to reside at home.

(112) No such allowance shall be continued in respect of any period of absence from duty without pay in excess of one week, except with the sanction of the Head of the Branch, nor in respect of annual leave; nor shall such allowance be continued in respect of any period of other absence from duty with pay (except on an occasional Common or Proclaimed holiday or day in lieu of overtime), unless the Officer or Employé concerned continues to reside away from his home.

### DIVISION 9.

#### RELIEVING EXPENSES.

(113) The scale of Country relieving expenses shall be as under:—

	Allowance per day.	
	<i>s.</i>	<i>d.</i>
Officers in receipt of less than £150 per annum ...	3	6
Officers in receipt of £150 per annum or over ...	4	0
Employés ...	3	0

and such expenses shall be paid to—

- (a) Any Officer or Employé attached to the regular relieving staff (other than the suburban relieving staff), except as specified in Clause 114(b);
- (b) Any Stationmaster attached to the regular relieving staff (including the suburban relieving staff);
- (c) Any Officer or Employé, excluding a Stationmaster, attached to the suburban relieving staff, when engaged on relieving duty outside of the Suburban area.

(114) The scale of Suburban relieving expenses shall be as under:—

	Allowance per day.	
	<i>s.</i>	<i>d.</i>
Within the area bounded by Camberwell, Essendon, Darling, Moreland, Thornbury, Fairfield Park, Kew, Caulfield, Port Melbourne Pier, St. Kilda, Elsternwick, Sunshine, Newport ...	1	6
Within the suburban area beyond the above boundaries ...	2	0

and such expenses shall be paid to—

- (a) Any Officer or Employé attached to the suburban relieving staff, including any Signalman engaged on regular relieving duty in the Melbourne yards, except as specified in Clause 113 (b) and (c);
- (b) Any Officer or Employé, excluding a Stationmaster, attached to the regular relieving staff (other than the suburban relieving staff) when engaged within the Suburban area for any period in excess of two months, unless the continuance of higher expenses be sanctioned by the Commissioners.

(115) No Officer or Employé engaged on relieving duty at any one station, place, or depôt for a period in excess of two months shall be allowed any expenses in respect of such excess period except with the sanction of the Commissioners; but any Relieving Stationmaster whose expenses are withdrawn in accordance with this provision shall thereupon be granted an allowance in lieu of quarters in accordance with the scale prescribed in Clause 105.

(116) Relieving expenses shall be computed on the basis of seven days per week, but shall not be allowed in respect of any period of absence from duty without pay in excess of one week, except with the sanction of the Head of the Branch nor in respect of annual leave; nor shall such expenses be continued in respect of any period of other leave of absence with pay (except on a Common or Proclaimed holiday or day in lieu of overtime), except with the sanction of the Head of the Branch. Any Relieving Stationmaster, however, shall be granted an allowance in lieu of quarters on the basis of the scale prescribed in Clause 105 during any period of suspension or of leave of absence with pay in respect of which he is not granted relieving expenses.

(117) Any Stationmaster, irrespective of whether he is attached to the regular relieving staff, who is utilized to relieve or act as a District Superintendent shall not, whilst so relieving, be granted expenses under this Division, but shall either be paid an allowance in lieu of quarters on the basis of the scale prescribed in Clause 105, or allowed to retain his quarters free of rental (as the case may be) and in addition shall be paid travelling and incidental expenses in accordance with the scale prescribed in Clause 119—

(a) for each day if the temporary head-quarters be more than 2 miles from the ordinary head-quarters;

(b) for each period of absence from the temporary head-quarters if they be within 2 miles of his ordinary head-quarters;

and any other Officer so utilized shall be similarly treated except that he shall not be granted any allowance in lieu of quarters.

(118) Any Officer or Employé not attached to the regular relieving staff who is required to temporarily undertake duty at another station, place, or dépôt, shall be treated as regards expenses on the basis of the provisions of Division 10.

## DIVISION 10.

### TRAVELLING AND INCIDENTAL EXPENSES.

(119) Any Officer or Employé (other than an Officer or Employé engaged in an avocation specified in Clause 128) who is not attached to the regular relieving staff, and who is required to travel on duty away from his head-quarters to

(a) a station, place, or dépôt outside of the Suburban area, in the case of an Officer or Employé whose head-quarters are within the Suburban area; or

(b) a station, place, or dépôt distant more than 10 miles from his head-quarters in the case of an Officer or Employé whose head-quarters are outside of the Suburban area

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

	Allowance until Expiration of Seven Days at the same Place.	Allowance after Seven Days at the same Place.
	Per day. s. d.	Per day. s. d.
<b>OFFICERS.</b>		
(a) Head of Branch or Acting Head of Branch ...	15 0	12 0
(b) Officer in receipt of £500 per annum or over (exclusive of Head of Branch or Acting Head of Branch) ...	12 0	8 0
(c) Officer in receipt of £300 or over, but less than £500 per annum ...	10 0	6 0
(d) Officer in receipt of £150 per annum or over, but less than £300 per annum ...	8 0	5 0
(e) Officer in receipt of less than £150 per annum ...	6 0	4 0
<b>EMPLOYÉS.</b>		
(f) Fitter-in-charge, Foreman, Ganger, Leading Hand, Lineman in Charge, Special Inquiry Officer, Special Ticket Checker, Sub-Foreman, or Employé engaged in Stock-taking ...	6 0	4 0
(g) Any other Employé ...	4 6	3 0

The allowance per day shall represent the expense of three meals and a bed, and the allowance for each meal and bed respectively shall be one-fourth of the allowance per day payable to the particular Officer or Employé under the provisions of the foregoing scale. Provided, however, that under section (g) of such scale the allowance specified in respect of each of the first seven days shall represent 1s. for each meal, and 1s. 6d. for a bed, and that in respect of any period of less than one day the allowance for any meal or for lodging under the scale operative after the first seven days shall be not less than 1s.

No allowance for breakfast, dinner, or tea shall be granted to any Officer or Employé unless he commence travelling earlier than the time of departure, and be absent from his head-quarters later than the time of return, prescribed hereunder in respect of the particular meal:—

				<i>Departure.</i>	<i>Return.</i>
Breakfast	...	...	...	7.0 a.m.	8.0 a.m.
Dinner	...	...	...	12.30 p.m.	1.30 p.m.
Tea	...	...	...	6.0 p.m.	7.0 p.m.

and no such allowance shall be granted to any Officer or Employé unless he be absent from his head-quarters for a period of at least three hours.

(120) No Roadmaster or District Foreman shall be granted an allowance for breakfast unless he be absent from his head-quarters overnight and until after 8 a.m., nor for dinner unless he be absent from his head-quarters prior to 7 a.m. and until after 1.30 p.m.; provided that in any instance in which such Officer is required to travel in company with a superior Officer he shall be granted expenses under the provisions of Clause 119 without the restrictions specified in this Clause.

(121) Any allowance (other than an allowance in lieu of quarters) paid to an Officer or Employé shall be added to his salary or wage for the purpose of determining the rate of expenses payable to him under the scale specified in Clause 119.

(122) Any Officer or Employé—

- (a) whose head-quarters are within 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 within the Suburban area, but at least 2 miles from his head-quarters; or
- (b) whose head-quarters are 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, at least 2 miles, but not more than 10 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 whose duty renders him unable to reach his home within 2 hours of the time at which he would ordinarily do so, shall be granted the scale allowance for one meal, and, subject to the discretion of the Head of the Branch, for any necessary additional meals and lodging.

(123) Any Officer or Employé—

- (a) whose head-quarters are within the Suburban area, and who, in order to take up duty, is required to travel *outside of his ordinary hours of duty* to another station, place, or depôt within the Suburban area, but at least 2 miles further than his head-quarters from his home; or
- (b) whose head-quarters are outside the Suburban area, and who, in order to take up duty, is required to travel *outside of his ordinary hours of duty* to another station, place, or depôt at least 2 miles, but not more than 10 miles, from his head-quarters

shall, subject to the discretion of the Head of the Branch, be granted the scale allowance for one meal daily, and for any necessary additional meals and lodging.

(124) Notwithstanding the provisions of any other clause of this Regulation, any Officer or Employé who is required to perform night duty of the duration of at least six hours, either inside or outside of the Suburban area, in connexion with any accident, alterations to lines or bridges, or other work of a special character, shall be provided by the Department with suitable refreshments during the night, unless he be given notice prior to leaving home for duty that he will be required to perform such night duty, or be given an opportunity of going home for a meal; and shall be granted the scale allowance for further meals if the duty prevents him from returning home by the time or times specified in Clause 119 for a sufficient period to enable him to obtain a meal.

(125) Any Officer or Employé who is called upon to work for an additional period of at least 2 hours beyond the ordinary time for the completion of his shift, and who is actually obliged to purchase a meal, shall be granted the scale allowance therefor, provided—

- (a) that such Officer or Employé is not given notice, prior to leaving home for duty, that he will be required to work such additional period;
- (b) that if located at Flinders-street, Melbourne Goods Sheds, Melbourne Yards, Prince's-bridge, or Spencer-street, such Officer or Employé is not given sufficient time off to enable him to obtain a meal at home;



- (c) that if located elsewhere, such Officer or Employé is not allowed off duty for 60 minutes or more for the purpose of obtaining a meal at home;
- (d) that the allowance shall not be paid to any Officer or Employé referred to in Clause 128; with the reservation that any such Employé engaged in Suburban running shall be granted the allowance unless actually in receipt of expenses under the provisions of Clauses 129 to 133 inclusive, or any other clause of this Regulation; and
- (e) that the allowance shall not be paid to any Officer in addition to any allowance granted under the provisions of Clauses 163 and 164, nor to any Officer or Employé in receipt of expenses under any other clause of this Regulation.

(126) 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 £150 per annum or over, 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 119.

(127) Any expenses payable under this Division to an Employé acting as an Inspector shall be computed at the rates specified in Section (d) of Clause 119, and any expenses payable under this Division to an Officer or Employé acting in a higher position shall be computed at the rates applicable to the minimum salary or wage of the position in which such Officer or Employé is acting.

(128) The provisions of Clauses 129 to 133 inclusive shall be applicable to any Officer or Employé in or acting in the following positions, viz. :—

- (a) Assistant Guard, Engineman, Conductor, or Guard;
- (b) Checking Porter, Running Gear Repairer, Signal Adjuster (Suburban), Ticket Collector, Train Examiner, Travelling Porter, Travelling Stationmaster, Works Foreman, or other Employé whose regular duty includes travelling over any particular section or sections of line, and who is not entitled to expenses under the provisions of Clause 138.

(129) Any Officer or Employé referred to in Clause 128 whose duties necessitate his absence from his head-quarters, but *who is not booked off duty for sleep* away from his head-quarters, shall be granted the scale allowance—

- For one meal if absent for more than 12 but not more than 18 hours;
- For two meals if absent for more than 18 but not more than 24 hours;
- For three meals if absent for more than 24 hours;

and the period of absence shall be computed from the time of signing on to the time of signing off.

(130) Any Officer or Employé referred to in Clause 128 *who is booked off duty for sleep* away from his head-quarters shall be granted the scale allowance for lodging (unless sleeping accommodation be provided by the Department) and shall also be granted the scale allowance—

- (a) for one meal prior to being booked off if the period of duty as from the time of signing on to the time of booking off be more than 9 hours but not more than 15 hours; or for two meals if such period be more than 15 hours;
- (b) for one meal as at the time of recommencing duty; provided that if the interval between the time of booking off and the time of booking on be 12 hours or more such allowance shall be granted as at the expiration of 12 hours from the time of booking off;
- (c) for a meal or for lodging for each complete period of 6 hours as from the time of the meal referred to in sub-clause (b) until the time of signing off at the head-quarters.

(131) Any Officer or Employé who works at least 5 hours of his shift at his head-quarters, or who passes through his head-quarters on his train, shall not be granted any allowance for a meal except with the sanction of the Commissioners unless, in the former case, the period from the time of departure from the head-quarters is sufficient to entitle him thereto.

(132) Any Officer or Employé referred to in Clause 128 who is required to relieve at a station, place, or depôt other than his head-quarters, and who is in receipt of expenses at the rate prescribed in Clause 119 in respect of the first seven days, shall not be granted any additional expenses under the provisions of Clause 129 or Clause 130, but any such Officer or Employé who is in receipt of expenses at the rate prescribed in respect of the period after the first seven days shall also be granted expenses under the provisions of Clause 129 or Clause 130, as if his temporary location were his ordinary head-quarters, subject to the reservation that he shall not be granted an allowance for lodging or for any meal in respect of any period in which he may be off duty at his ordinary head-quarters.

(133) Any Officer or Employé referred to in Clause 128 who runs a Sunday train to Bacchus Marsh, Clyde, Ferntree Gully, Gembrook, Healesville, Lilydale, Mornington, Pakenham, Warburton, or Whittlesea, shall be granted the scale allowance for a meal for each such trip, notwithstanding that such allowance may not otherwise be sanctioned in this Regulation.

(134) Any Officer or Employé who is unexpectedly required to leave his head-quarters and to be absent over a period in which he would ordinarily have a meal *at home*, shall be granted the scale allowance for the first meal during such period of absence, notwithstanding that such allowance may not otherwise be sanctioned in this Division.

(135) In any instance in which an Employé referred to in Clause 128 runs a trip which necessitates his absence from his head-quarters for a longer period than was anticipated at the time of his departure, the Stationmaster at the station at which he is obliged to incur additional expense as a result of the extra period of absence shall, on application, advance to such Employé the amount of such additional expense, subject to a maximum of the amount allowable under the prescribed scale, and shall obtain a receipt in duplicate therefor.

The Stationmaster who makes the advance shall retain the receipt and at once forward the duplicate as a "Value" letter to the Stationmaster or Dépôt Foreman (as the case may be) at the head-quarters of the Employé concerned, and such Stationmaster or Dépôt Foreman shall immediately reimburse the advancing station and shall withhold the amount of the advance from the Employé concerned when making payment of his wages at the next end-of-month pay.

An advance of a similar nature and subject to a similar receipt (but not in duplicate) shall also, on application, be made by any Stationmaster or Dépôt Foreman to any Employé referred to in Clause 128 who is under his supervision, and who at short notice is required to make a journey which will involve expenditure away from his head-quarters; and any amount so advanced shall be recouped in the manner prescribed in the preceding paragraph.

(136) The following expense allowances shall be continued irrespective of whether they are authorized by any other clause of this Division, viz. :—

An allowance of 1s. per day to any Ticket Collector for each day whilst engaged in making special checks at Suburban barriers or on Suburban trains.

The scale allowance for one meal to any Special Inquiry Officer, for each day whilst engaged on duty in the city or suburbs, until at least 7 p.m., or whilst engaged on watching duty in the Melbourne Yards.

An allowance of 20s. per week to any Officer whilst relieving the Pier Master at Port Melbourne Pier, or the Officer in Charge at Williamstown Pier.

An allowance of 12s. per day (subject to the time limitations prescribed in Clause 119) to any Officer whilst away from his head-quarters in connexion with the inspection of the route of any proposed new line.

The scale allowance for one meal to any Head-Office Clerk for each day whilst engaged in paying the staff at the Newport Workshops.

The scale allowance for one meal to any Special Officer for each day whilst engaged on duty away from his head-quarters, but within the Suburban area.

(137) No expenses payable under Clauses 119 to 136 inclusive shall be paid to any Officer or Employé for the whole of each day during a continuous period of more than two months, except with the special sanction of the Commissioners.

(138) Any Artisan, Bridge Ganger, Fencer, Assistant Fencer, Labourer, Signal Ganger, or other Employé who is required to regularly undertake duty away from his head-quarters, and who is provided with sleeping accommodation by the Department, may, at the discretion of the Head of the Branch, be granted an allowance of 1s. 6d. per day as expenses in respect of each day on which he is so absent from his head-quarters outside of the Suburban area, whether he be obliged to remain away overnight or otherwise, but in any such instance additional expenses shall not be granted under the provisions of any other clause of this Division.

(139) The scale of expenses prescribed in this Division does not include cab, coach, or steamer fares, nor horse and conveyance hire, and any Officer or Employé who necessarily incurs any such expense in the performance of his duty shall be refunded the actual expenditure so incurred, provided that the amount claimed be deemed reasonable, and that a receipted voucher for the amount paid is furnished.

(140) Any Officer or Employé who is required to journey outside of the State (other than to a border station) in the performance of his duty shall be granted expenses in respect of the period outside of the State at such rate as may be approved of by the Commissioners.

(141) Any Officer or Employé who is obliged to journey outside of the State in the performance of his duty, and to travel by steamer or other vessel, the fare of which covers board and lodging, shall not be granted the ordinary scale expenses, but shall be granted such lesser expenses as may be approved of by the Commissioners.

(142) Any Officer or Employé who, whilst engaged in the performance of any special duty, necessarily incurs expenses in excess of the amount payable to him under this Division, may be granted such additional allowance as may be approved of by the Commissioners.

(143) Expenses payable under this Division shall be computed on the basis of seven days per week, unless provision is made to the contrary; but no expenses shall be paid to any Officer or Employé in respect of any period of absence from duty without pay in excess of one week, except with the sanction of the Head of the Branch, nor in respect of annual leave; nor shall such expenses be continued in respect of any period of absence with pay (other than on a Common or Proclaimed holiday, or day in lieu of overtime), except with the sanction of the Head of the Branch.

(144) Every claim for the payment of Travelling and Incidental expenses, other than by an Employé referred to in Clause 128(a), shall be made out and certified to on the prescribed form (G 18), 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, if in excess thereof, are reasonable.

(145) No Travelling and Incidental Expenses shall be paid to any Officer or Employé unless authorized by the Regulation or by special direction of the Commissioners.

## DIVISION 11.

### TRANSFER EXPENSES, ETC.

(146) Any Officer or Employé transferred to another station, place, or depôt, other than by mutual arrangement with another Officer or Employé, shall be granted—

- (a) a free pass for himself and his wife and family (if any) and any relatives solely dependent upon him for support, and
- (b) free transport by rail of his household effects, and of not more than one cow.

(147) Any such Officer or Employé (other than an Officer or Employé referred to in Clause 149) shall be credited with one day (but not more) for each day occupied in travelling in connexion with such transfer, irrespective of whether the time so occupied amounts to one day, provided—

- (a) that any such Officer or Employé who works a portion of any day in addition to so travelling shall be credited with three-quarter time for the time occupied in travelling, subject to a maximum credit of one day for such travelling time and to a minimum of one day for the total time occupied in travelling and in work.
- (b) that the time occupied in travelling in connexion with such transfer shall not include the time occupied on any second trip made by the Officer or Employé for the purpose of bringing his wife and family or for any other reason unless he receives less than seven days' notice of the transfer.

(148) Any such Officer or Employé (other than an officer or employé referred to in clause 149) who is obliged whilst on transfer to provide meals *en route* or to incur board and lodging expenses for himself, his wife and family (if any), or any relatives solely dependent upon him for support, may be granted a refund of such expenses, provided that the Head of the Branch considers the circumstances warrant it, that the amount involved be deemed reasonable, and that a receipted voucher for the amount paid be furnished, except in respect of any money paid for meals at any Railway Refreshment Room.

(149) Any Officer or Employé transferred from a station, place, or depôt within the suburban area to another station, place, or depôt within such area shall not be granted any time off with pay in connexion with such transfer, except with the sanction of the Commissioners.

(150) In every instance in which it is desired to transfer a "married" Officer or Employé 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, place, or depôt as to whether house accommodation can be procured, and if such inquiries disclose that house accommodation cannot be procured, the services of a "single" man shall, if practicable, be utilized to fill the vacant position, provided that such a course does not involve loss of seniority by a "married" man eligible for and desirous of accepting the position.

(151) In every instance in which it is necessary to transfer a "married" Officer or Employé to a locality where he may not be able to immediately procure a house, or in which such an Officer or Employé accepts transfer to such a locality under the circumstances set out in Clause 150, such Officer or Employé shall, prior to his transfer, be made fully aware of the situation as regards house accommodation.

(152) Any "married" Officer or Employé so transferred, and who is unable to procure house accommodation shall not be granted any expenses in respect of the members of his household, but shall be granted expenses for *himself only* in accordance with the scale specified in Clause 119; and any Officer or Employé who is unable to procure a house after the expiration of a period of one week from the date of transfer shall at once notify his Superior Officer, and the question of his removal to a more suitable location shall be considered immediately by the Head of the Branch, and if it be impracticable to replace such Officer or Employé by a "single" man, without subjecting such Officer or Employé to loss of seniority, he shall continue to be granted expenses for himself only.

(153) A return shall be furnished by the Head of each Branch on the prescribed form (G 47) prior to the seventh day of each month, showing particulars of the expenses granted to Officers or Employés during the preceding month, under the provisions of Clauses 151 and 152.

(154) Any Officer or Employé who is transferred and who is obliged to incur expense for board and lodging for himself, his wife and family (if any), or any other relative solely dependent upon him for support, between the time of his arrival at his new location and the time of the arrival of his furniture thereat, may, at the discretion of the Head of the Branch, be refunded a reasonable proportion (not exceeding three-fourths) of such expense, provided that he be not responsible for the non-arrival of his furniture concurrent with his own arrival, and that a receipted voucher for the amount paid be furnished.

(155) Any cartage expenses incurred in connexion with the transfer of any Officer or Employé to another station, place, or depôt may, at the discretion of the Head of the Branch, be refunded to such Officer or Employé, provided that the circumstances warrant it, that the amount claimed be deemed reasonable, and that a receipted voucher for the amount paid be furnished.

(156) Any Officer or Employé transferred to another station, place, or depôt, as the result of a mutual arrangement with another Officer or Employé, shall not be granted any pay in respect of the time occupied in connexion with such transfer, nor any expenses, except under the provisions of Clause 154, but shall participate in any other right or privilege under this Division.

(157) Every claim for the payment of Transfer expenses shall be made out by the Officer or Employé concerned and certified to by the Head of the Branch on the prescribed form (G 46); and every such claim shall be submitted to the Commissioners as soon as practicable after the Officer or Employé has been notified of the decision of the Head of the Branch.

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## DIVISION 12.

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### EXPENSES PAYABLE TO OFFICERS AND EMPLOYES TEMPORARILY TRANSFERRED TO COPE WITH EXTRA WORK, ETC.

(158) Any "married" Officer or Employé, *other than an Officer or Employé attached to the regular relieving staff, but including an Employé in an "extra" gang*, who is temporarily transferred to another station, place, or depôt in order to cope with extra work, and is consequently obliged to reside away from his usual place of abode, shall, subject to the provisions of Clause 137, be allowed expenses on the basis prescribed in Clause 119, 122, or 123 (as the case may be) throughout the period during which he is required to remain at such station, place, or depôt, including any period for which he may be retained thereat in order to work off annual leave.

(159) Any "single" Officer or Employé, *other than an Officer or Employé attached to the regular relieving staff, but including an Employé in an "extra" gang*, who is temporarily transferred to another station, place, or depôt in order to cope with extra work, and is consequently obliged to reside away from his usual place of abode, shall in respect of the first seven days on which he is required to undertake duty at such station, place, or depôt be allowed expenses on the basis prescribed in Clause 119, 122, or 123 (as the case may be); *but expenses shall not be granted to any such Officer or Employé for the remainder of the period.*

(160) Any Officer or Employé attached to the regular relieving staff, who is temporarily located at a station, place, or depôt in order to cope with extra work, or to work off annual leave, shall be treated, as regards expenses, in accordance with the provisions of Division 9.

(161) Expenses payable under this Division shall be computed on the basis of seven days per week, but shall not be allowed in respect of any period of absence from duty without pay in excess of one week, except with the sanction of the Head of the Branch nor in respect of annual leave; nor shall such expenses be continued in respect of any period of other absence from duty with pay (except on a Common Holiday, or day in lieu of overtime), except with the sanction of the Head of the Branch.

(162) A return shall be furnished prior to the seventh day of each month by the Head of each Branch, on the prescribed form (G19), showing particulars of the Officers and Employés (other than Officers and Employés attached to the regular relieving staff), who, during the preceding month, have been granted expenses under the provisions of Clause 158 for any period in excess of seven days.

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### DIVISION 13.

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#### MEAL ALLOWANCE TO OFFICERS LOCATED WITHIN THE SUBURBAN AREA AND AT CERTAIN COUNTRY CENTRES.

(163) Any Officer in the Head Offices at Melbourne may, subject to the approval of the Head of the Branch on the prescribed form (G 64), be granted a meal allowance of 1s. 6d. in every instance in which he is required to remain on duty at least 2 hours after 5 p.m. on any week day, or at least 2 hours after 12 noon on any Saturday, in consequence of the absence of a fellow Officer, or in order to perform work of an urgent or special character, *but the allowance shall not be granted to any Officer who is required to remain on duty in excess of his ordinary hours in order to perform work which should have been carried out within the ordinary hours of duty.*

(164) Any Officer employed at a station, place, or depôt within the Suburban area, or at Ballarat, Bendigo, or Geelong, may be granted a meal allowance of 1s. 6d. in every instance in which he is required to commence duty at least 2 hours before the ordinary time or remain on duty at least 2 hours after the ordinary time—

- (a) 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, the issue of periodical tickets, the running of special trains, the late running of trains, the compilation of pay rolls, or the payment of the staff;
- (b) in consequence of the absence of a fellow Officer; or
- (c) in consequence of other special circumstances, subject to the approval of the Commissioners;

*but the allowance shall not be granted to any Officer who is required to remain on duty in excess of his ordinary hours in order to perform work which should have been carried out within the ordinary hours of duty.*

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### DIVISION 14.

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#### PAYMENT OF AN OFFICER OR EMPLOYE WHILST ENGAGED IN OTHER THAN HIS ORDINARY DUTIES.

(165) Any Officer—

- (a) Who is engaged on Departmental business other than in connexion with his ordinary avocation;
- (b) Who is charged before the Statutory Board, or who is required to appear as a witness before, or makes an appeal to, such Board, or to the Commissioners;
- (c) Who is required to attend any medical, visual, or aural examination; or
- (d) Who attends any examination for any certificate issued by the Department, or to test his qualifications for any superior position within the Department;

shall be granted full pay for any period for which he is necessarily absent from his ordinary duty in connexion therewith, subject to the reservations:—

- (e) That any Officer who makes an appeal to the Statutory Board, but fails therein, shall be dealt with as regards the time occupied therein in such manner as may be determined by such Board;
- (f) That no Officer shall be paid for any time lost in consequence of, or occupied in connexion with, a third or any subsequent examination in any subject other than a medical, visual, or aural examination.

(166) Any Employé who is engaged in any of the duties specified in Clause 165 (a), (c), or (d), or who appears before the Statutory Board or the Commissioners as specified in Clause 165 (b), shall be credited with full time for the period necessarily occupied in connexion therewith, subject to the reservations:—

- (a) That the time so occupied each day shall be subject to a maximum of one day's pay;
- (b) That the time so occupied each day, together with any time actually worked or otherwise allowed, and any time occupied in travelling to and from his head-quarters, shall be subject to a minimum of one day's pay;
- (c) That any Employé who makes an appeal to the Statutory Board, but fails therein, shall be dealt with as regards the time occupied therein in such manner as may be determined by such Board;
- (d) That no Employé shall be paid for any time lost in consequence of, or occupied in connexion with, a third or any subsequent examination in any subject other than a medical, visual, or aural examination.

(167) Any Officer or Employé who is obliged to leave his head-quarters for any of the purposes specified in Clause 165, shall be allowed expenses in respect of the time necessarily absent, in accordance with the provisions of Division 10, subject to the reservations:—

- (a) That no Officer or Employé attached to the regular Relieving Staff shall be granted any expenses in addition to his ordinary relieving expenses;
- (b) That any Officer or Employé who makes an appeal to the Statutory Board, but fails therein, shall be dealt with as regards expenses in such manner as may be determined by such Board; and
- (c) That expenses shall not be allowed any Officer or Employé in respect of any period of absence from his head-quarters in connexion with a third or any subsequent examination in any subject other than a medical, visual, or aural examination.

## DIVISION 15.

### OVERTIME AND FOG SIGNALLING DUTY.

(168) "Overtime" shall mean the time worked on any day in excess of the number of hours constituting the ordinary shift in the particular position or grade, or, in the case of any Engineman or Guard who does not work a regular shift, the time worked on any shift in excess of eight hours, and shall be computed upon the number of hours constituting the basis of a day's pay in such position or grade.

For the purposes of this Division "Month" shall mean the period between the dates on which the time-books are closed in two consecutive calendar months.

(169) Any Employé who is required to work overtime on any day other than a Sunday shall, if practicable, be booked off duty for an equivalent time on some other day or days in the same month, subject to the reservation that—

- (a) Overtime worked to the extent of balancing any short time in the previous month;
- (b) Overtime incurred in travelling to or from special emergency duty in connexion with an accident, fire, or flood; and
- (c) Overtime which an Employé is entitled to be paid for at the rate of time and a half or double time under the provisions of Clause 171 or Clause 172

shall not be worked off.

(170) Any overtime not booked off during the month in which it is worked (other than overtime liable to payment in excess of single rate under the provisions of Clauses 171 and 172) shall be paid for in such month at single rate, subject to the reservation that overtime worked by an Employé occupying a clerical or professional position (other than an Employé in the Transportation or the Rolling-stock Branch who is located outside of the Head Offices, and engaged in connexion with the running of trains, shall not be paid for except with the sanction of the Commissioners.

(171) Any overtime worked under the following circumstances shall be paid for in the month in which it is worked and at the rate of time and a half:—

- (a) overtime worked in connexion with an accident, fire or flood; subject to the reservation that if the emergency extends over a period in excess of twenty-four hours, any overtime worked after the expiration of the first twenty-four hours shall not be paid for in excess of single rate except with the sanction of the Commissioners;
- (b) overtime worked, by any Employé ordinarily engaged on a day shift, in work of such a character that it cannot be carried out when trains are running or during ordinary working hours; provided that if any such overtime immediately follows the completion of the ordinary shift it shall only be paid for at single rate unless it extends over a period in excess of three hours;
- (c) overtime worked for any period exceeding one hour on each of more than six consecutive working days by any Artisan ordinarily engaged on a day shift, or by any Employé associated with such Artisan;
- (d) other overtime worked by any Artisan ordinarily engaged on a day shift, or by any Employé associated with such Artisan; provided that such overtime begins more than three hours before the ordinary time of commencing duty, or extends more than three hours after the ordinary time of completing duty, and that the total time worked is more than three hours longer than the ordinary shift; and
- (e) any other overtime which, with the sanction of the Commissioners, is classed as "emergency" overtime.

(172) Any time (including overtime) worked by an Employé in the performance of fog-signalling duties shall be paid for in the month in which it is worked and at the rate of double time.

(173) A return shall be furnished to the Commissioners by the Head of the Branch on the prescribed form (G63) not later than the fifteenth day of each month showing the time which has been paid for at the rate of time and a half or double time during the preceding month.

(174) No Employé who is regularly paid for seven days per week shall be granted time off or payment for overtime, except with the sanction of the Commissioners.

## DIVISION 16.

### SUNDAY DUTY.

(175) Any Officer who is required to work on a Sunday (other than in continuation of a shift beginning on a Saturday or in commencement of a shift terminating on a Monday)—

- (a) at regular intervals, *i.e.*, on every Sunday, or on every alternate, third, or fourth Sunday; or
- (b) in the case of a Stationmaster or Station Clerk, at irregular intervals, for any purpose *other than to bring up arrears of work*,

shall, subject to the provisions of Clause 176, be paid an allowance for the total time so worked on the basis of one-twentieth of the monthly salary for the number of hours forming the ordinary week-day shift.

(176) No allowance for Sunday duty shall be paid to any Administrative Officer, except with the sanction of the Commissioners.

(177) Any Employé (other than an Employé referred to in Clause 179) who is required to work between midnight on Saturday and midnight on Sunday in continuation of a shift beginning on a Saturday, or in commencement of a shift terminating on a Monday, shall be paid for such work at single rate.

(178) Any Employé (other than an Employé referred to in Clause 179) who is required to work on a 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 for such work at the rate of time and a quarter, and the time so worked shall be computed on the basis of the number of hours forming the ordinary week-day shift.

(179) Any Employé who is not ordinarily required to work on Sunday, but who is called upon to undertake duty on Sunday in connexion with an accident, fire, or flood, or upon a work which can only be carried out when trains are not running, or upon other emergency work, shall be paid therefor at the rate of time and a half. For the purpose of this Clause, "Sunday" shall be deemed to extend from midnight on Saturday till midnight on Sunday.

(180) The minimum allowance for Sunday duty shall be one-quarter of a day in the case of an Officer and one-quarter of a day at the particular penalty rate in the case of an Employé, but such minimum shall be in respect of the whole day and shall not be applicable to each or any particular portion of any broken shift worked by an Officer or Employé on a Sunday.

(181) Notwithstanding anything contained in the preceding Clauses of this Division, no Employé occupying a clerical or professional position (other than an Employé in the Transportation or the Rolling-stock Branch who is located outside of the Head Offices, and who is engaged in connexion with the running of trains, shall be paid for any time worked on a Sunday, except with the sanction of the Commissioners.

(182) No Officer or Employé shall be required to perform Sunday duty more often than on every alternate Sunday, except with the sanction of the Commissioners, or in a case of emergency. For the purpose of this Clause "Sunday duty" shall be deemed to exclude time worked in continuation of a shift beginning on a Saturday or in commencement of a shift terminating on a Monday.

(183) A return shall be furnished to the Commissioners by the Head of the Branch on the prescribed form (G63) not later than the fifteenth day of each month, showing the time which has been paid for at the rate of time and a half during the preceding month under the provisions of Clause 179.

## DIVISION 17.

### TRAVELLING AND WAITING TIME.

(184) Any Employé (other than an Employé referred to in Clauses 185, 186, and 187) who is required to travel away from his head-quarters in order to undertake duty at a station, place, or depôt 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 credit of one day at full pay and to the reservations—

(a) That if the time so allowed in respect of any day, together with any time actually worked or otherwise allowed, amounts to *less than one day* at full pay, such Employé shall be credited with full time for the period occupied in so travelling, but not to a greater extent than to make the total time equivalent to one day.

(b) That the time occupied by such Employé in travelling to undertake or after completing fog-signalling duty or to or from special emergency duty in connexion with an accident, fire, or flood shall be paid for *in full*.

(185) No Employé attached to the regular relieving staff shall 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 him amounts to less than one day at full pay, in which event such time shall be paid for in full, but not to a greater extent than to make the total time equivalent to one day.

(186) Any Employé located within the suburban area who is required to travel in order to undertake duty at another station, place, or depôt within 3 miles of his head-quarters shall not be granted any payment for the time occupied in travelling to or from duty; provided that if such Employé be obliged to first report at his head-quarters the time occupied in travelling to the place of duty shall be dealt with on the basis specified in clause 184.

(187) Any Employé located within the suburban area who is required to travel in order to undertake duty at another station, place, or depôt distant more than 3 miles from his head-quarters shall be paid on the basis specified in clause 184—

(a) for the time necessarily occupied in travelling between the place of duty and his head-quarters, or



(b) if the station nearest his place of residence be between his head-quarters and the place of duty, for the time necessarily occupied in travelling to and from such place of duty in excess of the time ordinarily occupied in travelling to and from his head-quarters.

(188) Any Employé, other than—

- (a) an Employé referred to in clause 186 ;
- (b) an Engineman or Guard relieved from duty under the provisions of clause 40 or clause 81 ; or
- (c) an Employé whose hours of duty are irregular and who is credited with a fixed allowance for each shift ;

who, after the completion of duty is obliged to wait for a train in which to return to his head-quarters, shall be credited with half-time for the period so occupied (other than a period in which he is booked off for rest), subject to the reservation that if 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, such Employé shall be credited with full time for the period so occupied, but not to a greater extent than to make the total time equivalent to one day.

(189) Any Engineman or Guard who has been relieved from duty under the provisions of clause 40 or clause 81, and who is obliged to wait for a train in which to make his return journey, shall be credited with three-quarter time for the period so occupied (other than a period for which he is booked off for rest), subject to the reservation specified in clause 188.

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## DIVISION 18.

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### ABSENCE FROM DUTY IN CONSEQUENCE OF ILLNESS OR INJURY.

(190) Any Officer or Employé who is incapacitated for duty in consequence of illness or injury shall so advise his superior officer, on the first day of absence from duty, in sufficient time to admit of arrangements being made for the performance of his duties, and any such Officer or Employé who fails to do so shall be treated as absent without leave.

(191) Any Officer or Employé so incapacitated for duty shall also notify his Superior Officer of the date on which he will be able to resume duty in sufficient time to enable any necessary arrangements to be made.

- (192) (a) Any Officer who is incapacitated for duty in consequence of illness or injury, or
- (b) Any Employé who is incapacitated for duty in consequence of an injury received whilst in the execution of his duty ;

and whose absence from duty is thereby prolonged beyond one day, shall, except as provided in Clause 194, forward to his Superior Officer, on the second day thereof, a Certificate from a legally qualified Medical Practitioner on the prescribed form (Gr), and shall, if so directed, present himself for examination by the Railways Medical Officer, at such time and place as may be fixed.

- (193) (a) Any such Officer, or
- (b) Any such Employé who is granted accident pay in respect of the period of incapacity ;

who finds that he will be unable to resume duty on the expiration of fourteen days, shall not later than on the fourteenth day of his absence from duty, and thereafter at least once in every fourteen days of such absence, furnish a further Certificate from a legally qualified Medical Practitioner on the prescribed form.

(194) In any instance in which a legally 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 to his Superior Officer, and shall forward the necessary Medical Certificate not later than on the fourth day of his absence from duty.

(195) Any Employé who is incapacitated for duty in consequence of illness, and whose absence from duty is prolonged beyond three days shall, on the fourth day thereof, forward to his Superior Officer, a certificate from a legally qualified Medical Practitioner on the prescribed form (Gr), unless otherwise directed by the Head of the Branch.

(196) Any Employé who is incapacitated for duty in consequence of illness or of an injury sustained whilst in the active discharge of his duty, but who is not granted any pay in respect of the period of incapacity, shall furnish a further Medical Certificate not later than on the twenty-eighth day of his absence from duty, and at intervals of twenty-eight (28) days thereafter, unless otherwise directed by the Commissioners.

(197) Notwithstanding any other provision of this Division, any Officer or Employé who is incapacitated for duty in consequence of illness or injury, and who is conveyed to a Public Hospital, shall not, after furnishing the first Medical Certificate within the prescribed period, be required to submit a further Medical Certificate until the date on which he is discharged from the Hospital (and then only if such Certificate is ordinarily due), but thereafter the necessary certificate shall be furnished at the intervals specified in Clause 193 or 196 (as the case may be).

(198) The date of every Medical Certificate and the particulars required under Items 5, 6, 7, and 8 thereon, shall be filled in by the Medical Practitioner, by whom any alteration in such particulars on the certificate shall be initialed.

(199) Any Officer who is incapacitated for duty in consequence of illness or injury, may, at the discretion of the Head of the Branch, be granted full pay in respect of any period specified in the Medical Certificate, but not exceeding fourteen days in all from the commencement of his incapacity, 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.

(200) In any instance in which an Officer is unable to resume duty at the expiration of fourteen days, the case shall be submitted for the decision of the Commissioners as to what (if any) pay shall be allowed in respect of the period of absence in excess of fourteen days; and for this purpose the prescribed form (G2 or G4, as the case may be), shall be filled in by the Head of the Branch and forwarded thence, together with the necessary Medical Certificates.

(201) Any Employé who is incapacitated for duty in consequence of an injury sustained 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 hazardous nature, and the accident has not been due to the 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;

and such pay shall be for seven (7) days per week in the case of an Employé ordinarily paid for seven (7) days per week, and for six (6) days per week in the case of any other Employé, subject to the following reservations:—

- (d) that every such Employé shall be paid for any Sunday time which under ordinary circumstances he would in the opinion of the Head of the Branch have worked during the period in question; and
- (e) that if a Common or Workshop holiday occurs during the period in question, every such Employé who would not under ordinary circumstances be paid therefor (except as a deduction from annual leave) shall be treated as if he had not been incapacitated for duty, that is, he shall, in the case of a Common holiday, be treated as if he were granted holiday leave of absence, and in the case of a Workshop holiday shall either lose pay for such day or have one day deducted from any annual leave actually due.

(202) Any such Employé (unless engaged in an avocation of a hazardous nature) who is considered to have contributed to the cause of his injury, but 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, and the number of days per week for which such payment shall be granted shall be computed in accordance with the principles prescribed in Clause 201.

(203) Any Employé shall be liable to be debarred from participation in any accident pay unless he reports, on the prescribed form (G3), to his Superior Officer, before leaving the Railway premises if his condition permits, or otherwise as soon thereafter as circumstances will admit, that he has been so injured, and furnishes 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.

(204) Any Officer or Employé injured whilst in the active discharge of his duty (provided in the case of an Employé that he be granted accident pay), shall, if able to do so, report in person to his Superior Officer at least once in every seven days whilst 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 Superior Officer shall direct the Officer or Employé concerned to undertake such duties as he considers him fit to perform, and if such Officer or Employé contends that he is unfit to perform work of any character the Superior Officer 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.

(205) Every case requiring the decision of the Commissioners shall be submitted for their determination with as little delay as possible, and in submitting it for consideration the prescribed form (G4) shall be filled in by the Head of the Branch, and forwarded to the Commissioners, together with the prescribed Medical Certificate or Certificates, as the case may be.

(206) In any instance 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 for the further consideration of the Commissioners in sufficient time, if practicable, to enable any further payment which may be sanctioned to be made on the ordinary pay day for the particular period.

(207) In any instance in which an Officer or Employé has been injured in the active discharge of his duty to such an extent as to require immediate attention, and in which no Officer or Employé qualified in First Aid is readily available, the nearest Medical Practitioner shall be at once sent for to attend to the immediate necessities of the case, and First Aid medical expenses may, with the sanction of the Commissioners, be allowed to such Officer or Employé, provided that the Commissioners are satisfied that such attendance was necessary and that the charges are reasonable.

(208) Any Officer or Employé who has been seriously injured whilst in the active discharge of his duty 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.

(209) Any Employé who is incapacitated for duty in consequence of illness or of an injury sustained whilst in the active discharge of his duty, but who is not granted any pay in respect of the period of incapacity, may, at the discretion of the Head of the Branch, be granted leave of absence without pay for any period not exceeding twenty-eight days.

(210) Any such Employé who is unable to resume duty at the expiration of twenty-eight (28) days, may, with the sanction of the Commissioners, be granted additional leave of absence without pay, but before any such leave is authorized the Employé concerned shall, if so directed, present himself for examination by the Railways Medical Officer.

## DIVISION 19.

### LEAVE OF ABSENCE OTHER THAN SICK LEAVE.

(211) Subject to the provisions of Clause 212, the following holidays, viz.:—Christmas Day, Good Friday, Easter Monday, and His Majesty's Birthday (hereinafter referred to as "Common" holidays) shall be granted, with full pay, to every officer and employé, and any other days proclaimed as holidays by the Commissioners (hereinafter referred to as "Proclaimed" holidays) shall be granted, with full pay, to every officer.

(212) Any officer or employé may be retained on duty on any Common or Proclaimed holiday, but every officer who is required to work on any such holiday shall in addition to his annual leave be granted one day's leave of absence on full pay for every day or portion of a day so worked, subject to a maximum of seven (7) days per annum, and every employé who is required to work on any Common holiday shall, in addition to his annual leave, be granted one day's leave of absence on full pay for every day or portion of a day so worked.

(213) In addition to the Common and Proclaimed holidays, or any days in lieu thereof, every officer shall be granted leave of absence on full pay for the number of days shown hereunder:—

(a) after one year of service—six (6) days;

(b) on the completion of each additional year of service—six (6) days, plus one day for every such additional year of service, subject to a maximum of twenty-one (21) days.

(214) In addition to the Common holidays, or any days in lieu thereof, every employé shall be granted leave of absence on full pay as shown hereunder:—

- (a) after one year of service—the number of days specified as the minimum applicable to the particular grade in the Schedule hereto in which such grade is included;
- (b) on the completion of each additional year of service—a similar period plus one day for every such additional year of service, subject to the number of days specified as the maximum applicable to the particular grade in the Schedule hereto in which such grade is included.

(215) Any employé promoted to a grade in respect of which the number of holidays is greater than the number specified in respect of the grade in which he was previously employed shall, subject to the prescribed minimum, advance to the maximum number of days leave for the higher grade at the rate of one day per annum; provided that such employé shall not be granted an increased number of days in the annual leave next due (unless he would have been entitled thereto in his former grade) if such leave becomes due within six months from the date of promotion.

(216) Any employé who re-enters the Service through the ballot in order to obtain employment in another grade, shall be treated as regards leave of absence after such re-entry as if he had not previously been in the service; subject to the reservation that he shall be granted one day's leave for every "Common" holiday worked prior to re-entry, and proportionate annual leave based upon the number of months elapsing between the date on which his annual leave last became due and the date of his re-entry.

(217) Any employé who is transferred (unless at his own request or in consequence of misconduct) without decrease of wage to a grade in respect of which the number of holidays is less than the number specified in respect of the grade in which he was previously employed, or who is employed in another such grade in consequence of ill-health, or injury, or defective vision, colour-sense, or hearing, shall retain the number of days' annual leave to which he was entitled at the date of such transfer to or employment in another grade.

(218) Any 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.

(219) 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.

(220) Every officer shall be granted one day additional leave in lieu of each Common or Proclaimed holiday which occurs during a period of leave granted under the provisions of Clause 213.

(221) Every employé shall be granted one day additional leave in lieu of each Common holiday which occurs during a period of leave granted under the provisions of Clause 214.

(222) Any officer or employé engaged in or in connexion with any Workshop shall be granted his leave during any period for which such Workshop is closed, or at such other time as may be convenient to the Department, and any other officer or employé shall be granted his leave at such time as may be convenient to the Department.

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

(224) Every officer and employé shall, on or before such date each year as may be fixed by the Head of the Branch, make formal application on the prescribed form (G-12), for the leave to which they are respectively entitled during such year.

(225) Any officer or employé who is about to be retired in consequence of physical infirmity, retrenchment, or the attainment of the age of retirement shall, prior to the termination of his employment, be granted any leave *actually due* to him, including any day or days due to him in lieu of any Common or Proclaimed holidays, provided that any annual leave so granted shall not exceed the maximum annual leave of the particular grade for one year.

(226) Any officer or employé who is about to be retired in consequence of physical infirmity, retrenchment, or the attainment of the age of retirement 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 or Proclaimed holidays.

(227) Every case in which the Head of a Branch considers that an 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 clause 225 or clause 226, shall be submitted for the determination of the Commissioners.

(228) The dependent relatives of any officer or employé who dies whilst in the Service, and to whom leave or any days in lieu of Common or Proclaimed holidays were *actually due* 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 such leave or days in lieu of holidays, 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.

(229) Any officer or employé who is dismissed or removed from the Service or who resigns shall not be granted any leave whatsoever nor payment for leave prior to the termination of his employment, nor allowed any payment in respect of any Common or Proclaimed holidays.

(230) No officer or employé who is entitled to vote at Parliamentary elections shall be allowed time off to enable him to record his vote if it be practicable for him to do so in his own time; but any officer or employé who is unable to do so, or to record his vote by post, shall be allowed reasonable time off, with pay, for the purpose, subject to the exigencies of the service, and to the officer in charge being satisfied that such time off is necessary.

(231) Any officer or employé who desires leave of absence to enable him to perform private or special business, shall 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 officer or employé concerned subject to the reservation that if no annual leave be actually due to such officer or employé, any leave of absence so granted shall not be deducted from any leave which may thereafter become due, but shall be allowed *without pay*.

(232) Notwithstanding anything herein contained, any officer or employé who, under any previous Regulation or practice, 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 for each year be granted the number of days' annual leave to which he was so entitled on the occasion on which annual leave last became due to him prior to the date of this Regulation, 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 additional per annum.

#### SCHEDULE 1.

Minimum, 5 Days } Exclusive of Common Holidays or Days in lieu thereof.  
Maximum, 12 Days }

##### TRANSPORTATION BRANCH.

Chief Cook	Guard (Passenger)
Foreman Lampman (Special)	Guard (Express)
Goods Foreman (Classes 1 and Special)	Hall Attendant
Guard (Goods, with not less than ten years' service as guard)	Head Porter (Special)
	Signalman (Classes 1 and Special)
	Yard Foreman.

##### ROLLING-STOCK BRANCH.

Chargeman	Sub-Foreman (other than of Artisans)
Engine-Driver	Workshop Sub-Foreman.
Fitter-in-charge	
Leading Hand Artisan	

##### WAY AND WORKS BRANCH.

Bridge Ganger	Foreman (Track Bonding and Cable Laying)
Depôt Ganger	Ganger of Special Gang
Electrical Fitter in Charge	Leading Hand Artisan
Foreman Artisan	Signal Ganger

##### TELEGRAPH BRANCH.

Car Shed Foreman	Leading Hand Gas Fitter
Electrical Fitter in Charge	Leading Hand Instrument Maker.
Foreman Wireman	Sub-Foreman

##### STORES BRANCH.

Coal Viewer	Special Relieving Employé
Head Storeman	

##### STATIONERY BRANCH.

Foreman Printer	Foreman Lithographer
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## SCHEDULE 2.

Minimum, 5 Days } Exclusive of Common Holidays or Days in lieu thereof.  
Maximum, 10 Days }

## TRANSPORTATION BRANCH.

Car Cook (Class 1)	Laundry Foreman
Conductor	Leading Shunter
Daily paid Clerk	Porter (Special Ticket Checker)
Foreman Lampman	Porter (Ticket Collector, Special)
Foreman Parcels Porter	Shunter
Goods Foreman (Class 2)	Signalman (Class 3)
Guard (Suburban)	Signalman (Class 2)
Guard (Goods, with less than ten years' service as a guard)	Special Inquiry Officer
Head Porter (Classes 1 and 2)	Steward (Class 1)
Ladies' Waiting Room Inspectress	Storeman
	Train Register Checker.

## ROLLING STOCK BRANCH.

Blacksmith	Lighter-up and Washer-out
Boilermaker	Locomotive Crane Driver
Boltmaker	Locomotive Crane Driver in Charge
Brass and Iron Moulder	Metal Polisher
Brass Finisher	Patternmaker
Car Builder	Plumber
Car and Waggon Builder	Rope Splicer
Car and Waggon Painter	Running Gear Repairer
Carpenter	Sailmaker
Colourman	Saw Doctor
Coppersmith	Saw Sharpener
Coremaker	Sawyer
Daily Paid Clerk	Shunter
Electroplater	Signwriter
Fireman	Springmaker
Fitter	Stationary Engine-Driver
Fitter and Turner	Storeman (Leading)
Forgeman	Timekeeper
Frenchpolisher	Tinsmith and Sheet Metal Worker
Furnace Repairer	Toolsmith
Furnaceman (Forge or Brass)	Train Examiner
Glass Embosser	Trimmer and Upholsterer
Grainer	Turner
Iron Machinist	Wood Machinist.
Leading Skilled Labourer	
Leading Shunter	

## WAY AND WORKS BRANCH.

Ballast Guard	Leading Skilled Labourer
Blacksmith	Locksmith
Boilermaker	Mason
Brass Finisher	Painter
Brass and Iron Moulder	Patternmaker
Bricklayer	Plasterer
Cable Layer	Plumber
Caretaker	Signal Adjuster
Carpenter	Signwriter
Colourman	Stationary Engine-driver
Daily Paid Clerk	Storeman (leading)
Electrical Fitter	Timekeeper
Fitter	Tinsmith
French Polisher	Toolsmith
Furnaceman (Forge)	Turner
Gauger	Upholsterer
Instrument Maker	Weighing Machine Adjuster.
Iron Machinist	Wood Machinist.
Lampmaker	

## TELEGRAPH BRANCH.

Car Gas Fitter	Leading Shedman
Driver (Turbine)	Leading Hand Wireman
Driver (Stationary Engine)	Lineman in Charge
Electrical Attendant	Operator
Fireman (Turbine)	Plumber
Fireman (Stationary Engine)	Portable Compressor Attendant
Fitter (Electrical)	Retort Setter
Gas Fitter	Switchboard Attendant
Gas Maker	Ticket Examiner
Instrument Maker	Trackman in Charge
Lamp Maker	Wireman.
Leading Hand Gasman	

## SCHEDULE 2—continued.

STORES BRANCH.	
Daily Paid Clerk	Rail Classifier.
Leading Storeman	
STATIONERY BRANCH.	
Compositor	Leading Storeman
Leading Compositor	Lithographer
Leading Machinist	Machinist.

## SCHEDULE 3.

Minimum, 4 Days } Exclusive of Common Holidays or Days in lieu thereof.  
Maximum, 8 Days }

TRANSPORTATION BRANCH.	
Car Cook (Class 2)	Porter (Shed)
Cask Repairer	Porter (Shed and Yard)
Goods Checker	Porter (Signal)
Leading Lampman	Porter (Ticket Collector)
Leading Porter	Porter (Transfer)
Leading Truck Washer	Porter (Van Stower)
Porter (Checking)	Porter (Yard)
Porter (Cloak Room, Class 1)	Shedman
Porter (Despatch or Trypograph)	Signalman (Class 4)
Porter (Equipment)	Steward (Class 2)
Porter in Charge	Stower
Porter in Charge of Lost Property	Tarpaulin Repairer
Porter (Operating)	Watchman
Porter (Parcels)	Weighbridge Attendant.
Porter (Relieving)	
ROLLING-STOCK BRANCH.	
Leading Car Cleaner	Skilled Labourer (except Lighter-
Leading Labourer	up and Washer-out, Running Gear
Messenger	Repairer, and Train Examiner)
Signalman	Storeman
	Watchman.
WAY AND WORKS BRANCH.	
Assistant Signal Adjuster	Skilled Labourer
Leading Labourer	Storeman
Messenger	Watchman.
TELEGRAPH BRANCH.	
Gasman	Skilled Labourer
Lineman	Storeman
Motorman	Trackman
Shedman	Watchman.
STORES BRANCH.	
Gate Checkman	Storeman
Messenger	Watchman.
Skilled Labourer	
STATIONERY BRANCH.	
Assistant Machinist	Stone Polisher
Skilled Labourer	Storeman.

## SCHEDULE 4.

Minimum, 3 Days } Exclusive of Common Holidays or Days in lieu thereof.  
Maximum, 6 Days }

TRANSPORTATION BRANCH.	
Block Recorder	Lavatory Attendant
Caller-Up	Messenger
Car Cleaner	Point Cleaner
Caretaker	Porter
Gatekeeper	Porter (Cloak Room, Class 2)
Labourer	Porter (Luggage)
Lad	Sculleryman
Ladies' Waiting Room Attendant	Sweeper
Lampman	Truck Washer
Laundress	Waiter.
Laundress (Senior)	

## SCHEDULE 4—continued.

ROLLING STOCK BRANCH.	
Apprentice Car Cleaner Engine Cleaner Labourer	Lad Pad Maker Scamstress.
WAY AND WORKS BRANCH.	
Apprentice Assistant Fencer Gatekeeper Labourer	Lad Labourer Office Cleaner Repairer.
TELEGRAPH BRANCH.	
Apprentice Car Cleaner Conductor	Labourer Lad.
STORES BRANCH.	
Labourer	Lad.
STATIONERY BRANCH.	
Apprentice Labourer	Lad Machine Feeder.

## DIVISION 20.

## PASSES AND OTHER RAIL CONCESSIONS.

(233) Any Officer or Employé may, during the currency of his annual leave for each year (inclusive of any days in lieu of Common or Proclaimed Holidays), be granted three passes, each available for the full period of such leave, and for a specified return journey. Any such pass may be made available between the Suburb at which the holder resides and the destination station, but shall not otherwise be available on any Suburban line.

(234) Any such pass may be made available for the wife of the Officer or Employé, and for any children solely dependent upon him for support, except any sons who have attained the age of eighteen (18) years, or for the Housekeeper of any Officer or Employé who is unmarried, or who is a widower, provided that she is a relative and is solely dependent upon him for support.

(235) No such pass shall be issued in respect of any period other than the period of annual leave, except—

- (a) In the event of exceptional circumstances, such as sickness;
- (b) In the event of an Officer or Employé being unable to obtain his leave and being desirous, for some special reason, of obtaining a pass for his wife or other dependents, as specified in Clause 234;

in which event the Head of the Branch shall deal with each case on its merits, and exercise his discretion; and any pass then issued shall be in lieu of one of the annual leave passes.

(236) First class passes shall be issued—

- (a) To any Officer in receipt of a salary of not less than £100 per annum;
- (b) To any Employé entitled to a first class pass under the conditions operative immediately prior to the date of this Regulation; and
- (c) To any Employé in the grade or class, with the service, or in receipt of the wage specified hereunder:—

Chargeman.

Coal Viewer.

Depôt Ganger.

Engine-Driver in receipt of a wage which, inclusive of any allowance for the performance of more responsible work, amounts to at least 12s. per day;

Fitter in Charge.

Foreman or Sub-Foreman.

Guard (Passenger or Express).

Guard (Goods), who has had not less than ten years' service as Guard.

Head Storeman.

Head Porter.

Leading Hand Artisan.

Lineman in Charge

Signalman (First or Special Class).

and second class passes shall be issued to any other Officer and Employé.



(237) Any Employé who, in consequence of ill-health or injury, or defective vision, colour sense, or hearing, is employed in a capacity in which he is not entitled under this Division to a first-class pass, but who was previously so entitled, shall be granted a first-class pass whilst on annual leave.

(238) Any "married" Officer or Employé, or any "single" Officer or Employé under 21 years of age—

(a) Whose services are *temporarily* utilized away from his usual place of employment in order to meet the requirements of the Department, such as to cope with extra work, or to relieve another Officer or Employé; or

(b) Who is utilized away from his usual place of abode in an "extra" gang;

and also any "married" Officer or Employé who is compelled to reside in a locality in which he cannot procure house accommodation, may be granted a pass at intervals of not less than one fortnight from the date on which he commences duty away from his head-quarters to enable him to visit his home, subject to the reservations—

(c) That pay shall not be allowed in respect of any time which is occupied in the visit;

(d) That any leave of absence necessary to admit of the visit occasions neither inconvenience to the Department nor the working of excessive hours by any other Officer or Employé.

(239) Any Officer or Employé who resigns or retires from the service, or who is granted extended leave of absence without pay, may be granted the pass and transport concessions specified in Clause 146, from the station at which he was employed, or from which he was accustomed to journey to duty, to the station nearest his proposed place of abode; but such concessions shall not be granted in any instance in which a period of six months has elapsed after the date of leaving the service or of obtaining leave, except with the sanction of the Commissioners.

(240) Any Officer or Employé may subject to the approval of the Head of the Branch be granted free carriage by rail to the station nearest the place of interment of the corpse of his wife, or of any child or other relative who was solely dependent upon him for support, and the dependent relatives of any deceased Officer or Employé may be granted a similar concession in respect of the corpse of such Officer or Employé.

(241) Any Officer or Employé (other than an Officer or Employé entitled to obtain a periodical ticket at half-rate under the conditions applicable to the general public) shall, subject to the presentation, on each occasion, of the prescribed voucher, duly signed by an authorized Officer, be entitled to obtain a periodical ticket in his own name between the station nearest to his residence and the station nearest to his place of employment, at one-half the full published rates.

## DIVISION 21.

### SUPPLY OF UNIFORM CLOTHING AND UNIFORM CAPS.

(242) Any Officer or Employé in any of the grades enumerated hereunder, and employed at the locations or under the conditions (if any) specified in respect of the particular grade, viz.:—

Assistant Stationmaster;  
 Caretaker (General Offices and Flinders-street station buildings);  
 Conductor;  
 Guard;  
 Hall Attendant;  
 Head Porter;  
 Liftman;  
 Motorman;  
 Parcels Foreman;  
 Porter (including Operating or other Skilled Porter, except as specified in Clause 245);  
 Shunter (if regularly required to run mixed or passenger trains, or to perform platform duty);  
 Stationmaster located at any station specified in Appendix No. 5; and  
 Watchman (if the duties necessitate contact with the travelling public);

shall, subject to the discretion of the Head of the Branch, be provided with one suit of uniform clothing and one additional pair of trousers per annum, and also with a uniform cap at intervals of not less than one year.

(243) Every suit of uniform clothing and every uniform cap shall, as far as practicable, be supplied in November or December of each year, and the additional pair of trousers in April or May of each year; except in the case of an Officer or Employé who is transferred at another period of the year to a position which renders him entitled to uniform clothing or cap privileges which he did not previously enjoy.

(244) Any Porter who is required during a portion of his shift to perform duties which, in the opinion of the Head of the Branch, are of such a character as to render the wearing of the ordinary uniform undesirable, shall also be provided with a dungaree jacket at such intervals as may be necessary.

(245) Any Officer or Employé in any of the grades enumerated hereunder and employed under the conditions (if any) specified in respect of the particular grade, viz. :—

Clerk (if regularly required to perform barrier or platform duty);  
 Goods Checker;  
 Goods Foreman;  
 Porter (Shed and Yard) who does not perform any platform duty;  
 Shunter (other than as specified in Clause 242);  
 Signalman;  
 Stationmaster (other than as specified in Clause 242);  
 Watchman (other than as specified in Clause 242); and  
 Yard Foreman;

shall be provided with a uniform cap at intervals of not less than one year, but shall not be provided with any uniform clothing.

## DIVISION 22.

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

(246) 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.

(247) Every Officer must be punctual and regular in attendance, and *must* be ready to commence duty at Nine o'clock a.m.

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

(249) The attendance-book shall be accessible to each Officer up till Nine o'clock a.m., and it shall then be withdrawn, and a line ruled under the last signature therein by an Officer appointed for the purpose, and such 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 duty.

(250) Any Officer attending for duty after Nine o'clock a.m., shall report personally to the Officer in charge, who shall permit him to make the necessary entry, and shall initial such entry in certification of the time of arrival of such Officer.

(251) The Officer in charge shall (unless a reasonable excuse be furnished) report to the Head of the Branch as soon as possible after the end of each week, every irregularity of attendance during the preceding week, as shown by the attendance-book, and the Head of the Branch shall take such action as he deems necessary to ensure punctuality.

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

(253) No Officer shall absent himself from duty without permission.

(254) Any Officer, if so directed by the Officer in charge, shall continue on duty beyond the usual hours to bring up arrears of work, or to cope with any temporary pressure of business or other emergency.

(255) Every Officer shall devote himself exclusively and zealously to the discharge of his official duties, and shall obey all reasonable instructions of the Officer in charge, and shall at all times behave with civility and courtesy to the public and to his fellow Officers and Employés.

(256) 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 any Employé, or in respect of his own official position or acts.

## DIVISION 23.

## LIFE ASSURANCE.

(257) Any 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 at such more frequent intervals as may be mutually arranged, for the payment of the assurance premiums.

(258) 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.

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

(260) In the case of any Officer or Employé who entered the service prior to the first day of July, 1897, 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	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.

(261) In the case of any 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.

(262) Any 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 assurance for the first £100.

(263) 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.

(264) Any 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.

## DIVISION 24.

### FIDELITY GUARANTEE.

(265) Any Officer or Employé who is intrusted with the receipt or disbursement of moneys, the property either of the Commissioners, or of any State or Commonwealth Department, or of any person, firm, or company transacting business with the Railway Department, shall, except as prescribed in Clause 271, provide fidelity guarantee security to such extent as he may be directed from time to time.

(266) Any 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.

(267) 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.

(268) 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.

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

(270) Any 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.

(271) The fidelity guarantee security will be arranged, and the premiums paid, by the Department in respect of:—

- (a) Every guarantee policy necessary in the case of an Officer or Employé whose salary or wage is not in excess of £80 per annum.
- (b) Every *additional* guarantee policy required in consequence of the Officer or Employé concerned being in charge of a Savings Bank or a Money Order Office.
- (c) Any amount by which any guarantee policy exceeds the sum of £1,000.
- (d) Every guarantee policy required in consequence of an Officer or Employé (other than a clerk) having to pay salaries and wages, or to make payments in connexion with the purchase of sleepers, &c., provided that the duty of such Officer or Employé does not otherwise necessitate that the fidelity guarantee be furnished.

## DIVISION 25.

### SUSPENSION OF OFFICERS OR EMPLOYEES UNDER THE INFLUENCE OF LIQUOR.

(272) 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.

(273) The Officer in charge shall, if possible, obtain at least two reliable witnesses to the condition of such Officer or Employé, and 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 26.

### GRIEVANCES.

(274) 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 superior Officer, and if he be dissatisfied with any decision given by such superior Officer, he may then appeal to the Head of his Branch and thereafter, if necessary, to the Commissioners, in writing.

DIVISION 27.

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

(275) 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.

(276) 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.

(277) In any 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.

(278) In any 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).

(279) In any 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.

(280) In any 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).

(281) 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.

(282) 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.

(283) 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.

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

(285) Any 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.

(286) 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.

(287) 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 against the decision of the  
 Commissioners 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.

(288) In any 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).

(289) In any 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.

(290) In any 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.

(291) 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 for which the officer or employé concerned is liable to 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.

(292) 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.

(293) 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 on the prescribed form (G51) and attached to the papers on the subject.

(294) 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.

(295) Any Officer or Employé who is subjected to loss of pay whilst under suspension for any particular offence *shall not* be subjected to any additional punishment.

(296) 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, and in the case of an employé the payment shall be on the basis specified in Clause 201 in respect of accident pay.

(297) 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.

(298) 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.

(299) Any 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; and in the case of an employé the payment shall be on the basis specified in Clause 201 in respect of accident pay.

(300) Any 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 the 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.

(301) The attendance of any Officer or Employé or person temporarily employed in the 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.

(302) 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.

(303) 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).

(304) Any witness, whether employed in the Railway Service or not, 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.

(305) 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 any instance in which travelling or other expenses are allowed to any such witness, the amount thereof shall be fixed by the Board.

## DIVISION 28.

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

(306) Any Officer or Employé who receives a subpoena or other order requiring him to attend any Court of Law 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.

(307) Any such Officer or Employé who is required to attend a Court in his official capacity, in order to give evidence or to produce papers, shall attend the Court in the performance of and as a part of his official duty.

(308) 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 any Officer or Employé attending any Court in his official capacity 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.

(309) Any such Officer or Employé 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 under the provisions of Division 10.

(310) Any 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 29.

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

(311) 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 (G23), 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.

(312) In any 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 30.

#### OFFICERS AND EMPLOYÉS NOT TO ACT AS AGENTS OF OR FOR ANY BUSINESS, STORE, OR FIRM, ETC.

(313) No Officer or Employé shall 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 31.

#### OFFICERS AND EMPLOYÉS NOT TO SEEK OUTSIDE INFLUENCE.

(314) No Officer or Employé shall 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 32.

#### PERFORMANCE OF WORK OUTSIDE HOURS OF DUTY.

(315) No Officer or Employé shall engage in any employment other than in connexion with the duties of his office, with the exception 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, and 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 33.

## SOLICITATION OF SUBSCRIPTIONS.

(316) 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.

(317) 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 worked, and any Officer or Employé who expresses a disinclination to contribute shall not be 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 nineteenth day of June, in the year of our Lord One thousand nine hundred and eleven, in the presence of—

W. FITZPATRICK, <i>Chairman.</i>	} VICTORIAN RAILWAYS COMMISSIONERS.
C. E. NORMAN, -	
L. McCLELLAND,	

Confirmed by the Governor in Council,  
19th June, 1911.

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

## APPENDIX No. 1.

## CLASSIFICATION OF STATIONMASTERS.

## CLASS I.

Ballarat (Senior)	Geelong	Spencer-street
Bendigo (Senior)	Port Melbourne (Pier-	
Flinders-street	master)	

## CLASS II.

Ararat	Relieving Stationmaster (1)	Williamstown (Officer-in-
Benalla	Seymour	Charge)
Maryborough	Stawell	

## CLASS III.

Ballarat (Assistant)	Echuca	Shepparton
Bendigo (Assistant)	Newmarket	Wangaratta
Castlemaine	Relieving Stationmaster (1)	Wodonga

## CLASS IV.

Caulfield	Korumburra	Traralgon
Colac	North Melbourne	Warragul
Dandenong	Relieving Stationmaster (1)	Warrnambool
Hamilton	Serviceton	Woodend
Horsham	St. Arnaud	

## CLASS V.

Camperdown	Kyneton	Relieving Stationmaster (1)
Dimboola	Murtoa	Richmond
Donald	Newport	Warracknabeal

## CLASS VI.

Bacchus Marsh	Kensington	South Yarra
Bairnsdale	Kerang	St. Kilda
Ballarat East	Korong Vale	Sunshine
Box Hill	Lilydale	Tallarook
Brighton Beach	Mordialloc	Terang
Burnley	Nhill	Toorak
Camberwell	North Fitzroy	Wahgunyah
Daylesford	Numurkah	Wallan
Elsternwick	Oakleigh	Werribee
Essendon	Portland	Windsor
Euroa	Prince's Bridge	Yarraville
Footscray	Relieving Stationmasters	Yarrawonga
Hawthorn	(4)	Yea
Inglewood	Sale	

## CLASS VII.

Albert Park	Glenorchy	Queenscliff
Armadale	Hawksburn	Rainbow
Ascot Vale	Healesville	Relieving Stationmasters (7)
Auburn	Heidelberg	Richmond (Assistant)
Balaclava	Hopetoun	Ringwood
Beaufort	Jeparit	Rochester
Beechworth	Kew	Rupanyup
Beulah	Koroit	Rutherglen
Birchip	Kyabram	Sandringham
Birregurra	Leongatha	Springhurst
Boort	Lubeck	Stratford
Branxholme	Maffra	Sunbury
Bridgewater	Malvern	Surrey Hills
Bright	Mangalore	Swan Hill
Broadford	Mansfield	Tallangatta
Canterbury	Mildura	Tatura
Casterton	Minyip	Tocumwal
Charlton	Moe	Toolamba
Clifton Hill	Moonee Ponds	Upper Fern Tree Gully
Cobram	Mooroopna	Victoria Park
Creswick	Murchison East	Warburton
Lunolly	Nagambie	Warrenheip
Eaglehawk	Northcote (Supervising)	West Footscray
East Camberwell	North Melbourne	Willaura
Elmore	(Assistant)	Wonthaggi
Fairfield Park	Nyora	Woomelang
Frankston	Prahran	Wycheproof
Glenferrie		

## CLASSIFICATION OF STATIONMASTERS—continued.

## CLASS VIII.

Alberton	Gisborne	Natimuk
Alexandra	Glen Huntly	Newlyn
Allendale	Glenrowan	North Creswick
Avenel	Glenthompson	North Port
Avoca	Golden Square	North Richmond
Baddaginnie	Goornong	North Williamstown
Ballan	Gordon	Ouyen
Bannockburn	Graham	Pakenham
Barnawartha	Harcourt	Penshurst
Beach	Heathcote	Pomborneit
Bealiba	Irrewarra	Port Fairy
Beac	Ivanhoe	Prince's Bridge (Assistant)
Bell	Jolimont	Pyramid
Berwick	Jung	Raywood
Brighton	Kilmore	Relieving Stationmasters
Broadmeadows	Kilmore East	(13)
Brunswick	Koo Wee Rup	Reservoir
Buangor	Lal Lal	Royal Park
Bulban	Lancefield	Rushworth
Bungaree	Lancefield Junction	Sea Lake
Buninyong	Lang Lang	Seddon
Bunyip	Lara	Sheep Hills
Carlsruhe	Laverton	South Brunswick
Carnegie	Linton	South Geelong
Carrum	Loch	South Melbourne
Cheltenham	Longwarry	Spotswood
Chiltern	Longwood	St. Albans
Clunes	Macaulay	St. James
Coburg	Macedon	Strathmerton
Coleraine	Macorna	Sydenham
Condah	Maldon	Talbot
Cope Cope	Malmsbury	Tallygaroopna
Craigieburn	Melton	Tongala
Cressey	Mentone	Tooborac
Croydon	Meredith	Trafalgar
Donnybrook	Merrigum	Tungamah
Dookie	Middle Brighton	Violet Town
Drouin	Middle Park	Wandong
Dunkeld	Mitiamo	Waubra Line
East Richmond	Mont Albert	Wedderburn
Elaine	Moriac	Whitfield
Elphinstone	Mornington	Whittlesea
Everton	Mortlake	Winchelsea
Fitzroy	Morwell	Wunghnu
Forrest Line	Murrumbena	Yarragon
Foster	Myrtleford	
Garden Vale	Nathalia	

## CLASS IX.

Allansford	Cranbourne	Hastings
Anderson	Creighton	Heyfield
Arcadia	Dalyston	Heywood
Armstrong	Darnum	Illowa
Aspendale	Diapur	Ingliston
Axedale	Dingee	Jeetho
Barker	Devenish	Jumbunna
Bayswater	Dobie	Kangaroo
Baconsfield	Drysdale	Kaniva
Bena	Dunnstown	Katamatite
Bentleigh	Ebden	Katunga
Bittern	Elmhurst	Kernot
Blackburn	Emu	Kiata
Bonnie Doon	Evelyn	Kilcunda
Boolarra	Fern Hill	Kilmore Junction
Borong	Fish Creek	Kingston
Brim	Flemington Bridge	Knowsley
Buckrabunyle	Garfield	Lake Boga
Bullarto	Garvoc	Larport
Burrumbeet	Gheringhap	Leonard
California Gully	Glengarry	Lethbridge
Carisbrook	Glen Forbés	Lindenow
Cathkin	Glenloth	Locksley
Chewton	Glenroy	Lyndhurst
Clyde	Goorambat	Lyonville
Cobden	Great Western	Marong
Collingwood	Guildford	Maroona
Cowwarr	Hampton	Merino

CLASSIFICATION OF STATIONMASTERS—*continued.*CLASS IX—*continued.*

Middle Creek	Pimpinio	Tinamba
Middle Footscray	Pirron Yallock	Toongabbie
Mitcham	Port Albert	Toora
Mologa	Prairie	Tooradin
Montague	Quambatook	Trawalla
Moolort	Ravenswood	Trentham
Moorabbin	Redesdale Junction	Tyabb
Moreland	Relieving Stationmasters	Tynong
Mornington Junction	(20)	Ultima
Mysia	Riddell	Wahring
Nar Nar Goon	Romsey	Wallace
Narre Warren	Rosedale	Wandin
Neerim South	Sandford	Watchem
Newstead	Scarsdale	Wedderburn Junction
Newtown	Shelbourne	Welshpool
Nilma	Somerville	Westgarth
North Carlton	South Kensington	West Richmond
North Mirboo	Spring Vale	Woodleigh
Officer	Stony Creek	Woolamai
Outtrim	Stony Point	Yarra Glen
Panmure	Tabilk	Yarra Junction
Parwan	Paradale	Vendon
Picola	Tarnagulla	

## APPENDIX No. 2.

## CLASSIFICATION OF DAILY PAID CLERKS, OPERATORS, AND TIMEKEEPERS.

## Class

- 1 Employés in positions classified at a maximum of over £150 per annum.
- 2 Employés in positions classified at a maximum of £150 per annum.
- 3 Employés in positions classified at a maximum of £135 per annum.
- 4 Employés in positions classified at a maximum of £120 per annum or under.

## APPENDIX No. 3.

## CLASSIFICATION OF SIGNAL-BOXES.

## SPECIAL.

Dudley-street (Melbourne Yard)		Flinders-street "C"
Flinders-street "A"		North Melbourne (Coburg Junction)

## CLASS I.

Ballarat "A"	Franklin-street (Melbourne Yard)	South Yarra
Essendon	No. 1 (Melbourne Yard)	Viaduct (Melbourne Yard)
Flinders-street "B"	Richmond "A"	
Flinders-street "E"		

## CLASS II.

Bendigo "B"	Clifton Hill "B"	Hawthorn
Box Hill	Footscray "A"	Newport "A"
Burnley "A"	Geelong "A"	Flinders-street "D"
Camberwell	Graham	South Kensington

## CLASS III.

Ararat "A"	Clifton Hill "A"	Newmarket
Armadale	Dandenong "A"	North Fitzroy "A"
Auburn	Dandenong "B"	North Fitzroy "C"
Ballarat East	Elsternwick	Prahran
Benalla "B"	Glenferrie	Richmond "B"
Bendigo "D"	Hawksburn	Seymour "B"
Brighton Beach	Kensington	Seymour "C"
Burnley "B"	Malvern	Toorak
Caulfield "A"	Maryborough "B"	Woodend
Caulfield "B"	Montague	Windsor

APPENDIX No. 2—continued.  
CLASSIFICATION OF SIGNAL-BOXES—continued.

CLASS IV.

Albert Park	Footscray "C"	Port Melbourne
Ararat "B"	Geelong "B"	Seymour "A"
Balaclava	Hamilton	South End (Melbourne Yard)
Ballarat "B"	Kyneton	Stawell "A"
Ballarat "C"	Lilydale	Stawell "B"
Ballarat "D"	Mordialloc	St. Kilda
Beechworth Junction	Moreland	Surrey Hills
Benalla "A"	Maryborough "A"	Sunshine
Bendigo "A"	Middle Brighton	South Brunswick
Bendigo "C"	Moonee Ponds	Saltwater River
Brighton	North Geelong "A"	Tallarook
Brunswick	*North Geelong "B"	Victoria Park
Canterbury	*North Geelong "C"	Wangaratta
Castlemaine "A"	Newport "B"	Waubra Junction
Castlemaine "B"	North Williamstown	Williamstown
Castlemaine "C"	North Fitzroy "B"	Yarraville
Coburg	Oakleigh "A"	
Footscray "B"	Oakleigh "B"	

\* When in for busy season.

APPENDIX No. 4.

CLASSIFICATION OF DIFFERENT GRADES.

Grade.	Class.	
Assistant Stationmaster ...	1.	Any Station at which the Stationmaster is classified in the 6th or a higher Class.
	2.	Any Station at which the Stationmaster is classified in the 7th Class.
	3.	Any Station at which the Stationmaster is classified in the 8th or 9th Class.
Conductor ...	1.	Interstate trains.
	2.	Other trains.
Goods Checker...	Special.	Ballarat (1), Bendigo (1), Geelong (1), Melbourne Goods (15).
	1.	Melbourne Goods (25).
	2.	Other Goods Checkers.
Goods Foreman ...	1.	Ballarat, Bendigo, Echuca, Geelong, Melbourne Goods, Newmarket, Port Melbourne.
	2.	Warrnambool, Williamstown Pier.
Lampman ...	1.	Bendigo (2), Ballarat (1), Princes Bridge (1), Semaphore Lampman, Seymour (1).
	2.	Other Lampmen.
Lampman (Foreman) ...	Special.	Spencer Street.
	1.	Flinders Street.
Porter (Cloak Room) ...	1.	Flinders Street (4), Spencer Street (2).
	2.	Other Cloak Room Porters.
Porter (Despatch or Trypograph)	1.	Head Office (2).
	2.	Other Despatch Porters.
Porter (Head)...	Special.	Ballarat, Bendigo, Flinders Street (2), Spencer Street (2).
	1.	Ararat, Castlemaine, Flinders Street (3), Geelong, Maryborough, North Melbourne, Port Melbourne, Seymour.
	2.	Other Head Porters.
Porter (Parcels) ...	1.	Ballarat (4), Bendigo (2), Benalla (1), Castlemaine (1), Flinders Street (4), Geelong (2), Maryborough (1), Sale (1), Seymour (1), Shepparton (1), Spencer Street (Inwards Parcels Office) (4), Spencer Street (Outwards Parcels Office) (5), Traralgon (1), Wangaratta (1), Warragul (1).
	2.	Other Parcels Porters.

CLASSIFICATION OF DIFFERENT GRADES—*continued.*

Grade.	Class.	
Porter (Ticket Collector)	Special.	Special Checkers at Suburban barriers and on Suburban trains.
	2.	Others.
Shedman ... ..	{ 1. }	To be graded in accordance with tonnage handled.
	{ 2. }	
Shunter ... ..	1.	Ararat, Ballarat, Benalla (2), Bendigo, Castlemaine, Geelong, Korimburra, Lilydale, Maryborough, Melbourne Yard, Murtoa, Newport, Seymour, State Mine, Stawell (2), Wangaratta, Williamstown Pier, Woodend (2).
	2.	Other Shunters.
Shunter (Leading) ...	1.	Gravitation, South-End, West Bank, "A" Shed Pilots (Melbourne Yard).
	2.	Other Leading Shunters.
Yard Foreman... ..	1.	Ballarat (1), Bendigo (1), Flinders Street Yard, Geelong (1), Melbourne Yard (Senior).
	2.	Ballarat (Assistant), Bendigo (Assistant), Geelong (Assistant), Melbourne Yard (Assistant).
	3.	Other Yard Foremen.

APPENDIX No. 5.

(*Vide* Clause 242.)

Albert Park	Brighton	Dandenong
Allendale	Brighton Beach	Darnum
Ararat	Broadford	Daylesford
Armadale	Broadmeadows	Diapur
Armstrong	Brünswick	Dimboola
Ascot Vale	Buangor	Dobie
Auburn	Bulban	Donald
Avenel	Buninyong	Donnybrook
Avoca	Bunyip	Dookie
Bacchus Marsh	Burnley	Drouin
Baddaginnie	Burrumbeet	Drysdale
Bairnsdale	Camberwell	Dunolly
Balaclava	Camperdown	East Camberwell
Ballañ	Canterbury	East Richmond
Ballarat	Carisbrook	Eaglehawk
Ballarat East	Carnegie	Echuca
Bannockburn	Carlsruhe	Elaine
Barker	Cafrum	Elmore
Barnawartha	Casterton	Elphinstone
Bayswater	Castlemaine	Elsternwick
Beach	Caulfield	Essendon
Beaconsfield	Charlton	Euroa
Beaufort	Cheltenham	Evelyn
Beechworth	Chewton	Everton
Bell	Chiltern	Fairfield Park
Bena	Clifton Hill	Flemington Bridge
Benalla	Clunes	Flinders Street
Bendigo	Clyde	Footscray
Bentleigh	Cobram	Foster
Berwick	Coburg	Frankston
Beulah	Colac	Geelong
Birchip	Coleraine	Gheringhap
Birregurra	Collingwood	Gisborne
Blackburn	Craigieburn	Glenferrie
Boort	Cranbourne	Glen Huntly
Box Hill	Creighton	Glenorchy
Branxholme	Cressy	Glenrowan
Bridgewater	Creswick	Glenroy
Bright	Croydon	Golden Square

APPENDIX No. 5—*continued.*

Graham	Mont Albert	South Brunswick
Great Western	Montague	South Geelong
Hamilton	Moonee Ponds	South Kensington
Hampton	Moorabbin	South Melbourne
Harcourt	Mooroopna	South Yarra
Hawksburn	Mordialloc	Spencer Street
Hawthorn	Moreland	Spotswood
Healesville	Moriac	Springhurst
Heathcote	Mornington	Spring Vale
Heidelberg	Mornington Junction	Stawell
Hopetoun	Mortlake	Stony Point
Horsham	Morwell	Stratford
Inglewood	Murchison East	Sunbury
Irrewarra	Murrumbena	Sunshine
Ivanhoe	Murtoa	Surrey Hills
Jolimont	Nagambie	Swan Hill
Jung	Nar-nar-goon	Sydenham
Kaniva	Narre Warren	Tallangatta
Kensington	Nathalia	Tallarook
Kerang	Newmarket	Taradale
Kew	Newport	Tatura
Kiata	Nhill	Terang
Kilmore East	North Carlton	Tocumwal
Koo-wee-rup	Northcote	Toolamba
Koroit	North Creswick	Tooradin
Korong Vale	North Fitzroy	Toorak
Korumburra	North Melbourne	Trafalgar
Kyabram	North Mirboo	Traralgon
Kyneton	North Port	Trawalla
Lal Lal	North Richmond	Tynong
Lancefield	North Williamstown	Upper Fern Tree Gully
Lancefield Junction	Numurkah	Victoria Park
Lang Lang	Nyora	Violet Town
Lara	Oakleigh	Wahgunyah
Laverton	Officer	Wallan
Leongatha	Pakenham	Wandin
Lethbridge	Penshurst	Wandong
Lilydale	Pimpinio	Wangaratta
Linton	Port Fairy	Warburton
Loch	Portland	Warracknabeal
Locksley	Port Melbourne	Warragul
Longwarry	Prahran	Warrenheip
Longwood	Princes Bridge	Warrnambool
Lubeck	Queenscliff	Wedderburn
Lyndhurst	Rainbow	Werribee
Macaulay	Ravenswood	West Footscray
Macedon	Raywood	Westgarth
Maffra	Reservoir	West Richmond
Maldon	Richmond	Whittlesea
Malmsbury	Riddell	Willaura
Malvern	Ringwood	Williamstown Pier
Mangalore	Rochester	Winchelsea
Mansfield	Royal Park	Windsor
Maryborough	Rupanyup	Wodonga
Melton	Rushworth	Wonthaggi
Mentone	Rutherglen	Woodend
Meredith	St. Albans	Woomelang
Middle Brighton	St. Arnaud	Wycheproof
Middle Creek	St. Kilda	Yackandandah
Middle Footscray	Sale	Yarra Glen
Middle Park	Sandringham	Yarragon
Mildura	Scarsdale	Yarraville
Minyip	Seddon	Yarra Junction
Mitcham	Serviceton	Yarrowonga
Mitiamo	Seymour	Yea
Moe	Shepparton	

FORM G62. (*Vide* Division 1.) Branch.

STATEMENT SHOWING PARTICULARS OF POSITIONS TEMPORARILY FILLED THROUGHOUT THE  
MONTHS OF \_\_\_\_\_ AND \_\_\_\_\_

Position.			Name of last Permanent Occupant, and Date of Removal.		Particulars of Temporary Occupant.				Probable Date on which position will be filled.	Reasons for Non-appointment of Permanent Occupant.
Grade.	Class.	Location.	Name.	Date of Removal.	Name.	Permanent or Super-numerary.	Grade.	Class.	Ordinary Location.	

Signature of Head of Branch  
Date.

Decision or Remarks of the Commissioners—



FORM G20A. (Vide Division 9.)

RECOMMENDATION (vide Clause 115 of Regulation 54) for the Continuance of Payment of Relieving Expenses to Members of the Relieving Staff who are engaged at the one place for a period in excess of Two Months.

Name.	Position.	Temporary Location.	First Date at Temporary Location.	Period for which Expenses are Recommended.		Reasons for Retention at Temporary Location beyond Two Months, and Remarks as to Arrangements for Removal.	Date of Removal from Temporary Location.
				From	Till		

Decision of Commissioners..... Head of Branch.  
 ..... Date.

..... Chairman. Date ..... Referred to ..... Noted ..... Head of Branch.  
 ..... Commissioner. Date ..... Referred to Chief Accountant to note.  
 ..... Date ..... Noted and returned to Secretary ..... Chief Accountant.

FORM G18. (Vide Division 10.)

..... Branch  
..... Location

..... Ordinary Place of Residence

PARTICULARS OF TRAVELLING AND INCIDENTAL EXPENSES FOR MONTH OF .....

Salary or Wage of Officer or Employé.	Date of Departure from Head-quarters.	Time Train Departed from Head-quarters.	Station Travelled to.	Date of Return to Head-quarters.	Time Train Returned to Head-quarters.	Travelling Expenses.			Amount of Cab Hire or other expenses attached.		
						No. of Days.	Rate per Day.	Amount.			
						£	s.	d.	£	s.	d.

..... Signature of Officer or Employé

..... Date

Approved

..... Signature of Head of Branch.

..... Date

FORM G46. (Vide Division 11.)  
CLAIM FOR TRANSFER EXPENSES.

Station.....  
Memo. for.....

In accordance with the provisions of Regulation No. 54 I beg to submit a claim for the payment of expenses in connexion with my transfer from..... to..... the actual expenditure which I 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 (including wife) solely dependent upon me for support.	
Number.	Age of each.	Number.	Relationship.
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

4. (To be filled in only in cases in which Board and Lodging expenses are incurred at the new location pending arrival of furniture.) 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 pending arrival of furniture :—

	Date.	Nature of Expenditure, (i.e., 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) :—

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.  
 ..... Position.

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

.....  
 Signature of Officer in Charge.

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

.....  
 Signature of Head of Branch.

Officer or Employé notified by .....

..... Date.  
 Referred to the Chief Accountant to note and then forward for the information of the Commissioners.

Noted. Date .....

Noted by Commissioners..... Chief Accountant.  
 ..... Chairman.

..... Commissioner.  
 Date.....

FORM G47. (Vide Division 11.)  
 ..... BRANCH.

Return of Expenses granted during the month of ..... 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.	Is there any likelihood of employment during house accommodation. If so, when?	Remarks.
					Weeks.	Days.			

..... NOTED.  
 Signature of Head of Branch. .... Commissioners.  
 Date ..... Date .....

FORM G19. (Vide Division 12.)

.....BRANCH.

Returns of Expenses granted during the month of ..... 19 , for periods in excess of One Week to Officers and 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 Officer or Employé.			Date from which Expenses were Granted.	Total period for which Expenses have already been Allowed.		Date on which Expenses ceased, or	Probable further period during which Officer will be on Temporary Location.		Remarks.
				Name.	Age.	Address, e.g., 15 Collins Street, East Melbourne.		Weeks.	Days.		Weeks.	Days.	

APPROVED.

..... Signature of Head of Branch. .... Commission. ....

..... Date ..... Date ..... Commission. ....

FORM G64. (Vide Division 13).  
 ..... Branch.  
 ..... Room or Division.  
**APPLICATION for Authority for the Payment of a Meal Allowance under the provisions of Division 13 of Regulation 54**  
**in respect of Overtime worked during the month of ..... 19 .....**

Name.	Salary.	Particulars of Overtime.				Proposed Payment (at the rate of 1s. 6d. per Occasion).	Reasons which necessitated the Working of the Overtime.
		Date or Dates.	From— To—	Period on each Occasion.	Total Time. H. M.		
	£			H. M.		£	
				H. M.			
<b>Total</b>							

.....  
 Signature of Officer in Charge.  
 ..... Date.  
 Approved; and forwarded for the information of the Chief Accountant and of the Commissioners.  
 .....  
 Signature of Head of Branch.  
 ..... Date.  
 Noted for Payrolls,  
 .....  
 Noted by Commissioners,  
 .....  
 Chairman,  
 .....  
 Commissioner.  
 .....  
 Date.

Chief Accountant.  
 .....  
 Date.

FORM G63 (vide Divisions 15 and 16).

.....Branch.

PAYMENT AT THE RATE OF DOUBLE TIME OR TIME AND A HALF FOR TIME (OR OVERTIME) WORKED DURING THE PERIOD ENDING .....

MEMORANDUM.

Authority has been given for the payment at the rate of double time or time and a half for the time worked by certain employés, as shown hereunder:—

Name of Employé.	Wage.	Grade.	Ordinary Shift.		Time Worked.			Nature of Work.	Rate of Payment Authorized.
			From—	To—	From—	To—	Less Time off for Meals.		

Date.....

.....  
Signature of Head of Branch.

Decision of Commissioners.....

Date.....

.....Chairman.

.....Commissioner.

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



FORM G1. (Vide Division 18.)

.....BRANCH.

MEDICAL CERTIFICATE.

ACCIDENT TO OR ILLNESS OF AN OFFICER OR EMPLOYE.

- 1. Location (Station or Depot).....
- 2. Name of Officer or Employé..... Departmental No.....
- 3. Position .....
- 4. Date of Accident or Commencement of Illness.....19...
- 5. Nature of Injuries or Illness.....  
.....  
.....
- 6. Probable duration of necessary absence from duty.....  
from the date of this certificate.
- 7. Is the Officer or Employé fit for light duty?.....
- 8. If not, when will he be fit?.....

.....  
Signature of Medical Practitioner.

Date.....19...

(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. (Vide Division 18.)

ILLNESS OF AN OFFICER.

..... BRANCH.

Date.....19

Registered.....19

Name of Officer..... Departmental No.....

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

Date of Commencement of Illness.....

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

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

Amount of leave of absence granted in consequence of illness during the twelve months immediately preceding the date of the commencement of the current illness :—

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

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.....19...

Recorded in Staff Office.....

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

FORM G3. (Vide Division 18.)

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

.....BRANCH.

Name of Officer or Employe injured.....Position.....  
Location (Station or Depot).....Departmental No.....

REPORT OF OFFICER OR EMPLOYE INJURED.

- 1. Date of Accident.....Hour thereof.....
- 2. Location of Accident.....
- 3. Nature of Injury.....
- 4. How Caused (Give full particulars, and specify whether engine, vehicle, or train was in motion).....
- 5. Names of Eye Witnesses.....

Signature of Officer or Employe.

.....Date.

REPORT OF OFFICER IN CHARGE.

- 8. Names of Eye Witnesses (statements to be attached).....
- 9. Was "First Aid" rendered as per Clause 207 of Regulation 54? If so, by whom?.....
- 10. If by Doctor, who engaged his services?.....
- 11. Did the Officer or Employe, in your opinion, contribute to the accident by want of proper care or otherwise? If so, in what respect?.....
- 12. Is the injury, in your opinion, sufficient to warrant his remaining off duty?.....
- 13. If so, for how long?.....
- 14. Can you provide him with light work if he be able to do it?.....
- 15. If so, in what capacity?.....

Signature of Officer in Charge.

.....Date.

FORM G4. (Vide Division 18).

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

Date.....19

Registered.....19

Name of Officer or Employé.....

Position .....Departmental No.....

Date of Accident.....19 Hour thereof.....

Location of Accident.....

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

Cause of Accident.....

Did the Officer or Employé contribute to the Accident by want of proper care or otherwise? If so, in what respect?.....

Probable duration of 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.....19..

Recorded in Staff Office.....

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

FORM G-12. (Vide Division 19.)

Leave Register No.....

APPLICATION FOR LEAVE AND PASS.

.....Branch.

.....Station.

..... 19.....

MEMO. FOR.....

I beg to apply for.....days' leave of absence, to commence.....or as soon as convenient, and Passes, for myself, and my.....; also.....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 salaried Staff.....

Date of last leave.....

Number of Days.....

.....Signature of Applicant.

.....Position.

.....Dept. No.

.....Address while on Leave.

Recommended..... Approved.....

.....Dates granted.

FORM S95: (Vide Division 24.)

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

MEMO. FOR .....

Please make application at once to either the  
(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.

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

The Company you choose will supply a form to be filled 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 one of the Companies mentioned 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 pay the premiums to the Head Office of the Company which you select, whether you get the form from an agent or not.

.....  
Secretary for Railways.

FORM G48. (Vide Division 27.)

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

..... Branch,

..... 19...

To .....

It has been reported to me that on ..... at  
you 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. (Vide Division 27.)

(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.)

..... Branch,

..... 19...

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. (Vide Division 27.)

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

.....Branch,

.....19...

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 Board appointed under the provisions of the Railways Act of 1896, No. 1439, to investigate and 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. (Vide Division 27.)

(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.)

Secretary's Office, Spencer-street, Melbourne,.....19...

To.....

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.

You will also require to furnish me with the name and address of every Railway Officer or Employé whom you desire to be summoned as a witness, and the necessary arrangements will then be made for the attendance of every such witness.

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

..... Secretary for Railways.

FORM S47. (*Vide* Division 27.)

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

Secretary's Office, Spencer-street,  
Melbourne,.....19...

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 , 19 , 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.

You will also require to furnish me with the name and address of every  
Railway Officer or Employé whom you desire to be summoned as a witness, and  
the necessary arrangements will then be made for the attendance of every  
such witness.

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

.....  
Secretary for Railways.

FORM G51. (*Vide* Division 27.)

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 Officer or Employé.	Position.	Charge.

*Witnesses.*

In Support of Charge.	On Behalf of Officer or Employé.

*Synopsis of Evidence.*

In Support of Charge.	On Behalf of Officer or Employé.

*Mitigating circumstances.*

*Decision of Head of Branch.*

.....  
Signature Head of Branch.



FORM G23. (Vide Division 29.)

(FOR USE IN CONNEXION WITH INSOLVENCIES, ETC.)

To be treated as ..... Branch.  
**CONFIDENTIAL.**

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 Deed.....

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— ... .. £			

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.....

Dates between which Expenditure was incurred.	Particulars of Services Rendered or Commodities Supplied.	£	s.	d.
Total Actual Expenditure ... £				

SCHEDULE OF LIABILITIES.

Dates between which debts were 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 or 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 Dishonorable Conduct?.....

If so, give reasons .....

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

General Remarks .....

Signature of Head of Branch.

Date.

