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GOVERNMENT GAZETTE.

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VICTORIAN RAILWAYS.

REGULATION No. 64,

SHOWING THE

WAGES AND CONDITIONS, ETC.,

AT

1ST JULY, 1918.

VICTORIAN RAILWAYS.

REGULATION No. 64.

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 Regulation 56 and so much of all other Regulations, Instructions, Directions, Orders, and Practices as conflict with this Regulation.

Except where otherwise indicated, this Regulation shall be applicable to *permanent*, Officers and Employés, and the following Divisions or portions of Divisions to *supernumerary* Employés also, viz. :—

Clauses 1, 4, 5, 12, 13, 14, and 15 in Division 1.
Division 2.
Clause 34 in Division 3.
Division 4.
Division 5, except so much thereof as relates to seniority.
Division 6, except so much thereof as relates to seniority.
Division 7.
Division 8.
Division 9.
Division 10.
Division 11.
Division 12.
Division 13.
Division 14.
Division 15.
Division 16.
Division 17.
Division 18.
Division 19.
Clauses 252 and 253 in Division 20.
Clauses 280 to 285 inclusive, 287, and 288 in Division 21.
Division 22.
Division 24.
Division 26.
Division 27.
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Division 32.

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INTERPRETATION.

In this Regulation—

"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*.

"Employé" shall mean any person who is in receipt of a daily wage.

"Engineman" shall mean any engine-driver or fireman, or employé acting as such.

"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 Electrical Engineer, the Chief Accountant, the Telegraph Superintendent, the General Passenger and Freight Agent, the Chief Storekeeper, the Auditor of Receipts, 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.

"Head-quarters" shall mean the station, length, place, or depôt to which an officer or employé is attached, or, in the case of a supernumerary employé engaged on extra works, the first place of duty (whether his ordinary place of residence or not) in the last continuous period of employment. In the case of an officer or employé on the regular relieving staff, "head-quarters" shall mean the station, place, or depôt from which his movements are controlled.

"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.

"Officer" shall mean any person who is in receipt of an annual salary.

"Officer-in-Charge" shall mean any officer or employé who is in charge of any district, station, place, depôt, length, section, or office.

"Overtime" shall mean the time worked on any day in excess of the number of hours constituting the ordinary shift in the position or grade in which it is incurred, or, in the case of any engine-man or guard who does not work a regular shift, the time worked in excess of eight hours on any shift.

"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 Race-course and Williamstown Pier inclusive.

DIVISION I.

REMUNERATION OF OFFICERS AND EMPLOYÉS.

(1) No title not specified in the Classification Schedules shall be conferred upon any Officer or Employé or 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) Unless otherwise determined by the Commissioners, no Officer or Employé shall be paid less than the lowest nor more than the highest salary or wage specified in the Classification Schedules in respect of the grade (or class if the grade be subdivided into classes) in which he is classified, but nothing contained in this Regulation shall apply or be construed to prevent the Commissioners from paying such intermediate rate as they may determine, or so as to diminish or prejudicially affect the salary or wage which any Officer or Employé is receiving at the date hereof.

(3) 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. The payment of every increment shall be discretionary, and shall be subject to good conduct, zeal, and efficiency in the discharge of the allotted duties, and to the character and value of the work performed; but no increment due to a lad or an apprentice, or to an Officer in receipt of less than £155 per annum, shall be withheld or deferred beyond the due date, except under the provisions of Clause 30 or with the approval of the Commissioners.

(4) Every increment except—

(a) an increment due immediately upon promotion to a higher position, and

(b) an increment due to an Engine-driver after the completion of 313 days in the lowest class

which becomes due between the sixteenth day of one month and the fifteenth day of the following month (both days inclusive) shall be granted as from the first day of the latter month.

(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 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 shall be reduced (as the case may be), and the reason for passing over any senior Officer or Employé for employment in a higher position, or for reducing any senior Officer or Employé in the event of a surplus of staff, shall be stated in the recommendation of the Head of the Branch.

(6) The General Superintendent of Transportation, the Chief Mechanical Engineer, the Chief Engineer of Way and Works, the Chief Electrical Engineer and the Telegraph Superintendent shall publish in each Weekly Notice a statement in accordance with the prescribed form (G 64) showing the name and other necessary particulars of any Officer or Employé who, during the preceding week, has been promoted to a higher position, or selected to act in a higher position in which there is a vacancy or which has been newly created; 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 after the date of the Weekly Notice.

DIVISION 1—*continued*.REMUNERATION OF OFFICERS AND EMPLOYÉS—*continued*.

(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, may 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, class, position, salary, or wage, and who is subsequently restored to his former grade, class, position, and salary or wage, shall not be deemed to have been promoted within the meaning of this Regulation.

(9) The classification of positions in the respective classes or subdivisions of any grade shall be subject to the discretion and approval of the Commissioners, who may from time to time vary the classification fixed in the Classification Appendices.

(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 provided with employment in another position, shall be paid the maximum salary or wage of the grade (or class if the grade be subdivided into classes) in which he is classified subject to the reservations:—

- (a) that if such maximum salary or wage be in excess of the salary or wage received by such Officer or Employé in his former position, he shall graduate to such maximum in the ordinary course; and
- (b) that the wage shown in the Schedules attached hereto in respect of the new position shall be observed in the case of an Employé 20 years of age or under.

(11) Any Officer or Employé who is temporarily unable to perform the duties of his ordinary avocation in consequence of injury sustained whilst in the active discharge of his duties, and is allotted light employment, shall whilst so employed be paid his ordinary salary or wage, subject to a maximum period of three months, and if at the expiration of such period he be unable to return to his ordinary avocation he shall (unless otherwise directed by the Commissioners) be treated on the same basis as an Officer or Employé permanently unfitted to perform the work of his ordinary avocation, as prescribed in Clause 10.

(12) Any Officer or Employé who is temporarily required to carry out the duties of a lower position (other than as prescribed in Clause 11) shall be paid such salary or wage as may be determined by the Commissioners.

(13) 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.

(14) No Supernumerary Employé shall be paid a wage less than the minimum prescribed for a Permanent Employé in the same grade (or class if the grade be subdivided into classes).

(15) No Supernumerary Employé shall, except with the sanction of the Commissioners, be appointed at a wage in excess of the minimum prescribed for a Permanent Employé in the same grade (or class, if the grade be subdivided into classes) other than a grade (or class) in respect of which the Commissioners have established a higher minimum for a Supernumerary than for a Permanent Employé.

SCHEDULE I.
CLERKS (ALL BRANCHES).

Grade.	Class.	Division.								
		1.	2.	3.	4.	5.	6.	7.	8.	9.
		£	£	£	£	£	£	£	£	£
Clerk, including—										
Assistant Government Tourist Officer ..										
Audit Inspector ..										
Auditor of Disbursements ..										
Bookkeeper ..										
Cashier ..		60	72	84	100	120	144	156	168	192
Chief Clerk ..										
Chief Inspector of Audit ..	7*	65	80	95	110	125	140	155	170	190
Chief Special Officer ..	6	200	215	230						
Claims Agent ..	5	245	260							
Collector ..	4	275	290							
Curator of Plans ..	3	305	320							
Government Tourist Officer ..	2	340	360							
Junior Clerk ..	1	380	400							
Junior Operator ..										
Live Stock Agent ..	Spl.	Minimum, £425; maximum, £600. The maximum of each position in the special class will be fixed at £425, or more, as the Commissioners may determine.								
Operator ..										
Paymaster ..										
Payrolls Officer ..										
Special Officer ..										
Timekeeper ..										
Travelling Auditor of Disbursements ..										

See Appendix No. 1 for Classification of Station Clerks.

* Every Clerk, on attaining the age of 21 years, shall be paid a salary of not less than £155 per annum.

† In the case of Operators, the maximum salary for Class 7 shall be £210 per annum, and for Class 6 the minimum and maximum salaries shall be £220 and £235 respectively.

SCHEDULE II.
TRANSPORTATION BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.						For positions included in each Class see Appendix A.
		1.	2.	3.	4.	5.	6.	
Ambulance Officer	£ 285	£ 300	£ 315	£ 330	£	£	5
Assistant Inspector (Special Inquiry Branch)	255	270	285	300	315		
Assistant Stationmaster	3	175	
	2	190	200	
	1	200	215	230	
Despatch Clerk	170	180	190	200	2
District Superintendent	450	475	500	525	
Examining Officer	2	285	300	315	330	
	1	315	330	350	375	
Hall Officer	170	180	190	200	210	220	
Inspector—	
Block and Signal	255	270	285	300	315	330	
Block and Signal (Metropolitan District)	315	330	350	375	
Refreshment Rooms	315	330	350	375	
Traffic	255	270	285	300	315	..	
Melbourne Goods Superintendent	450	475	500	525	
Metropolitan Superintendent	500	525	550	
Officer in Charge of Ticket Collection	285	300	315	330	
Senior Messenger (Head Office and Melbourne Goods)	170	180	190	200	
Special Inquiry Officer	1	200	215	
Special Inquiry Officer (Senior)	230	245	
	9	180	2
	8	190	200	
	7	210	220	
Stationmaster (including Officers in Charge, Williamstown and Port Melbourne Piers) ..	6	230	240	
	5	255	270	
	4	285	300	
	3	315	330	
	2	350	375	
	1	400	425	
Superintendent of Melbourne Yards	450	475	500	525	
Superintendent of Melbourne Yards (Assistant)	255	270	285	300	315	..	1
Superintendent of Melbourne Yards (Senior (Assistant)	315	330	350	375	
Supervisor of Weighing	305	320	340	360	
Train Running Officer	350	375	400	
Tramway Inspector	255	270	285	300	315	..	
Tramway Inspector (Assistant)	195	210	225	240	

SCHEDULE III.
TRANSPORTATION 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.	
Boiler Attendant	9 6*	10 0						
Block Recorder	9 0*							
Caller-up	9 0*							
Car Cleaner	9 0*							
Caretaker (wife or relative of employé, including Assistant Caretaker)	4	1 0							
	3	2 0							
	2	3 0							
	1	4 0							
Caretaker (Widow)	6 0							
Caretaker (Special)	8 0							
Conductor	2	10 0							5
	1	10 6							
Conductor (Tram)	9 6*	10 0						
Cook (Car)	2	9 6*	10 0						
	1	10 6	11 0						
Cook (Chief)	18 6							
Daily Paid Clerk	10 0*	10 6	11 0	11 6	12 0	12 6		
Despatchman	9 6*							
Gatecheckman	10 6							
		Cl. 6.	Cl. 5.	Cl. 4.	Cl. 3.	Cl. 2.	Cl. 1.		
Gatekeeper (wife or relative of employé, including Assistant Gatekeeper)	1 0	1 6	2 0	2 6	3 0	3 6		8
Gatekeeper (Male)§	8 0*							
Gatekeeper (Widow)§	6 0							
Goods Checker	2	10 0							5
	1	10 6							
Goods Foreman, including Pier Foreman	3	11 6							5
	2	12 0	12 6						
	1	13 6	14 0	14 6					
Goods Foreman (Senior)	15 0	15 6	16 0					
Goods Sub-foreman	11 6							
Guard (Suburban)	10 0	10 6	11 0					
Guard (Goods)	11 0	11 6	12 0	12 6				
Guard (Passenger or Express)	13 0							
Horse Shunter	10 6							
Horse Tram Driver	10 0	10 6						
Labourer (see Note (a))	9 0*							

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SCHEDULE III.—TRANSPORTATION BRANCH.—DAILY PAID STAFF—continued.

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.	
Lad, including all employes under 21 years of age in the grades off—	Years {	14	15	16	17	18	19	20	
Acting Clerk	Per day	2 6	3 0	3 6	4 6	5 6	6 6	7 6	
Assistant Weigher									
Block Recorder (minimum age 16 years)									
Caller-up									
Car Checker									
Car Cleaner									
Despatchman									
Gatekeeper									
Junior Waiter (minimum age 18 years)									
Labourer									
Lampman									
Lavatory Attendant									
Messenger									
Number Taker									
Porter									
Scullery Lad									
Truck Recorder									
Weightbridge Attendant									
Ladies' Waiting Room Attendant	2	7 0	5
Ladies' Waiting Room Inspectress	1	7 6	
Lampman	2	9 6	10 0	10 6	5
Lampman (Leading)	1	10 0	
Lampman (Foreman)	1	10 6	
Laundress	2	11 6	5
Laundress (Senior)	1	6 0	
Lavatory Attendant	1	7 0	
Liftman	1	8 0	
Messenger	2	9 0	15
Motorman	1	9 6*	
Motor Trolleyman	1	10 6	11 0	
Operator (Daily Paid), without 2nd Class Telegraph Certificate	1	10 6	
Operator (Daily Paid), with 2nd Class Telegraph Certificate	1	10 0	
Point Cleaner	1	11 0	11 6	12 0	12 6	13 0	13 6	..	
Porter	1	9 6*	
Porter (Barrier Supervisor) ..	1	9 0	
Porter (Checking)	1	10 6	
Porter (Cloak Room)	2	9 6*	5
Porter (Directing)	1	10 0	
Porter (Equipment)	1	9 6*	10 0	
Porter (Head)	2	10 6	11 0	11 6	5
Porter in charge of lost property	1	12 0	12 6	
Porter in charge of Licensed Luggage Porters	1	10 6	11 0	
Porter (Leading)	1	10 0	
Porter (Lost Property)	1	10 0	
Porter (Luggage)	1	9 6*	
Porter (Operating)	1	10 0	10 6	
Porter (Parcels)	2	9 6*	5
Porter (Parcels Foreman) ..	1	10 0	
Porter (Platform Indicator, Flinders-street)	1	11 0	11 6	12 0	
	1	9 6*	10 0	

SCHEDULE III.—TRANSPORTATION BRANCH.—DAILY PAID STAFF—continued.

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.	
Porter (Shed), (see Note (b))	9 6*							
Porter (Signal), (see Note (b))	9 6*							
Porter (Special Ticket Checker)	10 6							
Porter (Stock)	10 0							
Porter (Ticket Collector) ..	2	9 6*	5
	1	10 0							
Porter (Transfer)	9 6*							
Porter (Van-man)	9 0†							
Porter (Van Stower)	9 6*							
Porter (Yard), (see Note (b))	9 6*							
Sculleryman	9 0†							
Shedman ..	2	10 0							
	1	10 6							5
Shunter (without Guard's certificate)	10 0	10 6						
Shunter (with Guard's certificate)	11 0							
Shunter (Leading) ..	2	12 0							
	1	13 0	5
Signalman ..	4	10 0	10 6						
	3	11 0	6
	2	11 6	
	1	12 0	
	Special	13 0	
Skilled Labourer	9 6*							
Sorter	10 0							
Special Inquiry Officer ..	3	10 6	11 0						
	2	11 6	12 0						
	1	See Schedule II.							
Steward (Mildura and other Services) ..	3	9 6*							
	2	10 0							
Steward (Express Car) ..	1	11 0	11 6						
Storeman (Dining Car Depôt)	11 0							
Stower	10 0							
Sweeper	9 0†							
Ticket Examiner	11 6	12 0						
Train Register Checker	10 6	11 0						
Truck Washer	10 0							
Truck Washer (Leading)	11 0							
Trypograph Operator	10 0	10 6						
Waiter	9 0†							
Watchman ..	2	9 0†	5
	1	9 6*							
Watchman (Senior)	10 0	10 6						
Weighbridge Attendant, including—									
Coal Weigher ..	2	10 0	5
	1	10 6							
Sworn Weigher ..	2	13 6	14 0	14 6	5
Yard Foreman ..	1	15 0	15 6	16 0					

* Plus an allowance of 3d. per day, owing to abnormal conditions.

† Plus an allowance of 6d. per day, owing to abnormal conditions.

‡ Any Lad may attain a wage 6d. a day in excess of that specified herein under the provisions of Clause 34.

§ Every Male Gatekeeper shall either be given quarters free of rental or paid an allowance in lieu thereof in accordance with the provisions of Clause 130; and every Female Gatekeeper or Assistant Gatekeeper shall be given quarters free of rental.

|| Any Suburban Guard who, in the judgment of the Commissioners, has been unable to accept promotion to the position of Goods Guard, owing to his age at the date at which such promotion became due, or owing to physical infirmity, may be advanced to a maximum wage of 11s. per day.

¶ 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 signalman is employed on the majority of shifts shall be granted an allowance of 6d. per day in addition to their ordinary wage.

(a) Any Labourer engaged in handling live-stock at Newmarket shall be paid an allowance of 1½d. per hour in addition to his ordinary wage. Usual Labourers in the Melbourne or other Goods Sheds, piers, or wharfs (as distinct from Supernumeraries provided with full employment) shall be paid a wage of 1s. 6d. per hour.

(b) Any Shed Porter, Signal Porter, or Yard Porter who is wholly engaged for at least half of his time in the work of a Shedman, Signalman, or Shunter, shall be paid the minimum rate applicable to such grade.

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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.	
Assistant Engineer	2	£ 325	£ 350	£	£	£	£	
	1	375	400					
Depôt Foreman	4	285	300	315	330			3
	3	330	350	375				
	2	375	400	425				
	1	425	450	475				
Depôt Foreman (Night)		270	285	300	315			
Depôt Foreman (Relieving)		315	330	350				
District Rolling-Stock Superintendent		450	475	500	525			
Draughtsman	3	160	180	200	220			
	2	240	260	280				
	1	300	325					
	Special	350	375					
Draughtsman (Chief)		500	525	550				
Engineer	4	425	450					
	3	475	500					
	2	525	550					
	1	575	600					
Engineering Assistant	2	180	200	220	240			
	1	260	280	300				
Examining Officer		285	300	315	330			
Foreman of Motormen		350	375	400	425			
Inspector, including—								
Boiler Inspector	2	285	300	315	330	350		
Brake Inspector	1	350	375	400	425			
Car and Waggon Inspector								
Senior Messenger		170	180	190	200			
Special Officer		285	300	315	330	350		
Travelling Foreman		270	285	300	315			
Workshops Foreman	4	285	300	315	330			4
	3	315	330	350	375			
	2	350	375	400	425			
	1	400	425	450	475			
Workshops Manager (Assistant, Newport)		500	525	550	575	600		
Workshops Manager (Ballarat and Bendigo)		450	475	500	525	550		

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.		
		s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.		
Air Driller and Tapper	9 6*	10 0							
Air Driller and Tapper (Leading)	..	11 0								
Apprentice	2 0	2 6	3 6	4 6	6 0				
Annealer	10 0	10 6							
Axle Centre Turner	10 0	10 6							
Blacksmith	12 6	13 0	13 6						
Blacksmith (Leading Hand)	14 6	15 0							
Block and Tackle Hand	9 6*	10 0							
Boiler Covering Maker	2	9 6*								
Boiler Covering Maker	1	10 0	10 6							
Boiler Covering Maker (marking out or tem- plate making)	13 6	14 0	14 6						
Boiler Covering Maker (Leading Hand)	14 6	15 0							
Boiler Covering Maker's Help	9 6*	10 0							
Boiler Plug Tapper	9 6*	10 0							
Bolt and Nut Machinist	10 6	11 0	11 6						
Brass and Iron Moulder	2	11 6	12 0	12 6						
Brass and Iron Moulder	1	12 6	13 0	13 6						
Brass and Iron Moulder (Leading Hand)	14 6	15 0							
Brick Arch Builder	2	9 6*	10 0							
Brick Arch Builder (using small bricks)	1	10 6	11 0							
Buffer Repairer	10 6	11 0							
Caller-up	9 0†								
Car and Waggon Axle Classifier	10 6	11 0							
Car and Waggon Builder	12 6	13 0	13 6						
Car and Waggon Builder (Leading Hand)	14 6	15 0							
Car Cleaner	9 0†								
Car Cleaner (cleaning horse-boxes and splicing head-stalls and halters)	10 0								
Car Cleaner (Leading)	10 6								
Car Painter	11 6	12 0	12 6						
Car Painter (Leading Hand)	14 0	14 6							
Carpenter	12 0	12 6	13 0						
Carpenter (Leading Hand)	14 0	14 6							
Carpenter and Joiner	12 6	13 0	13 6						
Carpenter and Joiner (Leading Hand)	14 6	15 0							
Caso Hardener	10 0	10 6							
Casting Dresser	9 6*	10 0							
Casting Dresser (Leading)	11 0								
Chargeman	2	12 6	13 0						5	
Chargeman	1	13 6	14 0							
Chargeman	Special	15 0								
Colourman	12 0	12 6	13 0						
Concreter	9 6*								
Concreter (concreting floors of lavatories)	10 0								
Coppersmith	12 6	13 0	13 6						
Coppersmith (Leading Hand)	14 6	15 0							
Coupling Cleaner and Examiner	9 6*								
Daily Paid Clerk (including Time- keeper)	10 0	10 6	11 0	11 6	12 0	12 6			

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

Grade.	Class.	Division.							For Positions Indicated in Each Column Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
		s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
Despatchman	10 0							
Driller "	10 0	10 6						
Driller (Leading)	11 6							
Electrical Mechanic	12 0	12 6						
Electroplater	12 0	12 6						
Engine Brake Blocker	10 6	11 0						
Engine-cleaner (Adult)	9 0							
Engine-cleaner (18 to 20 years)	..	Same as for "Lad."							
Engine-cleaner (Sub-Foreman)	12 0	12 6	13 0					
Engine-driver (Goods, Switching, or specified 2nd grade suburban or mixed train service) ..	3	On appointment, 12s. 6d. After 313 days at 12s. 6d., 13s. After 313 days at 13s., 13s. 6d. After 12 months at 13s. 6d., 14s.							
Engine-driver (1st grade suburban or mixed train service) ..	2	14 0 After 12 months at 14s., 14s. 6d. After 12 months at 14s. 6d., 15s.							
Engine-driver (country passenger service)	1	16 0							
Fireman (Goods, Switching, or specified 2nd grade suburban or mixed train service) ..	3	10s. for 313 days, then 10s. 6d.							
Fireman (1st grade suburban or mixed train service) ..	2	11 0							
Fireman (Country passenger ser- vice)	1	11 6							
Fitter	12 6	13 0	13 6					
Fitter (Leading Hand)	14 6	15 0						
Fitter in Charge	2	15 6	16 0						
	1	16 0	16 6						
Fitter and Turner	12 6	13 0	13 6					
Fitter and Turner (Leading Hand)	..	14 6	15 0						
Fitter's Assistant in Running Shed or in stripping gang, or in erection and constructing pits and wheel presses, or on erection and maintenance of shop machin- ery at Newport, Ballarat, and Bendigo (to be so classified after 313 days' work as such within a period of not more than two years)	9 6*	10 0						
Flax Rope Splicer	9 6*	10 0						
Forgeman	14 6	15 0	15 6					
Forgeman (Leading Hand)	16 6	17 0						
Frenchpolisher	11 0	11 6	12 0					
Frenchpolisher (Leading Hand)	13 0	13 6						
Fuelman	10 0	10 6						
Furnaceman (Forge, Brass, or Steel)	..	11 6	12 0	12 6					
Furnaceman (Cupola)	11 6	12 0	12 6					
Furnaceman (Cupola) (Assistant)	..	10 6	11 0						
Furnace Repairer	10 6	11 0	11 6					
Ganger (Special)	12 6	13 0	13 6					
Gardener	10 0							
Glaz's Embosser	12 0	12 6	13 0					
Goods Checker	10 0							
Grainer	12 0	12 6	13 0					
Hammer Shaft Replacer and Minor Wood Turner	10 0	10 6						

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

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.	
Heater	10 0	10 6						5
Hostler	11 6	12 0						
Iron Machinist	10 6	11 0	11 6	
	1	12 6	13 0	13 6					
Labourer	9 0½							5
Labourer (Leading)	10 0							
Lad, including all employes under 21 years of age in the grades of—	Years {	14	15	16	17	18	19	20	
Acting Clerk	Per day {	2 6	3 0	3 6	4 6	5 6	6 6	7 6	
Caller-up									5
Car Cleaner									
Labourer									
Messenger, and Telephone Attendant									
Lapper and Grinder (other than employes provided for as Iron Machinists)	10 6	11 0	11 6					5
Leather Cutter	9 6*	10 0						
Leather Worker	10 0	10 6	11 0					
Lighter-up and Washer-out	10 0	10 6						
Lighter-up and Washer-out (Lead- ing)	11 6							5
Locomotive Crane Attendant	10 0	10 6						
Locomotive Crane-driver	11 0	11 6	12 0					
Locomotive Crane-driver in Charge	..	1s. per day in addition to ordinary wage.							
Machine Moulder	10 6	11 0	11 6					5
Messenger	2	9 0½	
	1	9 6*							
	Special	10 6	11 0						
Metaller (Engine)	10 0	10 6						5
Metaller (Truck)	9 6*	10 0						
Metal Polisher	10 0	10 6						
Minor Machinist, comprising adults working any minor machine, such as—	..	9 6*	10 0						
Core Machine									5
Emery Buffing Machine									
Grinding Machine									
Hair Teasing Machine									
Hose Mounting and Testing Ma- chine									5
Hydraulic Press (taking off)									
Leather Washer Cutting Machine									
Pipe Screwing, Cutting, and Bending Machine									
Planishing Hammer									5
Rumbler, Casting and Scrap Machine									
Sand Grinder and Sifter									
Scrowing and Shearing Machine in Coppersmith's Shop									
Stay Cutter									5
Steam, Air, or Drop Hammer									
Tarpaulin Dressing Machine									
Tarpaulin Sewing Machine									
Tube Cutter, Cleaner, Boring, and Straightening and Grind- ing Machines									5

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

Grade.	Class.	Division.							For Positions inserted in each Class Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Nurseryman	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
Office Cleaner (Female)	11 0							
Oilor (overhead shafting)	6 6							
Oil Mixer	9 6*	10 0						
Packer and Trimmer	9 6*	10 0						
Padder	10 6	11 0						
Pad Framemaker	9 6*							
Padmaker	9 6*	10 0						
Painter's Labourer (painting under- gear, car roofs, or trucks)	9 0†							
Painter's Labourer (burning off)	9 6*	10 0						
Paint Mixer	10 0	10 6						
Patternmaker	9 6*	10 0						
Plumber	13 6	14 0	14 6					
Plumber (Leading)	2 11 6	12 0	12 6					5
Plumber (Leading)	1 12 6	13 0	13 6					
Fuller-out	14 6	15 0						
Pumper	9 6*	10 0						
Rope Splicer	10 0	10 6						
Running Gear Repairer	2 11 6	12 0						
Running Gear Repairer (Leading)	1 12 6	13 0						
Sailmaker	10 6	11 0	11 6					
Sailmaker (Leading Hand)	11 0	11 6						
Sand Blast Operator	13 0	13 6						
Saw Doctor	9 6*							
Saw Sharpener	13 6	14 0	14 6					
Sawyer	10 6	11 0	11 6					
Seamstress	10 6	11 0	11 6					
Second Hand in Forge	7 6							
Shunter	10 0	10 6						
Shunter (Leading)	10 0	10 6						
Signalman	11 0	11 6						
Signwriter	10 0	10 6						
Skilled Labourer	12 0	12 6	13 0					
Skilled Labourer (Leading)	2 9 6*							
Spark Arrester or Blast Pipe Re- pairer	1 9 6*	10 0						
Spring Buckle Remover	2 10 6							
Spring Buckler (employed putting on Spring Buckles)	1 11 0							
Spring Machinist	11 0							
Springmaker	10 6	11 0	11 6					
Springmaker (Leading Hand)	10 6	11 0	11 6					
Stationary Engine-driver	12 6	13 0	13 6					
Steam Hammer-driver	14 6	15 0						
Stoker	2 10 0	10 6						5
Storeman	1 11 0	11 6						
Storeman (Leading)	1 12 0							
Striker	13 0							7
Sub-Foreman (Workshop)	9 6*	10 0						
Telephone Attendant	18 0	16 6						
Timber Stacker	9 6*	10 0						
Timber Stacker (Leading)	9 6*	10 0						
	..	11 0							

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

Grade.	Class.	Division.								For Positions included in this 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.		
Tinsmith and Sheet Metal Worker	..	11 0	11 6	12 0						
Tinsmith and Sheet Metal Worker (Leading Hand)	..	13 0	13 6							
Tool Checker	..	9 6*	10 0							
Tool Storeman	..	9 6*	10 0							
Train Examiner	..	10 6	11 0	11 6						
Train Examiner (Leading)	..	12 6								
Travelling Crane Attendant (other than Floorman)	..	10 0	10 6							
Travelling Crane Attendant (Floorman)	..	10 6	11 0							
Tube Repairer	..	9 6*	10 0							
Turner	..	12 6	13 0	13 6						
Turner (Leading Hand)	..	14 6	15 0							
Upholsterer	..	11 6	12 0	12 6						
Upholsterer (Leading Hand)	..	13 6	14 0							
Undergear Repairer	..	10 0	10 6							
Undergear Repairer's Assistant	..	9 6*								
Watchman	..	9 0†								
Weighbridge Attendant	2	10 0								
Whetstone Grinder	..	10 6	11 0							
Witman§	..	11 0	11 6							
Wood Machinist	2	10 6	11 0	11 6	5	
	1	12 0	12 6	13 0						
Wood Machinist (Leading Hand)	..	14 0	14 6							
Yard Foreman	..	13 6	14 0	14 6						
Yard Sub-Foreman	..	12 6								

* Plus an allowance of 3d. per day, owing to abnormal conditions.
† Plus an allowance of 6d. per day, owing to abnormal conditions.
‡ See Appendix 5 for definition of duties.

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SCHEDULE VI.

WAY AND WORKS BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.						For Positions included in Schedule Appendix No.
		1.	2.	3.	4.	5.	6.	
Architect	£	£	£	£	£	£	
Architectural Assistant	See under Engineer						
Assistant Architect	2	325	350					
Assistant Engineer	1	375	400					
Assistant Chemist	260	280	300				
Caretaker (Flinders-street Station Buildings)	170	180	190	200			
Caretaker (Head Offices)	180	190	200	210	220		
Chemist	2	325	350					
Chief Architect	1	375	400					
Despatch Clerk	See under Engineer						
District Foreman	2	240	255	270				5
District Foreman (Metropolitan)	1	285	300					
Draughtsman	3	160	180	200	220			
Engineer, including Assistant Engineer of	1	300	325					
Signals, also	4	425	450					
Architect	3	475	500					
Chief Architect	2	525	550					
Estate Officer	1	575	600					
Estate Officer (Assistant)	See under Engineer						
Engineer (District)	450	475	500	525			
Engineering Assistant, also	2	180	200	220	240			
Architectural Assistant	1	260	280	300				
Estate Officer	See under Engineer						
Estate Officer (Assistant)	See under Engineer						
Foreman Painter (Metropolitan)	240	255	270				
Inspector of Ironwork	285	300	315	330	350		
Inspector of Ironwork (Supervising)	375	400	425	450	475		
Inspector of Works	315						
Laboratory Attendant	160	180	200	220			
Laboratory Assistant	180	200	220	240			
Landscape Gardener	225	240	255	270	285	300	
Lands Officer	2	325	350					
Lands Officer's Assistant	1	375	400					
Photographer	1	260	280	300				
Photography Assistant	2	300	325	350	375			
Plumbing Overseer	1	160	180	200	220			
Roadmaster (Country)	2	240	260	280				
Roadmaster (Metropolitan or Relieving)	1	270	285	300	315			
Shop Foreman (Metropolitan Works)	2	270	285	300	320			5
Shop Foreman (Ironwork)	1	340						
Shop Foreman (Signal Shops)	2	270	285	300				5
Signal Supervisor	1	285	300	315	330			5
Signal Supervisor (Assistant)	3	300	320	340				5
Sleeper Inspector	2	360	380					
Superintending Roadmaster	1	400	425					
Weighbridge Foreman	255	270	285				
Worksmaster (Country)	210	225	240	255	270		
Worksmaster (Metropolitan)	400	425	450				
Works Manager (Signal Shops)	270	285	300	315			
	..	330	350	375	400			
	..	425	450					
	..	425	450	475	500			

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.		
		s.	d.	s.	d.	s.	d.	s.	d.		s.	d.	s.	d.	s.	d.	
Apprentice	2	0	2	6	3	6	4	6	6	0						
Assembler (Semaphore)	10	0	10	6												
Ballast Guard	11	6	12	0	12	6										
Batterman	9	6*														
Batteryman	9	6*														
Battery Zincmaker	9	6*	10	0												
Blacksmith	12	6	13	0	13	6										
Blacksmith (Leading Hand)	..	14	6	15	0												
Block and Tackle Hand	9	6*	10	0												
Boilermaker	12	6	13	0	13	6										
Boilermaker (marking out and tem- plate making)	13	6	14	0	14	6										
Boilermaker (Leading Hand)	14	6	15	0												
Boilermaker's Help	9	6*	10	0												
Brass and Iron Moulder	2	11	6	12	0	12	6										
	1	12	6	13	0	13	6										
Brass and Iron Moulder (Leading Hand)	14	6	15	0												
Bricklayer	12	0	12	6	13	0										
Bricklayer (Leading Hand)	14	0	14	6												
Cable Joiner	12	0	12	6	13	0										
Cable Layer	10	0	10	6	11	0										
Carpenter	12	0	12	6	13	0										
Carpenter (Leading Hand)	14	0	14	6												
Carpenter and Joiner	12	6	13	0	13	6										
Carpenter and Joiner (Leading Hand)	14	6	15	0												
Case Hardener	10	0	10	6												
Casting Dresser	9	6*	10	0												
Chainman	10	0														
Colourman	11	6	12	0	12	6										
Concretor	2	9	6*														
Daily Paid Clerk (including Time- keeper)	10	0	10	6	11	0	11	6	12	0	12	6				
Despatchman	10	0														
Drainer and Pipe Joiner (Earthen- ware)	10	0														
Drainer and Pipe Joiner (Earthen- ware) (Leading)	11	0														
Driller	10	0	10	6												
Electrical Fitter†	12	6	13	0	13	6										
Electrical Fitter (Leading Hand)	..	14	6	15	0												
Electrical Fitter in charge ..	2	13	6	14	0	14	6	5
	1	15	0	15	6												
Electrical Mechanic†	12	0	12	6												
Fencer	10	0														
Fencer's Assistant	9	6*														
Fitter	12	6	13	0	13	6										
Fitter (Leading Hand)	14	6	15	0												
Fitter's Assistant (engaged on out- door work, after 313 days' work as such within a period of two years)	9	6*	10	0												
Foreman Artisan	16	0	16	6												
Foreman (Signal Gang)	14	0	14	6	15	0										
Frenchpolisher	11	0	11	6	12	0										
Furnaceman (Cupola)	10	6	11	0												

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

Grade.	Class.	Division.							For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Ganger (outside suburban area)	s. d. 10 6	s. d. 11 0	s. d.	s. d.	s. d.	s. d.	s. d.	
Ganger (inside suburban area, including Tramway Ganger)	11 6							
Ganger (Depôt—Metropolitan)	13 0	13 6	14 0					
Ganger (Special)	12 6	13 0	13 6	14 0				
Ganger (Works)	11 6	12 0	12 6	13 0				
Gardener	10 0							
Gardener (Leading)	11 0							
Gatekeeper (Male)§	8 0†							
Gatekeeper (Widow)§	6 0							
Gatekeeper (wife or relative of employé, including Assistant Gatekeeper)§	Cl. 6. 1 0	Cl. 5. 1 6	Cl. 4. 2 0	Cl. 3. 2 6	Cl. 2. 3 0	Cl. 1. 3 6		
Iron Machinist ..	2	10 6	11 0	11 6	5
Labourer ..	1	12 6	13 0	13 6					
Labourer (Leading, in earthwork gang)	9 0†							
Lad Labourer ..	Years Per day	14	15	16	17	18	19	20	
Lampmaker	2 6	3 0	3 6	4 6	5 6	6 6	7 6	
Lampmaker (Leading Hand)	11 6	12 0	12 6					
Locksmith	13 6	14 0						
Liftman	12 6	13 0	13 6					
Machine Moulder	9 6*							
Mason	10 6	11 0	11 6					
Mason (Leading Hand)	12 0	12 6	13 0					
Messenger ..	2	14 0	14 6						
Minor Machinist, comprising adults working any minor machine, such as—	1	9 0†	5
Core Machine	..	9 6*	10 0						
Grinding Machine	..								
Pipe Screwing, Bending, and Cutting Machines	..								
Screwing Machines	..								
Shearing Machine, and Steam, Air, or Drop Hammer	..								
Motor Lorry Driver	11 0							
Nurseryman	12 0							
Office Cleaner (Female)	6 6							
Office Cleaner (Male) ..	2	9 0†							
Office Cleaner (Male), (Leading) ..	1	9 6*							
Oiler (overhead shafting, Newport Signal Shops)	10 6							
Painter	9 6*	10 0						
Painter (Leading Hand)	11 0	11 6	12 0					
Patternmaker	13 0	13 6						
Pavior	13 6	14 0	14 6					
Pile-driver	11 6	12 0						
Pipe-fitter	9 6*	10 0						
Pipe Jointer (cast iron)	11 0	11 6	12 0	12 6				
Pipe Jointer (Leading)	10 6	11 0	11 6	12 0				
Pipe Jointer's Labourer	1s. per day above maximum for Pipe Jointer.							
Plan Mounter	9 6*	10 0						
Plasterer	9 6*	10 0						
	..	12 0	12 6	13 0					

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

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.		
Plasterer (Leading Hand) ..	2	14 0	14 6						5	
Platelayer, including—	2	9 6*								
Adzer	1	9 6*	10 0							
Fastener									5	
Gauger, and										
Jackman										
Platelayer (Leading) ..	2	10 6							5	
	1	11 0								
Plumber ..	2	11 6	12 0	12 6						
	1	12 6	13 0	13 6					5	
Plumber (Leading Hand) ..	2	14 6	15 0							
Puller-out ..	2	9 6*	10 0							
Repairer ..	2	9 0†	9 6*						5	
Rope Splicer ..	2	11 6	12 0							
Saw Doctor ..	2	13 6	14 0	14 6						
Saw Sharpener ..	2	10 6	11 0	11 6					5	
Sawyer ..	2	10 6	11 0	11 6						
Scaffolder ..	2	9 6*	10 0							
Shunter (without Guard's certificate)	2	10 6							5	
Shunter (with Guard's certificate)	2	11 0								
Signal Adjuster (Assistant)	2	11 0								
Signal Adjuster ..	2	11 6							5	
Signal Adjuster ..	Special	12 0								
Signal Ganger ..	2	12 6	13 0							
Signwriter ..	2	11 6	12 0	12 6					5	
Skilled Labourer (see Note (a)) ..	2	9 6*								
	1	9 6*	10 0							
Skilled Labourer (Leading) ..	2	10 6							5	
	1	11 0								
Slater ..	2	12 0	12 6	13 0						
Stationary Engine-driver ..	2	10 0	10 6						5	
	1	11 0	11 6							
Stoker ..	2	9 6*	10 0							
Storeman ..	3	10 0							7	
	2	11 0								
	1	12 0								
Storeman (Leading)* ..	2	13 0							7	
Striker ..	2	9 6*	10 0							
Sub-Foreman (Workshops)	2	16 0	16 6							
Sun Printer ..	2	9 6*	10 0						5	
Surveyor's Leading Hand ..	2	11 6	12 0	12 6						
Tarpaver ..	2	9 6*	10 0							
Timber Stacker ..	2	9 6*	10 0						5	
Tinsmith ..	2	11 0	11 6	12 0						
Trackman (Tramway) ..	2	9 6*	10 0							
Trimmer (earth or ballast)	2	9 6*							5	
Turner ..	2	12 6	13 0	13 6						
Upholsterer ..	2	11 6	12 0	12 6						
Upholsterer (Leading Hand)	2	13 6	14 0						5	
Watchman ..	2	9 0†								
	1	9 6*								
Watchman (Senior) ..	2	10 6	11 0						5	
Wireman† ..	2	11 0	11 6							
Wood Machinist ..	2	10 6	11 0	11 6						
	1	12 0	12 6	13 0					5	
Wood Machinist (Leading Hand)	2	14 0	14 6							
Yardsmen ..	2	9 6*	10 0							

* Plus an allowance of 3d. per day, owing to abnormal conditions.

† Plus an allowance of 6d. per day, owing to abnormal conditions.

‡ See Appendix 5 for definition of duties.

§ Every male Gatekeeper shall either be given quarters free of rental or paid an allowance in lieu thereof in accordance with the provisions of Clause 130; and every Female Gatekeeper or Assistant Gatekeeper shall be given quarters free of rental.

(a) Every Skilled Labourer (Class 2) in the Signal Section or the Works Section, who is adjudged worthy of advancement, shall, at the expiration of twelve months from the date of his appointment to Class 2, be promoted to Class 1, and receive the maximum for that class, viz., 10s. per day.

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SCHEDULE VIII.

ELECTRICAL ENGINEERING BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.						For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	
Assistant Chemist	£ 260	£ 280	£ 300	£	£	£	
Draughtsman	3	160	180	200	220			
	2	240	260	280				
	1	300	325					
Electrical Engineer	4	425	450					
	3	475	500					
	2	525	550					
	1	575	600					
Electrical Engineer (Assistant)	2	325	350					
	1	375	400					
Electrical Foreman (Jolimont)	315	330	350	375			
Electrical Superintendent	350	375	400	425	450		
Electrical Superintendent (Assistant)	285	300	315	330	350		
Engineering Assistant (Electrical)	2	180	200	220	240			
	1	260	280	300				
Engineer (Testing, Newport)	255	270	285	300			
Engineer (Shift, Newport)	255	270	285	300			
Engineer (Control, Newport)	285	300	315	330	350		
Engineer in Charge (Assistant, Newport)	375	400	425	450			
Engineer (Distribution)	500	525	550	575	600		
Engineer (Distribution, Assistant)	285	300	315	330	350		
Laboratory Assistant	180	200	220	240			
Mains Superintendent	285	300	315	330	350		
Mains Superintendent (Assistant)	225	240	255				
Overhead Superintendent	400	425	450	475	500		
Overhead Superintendent (Assistant)	270	285	300	315			
Power House Superintendent (Spencer-street)	285	300	315	330			
Workshop Manager (Jolimont)	500	525	550	575	600		

SCHEDULE IX.

ELECTRICAL ENGINEERING 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	2	0	2	6	3	6	4	6*	6	0					
Armature Winder	12	0	12	6	13	0									
Car Painter	11	6	12	0	12	6									
Car Shed Foreman	14	0	14	6	15	0	15	6	16	0					
Electrical Fitter§	12	6	13	0	13	6									
Electrical Fitter (Leading Hand)	14	6	15	0											
Electrical Mechanic§	12	0	12	6											
Electrical Mechanic (Leading Hand)	13	6	14	0											
Equipment Examiner	13	0	13	6	14	0	14	6	15	0					
(Leading Hand)	16	0	16	6											
Fireman (Electric Light or Newport)	10	6	11	0											
Fireman (Elwood)	10	0	10	6											
Fireman (Pintsch Gas)	9	6*	10	0	10	6									
Fitter	12	6	13	0	13	6									
Foreman (Electrical)	16	0	16	6											
Gasmaker	10	6	11	0	11	6									
Labourer	9	0†													
Lad (including all employes under 21 years of age)	Years { Per Day {	14		15		16		17		18		19		20		
Lamp Carboner	10	0	3	0	3	6	4	6	5	6	6	6	7	6	
Lineman (Low Tension)	11	0	11	6											
Pitman	11	0													
Plant Attendant	10	0	10	6	11	0	11	6							
Retort Setter	12	6	13	0	13	6									
Shedman	10	6													
Shift Electrician	10	6	11	0	11	6									
1	12	0	12	6	13	0									
2	14	0	14	6	15	0	15	6							
Skilled Labourer	9	6*													
1	9	6*	10	0											
Stationary Engine-driver (Elwood)	11	6†													
Stationary Engine-driver (Turbine)	11	6	12	0	12	6†									
Storeman	3	10	0													
2	11	0													
1	12	0													
Travelling Crane Attendant (other than Floorman)	10	0	10	6											
Watchman	9	0†													
Wireman§	11	0	11	6											

* Plus an allowance of 3d. per day, owing to abnormal conditions.

† Plus an allowance of 6d. per day, owing to abnormal conditions.

‡ Plus an allowance of 1s. per day to any Driver actually driving and performing the duties of Driver-in-Charge.

§ See Appendix 5 for definition of duties.

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SCHEDULE X.

TELEGRAPH BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.						For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	
Assistant Engineer	£ 325	£ 350	£	£	£	£	
Chief Telegraph Mechanician	315	330	350	375			
Engineering Assistant	2	180	200	220	240			
Foreman Lampmaker	1	260	280	300				
Lighting Overseer	255	270	285	300			
Line Foreman	270	285	300	315			
Line Inspector	225	240	255	270			
Operator	285	300	315	330			
Telegraph Inspector	See Schedule I.						
Workshop-Foreman	375	400	425	450	475		
	..	270	285	300	315			

SCHEDULE XI.

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.	
Apprentice	2 0	2 6	3 6	4 6	6 0			
Batteryman	9 6*							
Battery Zincmaker	9 6*	10 0						
Cable Joiner	12 0	12 6	13 0					
Car Gas Attendant	10 0	10 6						
Car Gas Fitter	12 6	13 0	13 6					
Carpenter	12 0	12 6	13 0					
Electrical Fitter†	12 6	13 0	13 6					
Electrical Fitter (Leading Hand)	14 6	15 0						
Electrical Mechanic†	12 0	12 6						
Electrical Mechanic (Leading Hand)	13 6	14 0						
Electrical Mechanic in charge	14 0	14 6						
Exchange Mechanic (Leading Hand)	14 0	14 6						
Gas Fitter	12 6	13 0	13 6					
Gas Fitter (Leading Hand)	14 6	15 0						
Gas Fitter (Sub-Foreman)	16 0							
Gasman	9 6*	10 0						
Labourer	9 0†							
Lad (including all employes under 21 years of age in the grades of Labourer, Messenger, Operator, and Telegraph Messenger)§	Years { Per day {	14 2 6	15 3 0	16 3 6	17 4 6	18 5 6	19 6 6	20 7 6	
Lampmaker	11 6	12 0	12 6					
Lampmaker (Leading Hand)	13 6	14 0						
Lampmaker (Sub-Foreman)	15 0							
Lineman	10 6	11 0						
Lineman in Charge	12 0							
Lineman's Assistant	9 6*	10 0						
Line Sub-Foreman	13 0	13 6						
Lux Lamp Attendant	9 6*							
Lux Lamp Fitter	12 0	12 6	13 0					
Lux Lamp Mechanic	10 6	11 0						
Operator (Daily Paid), without 2nd Class Telegraph Certificate	10 0							
Operator (Daily Paid), with 2nd Class Telegraph Certificate	11 0	11 6	12 0	12 6	13 0	13 6		
Pintech Gas Fitter	12 6	13 0	13 6					5
Plumber	2 1	11 6 12 6	12 0 13 0	12 6 13 6					
Portable Compressor Attendant	11 0							
Skilled Labourer	2 1	9 6* 9 6*	10 0						7
Storeman	3 2 1	10 0 11 0 12 0							
Typewriter Mechanic	12 0	12 6						

* Plus an allowance of 3d. per day, owing to abnormal conditions.

† Plus an allowance of 6d. per day, owing to abnormal conditions.

‡ Any Lad may attain a wage 6d. per day in excess of that specified herein, under the provisions of Clause 84.

§ See Appendix 5 for definition of duties.

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SCHEDULE XII.

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.	
Rail Classifier and Coal Officer	£ 245	£ 260	£ 275	£ 290	£	£	£	
Stores Foreman	245	260						
Stores Inspector	305	320	340	360				
Stores Overseer	275	290	305	320	340			
Stores Purchasing Agent	340	360	380	400				
Coal Viewer	s. d. 11 6	s. d. 12 0	s. d. 12 6	s. d. 13 0	s. d.	s. d.	s. d.	
Coal Viewer (Head)	13 6	14 0						
Daily Paid Clerk	10 0	10 6	11 0	11 6	12 0	12 6		
Firewood Inspector	14 0	14 6	15 0					
Ganger	10 6	11 0						
Gate Checkman and Packer	9 6*	10 0						
Labourer	9 0†							
Lad (including every employe under 21 years of age)	Years	14	15	16	17	18	19	20	
Messenger ..	Per day	2 6	3 0	3 6	4 6	5 6	6 6	7 6	5
	2	9 0†							
	1	9 6*							
Rope Splicer ..	Special	10 6	11 0						
Skilled Labourer	11 6	12 0						
	2	9 6*							
Storeman ..	1	9 6*	10 0						
	3	10 0							
	2	11 0							7
	1	12 0							
Storeman (Leading)	13 0							
Storeman (Head)	14 0	14 6	15 0					7
Watchman	9 0†							7

* Plus an allowance of 8d. per day, owing to abnormal conditions.

† Plus an allowance of 8d. per day, owing to abnormal conditions.

SCHEDULE XIII.

AUDIT OF RECEIPTS 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.	
Despatch Clerk	£ 170	£ 180	£ 190	£ 200	£	£	£	
Ticket Sorter	14	15	16	17	18	19	20	
Audit Ticket Checker	s. d. 2 6	s. d. 3 0	s. d. 3 6	s. d. 4 6	s. d. 5 6	s. d. 6 6	s. d. 7 6	
	Per day	9 6*	10 0						

* Plus allowance of 8d. per day, owing to abnormal conditions.

SCHEDULE XIV.

PRINTING AND STATIONERY BRANCH.—DAILY PAID STAFF.

Grade.	Class.	Division.							For Partitions made 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	2 0	2 6	3 6	4 6	6 0			
Compositor	12 0	12 6	13 0					
Compositor (Leading Hand)	14 0	14 6						
Foreman Printer	16 0	16 6						
Labourer	9 0†							
Lad, including every employé } under 21 years of age in the } grades of—	Years {	14	15	16	17	18	19	20	
Labourer	Per day {	2 6	3 0	3 6	4 6	5 6	6 6	7 6	
Machine Feeder			4						
Messenger	12 0	12 6	13 0					
Lithographer	14 0	14 6						
Lithographer (Leading)	15 6	16 0						
Lithographer (Foreman)	9 0†							
Machine Feeder	12 0	12 6	13 0					
Machinist	14 0	14 6						
Machinist (Leading Hand)	9 0†							
Messenger	12 0	12 6	13 0					
Paper Cutter	2	9 6*						
Skilled Labourer	1	9 6*	10 0					
Stone Polisher (Machine) and Plate									
Grainer	10 0	10 6						
Storeman	3	10 0						7
	2	11 0							
	1	12 0							
Storeman (Leading)	13 0							
Ticketmaker	12 6	13 0	13 6					
Ticketmaker's Assistant	2	9 6*	10 0					
	1	10 6	11 0						

* Plus an allowance of 3d. per day, owing to abnormal conditions.

† Plus an allowance of 6d. per day, owing to abnormal conditions.

DIVISION 2.

STAFF CHANGES.

- (16) No appointment to or removal from the staff shall be made without the sanction of the Commissioners, except in the case of—
- (a) Any Supernumerary employé in the Way and Works Branch who is to be or has been engaged exclusively on Appropriation works, or in extra gangs in connexion with special maintenance works;
 - (b) Any Casual Employé; and
 - (c) Any Supernumerary employé who is or has been required for extra track labour.
- (17) A statement showing the number and other particulars of the Employés referred to in Clause 16 (a and b), excluding any Supernumerary employé in the Way and Works Branch engaged exclusively on Appropriation Works, any Casual Laborer employed in the Newport Workshops, and any Casual Laborer employed in the Transportation Branch at—
- (a) the Melbourne, Ballarat, Bendigo, and Geelong Goods Sheds;
 - (b) the Williamstown, Port Melbourne, and Geelong Piers; and
 - (c) Echuca Wharf, Newmarket, Warrnambool, and Wodonga
- shall be submitted to the Commissioners monthly on the prescribed form (A 45).
- (18) A statement showing particulars of Extra Track Labour, and indicating the number of days worked in excess of the authorized number for each length, excluding overtime or time incurred in consequence of the grant of accident leave with pay, shall be submitted to the Commissioners monthly on the prescribed form (W.W. H.O. 30).
- (19) Every recommendation for the appointment or removal of any Supernumerary Employé shall be submitted on the prescribed form (G 9).
- (20) No alteration shall be made in the title, grade, class, salary, or wage of any Officer or Employé, nor shall any transfer be effected to or from the regular relieving staff, without the sanction of the Commissioners.
- (21) Every recommendation for a change in the title, grade, or class of any Officer or Employé, whether involving an increase or decrease of salary or wage or not, or for the transfer of an Officer or Employé to or from the regular relieving staff, shall be submitted on the prescribed form (G 8), except as provided in Clause 26, or unless the Head of the Branch considers that the circumstances render it desirable to submit the case on a separate memorandum.
- (22) Every recommendation for an increase of salary or wage shall be submitted on the prescribed form (G 7), except as provided in Clauses 21 and 26, or unless the Head of the Branch considers that the circumstances render it desirable to submit any particular case on a separate memorandum, and such recommendations shall be submitted monthly in the case of increments in favor of—
- (a) Any Employé in the Transportation Branch;
 - (b) Any Labourer, or Employé in a grade equivalent to that of Labourer;
 - (c) Any Engine-driver, or Cleaner in the Rolling-stock Branch;
 - (d) Any Lad or other Employé under or upon the attainment of the age of twenty-one years;
 - (e) Any Apprentice, either during the period of Apprenticeship, or upon the expiration of such period;
 - (f) Any Ganger, Repairer, or Platelayer in the Way and Works Branch;
 - (g) Any Officer in receipt of less than £190 per annum;
 - (h) Any Officer or Employé, on promotion to a higher grade or class; and

DIVISION 3.—*continued.*STAFF CHANGES—*continued.*

- (i) Any Officer or Employé whose increment has been withheld in consequence of misconduct or the unsatisfactory performance of his duties, but who has improved to such an extent as to warrant the grant of an increment.
- (23) Recommendations for all increments other than those specified in Clause 22 shall be submitted at such intervals as the Commissioners may from time to time direct.
- (24) Every recommendation on Form G 7 or G 8 shall be submitted in duplicate.
- (25) No Officer or Employé shall be transferred from one branch to another without the prior approval of the Commissioners.
- (26) Every recommendation for the transfer of an Officer or Employé from one Branch to another, or for a change in the title of an Officer or Employé whom it is not proposed to transfer to entirely different duties or to a vacancy previously occupied by an Officer or Employé holding the proposed title, shall be made on a separate memorandum.
- (27) No recommendation for an alteration in the title, grade, class, salary or wage of an Officer or Employé, which has been otherwise sanctioned by the Commissioners, shall be made on Form G 7 or G 8.
- (28) The Chief Accountant shall report to the Commissioners on the prescribed form (A 44), within twenty-one days after the pay-rolls for each month have been closed, all changes in the pay-rolls as compared with those of the preceding month which require the sanction of the Commissioners but which have not been so sanctioned.

DIVISION 3.

QUALIFICATIONS GOVERNING REMUNERATION.

- (29) 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 gain the qualification, 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 at such times as may be indicated by the Head of the Branch.
- (30) No such Junior Clerk shall be granted an increment on or after the expiration of two years' permanent service as a Junior Clerk unless he has obtained a Certificate in Telegraphy, or, if he has not obtained such Certificate, unless the Commissioners consider his failure to do so to be due to physical or other disability of a permanent nature and exempt him from the provisions of this Division, or deem the disability to be of a temporary character, and grant him an extension of time (without loss of any accrued increments) in which to obtain the qualification.
- (31) The General Superintendent of Transportation shall, as soon as any Junior Clerk who has not obtained a Certificate in Telegraphy has completed two years' permanent service in that capacity, furnish to the Commissioners an intimation to that effect, together with a report showing the progress which has been made by the Officer concerned, his explanation for his failure to obtain the Certificate, and his general capability and conduct, as well as any other facts which may have an influence in determining what action shall be taken.
- (32) Any Junior Clerk in the Transportation Branch who, although not granted an exemption or an extension of time under the provisions of Clause 30, fails to obtain a Certificate in Telegraphy by the date upon which he reaches the age of twenty-one years, shall be called upon to show cause why he shall not be

DIVISION 3—*continued.*QUALIFICATIONS GOVERNING REMUNERATION—*continued.*

removed from the position of Junior Clerk as being incompetent therefor, and shall be so removed unless he satisfy the Commissioners that there is reasonable excuse for his failure to obtain the Certificate.

(33) Any Junior Clerk who has been penalized under the provisions of Clause 30, 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 any increment or accrued increments then granted shall only be made operative as from the date of obtaining the Certificate.

(34) Any lad who holds a Certificate in Telegraphy and who is employed—

(a) in the Transportation Branch; or

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

shall be paid a wage 6d. per day in excess of that prescribed for his position and age in the Classification Schedules.

DIVISION 4.

TIME ALLOWANCES FOR FRACTIONS OF AN HOUR.

(35) Unless otherwise directed by the Commissioners, the time allowances for fractions of an hour worked by any Employé, in excess of any number of hours, shall be in accordance with the following scale, viz.:—

Time worked in excess 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

(36) 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 35 shall be applied to any fraction of an hour in the *total* so arrived at.

(37) The allowances prescribed in Clause 35 shall be adopted both in respect of any fraction of an hour in the ordinary shift and in respect of any fraction of an hour in a period of overtime if such overtime does not immediately precede or immediately follow the ordinary shift.

(38) In computing the time to be credited to any Employé at the rate of time and a quarter, time and a half, or double time, the method of calculation shall be to apply the provisions of Clause 35 to the result arrived at *after* making allowance for the extra rate, and not to apply the provisions of such clause to the time actually worked, and then add the allowance for the extra rate.

DIVISION 5.

ENGINEMEN AND CLEANERS.

(39) 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, and any time occupied in travelling as a passenger between the starting and terminal points of the journey.

DIVISION 5—continued.

ENGINEMEN AND CLEANERS—continued.

"Shift" shall mean the service rendered between two periods 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, 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 time engaged in booking on, 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 in 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 booking off duty at the end of a shift or trip.

"T.R. point" shall mean the point fixed as the boundary of the particular Locomotive Depôt yard, as specified hereunder:—

Depôt.	Point at which Record is taken.
Ararat ...	"A" box.
Ballarat ...	Outwards, Humffray-street.
" ...	Inwards, "A" box.
Benalla ...	"B" box.
Bendigo ...	"A" box.
Camperdown ...	Points entering Loco. Yard.
Castlemaine ...	In yard.
Colac ...	In office.
Dimboola ...	Signal box.
Donald ...	In office.
Geelong ...	"B" box.
Hamilton ...	Signal box.
Korong Vale ...	In office.
Korumburra ...	In yard.
Lilydale ...	Disc from Loco. Yard.
Maryborough ...	"B" box.
North Melbourne ...	Loco. signal box.
Numurkah ...	In office.
Nyora ...	Signal box.
Port Melbourne ...	Graham-street signal box.
Serviceton ...	Signal box.
Seymour ...	"C" box.
Shepparton ...	In office.
State Mine ...	Signal box.
Stawell ...	"A" box.
Traralgon ...	Signal box.
Wallan ...	In office.
Wangaratta ...	No. 3 Semaphore Post.
Warracknabeal ...	In office.
Warragul ...	Shunters' room.
Wodonga ...	"A" box.
Woodend ...	Signal box.

DIVISION 5—continued.

ENGINEMEN AND CLEANERS—continued.

(40) Every Engineman shall, subject to the provisions of Clause 41, 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.

(41) 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 the wage for an Adult Cleaner. Every Cleaner whilst acting as a Fireman shall be paid at least the minimum wage of the higher grade.

(42) Every Engineman and Cleaner shall, except as provided in Clauses 43 and 44, be paid on the basis of eight hours per day.

(43) 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.

(44) Unless otherwise determined by the Head of the Branch, any Engineman employed in a regular country passenger or mixed service shall be credited for the mileage which he runs on the basis of the following scale, and the time so credited shall cover all duties (including engine time) in connexion with the service, viz.:

Mileage of shift or portion 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 ..	1½ "
Over 150 and up to and inclusive of 165 miles ..	1½ "
Over 165 and up to and inclusive of 180 miles ..	1½ "
Over 180 and up to and inclusive of 195 miles ..	1½ "
Over 195 and up to and inclusive of 210 miles ..	1½ "
Over 210 and up to and inclusive of 225 miles ..	1½ "
Over 225 and up to and inclusive of 240 miles ..	2 "
Over 240 and up to and inclusive of 255 miles ..	2½ "
Over 255 and up to and inclusive of 270 miles ..	2½ "

and any Engineman who works a portion of a shift involving not more than 100 miles of running in such service, or who in an exceptional case is paid on a mileage basis for a shift of not more than 100 miles, shall be credited with 7 hours if the run be in excess of 85 miles, or with 6 hours if the run be over 70 but not more than 85 miles, or a correspondingly reduced allowance in the case of a lesser mileage. The time occupied in connexion with any shift or portion of a shift in such service shall, however, be paid for on the basis of eight hours per day if such method be more favorable to the Engineman concerned, subject to the reservation that the method of computing payment for the same run shall not be varied from day to day.

(45) Any Engineman employed in country passenger or mixed service, other than as provided in Clause 44, may be paid on the prescribed mileage basis if so determined by the Head of the Branch.

(46) Any Engineman who commences a shift usually paid for on the "hours" basis, whose services are subsequently availed of to run a trip paid for on a mileage basis, shall be credited with the time worked on the "hours" basis as well as the prescribed allowance for the mileage trip, irrespective of the fact that the total time so payable may exceed the total time on duty.

(47) Unless otherwise specified herein or otherwise determined by the Head of the Branch, every Engineman shall be credited with the engine time actually worked at the commencement and finish of a shift (after the completion of switching or other Transportation work) respectively, subject to a

DIVISION 5—continued.

ENGINEMEN AND CLEANERS—continued.

maximum of 45 minutes in each case; and 40 minutes of such maximum time, or such lesser time as may actually be worked, shall be allowed within the T.R. point, both before commencing and after finishing switching or other Transportation work.

(48) No Engineman shall be credited with any allowance under the provisions of Clause 47 in respect of the beginning or the end of any break in a shift, except as specified in Clauses 50, 51, 52 and 54.

(49) Broken shifts may be arranged by, and at the discretion of, the Head of the Branch, but no such shift shall extend over a period in excess of 12 hours from the time of signing on for the first portion till the time of signing off for the last portion of the shift.

(50) 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 the engine time actually worked at the end of the first portion and at the commencement of the second portion of the shift subject to a maximum of 30 minutes in each case; and 25 minutes of such maximum time, or such lesser time as may actually be worked, shall be allowed within the T.R. point, both before commencing and after finishing switching or other Transportation work.

(51) Any Engineman employed on a broken shift who changes engines at the break of the shift shall be credited with full engine time at the completion of the first portion of the shift, and at the commencement of the second portion of the shift respectively, on the basis prescribed in Clause 47.

(52) Any Engineman employed on a broken shift who is required to take his engine from Flinders-street or Prince's-bridge to the Locomotive Depot at North Melbourne or Port Melbourne, shall be credited with the engine time actually worked at the end of the first portion and at the commencement of the second portion of the shift, subject to a maximum of thirty minutes in each case; and twenty-five minutes of such maximum time, or such lesser time as may actually be worked, shall be allowed within the T.R. point, both before commencing and after finishing switching or other Transportation work; and, subject to the approval of the Head of the Branch, he shall also be credited with such time as may be required to bring the engine from the train to the depot at the completion of the first portion of the shift, and from the depot to the train at the commencement of the second portion of the shift.

(53) No Engineman shall be credited with any engine time for any occasion on which he 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 on which he, for the return journey, changes over to another engine *en route*.

(54) 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 switching or other Transportation work on the one portion and the commencement of the switching or other 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, a maximum of 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 event a maximum of forty-five minutes shall be allowed.

(55) 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 in addition to that allowed for the forward and return trips, as may be required to bring his time (including engine time, but excluding any work foreign to the trip and the penalty rate to which he is entitled for any work on the Sunday) for the round trip up to one day and a half at full pay.

DIVISION 5—*continued.*ENGINEMEN AND CLEANERS—*continued.*

(56) 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 week-day on which he does not run, in addition to the time allowed for the forward and return trips, as may be required to bring his time (including engine time, but excluding the penalty rate to which he is entitled for any work on a Sunday occurring in the period of absence) for the round trip up to even time for the number of week-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.

(57) 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.

(58) Unless otherwise determined by the Head of the Branch, any Engineman engaged in a service other than as specified in Clause 57 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 to the reservation specified in Clause 59.

(59) Any Engineman may be booked off duty at a terminal point away from his head-quarters during an interval between the trips constituting a shift, and any Engineman so booked off, and who is paid on the basis of hours, shall be credited with full time for the gross interval (*i.e.*, between the time of arrival and the time of departure) if less than $1\frac{1}{2}$ hours, or, if the gross interval be $1\frac{1}{2}$ hours or more, with full time for $1\frac{1}{2}$ hours and half time for the balance, subject to the reservations—

(a) that if he be necessarily occupied for a period longer than $1\frac{1}{2}$ hours in the performance of shunting or other duty, including the time taken up in attending to his engine, with a maximum as set out in Clauses 50 and 51, he shall be credited with full time for the period so occupied; and

(b) that if the time worked, together with any time allowances in respect of the shift, amounts to less than the equivalent of one day, he shall be credited in full with so much of the interval (but not more than the actual interval) as may be necessary to make the total time for the shift equivalent to one day.

(60) Every Engineman shall be eligible for relief after he has been eight hours on duty, and every Engineman who has been on duty for a period of twelve hours shall be relieved as soon as possible after he makes application to the Officer in Charge.

(61) Any Engineman who is relieved from duty under the provisions of Clause 60, and whom it is practicable to book off duty for a period of at least eight hours, shall be so booked off, or if possible shall be booked off for ten hours, at any station in a locality in which there is accommodation for him to obtain rest, and he shall not be credited with any time in respect of the period during which he is so booked off.

(62) Any Engineman relieved from duty under the provisions of Clause 60 shall not be granted any subsequent engine time allowance in respect of the shift under the provisions of Clause 47; and in any instance in which an 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

DIVISION 5—continued.

ENGINEMEN AND CLEANERS—continued.

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.

(63) Any Engineman who is required to sign on at the Locomotive depôt and walk to the station to join a train, or to walk from the station to the Locomotive depôt to sign off after relief, shall be credited with an allowance as specified hereunder :—

Depôt and Station between which Employé is required to walk.		Allowance for signing on or off when not burdened with any kit.	Allowance for signing on or off and carrying kit of tools, either to or from Station.	Allowance when relieved at Pit.
Depôt.	Station or Yard.	Minutes.	Minutes.	Minutes.
Ararat ...	Ararat ...	5	8	5
Ballarat ...	Ballarat East ...	5	8	5
" ...	Ballarat West ...	15	20	Nil
Benalla ...	Benalla ...	8	12	5
Bendigo ...	Bendigo ...	5	8	5
" ...	Bendigo Yard, to travel by Goods train to relieve	12	—	—
Colac ...	Colac ...	5	8	5
Dimboola ...	Dimboola Yard ...	8	12	5
Donald ...	Donald Platform ...	5	8	5
Geelong ...	Geelong ...	15	18	5
Hamilton ...	Hamilton Yard ...	5	8	5
Korumburra ...	Korumburra ...	5	8	5
Maryborough ...	Maryborough ...	15	20	5
North Melbourne ...	Dudley-street Box ...	8	12	5
" ...	Yard Supt.'s Office ...	10	15	
" ...	Gravitation Office ...	15	20	
" ...	Assistant Yard Supt.'s Office	10	15	
" ...	West Yard ...	10	15	
" ...	East Yard ...	15	20	
" ...	" Siding Pilot	15	20	
" ...	Arden-street ...	15	20	
" ...	North Melbourne Station	8	12	
" ...	North Melbourne New Yard	5	8	
" ...	Weighbridge, Dudley-street	8	12	5
" ...	Coal Boat Pilot (when relieved on wharf)	10	15	
" ...	Passenger Yard, Spencer-street	15	20	
Nyora ...	Nyora Yard ...	5	15	5
Port Melbourne ...	Port Melbourne Station	5	8	5
" ...	New Pier ...	15	—	5
Seymour ...	Seymour ...	10	15	5
Stawell ...	Stawell ...	10	15	5
Traralgon ...	Traralgon ...	5	8	5
Warragul ...	Warragul ...	10	15	5
Wodonga ...	Wodonga ...	5	8	5
Wonthaggi ...	Wonthaggi ...	20	25	5
" ...	" (State Mine Yard)	8	12	5

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

(65) Any Engineman or Cleaner who is ordered to and does report for duty, and whose services are not utilized as an Engineman on a train or as

DIVISION 5—*continued.*ENGINEMEN AND CLEANERS—*continued.*

a Cleaner (as the case may be), shall be credited with full time until relieved from duty, subject to a minimum of two hours for each such occasion; provided that if on any occasion he be booked on within two hours from the time of being previously booked on he shall in respect of such previous booking on be allowed full time only up till the time he is again booked on. Every Engineman or Cleaner shall, however, be liable for work at the depôt during the period for which he is paid.

(66) 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.

(67) Any Engine-driver transferred to Melbourne shall be allowed not more than 352 working hours, to Ballarat or to Bendigo not more than 80 working hours, and to Maryborough, Geelong, Ararat, Stawell, Benalla, Seymour, Korumburra, Traralgon, or Wonthaggi, not more than 48 working hours, to learn the roads at and radiating from such respective depôts and the signals in connexion therewith, and during such period, or any lesser period in which he may be so engaged, he shall perform the duties of a Fireman and shall be paid at the rate to which he is entitled as an Engine-driver for the time during which he would have been driving if he had known the roads and signals, whilst for any other time he shall be paid at the maximum rate for a Fireman. Any period in excess of the number of hours 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.

In the case of an Engine-driver at a country depôt who is temporarily transferred to Melbourne to learn certain roads and signals to enable him to run trains into Melbourne, the period of firing duty to be paid for at the Driver's rate shall not exceed 80 hours.

(68) Enginemen shall be allotted to the different 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.

(69) 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 booking off overtime in conformity with the provisions of Division 15.

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

(71) 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.

(72) The seniority of every Cleaner shall be fixed as from the date on which he commences duty as a Cleaner, subject to the reservations 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 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.

DIVISION 5—continued.

ENGINEMEN AND CLEANERS—continued.

(73) 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.

(74) Any Engineman who voluntarily seeks a lower position in the grade of Engine-driver, Fireman, or Cleaner, shall, on appointment to such lower position, be placed in the same relative place on the Seniority List as he would have occupied had he not accepted promotion beyond such lower position.

(75) 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 have his name placed at the bottom of his former class, provided, however, that any Engineman or Cleaner who is promoted to a higher position, but is found to be unsuitable therefor, and is reinstated as an Engineman or Cleaner (as the case may be) shall have his name placed on the seniority list in the same relative position as he occupied prior to such promotion.

(76) Any Engineman or Cleaner who, in consequence of ill-health or of any injury, is compelled to seek employment temporarily 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 his ordinary duties. 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.

(77) 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.

(78) Every Cleaner after the completion of 313 days' firing shall be required to pass a further examination, and upon passing such examination shall at once be classified as a Fireman, and be placed on the Firemen's list in the order of his seniority; and any Cleaner who fails in any portion thereof shall not, unless otherwise determined by the Head of the Branch, be permitted to act as a Fireman. Any Cleaner who fails to pass either of the prescribed examinations at the second attempt shall be passed over by any Cleaner who qualifies 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 transferred to the position of Laborer or classified permanently as a Cleaner.

(79) Any Engine-driver qualifying for the increase to 13s. or 13s. 6d. per day, or any Cleaner, who is temporarily employed in another position owing to the exigencies of the service, 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 paid at the rate of wage which he would have received in such position for such period as under ordinary circumstances he would have worked therein, and every such Engine-driver shall be credited with such time for the purpose of making up the period of 313 days' driving.

DIVISION 5—continued.

ENGINEMEN AND CLEANERS—continued.

(80) Every Fireman shall be required to pass an examination before being classified or utilized as an Engine-driver, and upon passing such examination shall at once be classified as an Engine-driver. Any such employé who fails to pass the prescribed examination at the second attempt shall be passed over by every Fireman who qualifies 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 permanently classified as a Fireman at 11s. per day, and shall not be entitled to further advancement as an Engineman.

(81) 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 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.

GUARDS.

(82) 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 and any time occupied in travelling as a passenger between the starting and terminal points of the journey.

“Shift” shall mean the service rendered between two periods 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, but any break of less than one hour (exclusive of any time allowance) at the head-quarters shall be treated as time on duty.

(83) The classification of “Passenger Guard” shall, unless otherwise determined by the Head of the Branch, be allotted to every position involving wholly passenger (other than suburban) train running and to every position involving Passenger (other than suburban), Fast Mixed, Limited Mixed, or Through Mixed train running for an average (including any allowance for duties performed in connexion with such running) of at least 75 per cent. of the full working hours.

(84) 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).

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

(86) 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.

DIVISION 6—*continued.*GUARDS—*continued.*

(87) Every Guard shall be credited with an allowance as specified hereunder for booking on or off, perusing the roster and notices, making up and inspecting the train, recording tonnage, testing brakes, inspecting contents of van, compiling train way-bills and other reports, &c. :—

Class of Train.	Allowance.	
	Before due time of Departure at commencement of Shift.	At end of Shift.
	Minutes.	Minutes.
Passenger	} 30 to 60	20
Mixed		20
Goods		20
Suburban	15	15

and the actual allowance to be credited at the 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.

(88) The allowances prescribed in Clause 87 in respect of Suburban Trains shall also be granted in respect of any overtime duty worked by any Suburban Guard after the completion of, and distinct from, his ordinary shift.

(89) Any Suburban Guard who, after returning to his head-quarters, is required to shunt his train or shut up the windows thereof or perform other special duties, shall be credited with the allowance of fifteen minutes prescribed in Clause 87 as from the time of completing such special duties.

(90) Any Suburban Guard who is required to travel to another station to commence a shift or overtime duty after the completion of and distinct from his ordinary shift shall, instead of the allowances prescribed in Clauses 87 and 88 respectively, be credited with an allowance of—

(a) ten minutes at his head-quarters, and

(b) five minutes at the out-station, provided that such an interval elapses at the out-station prior to commencing running.

(91) Any Guard, other than a Suburban Guard, who is required to travel as a passenger in order to pick up a train, shall, instead of the allowance prescribed in Clause 87, be credited with an allowance of ten minutes before departure from his head-quarters for booking on, perusing the roster and notices, &c.

(92) Any Goods or Mixed train Guard who, at the commencement or end of his shift, 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 Clause 87, 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.

(93) 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 87 and 92, be credited with an allowance as

DIVISION 6—*continued.*GUARDS—*continued.*

specified hereunder for the purpose of obtaining his kit from or returning it to his head-quarters :—

Ordinary Head-quarters.	Place from which Train is Run.	Allowance for—	
		Obtaining Kit.	Returning Kit.
		Minutes.	Minutes.
Flinders-street ...	Melbourne Yard ...	25	25
" ...	Spencer-street ...	15	15
Melbourne Yard ...	Flinders-street or Prince's-bridge ...	25	25
" ...	Spencer-street ...	10	10
Prince's-bridge ...	Melbourne Yard ...	25	25
" ...	Spencer-street ...	15	15
Spencer-street ...	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).

(94) Any Guard who is required to run a show or race 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 30 minutes therefor, in addition to any allowances under the provisions of Clauses 87 and 93 respectively.

(95) 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.

(96) 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.

(97) Any Guard, Porter (Vanman), or Conductor 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 in addition to that allowed for the forward and return trips, as may be required to bring his time (including time allowances, but excluding the penalty rate to which he is entitled for any work on the Sunday) for the round trip up to one day and a half at full pay.

(98) Any Guard 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 week-day on which he does not run, in addition to the time allowed for the forward and return trips, as may be required to bring his time and time allowances (excluding the penalty rate to which he is entitled for any work on a Sunday occurring in the period of absence) for the round trip up to even time for the number of week-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.

DIVISION 6—continued.

GUARDS—continued.

(99) Any Guard, Porter (Vanman), or Conductor may be booked off duty at a terminal point away from his headquarters during an interval between the trips constituting a shift, and shall be credited with full time for the gross interval (*i.e.*, between the time of arrival and the time of departure) if less than $1\frac{1}{2}$ hours, or, if the gross interval be $1\frac{1}{2}$ hours or more, with full time for $1\frac{1}{2}$ hours and half time for the balance, subject to the reservations—

(a) that if he be necessarily occupied for a longer period than $1\frac{1}{2}$ hours 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, and

(b) 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, he shall be credited in full with so much of the interval (but not more than the actual interval) as may be necessary to make the total time for the shift equivalent to one day.

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

(101) Any Guard who is relieved from duty under the provisions of Clause 100 and whom it is practicable to book off duty for a period of at least eight hours shall be so booked off, or if possible shall be booked off for ten hours, 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 during which he is so booked off.

(102) Any Guard relieved from duty under the provisions of Clause 100 shall not thereafter be granted any subsequent allowance under the provisions of Clauses 87, 93, and 99 in respect of the shift, 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-five 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.

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

(104) 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 two hours for each occasion; provided that if on any occasion he be booked on within two hours from the time of being previously booked on he shall in respect of such previous booking be allowed full time only up till the time he is again booked on. Any Guard shall, however, be liable for work at the station during the period for which he is paid.

(105) 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.

DIVISION 6—*continued.*GUARDS—*continued.*

(106) Guards shall be allotted to the different 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.

(107) 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 booking off overtime in conformity with the provisions of Division 15.

(108) 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.

(109) 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.

(110) Any Guard who voluntarily seeks a position in a lower class shall, on appointment to such lower class, be placed in the same relative place on the Seniority List as he would have occupied had he not accepted promotion beyond such position.

(111) 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 have his name placed at the bottom of his former class, provided, however, that any Guard who is promoted to a higher position, but is found to be unsuitable therefor, and is reinstated as a Guard, shall have his name placed on the seniority list in the same relative position as he occupied prior to such promotion.

(112) Any Guard who, in consequence of ill-health or of any injury, is compelled to seek employment temporarily 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 his ordinary duties. 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.

(113) 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.

DIVISION 6—*continued.*GUARDS—*continued.*

(114) 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 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 7.

TEMPORARY PERFORMANCE OF HIGHER OR CERTAIN SPECIFIED WORK.

(115) 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.

(116) No Employé shall be granted any allowance in time or expenses, except as prescribed in Clauses 145 and 160, in recognition of the performance of duties of a higher class or grade.

(117) 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 the higher position at least once in every week during any particular month;
- (b) any Employé who acts as a Coal Viewer, Guard, Hostler, Lighter-up and Washer-out, Motor Guard, Signalman, Signwriter, or Spray Painter;
- (c) any Employé who acts in a higher position on alternate Sundays; and
- (d) any Employé who acts in the higher position for at least a quarter of a day on the day immediately preceding or following a full day in which he acts in such position;

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

(118) Any Clerk or Assistant Stationmaster not attached to the regular relieving staff who is required to act temporarily as a Stationmaster shall, whilst so acting, be granted—

- (a) (if in receipt of a salary of less than £180 per annum) an allowance to make his remuneration equivalent to £180 per annum, and either free quarters or an allowance of 17s. 6d. per week in lieu thereof; or
- (b) (if in receipt of a salary of £180 per annum or more) free quarters or an allowance in lieu thereof to make his total remuneration equivalent to £225 per annum,

DIVISION 7—*continued*.TEMPORARY PERFORMANCE OF HIGHER OR CERTAIN SPECIFIED WORK—*continued*.

subject to the reservations (i) that any such Officer in receipt of expenses under the provisions of Clause 149 shall not be granted such quarters allowance; and (ii) that if any such Officer be in receipt of Suburban Relieving Expenses the allowance shall only be paid to the extent of bringing the combined relieving and quarters allowances up to the amount set out above.

(119) Any Clerk or Assistant Stationmaster attached to the regular relieving staff who is required to act temporarily as a Stationmaster shall, whilst so acting be granted—

- (a) (if in receipt of a salary of less than £180 per annum) an allowance to make his remuneration equivalent to £180 per annum, and such relieving expenses or quarters allowance (as the case may be) as would under similar circumstances be granted to a Stationmaster in receipt of £180 per annum;
- (b) (if in receipt of a salary of £180 per annum or more, and provided that such a course be favorable to him) such relieving expenses or quarters allowance (as the case may be) as will make his salary plus the relieving expenses or quarters allowance equivalent to the total remuneration which under similar circumstances would be received by a Relieving Stationmaster in receipt of £180 per annum.

(120) Any Employé (other than an Engineman or a Cleaner acting as an Engineman) who is required to temporarily carry out the duties of a higher position on the daily-paid staff shall, except as prescribed in Clause 123, be paid an allowance, whilst performing such duties, to make his wage equivalent to the minimum for the class of the particular grade in which he is acting.

(121) Any Operating Porter who is required to act temporarily as a Stationmaster shall, in addition to any allowance under the provisions of Clause 125, be granted whilst so acting an allowance of 17s. 6d. per week in lieu of quarters, subject to the reservations—

- (i) That any such Employé in receipt of expenses under the provisions of Clause 149 shall not be granted such quarters allowance; and
- (ii) That if any such Employé be in receipt of Suburban Relieving expenses, the additional allowance shall only be paid to the extent of bringing the combined allowances up to 17s. 6d. per week.

(122) Any Employé who has accepted employment in a lower position in consequence of reductions of staff, ill-health or injury, or of defective vision, colour-sense, or hearing, and who is required to temporarily carry out the duties of a higher position on the daily-paid staff than that in which he is classified, shall be paid an allowance whilst performing such duties to make his wage equivalent to the maximum for the class of the particular grade in which he is acting, subject to the reservation that his total wage and allowance shall not be greater than the wage received by him immediately prior to his acceptance of the lower position.

(123) 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 indicated in the table, and such allowance shall be computed on the basis of the number of hours constituting the ordinary shift, except in the cases of a Blacksmith welding 50 links per day, a Striker assisting such Blacksmith, an Engine Driver in charge at a Sub-Depôt,

DIVISION 7—*continued.*TEMPORARY PERFORMANCE OF HIGHER OR CERTAIN SPECIFIED WORK—*continued.*

and a Turner turning an average of 6 blooms per day, in which the allowance per day shall be paid for each calendar day to which it is applicable.

The payment of any allowance under this Clause 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, Leading Skilled Labourer, Leading Hand Artisan, Fitter in charge (Class 2), or other Leading Hand	s. d.
Blacksmith ..	(Welding 50 links per day)	1 0†
Car Cleaner or Car Cleaner (Leading)	When using acid solution at wash dock	1 0*
Car Cleaner (Leading)	With general supervision over another gang as well as his own	0 6*
Car Painter or Painter	Colourman, Glass Embosser, Grainer, or Signwriter	1 0*
Carpenter	Timber Passer	0 6*
Drainer and Pipe Joiner (Earthenware), including Leading Employé, or Skilled Labourer assisting	When working in wet places	1 0
Electrical Fitter, Electrical Mechanic, or Exchange Mechanic (Leading Hand)	When attending to Automatic Telephone Switchboard	0 6*
Engine Cleaner ..	Engine Cleaner at an Out Station ..	0 6*
Engine Driver ..	In charge of one engine and at least two crews, including the crew of which he is a member	0 6*
Engine Driver ..	In charge of one engine and at least four crews, or of more than one engine and not more than four crews, including the crew of which he is a member	1 0*
Engine Driver ..	In charge of more than one engine and at least five, but not more than six crews, including the crew of which he is a member	1 6*
Engine Driver ..	Engine Driver at a Sub-Depôt in charge of more than one engine and more than six crews, including the crew of which he is a member ..	2 0*
Fireman	Motor Guard	1 0*

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

DIVISION 7—continued.

TEMPORARY PERFORMANCE OF HIGHER OR CERTAIN SPECIFIED WORK—continued.

Grade of Employé.	Grade temporarily engaged in or duties performed.	Allowance per Day in addition to the ordinary Wage.
Fitter	Making gauges, taps, and dies and milling cutters, or when engaged on engine construction work in marking out cylinders, motions, and the engine framework	s. d. 1 0*
Ganger	Passing sleepers	1 0*
Labourer	Attending to caustic soda tank, Newport, Ballarat, or Bendigo Workshops	0 6*
Labourer or Skilled Labourer (Electric Light Station) ..	Employed in cleaning the inside of economiser or boilers, furnaces, gas mains, tar mains, gas condensers, washers, hydraulic boxes, tar tank, or oil tank	1 0 for each day or part of day so employed*
Motorman	Ticket Examiner	1 0
Running Shed Employés—		
Blacksmith ..		
Blacksmith (Leading Hand) ..		
Boilermaker ..		
Boilermaker (Leading Hand) ..	Employed on repair work ..	0 6*
Boilermaker's Help ..	(See Clause 124.)	
Fitter		
Fitter (Leading Hand) ..		
Fitter's Assistant ..		
Striker		
Shunter	Employed at Car and Waggon Shops, North Melbourne (for every day during which he is engaged for at least half his time in lifting operations with the locomotive crane) ..	0 6*
Skilled Labourer ..	Second Hand in Forge	0 6
Skilled Labourer ..	Attending to spark arresters in Running Shed	1 0*
Striker	Assisting Blacksmith to weld 50 links per day	0 6*
Turner	(Turning an average of 6 blooms per day)	0 6*
Any employé ..	Tool Sharpener	9 6 Allowance to make Wage per day equivalent to—
Labourer, Skilled Labourer, or Painter's Labourer ..	Using spray painter	11 0

DIVISION 7—*continued.*TEMPORARY PERFORMANCE OF HIGHER OR CERTAIN SPECIFIED WORK—
continued.

(124) Any running shed employé specified in Clause 123, when employed on repair work, or any employé using a spray painter, shall be paid the allowance prescribed on the following basis :—

	Allowance to be granted for—	
If so employed for half his time or less on any day	Half a day	Subject to a maximum of the time actually worked
If so employed for more than half his time on any day	Full day	
If so employed for more than eight hours on any day	Total time worked	

(125) Any Employé who is required to temporarily carry out the duties of an Officer, other than a Clerk, shall be paid an allowance whilst performing such duties, in order to make his remuneration approximately equivalent to the minimum salary of the particular grade (or class if the grade be subdivided into classes), as under :—

Minimum Salary of Position.	Wage per Day (including Allowance) to be granted.	Minimum Salary of Position.	Wage per Day (including Allowance) to be granted.
£	s. d.	£	s. d.
170	11 0	210	13 6
175	11 0	230	14 6
180	11 6	240	15 6
190	12 0	220 or over	16 0
200	13 0		

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

(127) Any Officer or Employé who has been in receipt of an allowance under this Division for the whole of each day during the preceding two months shall continue to receive such allowance during any period of absence with pay other than a period of absence referred to in Clause 126.

DIVISION 8.

ALLOWANCES IN LIEU OF QUARTERS.

(128) Any Stationmaster (excluding a Relieving Stationmaster whilst in receipt of relieving expenses) 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

and such allowance shall be granted to any Officer who is promoted to the grade of Stationmaster, as from the date of such promotion, but any Stationmaster who is granted an increment to a salary of £200 or over as from a date prior to the

DIVISION 8—*continued.*ALLOWANCES IN LIEU OF QUARTERS—*continued.*

date of the notification thereof shall be granted the increased quarters allowance only as from the first day of the month in which such notification is issued, or such day during the month as the promotion may date from.

(129) The scale of allowances prescribed in Clause 128 shall not be applicable to a "married" Stationmaster stationed in a locality (other than in the Suburban area, or Ballarat, Bendigo, or Geelong) at which he is unable to procure house accommodation, who shall be paid expenses on the basis prescribed in Clause 184.

(130) Any Male Gatekeeper who is not provided with quarters shall be granted an allowance of 7s. per week, and the payment of such allowance shall not debar such Employé from also receiving expenses under the provisions of Division 10 or Division 11.

(131) The Coal Viewers (including the Head Coal Viewer) at Wonthaggi shall be granted free quarters or an allowance of 20s. per week in lieu thereof.

(132) Any allowance in lieu of quarters shall be continued during any period of absence with pay or of suspension; but shall be discontinued during any period of absence without pay, except in the case of a Gatekeeper absent from duty without pay in consequence of illness or injury, in which event the allowance may be continued for any period not exceeding three months.

(133) The occupation of quarters by any Stationmaster or Gatekeeper 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 or injury 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;
- (c) That during any period of absence without pay (other than through sickness, injury, 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, injury, 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 9.

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

(134) Any Junior Clerk in receipt of a salary of £65 per annum, who, in the opinion of the Head of the Branch, is obliged to reside away from his home owing to the requirements of the Department, shall be granted a monthly board and lodging allowance on the basis of the difference between his annual salary and £80 per annum.

(135) Any Lad or Apprentice in receipt of a wage of 4s. 6d. per day or less who, in the opinion of the Head of the Branch, is obliged to reside away from his home owing to the requirements of the Department, shall be granted a daily board and lodging allowance, for six days per week, equivalent to the difference between his daily wage and 5s. per day.

(136) Any Lad who has received an increased wage under the provisions of Clause 33, and who, in the opinion of the Head of the Branch, is obliged to reside away from his home owing to the requirements of the Department, shall be granted a daily board and lodging allowance for six days per week equivalent to the difference between his daily wage and 5s. 6d. per day.

(137) No allowance under this division shall be continued—

- (a) after the expiration of one week in any period of absence from duty without pay, except with the sanction of the Head of the Branch;
- (b) during any period of annual leave;
- (c) during any period of other absence from duty with pay, unless the Officer or Employé concerned continues to reside away from his home; nor
- (d) during any period (after the expiration of one week) in which the Officer or Employé concerned is continuously in receipt of Traveling and Incidental Expenses.

DIVISION 10.

RELIEVING EXPENSES.

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

	Allowance per day
	s. d.
Officers in receipt of less than £155 per annum ...	4 0
Officers in receipt of £155 per annum or over ...	4 6
Employés ...	3 6

and, subject to the provisions of Clause 141, 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 139 (b);
- (b) Any Stationmaster attached to the regular relieving staff (including the suburban relieving staff); and
- (c) Any Officer or Employé attached to the suburban relieving staff, when engaged on relieving duty outside the Suburban area;

provided that any Officer who is granted an increment to a salary of £155 per annum or over as from a date prior to the date of the notification thereof shall be granted the increased expenses only as from the first day of the month

DIVISION 10—*continued*.RELIEVING EXPENSES—*continued*.

in which such notification is issued, or such day during the month as the promotion may date from, except in the case of an Officer promoted to the position of Stationmaster, who shall be granted the prescribed allowance as from the date of promotion.

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

Allowance per day.

s. d.

Within the area bounded by Camberwell, Essendon,
Darling, Moreland, Thornbury, Fairfield Park, Kew,
Caulfield, Port Melbourne Pier, St. Kilda, Elsternwick,
Sunshine, and Newport 1 6

Within the suburban area beyond the above boundaries ... 2 0

and, subject to the provisions of Clauses 140 and 141, such expenses shall be paid to—

(a) Any Officer or Employé attached to the suburban relieving staff, including any Signaller or Block Recorder engaged on regular relieving duty in the Melbourne yards, except as specified in Clause 138 (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.

(140) Any Officer or Employé in receipt of expenses under Clause 139 who is obliged to remain away from home overnight shall, on the production of vouchers, be granted such greater amount as may have been reasonably incurred, and not exceeding the rate prescribed in Clause 138.

(141) No Officer or Employé engaged for a period in excess of two months on relieving duty—

(a) At any one station, place, or dépôt; or

(b) At different stations, places, or dépôts between North Melbourne and Richmond inclusive (excluding any Signaller or Block Recorder engaged on regular relieving duty in the Melbourne Yards)

shall be allowed any expenses in respect of the period after the first two months except with the sanction of the Commissioners (*vide* Form G 20A).

(142) Relieving expenses shall be computed on the basis of seven days per week, but shall not be allowed—

(a) During any period of absence from duty without pay;

(b) During any period of annual leave; nor

(c) During any period of other leave of absence with pay (except on a Common or Proclaimed holiday or day in lieu of overtime).

(143) Any Officer or Employé who is in receipt of expenses under the provisions of Clause 138, and who is actually living away from home at his location for the time being, shall also be entitled to expenses on the basis prescribed in Division 11 during any period (if not more than seven days) in which he may be temporarily required to undertake duty away from such location, and shall submit a claim for such expenses on the prescribed form (G 18 or G 72, as the case may be).

(144) Any Officer or Employé ordinarily coming within the provisions of Clause 138 who is utilized to relieve at a station for a period of not more than seven days, other than in circumstances set out in Clause 143, shall be entitled

DIVISION 10—*continued.*RELIEVING EXPENSES—*continued.*

to expenses under the provisions under Clause 149 instead of Clause 138; but any such Officer or Employé who, during a period in which he is receiving such expenses, is utilized for duty at some other station, shall not be entitled to any additional expenses under Clause 143.

(145) Any expenses payable under this Division to an Officer or Employé acting in a higher position shall be computed at the rate applicable to the minimum salary of the grade (or class if the grade be subdivided into classes) in which such Officer or Employé is acting.

(146) Any Officer, whether attached to the regular relieving staff or not, who is utilized to relieve or act as or to assist a District Superintendent shall, whilst so engaged, be granted expenses under this Division, provided that his temporary head-quarters be more than 2 miles from his ordinary head-quarters, and in addition shall be paid travelling and incidental expenses in accordance with the scale prescribed in Clause 149 for each period of absence from the temporary head-quarters. Any Stationmaster so utilized shall also be granted the usual allowance in lieu of quarters, or allowed to retain his quarters free of rental (as the case may be).

(147) Any Officer or Employé not attached to the regular relieving staff who is temporarily required to undertake duty at another station, place, or depôt, shall be treated as regards expenses on the basis prescribed in Division 11.

DIVISION 11.

TRAVELLING AND INCIDENTAL EXPENSES.

(148) Any Officer or Employé

(a) whose head-quarters are within the Suburban area, and who in substitution for the whole or a part of his regular shift is required to travel to and undertake duty at another station, place, or depôt within the suburban area, which is distant at least 2 miles further from his home than his head-quarters are distant therefrom, or to a station, place, or depôt outside the suburban area which is distant less than 10 miles from his head-quarters;

or

(b) whose head-quarters are outside of the Suburban area, and who in substitution for the whole or a part of his regular shift is required to travel to and undertake duty at another station, place, or depôt not more than 10 miles from his head-quarters;

shall provide himself with such meals as he would have been required to provide had he worked his regular shift, and shall not be granted any allowance therefor; but any such Officer or Employé whose duty necessitates his absence from his home for one and a half hours longer than would have been the case had he worked his regular shift, shall be granted the scale allowance for one meal, and, unless otherwise determined by the Head of the Branch, for any necessary additional meals and lodging. No such allowance shall be granted, however, unless the supervising officer of the Officer or Employé concerned certifies that the prescribed conditions have been fulfilled by indorsing the words, "Absent from home for one and a half hours more than for regular shift," on form G 18, and affixing his initials thereto.

DIVISION 11—*continued.*TRAVELLING AND INCIDENTAL EXPENSES—*continued.*

(149) Any Officer or Employé—

- (a) whose head-quarters are within the Suburban area, and who is required to travel on duty away from his head-quarters to a station, place, or dépôt outside of the suburban area, and distant at least 10 miles from his head-quarters; or
- (b) whose head-quarters are outside of the Suburban area, and who is required to travel on duty away from his head-quarters to a station, place, or dépôt distant more than 10 miles from his head-quarters,

shall, except as prescribed in Clauses 153, 154, 161, and 171, and subject to the conditions and reservations hereinafter expressed, be paid expenses in respect of the period of absence from his head-quarters in accordance with the following scale:—

	Allowance until Expiration of Seven Days at the same Place.	Allowance after Seven Days at the same Place, and on the return journey except as specified in Clause 151.
	Per day. s. d.	Per day. s. d.
(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 per annum or over, but less than £500 per annum, and Assistant Inspector, Special Inquiry Branch ...	10 0	6 0
(d) Officer in receipt of £155 per annum or over, but less than £300 per annum, Acting In- spector, Special Inquiry Officer, or Special Ticket Checker (country) ...	8 0	5 0
(e) Officer in receipt of less than £150 per annum ...	6 0	4 0
(f) Chargeman, Electrical Fitter in-charge, Fitter- in-charge, Foreman (daily-paid), Gauger, Leading Hand, Lineman in Charge, Head Porter, Sub-Foreman, Timber Passer, or Employé engaged in Stock-taking ...	6 0	4 0
(g) Any other Employé ...	6 0	3 6

Provided that any Officer or Employé who is promoted (as from a date prior to the date of notification) so as to bring him within a higher division, shall not be granted the increased expenses as from a date prior to the first day of the month in which the notification is issued, and that expenses under this Clause shall not be granted to any Officer or Employé attached to the regular relieving staff except under the circumstances specified in Clauses 143 and 144.

(150) The rate of expenses shown under the column "Allowance until expiration of seven days at the same place" shall, if the expenses granted after departure from head-quarters are first incurred other than for breakfast, be applicable to the day of departure and until the expiration of seven days, excluding the day of departure.

(151) The allowance per day shall represent in equal portions the expenses of three meals and a bed. Provided, however, that in respect of any day on which a full day's expenses are not allowed, the allowance under section (g) of such scale (after the first seven days) for any meal, or for lodging, shall be not less than 1s.

DIVISION 11—*continued*.TRAVELLING AND INCIDENTAL EXPENSES—*continued*.

(152) No allowance shall be granted to any Officer or Employé—

	Unless he commence travelling from his head-quarters earlier than—	Or unless he be absent from his head-quarters later than—
For breakfast ...	7.0 a.m.	8.0 a.m.
For dinner ...	12.30 p.m.	1.30 p.m.
For tea ...	6.0 p.m.	7.0 p.m.

nor shall any allowance be granted if the total absence from head-quarters is less than three hours, except in cases in which the period between two absences is not such as to admit of an Officer or Employé having a meal at the usual hour either at his home or his head-quarters.

(153) No Roadmaster or District Foreman shall, whilst travelling on his own section for the time being, 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 or Employé is required to travel in company with a superior Officer he shall be granted expenses under the provisions of Clause 152 without the restrictions specified in this Clause.

(154) Any "single" Officer or Employé who is required to undertake duty at a station, place, or dépôt away from his head-quarters, and who is notified that his absence is likely to be at least one month in duration, shall not be granted any expenses unless the period of absence is less than one month, in which event he shall be granted expenses in accordance with Clause 149.

(155) Any "single" Officer or Employé who is required to undertake duty at a station, place, or dépôt away from his head-quarters for at least one month, and who was not notified that his absence was likely to be of such duration may, subject to the approval of the Commissioners, be granted expenses in accordance with Clause 149 or such lesser amount as may be sufficient to reimburse him the actual expenses reasonably incurred.

(156) 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 149.

(157) 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 152 for a sufficient period to enable him to obtain a meal.

(158) 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;

DIVISION 11—*continued*.TRAVELLING AND INCIDENTAL EXPENSES—*continued*.

- (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 161; 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 162 to 165 inclusive, or any other clause of this Regulation; and
- (e) that the allowance shall not be paid to any Officer or Employé on any occasion in respect of which he is entitled to an allowance under the provisions of Clause 191 or 192, nor to any Officer or Employé in receipt of expenses under any other clause of this Regulation.

(159) Any Officer in receipt of a salary of less than £155 per annum or any Chainman, who is required to travel with a Senior Officer in receipt of £155 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 149.

(160) Any expenses payable under this Division to an Employé occupying a salaried position shall be computed on the basis of the rate applicable to an Officer in receipt of the salary to which the annual earnings of the Employé concerned are equivalent. Provided, however, that any expenses payable to an Officer or Employé temporarily acting in a higher position shall be computed at the rate applicable to the minimum salary or wage of the position in which such Officer or Employé is acting.

(161) The provisions of Clauses 162 to 166 inclusive shall be applicable to any Officer or Employé in or acting in the following positions, viz. :—

- (a) Engineman, Conductor, Guard or Porter (Vanman);
- (b) Assistant Signal Adjuster, Checking Porter, Electrical Fitter, Electrical Fitter in Charge, Signal Adjuster, Ticket Collector, Travelling Porter, Travelling Stationmaster, 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 171.

(162) Any Officer or Employé referred to in Clause 161 whose duties necessitate his absence from his head-quarters, but *who is not booked off duty for sleep* away from his head-quarters, or (in the case of an Employé in the Way and Works Branch) who is not required to remain away from his head-quarters over-night, shall be granted the scale allowance—

For one meal if absent for more than 10 but not more than 15 hours;

For two meals if absent for more than 15 but not more than 20 hours;

For three meals if absent for more than 20 hours;

and the period of absence shall be computed from the time of commencing to the time of finishing duty.

DIVISION 11—*continued*.TRAVELLING AND INCIDENTAL EXPENSES—*continued*.

(163) Any Officer or Employé referred to in Clause 161 *who is booked off duty for sleep* away from his head-quarters, or (in the case of an Employé in the Way and Works Branch) who is required to remain away from his head-quarters overnight, 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 between the times of commencing and finishing duty be more than 6 hours but not more than 12 hours; or for two meals if such period be more than 12 hours;
- (b) for one meal as at the time of recommencing duty, except as prescribed in sub-clause (c);
- (c) if the interval between the times of finishing and recommencing duty be 10 hours or more, for one meal, instead of the meal prescribed in sub-clause (b)—
 - (i) as at the expiration of 10 hours from the time of finishing duty if such time be between 1 a.m. and 10 a.m., or between 1 p.m. and 10 p.m.;
 - (ii) as at 8 a.m. if the time of finishing duty be between 10 p.m. and 1 a.m. (both inclusive); or
 - (iii) as at 8 p.m. if the time of finishing duty be between 10 a.m. and 1 p.m. (both inclusive); and
- (d) for a meal or for lodging for each complete period of 5 hours as from the time of the meal allowance granted under sub-clause (b) or (c), as the case may be, until the time of finishing duty at the head-quarters.

(164) Any Officer or Employé referred to in Clause 161—

- (a) who works at least 5 consecutive hours of his shift at his home station, or
 - (b) who passes through his home station on his train,
- shall not be granted any allowance for a meal unless the Head of the Branch is satisfied that he did not have a reasonable opportunity of obtaining such meal at or from his home, or unless the period between the time of departure from the head-quarters and the time of commencing or finishing duty (as the case may be) is sufficient to entitle him thereto.

(165) Any Officer or Employé referred to in Clause 161 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 149 in respect of the first seven days, shall not be granted any additional expenses under the provisions of Clause 162 or Clause 163, but any 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 162 or Clause 163, as if his temporary location were his ordinary head-quarters. In either case the Officer or Employé 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.

(166) Any Officer or Employé referred to in Clause 161 who runs a Sunday train to Bacchus Marsh, Clyde, Emerald, Gembrook, Healesville, Hurstbridge, Lilydale, Mornington, Pakenham, Upper Ferntree Gully, Warburton, or Whittlesea, shall be granted the scale allowance for a meal for each such trip.

DIVISION 11—*continued*TRAVELLING AND INCIDENTAL EXPENSES—*continued.*

(167) 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 such meal during such period of absence.

(168) In any instance in which an Employé referred to in Clause 161 is required to make 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 in such manner as may be prescribed.

The Stationmaster who makes the advance shall retain the duplicate receipt and at once raise a debit against the Stationmaster at the head-quarters of the Employé concerned in such manner as may be prescribed, and at the same time forward the original receipt as an "Important" letter to such Stationmaster, who in the case of an Employé of the Transportation Branch shall withhold the amount of the advance from the Employé concerned when making payment of his wages at the next pay. In the case of an Employé of another Branch, the Officer in Charge of the dépôt shall similarly withhold the amount, which shall be collected by the Stationmaster, and in either case the Stationmaster shall remit the amount in the usual way.

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 161 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 from the wages of the Employé at the next pay.

(169) The following expense allowances shall be granted, viz. :—

An allowance of 1s. per day to any Special Ticket Checker 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 or Watchman employed under the Special Inquiry Office, for each day whilst engaged on duty in the city or suburbs until at least 7 p.m., or whilst engaged on special watching duty in the Goods Sheds or Yards.

An allowance of 12s. per day (subject to the time limitations prescribed in Clause 152) 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 meals to any Head-office Clerk (subject to the time limitations prescribed in Clause 152) for each day whilst engaged in paying the staff or checking pay rolls at the Newport Workshops, the North Melbourne Locomotive Dépôt and Truck Shop, Flinders-street Station, the Port Melbourne Locomotive Dépôt, the Melbourne Goods Sheds, or such other places as may from time to time be sanctioned by the Commissioners.

The scale allowance for one meal to any Special Officer for each day on which he is required to remain over a meal period away from his head-quarters but within the Suburban area.

DIVISION 11—continued.

TRAVELLING AND INCIDENTAL EXPENSES—continued.

(170) No Officer or Employé shall be paid any expenses under Clauses 148 to 169 inclusive in respect of any period after he has been in receipt of such expenses for the whole of each day for two months at the same station, place, or depôt, except with the sanction of the Commissioners (*vide* Form G 20A).

(171) Any "married" Employé camped out and provided with sleeping accommodation by the Department, who is required to undertake duty outside the Suburban area, and more than three miles away from his head-quarters, shall be granted a camping-out allowance of 1s. 6d. per day in respect of—

- (a) Each day in a continuous period of at least three days' absence from head-quarters overnight (whether including Sunday or not) including the day of departure from head-quarters if such employé leaves before 6 p.m. (but not otherwise), and the day of return thereto if such employé arrives after 12 noon (but not otherwise), and
- (b) Each day of absence from head-quarters overnight for any number of days (but not less than three) in any one working week, including the day of departure from head-quarters if such employé leaves before 6 p.m. (but not otherwise), and the day of return thereto if such employé arrives after 12 noon (but not otherwise).

Any such Employé shall be treated on the basis specified in Clause 161 in respect of—

- (c) Each day on which he both departs from and returns to his head-quarters; and
- (d) Each day on which he is absent from head-quarters overnight, and in respect of which he is not entitled to the payment of a "camping-out" allowance.

(172) 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 at such rate as may be approved of by the Commissioners.

(173) Any Officer or Employé who is required 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.

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

(175) Expenses payable under this Division shall be computed on the basis of seven days per week, unless provision is made to the contrary, and shall (except under the provisions of Clause 171) be continued during any Saturday—Monday period in respect of which a pass is granted under the provisions of Clause 285, or in which an Officer or Employé in receipt of expenses at the rate applicable after the first seven days returns home on his duty pass; but shall not be allowed—

- (a) during any other period of absence from duty without pay;
- (b) during any period of annual leave; nor
- (c) during any period of other leave of absence with pay (except on a Common or Proclaimed holiday or day in lieu of overtime).

(176) 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

DIVISION 11—*continued*.TRAVELLING AND INCIDENTAL EXPENSES—*continued*.

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.

(177) Every claim for the payment of Travelling and Incidental expenses 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. Provided, however, that in the case of an Engineman or Guard the claim shall be made on the Running Sheets, that in the case of any other Officer or Employé in a grade specified in Clause 161 (a) or (b) the claim shall be made on Form G 72, and that any claim for the payment of a camping-out allowance shall be made on Form W W. 244.

DIVISION 12.

TRANSFER EXPENSES, ETC.

(178) Any Officer or Employé shall, when transferred, 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.

(179) Any such Officer or Employé shall subject to the provisions of Clause 181, be credited with one day (but not more) for such 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; and
- (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.

(180) Any such Officer or Employé who is obliged 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, subject to the provisions of Clauses 181 and 188, be granted a refund of such expenses, provided that the Head of the Branch considers the circumstances warrant it and that the amount involved is reasonable, and that a receipted voucher be furnished in respect of the money paid (other than for meals at any Railway Refreshment Room, in respect of which a voucher need not be supplied).

(181) 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, nor any expenses of the nature prescribed in Clause 180, except with the sanction of the Commissioners.

DIVISION 12—*continued.*TRANSFER EXPENSES, ETC.—*continued.*

(182) Whenever it is desired to transfer a "married" Officer or Employé to a locality (other than in the Suburban area, or Ballarat, Bendigo, or Geelong), 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, and that no senior "married" man desires transfer thereto under the conditions specified in Clause 185.

(183) Any "married" Officer or Employé who is transferred (either to conserve his seniority or because a "single" man is not available) to a locality (excluding a locality within the Suburban area, and Ballarat, Bendigo, and Geelong) in which he may not be able to immediately procure a house, shall, prior to his transfer, be made fully aware of the situation, as regards house accommodation.

(184) Any "married" Officer or Employé so transferred, 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 149; 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.

(185) Any "married" Officer or Employé who, after being fully acquainted with the position, is transferred at his own request (other than for the reasons specified in Clause 183) to a locality at which he is aware that house accommodation may not be obtainable, shall not be granted any expenses under the provisions of Clause 184.

(186) Any Officer or Employé who is transferred and who is obliged to incur expense for board and lodging —

(a) before departure from his old location;

(b) between the time of his arrival at his new location and the time of the arrival of his furniture thereat, provided that he be not responsible for the non-arrival of the furniture; or

(c) pending a house becoming available at his new location, excluding a locality within the suburban area, and Ballarat, Bendigo, and Geelong, provided he has not been notified as prescribed in Clauses 183 or 185;

may, at the discretion of the Head of the Branch, be refunded a reasonable proportion (not exceeding three-fourths) of any expense incurred in respect of himself, his wife, and family (if any), or any other relatives dependent upon him for support, and in respect of which a receipted voucher is furnished.

(187) Any cartage expenses incurred by an Officer or Employé in connexion with transfer to another station, place, or depôt shall be refunded to him provided that the Head of the Branch considers that the circumstances warrant it and that the amount claimed is reasonable, and that a receipted voucher for the amount paid be furnished.

DIVISION 12—*continued*.TRANSFER EXPENSES, ETC.—*continued*.

(188) Any Officer or Employé who mutually agrees to exchange with another Officer or Employé, and who is transferred accordingly, shall not be granted any expenses except under the provisions of Clause 186 (b), but shall participate in any other right or privilege under this Division.

(189) Every claim for the payment of Transfer Expenses shall be made out by the Officer or Employé concerned on the prescribed form (G 46), and the payment of any such expenses shall be subject to the approval of the Head of the Branch.

DIVISION 13.

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

(190) No allowance shall be granted under this Division to any Officer or Employé 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 such hours.

(191) Any Officer in the Head Offices at Melbourne (and any Employé in such offices who is not paid for the overtime) may be granted a meal allowance of 1s. 6d. in every instance in which he is required to work for at least 2 hours before the ordinary time of commencing duty or at least 2 hours after the ordinary time of finishing duty as defined in Division 24, subject to the provisions of Clause 190, and to the approval of the Head of the Branch.

(192) Any Officer (and any Acting Clerk, Daily Paid Clerk or Timekeeper who is not paid for the overtime) who is employed at a station, place, or depôt within the Suburban area, or at Aspendale, Ballarat, Bendigo, or Geelong, may be granted a meal allowance of 1s. 6d. in every instance in which he is required to work for at least 2 hours before the ordinary time of commencing duty or at least 2 hours after the ordinary time of finishing duty—

(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, or the payment of the staff; or

(b) in consequence of the absence of a fellow Officer or Employé; subject to the provisions of Clause 190, and to the approval of the Head of the Branch.

DIVISION 14.

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

(193) Any Officer

(a) Who is engaged on Departmental business other than his ordinary duties;

(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, aural, or probationary examination;

DIVISION 14—*continued*.PAYMENT OF AN OFFICER OR EMPLOYE WHILST ENGAGED IN OTHER THAN HIS ORDINARY DUTIES—*continued*.

- (d) Who attends any examination for any certificate issued by the Department, or to test his knowledge of the Rules and Regulations, or his qualifications for any superior position within the Department; or
- (e) Who attends an Ambulance examination conducted by the Department, or who is subjected to a preliminary test in order to ascertain whether he is making satisfactory progress in Telegraphy; 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:—
- (f) That any Officer who makes an appeal to the Statutory Board but fails therein, shall be dealt with as regards the time occupied in connexion therewith in such manner as may be determined by such Board; and
- (g) 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, aural, or ambulance examination.
- (194) Any Employé who is engaged in any of the duties specified in Clause 193 (a), (c), or (d), or who appears before the Statutory Board or the Commissioners as specified in Clause 193 (b), shall be credited with full time for the period necessarily occupied in connexion therewith, subject to the reservations:—
- (a) That the time so credited each day shall be subject to a maximum of one day;
- (b) That the time so credited 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;
- (c) That any Employé who makes an appeal to the Statutory Board, but fails therein, shall be dealt with as regards the time occupied in connexion therewith in such manner as may be determined by such Board; and
- (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, aural, or ambulance examination.
- (195) Any Employé who attends an Ambulance examination conducted by the Department, or who is subjected to a preliminary test in order to ascertain whether he is making satisfactory progress in Telegraphy, shall be granted full pay for any period for which he is necessarily absent from his ordinary duty in connexion therewith.
- (196) Any Officer or Employé who is obliged to leave his head-quarters for any of the purposes specified in Clause 193 shall be allowed expenses in respect of the time necessarily absent, in accordance with the provisions of Division 11, subject to the reservations:—
- (a) 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
- (b) 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.

(197) 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, and "Overtime" shall exclude overtime worked in the performance of fog-signalling duty.

(198) Overtime shall be computed upon the number of hours constituting the basis of a day's pay in the particular position or grade in which it is incurred.

(199) Any Employé who is required to work overtime on any day other than between midnight on Saturday and midnight on 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 no Employé shall be booked off in respect of—

(a) Overtime worked to the extent of balancing any short time in the previous or in the same month;

(b) Overtime incurred in travelling to or from special emergency duty in connexion with an accident, fire, or flood; or

(c) Overtime for which he is entitled to be paid at the rate of time and a half under the provisions of Clause 202.

(200) Any overtime not booked off during the month in which it is worked shall, subject to the provisions of Clauses 201 and 202, be paid for in such month at single rate.

(201) Any overtime worked by an Employé occupying a clerical or professional position, other than—

(a) 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; or

(b) an Employé utilized as a Timekeeper in connexion with work which cannot be carried out when trains are running,

shall not be paid for except with the sanction of the Commissioners.

(202) Any overtime worked by an Employé 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, subject to the reservation that payment at the rate of time and a half shall not continue beyond the ordinary time for the commencement of the next shift, viz:—

(a) overtime worked in connexion with an accident, fire, or flood; subject to a minimum of three hours at the rate of time and a half in any instance in which an Employé is "called out" (whether his services are utilized or not) between 10 p.m. and 6 a.m. for such duty.

(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 (excluding overtime referred to in Clause 203); provided that if any such overtime immediately precedes the commencement or follows the completion of the ordinary shift it shall only be paid for at single rate unless the overtime actually worked (as distinct from the time allowable under the provisions of Clause 35) covers a continuous period of at least one hour;

DIVISION 15—*continued*.OVERTIME—*continued*.

- (c) overtime worked, by any artisan employed in a Running Shed or any Employé associated with such Artisan, in the performance of special work, such as the repair of engines urgently required for traffic;
- (d) overtime worked, by any Train Examiner or Running Gear Repairer, away from his head-quarters, in attending to a hot box or other repairs to vehicles;
- (e) overtime worked on any shift by any Artisan ordinarily engaged on a day shift, or by any Employé associated with such Artisan; provided that the overtime on such shift (as distinct from the time allowable under the provisions of Clause 35) was worked continuously for at least one hour; and
- (f) any other overtime which, with the sanction of the Commissioners, is classed as "emergency" overtime.

(203) Overtime worked by any Employé in stand-by duty, in attending Lux Lamps, or as a Watchman, Gatekeeper, Crossing Keeper, Flagman, or Storeman shall be treated in accordance with the provisions of Clauses 199 and 200, and not on the basis specified in Clause 202.

(204) Payment of the penalty rate prescribed in Clause 202 to any Employé who is obliged to travel and also perform overtime duty involving payment at the rate of time and a half, shall commence as from the time at which the Employé concerned is entitled to be credited with the number of hours constituting his ordinary shift for the day in question after making allowance for travelling time and waiting time in accordance with the division relating thereto.

(205) Any Employé who is ordered to and does report for overtime duty commencing more than two hours later than the time of the completion of his ordinary shift or terminating not less than two hours before the time for the commencement of his ordinary shift, shall be credited with a minimum of two hours at single rate for such duty.

DIVISION 16.

FOG-SIGNALLING.

(206) Any Officer or Employé who is employed in the performance of fog-signalling duty, whether inside or outside the limits of his ordinary shift, shall be paid for such duty in the month in which it is worked at the rate of double time, and on the basis of eight hours per day.

(207) Any Officer or Employé who is employed as a Caller-Up in connexion with fog-signalling duty, or who is required to wait at the Station to which he is allotted as a Fog-signalman pending a determination as to whether his services will be required (or will be required for a second period) in that capacity, shall be paid for the time so occupied at the rate of single time, and on the basis of eight hours per day.

(208) Any Officer or Employé whose services are utilized wholly outside the limits of his ordinary shift in the manner indicated in Clause 206 or Clause 207, or who reports to the Station to which he is allotted as a fog-signalman but on arrival is notified that his services are not required, shall (provided in the latter case that the Officer in Charge is satisfied that he has reported under a genuine impression that his services would be required), be paid a minimum of two hours at single rate in respect of the time so occupied and in travelling to and from the Station to which he is allotted, computed on the basis specified in Clause 223.

DIVISION 16—*continued.*FOG-SIGNALLING—*continued.*

(209) Every claim for payment as a fog-signalman shall be made out and certified to on the prescribed form (G 65).

DIVISION 17.

SUNDAY DUTY.

(210) For the purposes of this Division (excepting Clause 216) "Sunday" shall mean the period between midnight on Saturday and midnight on Sunday.

(211) Any Officer who is required to work on a Sunday—

(a) at regular intervals, *i.e.*, on every Sunday, or on every second, third, or fourth Sunday; or

(b) in the case of a Stationmaster or Station Clerk, at irregular intervals, for any purpose *other than to perform work which should have been carried out within the ordinary hours of duty*,

shall, subject to the provisions of Clause 212, be paid an allowance for the total time so worked on the basis of the scale contained in Appendix No. 9, and in accordance with the number of hours forming the ordinary week-day shift.

(212) No allowance for Sunday duty shall be paid to any Administrative Officer, except with the sanction of the Commissioners, in which event it shall be computed on the basis of one twenty-sixth of a month's salary for eight hours or more, and a proportionate part of that amount for duty less than eight hours, nor shall any payment be made, except with the sanction of the Commissioners, for any time worked on a Sunday by an Employé occupying a clerical or professional position, other than—

(a) 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; or

(b) An Employé utilized as a Timekeeper in connexion with work which cannot be carried out when trains are running.

(213) Any Employé who is required to work on a Sunday in connexion with the running of trains, or to work regularly on a Sunday on any class of duty, shall, subject to the provisions of Clause 212, be paid for such work at the rate of time and a quarter and on the basis of the number of hours forming the ordinary week-day shift. Provided, however, that Sunday time worked by an Engineman paid on a mileage basis shall be paid for at the rate of 25 per cent. in addition to the time ordinarily allowable under the provisions of Clause 44.

(214) Any Employé 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 or special work other than in connexion with the running of trains, shall be paid therefor at the rate of time and a half.

(215) Any Officer or Employé who is called upon to commence and finish a shift on a Sunday shall be paid therefor a minimum allowance of 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, provided that if such shift is of a broken character and consists of at least two distinct portions, with at least four hours between each, the minimum allowance in respect of the whole day shall be one-half of a day in the case of an Officer, and one-half of a day at the particular penalty rate in the case of an Employé.

DIVISION 17—*continued.*SUNDAY DUTY—*continued.*

(216) 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, except in cases in which the Commissioners direct otherwise.

(217) Any Gatekeeper or Caretaker who is regularly paid for seven days per week, and who is required to work at regular intervals in connexion with the running of Sunday trains, shall be paid one day at the rate of time and a quarter for every Sunday, whether on duty or not, except during any period of annual or other leave.

DIVISION 18.

TRAVELLING AND WAITING TIME.

(218) Any Employé not attached to the regular relieving staff who is required in connexion with his duty to travel from his head-quarters between midnight on Saturday and midnight on Sunday shall be credited with full time at single rate for the period so occupied.

(219) Any employé not attached to the regular relieving staff who is required in connexion with his duty to travel away from his head-quarters to or from the scene of any accident, fire, or flood, or in connexion with fog-signalling duty shall, whether his services be actually availed of or not, be credited with full time at single rate for the period so occupied, as well as for any period in which he is obliged to wait for a train to return to his head-quarters.

(220) Any Employé not attached to the regular relieving staff who is required to travel from his head-quarters in connexion with his duty, shall, except as provided in Clauses 218, 219, 222, and 223, be credited with—

(a) three-quarter time for any period up to 10 hours and 40 minutes' travelling; and

(b) half time for any travelling after the first 10 hours and 40 minutes; subject to a maximum credit of $1\frac{1}{2}$ days and the reservation that if the time so allowed in respect of any shift, together with any time actually worked or otherwise allowed, amounts to *less than one day* at full pay, such Employé shall be credited in full with so much of the travelling time (but not more than the actual travelling time) as may be necessary to make the total time equivalent to one day.

(221) No Employé attached to the regular relieving staff shall be credited with any time occupied in travelling in connexion with his duty, unless the time actually worked by or otherwise allowed him in respect of any shift amounts to less than one day at full pay, in which event he shall be credited with a total of one day for travelling time and duty, or, if he is not called upon to work, with one day for the travelling time only.

(222) Any Employé not attached to the regular relieving staff who is located within the suburban area and 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; 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 220, and that an Employé travelling in connexion with fog-signalling duty shall be paid therefor on the basis prescribed in Clause 223.

DIVISION 18—*continued.*TRAVELLING AND WAITING TIME—*continued.*

(223) Any Employé not attached to the regular relieving staff who is located within the suburban area and is required to travel in order to undertake duty at another station, place, or dépôt distant more than 3 miles from his head-quarters (or any distance, whether more or less than 3 miles, in the case of an Employé travelling in connexion with fog-signalling duty) shall be paid on the basis specified in Clauses 218, 219, or 220 (as the case may be)—

- (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 it may be necessary for him to leave such station before the ordinary time of leaving for head-quarters, and also for the difference between the time at which he can at the earliest arrive at such station on the conclusion of the shift and the ordinary time of arrival from head-quarters.

(224) Any Employé, other than—

- (a) an Employé referred to in Clauses 218, 219, 222, or 225, or
- (b) 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 in full with so much of the waiting time (but not more than the actual waiting time) as may be necessary to make the total time equivalent to one day.

(225) Any Engineman or Guard who proceeds to another station, place, or dépôt for relief purposes as prescribed in Clauses 60 and 100, or is relieved from duty under the provisions of such clauses, and who is obliged to wait for the train on which he is to run or to make his return journey (as the case may be), 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 224.

(226) The allowances to be made to members of the Track Force for travelling over the length to the point of duty shall be as follows:—

- (a) *On a length not more than 5 miles long*, no allowance shall be made, *i.e.*, the Employés shall be required to commence and finish work at the actual point of duty, at the prescribed hours;
- (b) *on a length more than 5 miles long*, no allowance shall be made if the point of duty is nearer the Employé's residence than the centre of the length, and the practice shall be as prescribed in respect of a length not more than 5 miles long;
- (c) *On a length more than 5 miles long, if the point of duty be further from the Employé's residence than the centre of the length*, the Employé concerned—
 - (i) shall be at the centre of the length at the prescribed hour of commencing duty, and shall be allowed to travel therefrom to the point of duty in departmental time with full pay; and
 - (ii) shall be permitted to finish duty 15 minutes before the prescribed hour, but shall be allowed full time up till the prescribed hour of finishing duty.

DIVISION 19.**ABSENCE FROM DUTY IN CONSEQUENCE OF ILLNESS
OR INJURY.**

(227) 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.

(228) 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.

(229) (a) Any Officer (other than a Junior Officer referred to in Clause 232) who is incapacitated for duty in consequence of illness, or

(b) Any Officer or Employé who is incapacitated for duty in consequence of an injury received whilst in the active discharge of his duty;

and whose absence from duty is thereby prolonged beyond one day, shall, except as provided in Clause 230, forward to his Superior Officer, on the second day thereof, a Certificate from a legally qualified Medical Practitioner on the prescribed form (G1), and shall, if so directed, present himself for examination by the Railways Medical Officer, at such time and place as may be fixed.

(230) Any such Officer or Employé who resides more than 3 miles from any legally qualified Medical Practitioner, 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.

(231) (a) Any Officer who is incapacitated for duty in consequence of illness (other than a Junior Officer referred to in Clause 232), or

(b) Any Officer or 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 the period shown on the Medical Certificate first submitted by him, shall thereupon furnish a further Certificate, and shall continue to do so upon the expiration of the periods respectively covered by such Certificates. Provided, however, that the maximum period between the dates of furnishing any two Medical Certificates shall be fourteen days.

(232) Any Junior Officer in receipt of £65 or £80 per annum who has not completed the probationary period of six months' service, or 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 (G1), unless directed by the Head of the Branch to furnish such certificate at an earlier date.

(233) Any Junior Officer referred to in Clause 232, or any Employé who is incapacitated for duty under circumstances which do not entitle him to payment during 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 not less than twenty-eight (28) days thereafter.

(234) No Officer or Employé shall be required to furnish a Medical Certificate in respect of any period—

(a) in which he is an In-Patient at a Hospital;

DIVISION 19—*continued.*ABSENCE FROM DUTY IN CONSEQUENCE OF ILLNESS OR INJURY—*continued.*

(b) which is covered by a Certificate of the Railways Medical Officer or the Government Medical Officer; or

(c) in which his incapacity for duty is obvious to the Head of the Branch.

(235) The date of every Medical Certificate and the particulars required under Items 5, 6, 7, 8, 9, and 10 thereon, shall be filled in by the Medical Practitioner, by whom any alteration in such particulars on the certificate shall be initialed.

(236) Any Officer or Employé whose duties involve association with train running and who has been incapacitated for duty owing to—

Nervous debility,	Rheumatic fever,
Neurasthenia,	Tuberculosis, or
Neuritis,	Typhoid fever,
Paralysis,	

shall, before being permitted to resume any duty involving association with train running, be required to produce a certificate from a legally qualified Medical Practitioner that he is fit to undertake such duty, and, if necessary, shall be subjected to examination by the Railways Medical Officer; and any Officer or Employé whose duties involve association with train running and who has been incapacitated for duty owing to—

Any affection of the eye or ear,
Any affection of the heart,
Locomotor ataxia, or
Vertigo,

shall, before being permitted to resume any duty involving association with train running, be subjected to examination by the Railways Medical Officer.

(237) Any Officer who is incapacitated for duty in consequence of illness or injury (excepting, in the case of illness, any Junior Officer referred to in Clause 232) may be granted by the Head of the Branch such pay as he may be considered to be entitled to in respect of any period specified in the Medical Certificate, but not exceeding fourteen days in all from the commencement of his incapacity, and a statement showing particulars of all pay so granted shall be furnished to the Commissioners monthly on the prescribed form (G75).

(238) 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 pay (if any) 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 and reports.

(239) Any Officer who is incapacitated for duty in consequence of injury sustained whilst in the active discharge of his duty shall be paid any Sunday allowance which under ordinary circumstances he would, in the opinion of the Head of the Branch, have received during the period in question.

(240) Any Employé who is incapacitated for duty in consequence of an injury sustained whilst in the active discharge of his duty, may, with the

DIVISION 19—*continued.*ABSENCE FROM DUTY IN CONSEQUENCE OF ILLNESS OR INJURY—*continued.*

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.

(241) 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 to have displayed wilful negligence 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 240.

(242) 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 reports from such witnesses, and forward such reports to the Head of the Branch, together with the prescribed forms (G1 and G3) properly filled in.

(243) Any Officer or Employé injured whilst in the active discharge of his duty 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 him 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.

(244) Every case requiring the decision of the Commissioners shall be submitted by the Head of the Branch, with as little delay as possible, on the prescribed form (G4), which shall be accompanied by the prescribed Medical Certificate or Certificates, as the case may be.

DIVISION 19—*continued.*ABSENCE FROM DUTY IN CONSEQUENCE OF ILLNESS OR INJURY—*continued.*

(245) Every recommendation for the continuance of sick or accident pay to an Officer or Employé beyond a period in respect of which pay has been sanctioned by the Commissioners, shall be re-submitted 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.

(246) 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 First Aid 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 be allowed to such Officer or Employé, provided that the Commissioners are satisfied that such attendance was necessary and that the charge is reasonable.

(247) Any Officer or Employé who has been seriously injured whilst in the active discharge of his duty, and who can be moved with safety, shall be conveyed with the least possible delay to the nearest Public Hospital, or, if he so elect, to his home.

(248) Any Employé who is incapacitated for duty under circumstances which do not entitle him to payment during 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.

(249) 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.

(250) Any Officer in receipt of sick or accident pay, or any Employé in receipt of accident pay, who leaves his usual place of residence for more than three days, shall notify his Superior Officer of the address or addresses at which he may be found from time to time.

DIVISION 20.

LEAVE OF ABSENCE OTHER THAN SICK LEAVE.

(251) For the purposes of this Division "Common" holidays shall mean Christmas Day, Good Friday, Easter Monday, and His Majesty's Birthday, and "Proclaimed" holidays shall mean any other days proclaimed by the Commissioners as holidays in the Head Offices.

(252) Subject to the exigencies of the service, every Officer shall be granted leave of absence on every Common and Proclaimed holiday, and every Permanent Employé, and every Supernumerary Employé, or Member of a Butty Gang, with at least three years' service, shall be granted leave of absence on every Common holiday; and full pay shall be allowed for every holiday so granted. In computing the service of any Supernumerary Employé, or member of a Butty Gang, for the purposes of this or the next succeeding Clause, any break of less than two months shall be disregarded, but no service prior to a break of two months or more shall be taken into consideration except with the approval of the Commissioners.

(253) Every Officer shall in addition to his annual leave be granted one day's leave of absence on full pay for every Common or Proclaimed holiday

DIVISION 20—*continued*.LEAVE OF ABSENCE OTHER THAN SICK LEAVE—*continued*.

or any portion of such holiday on which he is required to work, subject to a maximum of seven (7) days in respect of any such holidays worked in any one year; and any Permanent *Employé*, or any Supernumerary *Employé*, or Member of a Butty Gang, with at least three years' service, shall (in addition to the annual leave in the case of a Permanent *Employé*) be granted one day's leave of absence on full pay for every Common holiday or any portion of such holiday on which he is required to work.

(254) In addition to the Common or 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.

(255) 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.

(256) (a) Any Officer or *Employé* who is granted leave of absence *without* pay—whether through sickness or other cause—or

(b) Any Officer who is granted sick leave on full, half, or, third pay for a period of three months or over during the period of twelve months immediately preceding the date upon which his annual leave would ordinarily become due, shall have a deduction made from such annual leave in accordance with the proportion of twelve months over which the absence extends; e.g., if the absence is for a period of three months one-quarter of the annual leave shall be deducted, if for a period of six months, one-half and so on; but no deduction shall be made for a shorter period of absence of such a character.

(257) Any Officer or *Employé* who, as a result of an accident sustained on duty, is granted leave of absence on full or half pay for a period of twelve months or more shall forfeit his annual leave for one year, but no deduction shall be made for a shorter period of absence of such a character.

(258) 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. The graduation to the higher leave shall commence with the annual leave first granted after the promotion.

(259) 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.

DIVISION 20—*continued.*LEAVE OF ABSENCE OTHER THAN SICK LEAVE—*continued.*

(260) Any Employé who—

(a) with a decrease of wage; or

(b) without a decrease of wage if the transfer be at his own request or in consequence of misconduct

is transferred, other than in consequence of ill-health or injury, or defective vision, colour-sense, or hearing 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, shall not be granted a greater number of holidays than he would have received if he had been continuously employed in the grade to which he is transferred.

(261) 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 be granted the same number of days' annual leave as he was entitled to at the date of such transfer to or employment in another grade.

(262) Every Officer and Employé shall be granted the leave to which he is entitled at such time as may be convenient to the Department, and unless otherwise directed, every Officer and Employé engaged in or in connexion with any Workshop shall be granted such leave during any period for which such Workshop is closed.

(263) 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 (G12), for the leave to which he is entitled during such year.

(264) 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, subject to the provisions of Clause 266, be granted, prior to the termination of his employment, and not extending beyond the date as from which his retirement has been sanctioned, 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 leave of the particular grade for one year.

(265) 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, subject to the provisions of Clause 266, be granted proportionate leave prior to the termination of his employment, based on the number of months worked since the date on which his leave last became due as well as any leave due to him in lieu of any Common or Proclaimed holidays.

(266) 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 264 or 265, shall be submitted for the determination of the Commissioners.

DIVISION 20—*continued.*LEAVE OF ABSENCE OTHER THAN SICK LEAVE—*continued.*

(267) 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.

(268) No Officer or Employé who is dismissed or removed from the Service or who resigns shall be granted any annual or holiday leave, nor any payment therefor, prior to the termination of his employment.

(269) 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.

(270) Any Officer or Employé who desires leave of absence for a period not exceeding one month, in order to enable him to perform private or special business, may be granted such leave of absence provided that his services can be spared without inconvenience to the Department, and such leave may be deducted from any annual leave actually 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, any leave of absence so granted shall be *without pay*.

(271) Any Officer or Employé who is granted extended leave of absence without pay shall on resumption be placed in the same relative position as regards his rate of salary or wage and seniority as he occupied at the date of commencing such leave, subject to the reservation that he shall lose his seniority over any Officer or Employé who has been promoted over him during his absence.

(272) This Regulation shall not operate to reduce the number of days' annual leave allotted to any Officer or Employé beyond the number due on the occasion on which annual leave last became due prior to its issue, so long as such Officer or Employé remains in the grade which he occupied on such occasion.

(273) Any Officer or Employé who is temporarily recalled from annual leave in order to attend in his official capacity as a witness in a Court, or to attend the Statutory Board, or for any other Departmental purpose, shall be granted one day's additional leave of absence for every day so occupied, and for every day or portion thereof exceeding half a day which may necessarily be occupied in coming from and returning to the place at which he is spending his holiday.

DIVISION 20—continued.

SCHEDULE 1.

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

TRANSPORTATION BRANCH.

Chief Cook	Guard (Goods, with not less than ten years' aggregate service as Guard or Shunter)	Leading Shunter, with not less than ten years' aggregate service as Shunter or Guard
Foreman Lampman	Guard (Passenger or Express)	Signalman (Classes 1 and Special)
Goods Foreman (Classes 2 and 1)	Head Porter (Class 1)	Yard Foreman.
Goods Foreman (Senior)		

ROLLING-STOCK BRANCH.

Chargeman	Leading Storeman	Workshop Sub-Foreman
Engine Driver	Special Ganger	Yard Foreman
Fitter-in-charge	Sub-Foreman Engine Cleaner	Yard Sub-Foreman.
Leading Hand Artisan		

WAY AND WORKS BRANCH.

Depôt Ganger (Metropolitan)	Leading Hand Artisan	Surveyor's Leading Hand
Electrical Fitter in Charge	Leading Storeman	Works Ganger
Foreman Artisan	Signal Ganger	Workshop Sub-Foreman.
Foreman, Signal Gang	Special Ganger	

ELECTRICAL ENGINEERING BRANCH.

Car Shed Foreman	Leading Hand Equipment Examiner	Shift Electrician (Classes 1 and 2).
Leading Hand Artisan	Electrical Foreman	
Leading Hand Electrical Mechanic		

TELEGRAPH BRANCH.

Electrical Mechanic in Charge	Leading Hand Electrical Mechanic	Sub-Foreman.
Leading Hand Artisan		

STORES BRANCH.

Coal Viewer	Head Coal Viewer	Leading Storeman.
Firewood Inspector	Head Storeman	

PRINTING AND STATIONERY BRANCH.

Foreman Printer	Leading Hand Artisan	Leading Storeman.
Foreman Lithographer		

SCHEDULE 2.

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

TRANSPORTATION BRANCH.

Car Cook (Class 1)	Leading Lampman	Porter (Special Ticket Checker)
Conductor (Train)	Leading Shunter, with less than ten years' aggregate service as Shunter or Guard	Porter (Ticket Collector, Class 1)
Daily Paid Clerk	Guard	Shunter
Foreman Parcels Porter	Leading Truck Washer	Signalman (Class 3)
Goods Foreman (Class 3)	Motorman	Signalman (Class 2)
Goods Sub-Foreman	Operator	Special Inquiry Officer
Guard (Suburban)	Porter (Barrier Supervisor)	Steward (Class 1)
Guard (Goods, with less than ten years' aggregate service as Guard or Shunter)	Porter in charge of lost property	Storeman (Dining Car Depôt)
Head Porter (Class 2)	Porter in charge of Licensed Luggage Porters	Ticket Examiner
Horse Shunter		Train Register Checker.
Ladies' Waiting Room Inspectress		

DIVISION 20—continued.
SCHEDULE 2—continued.

ROLLING-STOCK BRANCH.

Blacksmith	Grainer	Pattern Maker
Boilermaker	Hostler	Plumber
Bolt and Nut Machinist	Iron Machinist	Rope Splicer
Brass and Iron Moulder	Lapper and Grinder	Running Gear Repairer
Brick Arch Builder (Class 1)	Leading Air Driller and Tapper	Sailmaker
Buffer Repairer	Leading Car Cleaner	Saw Doctor
Car and Waggon Axle Classifier	Leading Casting Dresser	Saw Sharpener
Car and Waggon Builder	Leading Driller	Sawyer
Car Painter	Leading Lighter-up and Washer-out	Shunter
Carpenter	Leading Running Gear Repairer	Signwriter
Carpenter and Joiner	Leading Skilled Laborer	Spark Arrestor or Blast Pipe
Colourman	Leading Shunter	Repairer
Coppersmith	Leading Timber Stacker	Spring Buckler
Daily Paid Clerk	Leading Train Examiner	Spring Machinist
Electrical Mechanic	Leather Worker	Springmaker
Electroplater	Lighter-up and Washer-out	Stationary Engine-Driver
Engine Brake Blocker	Locomotive Crane Driver	Storeman (Classes 1 and 2)
Fireman	Locomotive Crane Driver in Charge	Tinsmith and Sheet Metal Worker
Fitter	Machine Moulder	Train Examiner
Fitter and Turner	Messenger (Special)	Travelling Crane Attendant (Floorman)
Forgeman	Metal Polisher	Turner
French Polisher	Nurseryman	Upholsterer
Furnaceman	Packer and Trimmer	Wetstone Grinder
Furnaceman (Cupola, Assistant)		Wireman
Furnace Repairer		Wood Machinist.
Glass Embosser		

WAY AND WORKS BRANCH

Ballast Guard	Leading Drainer and Pipe Joiner	Plumber
Blacksmith	Leading Gardener	Rope Splicer
Boilermaker	Leading Office Cleaner	Saw Doctor
Brass and Iron Moulder	Leading Pipe Joiner	Saw Sharpener
Bricklayer	Leading Platelayer	Sawyer
Cable Joiner	Leading Skilled Labourer	Senior Watchman
Cable Layer	Locksmith	Shunter
Carpenter	Machine Moulder	Signal Adjuster
Carpenter and Joiner	Mason	Signal Adjuster (Assistant)
Colourman	Motor Lorry Driver	Signwriter
Daily Paid Clerk	Nurseryman	Slater
Electrical Fitter	Painter	Stationary Engine-driver
Electrical Mechanic	Patternmaker	Storeman (Classes 1 and 2)
Fitter	Pavior	Tinsmith
French Polisher	Pipe Fitter	Turner
Furnaceman	Pipe Joiner (Cast Iron)	Upholsterer
Ganger	Plasterer	Wireman
Iron Machinist		Wood Machinist.
Lampmaker		

ELECTRICAL ENGINEERING BRANCH.

Armature Winder	Fitter	Retort Setter
Car Painter	Gasmaker	Shift Electrician (Class 3)
Electrical Fitter	Lineman	Stationary Engine-driver
Electrical Mechanic	Pitman	Storeman (Classes 1 and 2)
Equipment Examiner	Plant Attendant	Wireman.
Fireman		

TELEGRAPH BRANCH.

Cable Joiner	Lampmaker	Pintsch Gas Fitter
Car Gas Attendant	Lineman	Plumber
Car Gas Fitter	Lineman in Charge	Portable Compressor Attendant
Carpenter	Lux Lamp Fitter	Storeman (Classes 1 and 2)
Electrical Fitter	Lux Lamp Mechanic	Typewriter Mechanic.
Electrical Mechanic	Operator	
Gas Fitter		

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DIVISION 20—continued.
SCHEDULE 2—continued.

STORES BRANCH.

Daily Paid Clerk	Rope Splicer	Storeman (Classes 1 and 2).
Messenger (Special)		

PRINTING AND STATIONERY BRANCH.

Compositor	Paper Cutter	Ticket Maker's Assistant
Lithographer	Storeman (Classes 1 and 2)	(Class 1).
Machinist	Ticket Maker	

SCHEDULE 3.

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

TRANSPORTATION BRANCH.

Boiler Attendant	Porter (Cloak Room)	Porter (Van Stower)
Car Cook (Class 2)	Porter (Directing)	Porter (Yard)
Conductor (Tram)	Porter (Equipment)	Shedman
Despatchman	Porter (Lost Property)	Signalman (Class 4)
Gate Checkman	Porter (Luggage)	Skilled Labourer
Goods Checker	Porter (Operating)	Sorter
Horse Tram Driver	Porter (Parcels)	Steward (Classes 2 and 3)
Lampman (Class 1)	Porter (Platform Indicator)	Stower
Leading Porter	Porter (Shed)	Truck Washer
Liftman	Porter (Signal)	Trypograph Operator
Messenger (Class 1)	Porter (Stock)	Watchman (Class 1)
Motor Trolleyman	Porter (Ticket Collector, Class 2)	Watchman (Senior)
Point Cleaner	Porter (Transfer)	Weighbridge Attendant.

ROLLING-STOCK BRANCH.

Air Driller and Tapper	Gardener	Second Hand in Forge
Annealer	Goods Checker	Signalman
Axle Centre Turner	Hammer Shaft Replacer and Minor Wood Turner	Skilled Labourer
Block and Tackle Hand	Heater	Spring Buckle Remover
Boiler Covering Maker	Leading Labourer	Steam Hammer Driver
Boilermaker's Help	Leather Cutter	Stoker
Boiler Plug Tapper	Locomotive Crane Attendant	Storeman (Class 3)
Brick Arch Builder (Class 2)	Messenger (Class 1)	Striker
Car Cleaner (cleaning horse boxes, &c)	Metaller	Telephone Attendant
Case Hardener	Minor Machinist	Timber Stacker
Casting Dresser	Oiler (Overhead Shafting)	Tool Checker
Concrete	Oil Mixer	Tool Storeman
Coupling Cleaner and Examiner	Padder	Travelling Crane Attendant (other than Floorman)
Despatchman	Pad Frame Maker	Tube Repairer
Driller	Painter's Labourer	Undergear Repairer
Fitter's Assistant	Paint Mixer	Undergear Repairer's Assistant
Flax Rope Splicer	Puller Out	Weighbridge Attendant.
Fuelman	Pumper	
	Sand Blast Operator	

WAY AND WORKS BRANCH.

Assembler (Semaphore)	Fencer	Repairer
Batterman	Fencer's Assistant	Scaffolder
Batterymen	Fitter's Assistant	Skilled Labourer
Battery Zinc Maker	Gardener	Stoker
Block and Tackle Hand	Liftman	Storeman (Class 3)
Boilermaker's Help	Messenger (Class 1)	Striker
Case Hardener	Minor Machinist	Stiff Printer
Casting Dresser	Office Cleaner (Class 1)	Tarriaver
Chainman	Oiler (Overhead Shafting)	Timber Stacker
Concrete	Pile Driver	Trackman (Tramway)
Despatchman	Pipe Joiner's Labourer	Trimmer (Earth or Ballast)
Drainer and Pipe Joiner (Earthenware)	Plan Moulder	Watchman (Class 1)
Driller	Platelayer	Yardsman.
	Puller-out	

DIVISION 20—*continued.*SCHEDULE 3—*continued.*

ELECTRICAL ENGINEERING BRANCH.

Lamp Carboner Shedman	Skilled Laborer Storeman (Class 3)	Travelling Crane Attendant (other than Floorman).
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TELEGRAPH BRANCH.

Batteryman Battery Zinc Maker Gasman	Lineman's Assistant Lux Lamp Attendant	Skilled Labourer Storeman (Class 3).
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STORES BRANCH.

Gate Checkman and Packer Messenger (Class 1)	Skilled Labourer	Storeman (Class 3).
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PRINTING AND STATIONERY BRANCH.

Skilled Laborer	Stone Polisher (Machine) and Plate Grainer Storeman (Class 3)	Ticket Maker's Assistant (Class 2).
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SCHEDULE 4.

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

TRANSPORTATION BRANCH.

Block Recorder Caller-Up Car Cleaner Caretaker Gatekeeper Labourer Lad	Ladies' Waiting Room At- tendant Lampman (Class 2) Laundress Laundress (Senior) Lavatory Attendant Messenger (Class 2)	Porter Porter (Vanman) Sculleryman Sweeper Waiter Watchman (Class 2).
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ROLLING-STOCK BRANCH.

Apprentice Caller-Up Car Cleaner Engine Cleaner	Labourer Lad Messenger (Class 2) Office Cleaner (Female)	Padmaker Seamstress Watchman.
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WAY AND WORKS BRANCH.

Apprentice Gatekeeper Labourer	Lad Messenger (Class 2) Office Cleaner (Class 2)	Office Cleaner (Female) Watchman (Class 2).
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ELECTRICAL ENGINEERING BRANCH.

Apprentice Labourer	Lad	Watchman.
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TELEGRAPH BRANCH.

Apprentice	Labourer	Lad.
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STORES BRANCH.

Labourer Lad	Messenger (Class 2)	Watchman.
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PRINTING AND STATIONERY BRANCH.

Apprentice Labourer	Lad Machine Feeder	Messenger.
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DIVISION 21.

PASSES AND OTHER RAIL CONCESSIONS.

(274) Every Officer or Employé who is granted the whole of his annual leave for one year may be granted a "station to station" pass during the currency of such leave (inclusive of any days in lieu of Common or Proclaimed Holidays).

(275) Every Officer or Employé engaged in a Workshop which is closed during the Christmas and Easter holidays, and who is therefore obliged to take leave in two portions annually may be granted a "station to station" pass during the currency of his leave on each such occasion.

(276) Every Officer or Employé who, other than in the circumstances mentioned in Clause 275, is granted his annual leave in two or more portions may be granted—

(a) a station to station pass during a period of not less than seven days' annual leave, and

(b) a destination pass during a period of not less than four days' annual leave

subject to a maximum, in respect of the annual leave of any one year, of one station to station pass, and of one destination pass (other than a pass granted under the provisions of Clause 279).

(277) Any Officer or Employé who desires to journey to another State during the currency of his annual leave may be granted a separate pass for the Victorian portion of such journey if he desires that the "station to station" pass be retained by members of his family entitled to travel thereon under the provisions of Clause 278.

(278) Any annual leave 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 solely dependent upon him for support.

(279) Any Officer or Employé not on annual leave may, without prejudice to his annual leave pass, be granted a pass for a specified return journey—

(a) In the event of exceptional circumstances, such as sickness; or

(b) In the event of his being unable to obtain his leave and being desirous, for some special reason, of obtaining a pass for his wife or other dependants, as specified in Clause 278;

subject to the discretion of the Head of the Branch, who shall deal with each case on its merits.

(280) Any Supernumerary Employé, Licensed Luggage Porter, or member of a Butty Gang, with at least eighteen months' service in the aggregate during the preceding two years, and with at least nine months' service in the aggregate during the latter year of such employment, and any Supernumerary Employé, or member of a Butty Gang, entitled to be paid for Common Holidays under the provisions of Clause 253, may at Christmas and Easter, or on such other occasion as may be mutually convenient, be issued two passes for a specified return journey, of the same class and for the same period as that allowed on annual leave to a Permanent Employé in a corresponding position. In the case of an Employé in a Workshop, Office, or in any Works or extra gang, the two passes may, subject to the foregoing conditions, be granted on separate occasions, *i.e.*, during the intervals for which the Workshop or Office is closed or for which the gang ceases work at Christmas or Easter. In computing the period of employment in order to determine the eligibility of any such Employé, &c., for a pass,

DIVISION 21—*continued*.PASSES AND OTHER RAIL CONCESSIONS—*continued*.

credit shall be given for any time which he may have been off duty in consequence of injuries sustained whilst in the active discharge of his duty.

(281) Any pass issued under the provisions of Clause 280 may be made available for the wife or other dependants of the Employé, as specified in Clause 278, but no pass shall be granted to such wife or other dependants except when the Employé, &c., is on leave, or on any such special occasion as is referred to in Clause 279.

(282) Any Apprentice, Junior Clerk, or Lad under nineteen (19) years of age residing away from home, and who is desirous of visiting home during the Christmas or Easter holidays, may for that purpose be granted a pass from the station at which he is employed to the station nearest his home, provided that the necessary leave of absence be granted him.

(283) 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, so long as he remains in the position which he occupied when so entitled to a first class pass.
- (c) To any Employé in the grade or class, with the service, or in receipt of the wage specified hereunder:—

Chargeman.
 Coal Viewer (including Head Coal Viewer).
 Conductor (Class 1).
 Cook (Chief).
 Depot Ganger (Metropolitan).
 Electrical Fitter in Charge.
 Engine-Driver in receipt of a wage which, inclusive of any allowance for the performance of more responsible work, amounts to at least 13s. per day.
 Fitter in Charge.
 Foreman or Sub-Foreman.
 Guard (Passenger or Express).
 Guard (Goods), with an aggregate of at least ten years' service as Guard or a Shunter.
 Head Storeman.
 Head Porter.
 Leading Hand Artisan.
 Leading Shunter (Class 1), with an aggregate of at least ten years' service as a Shunter or a Guard.
 Lineman in Charge.
 Signalman (First or Special Class).
 Signal Ganger.
 Special Ganger.
 Special Inquiry Officer.
 Surveyor's Leading Hand; and

(d) To any Employé occupying or acting in a salaried position, provided that his wage is equivalent to not less than £100 per annum; and second class passes shall be issued to any other Officer or Employé.

DIVISION 21—*continued.*PASSES AND OTHER RAIL CONCESSIONS—*continued.*

(284) 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 continue to be granted a first-class pass.

(285) 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 a Lineman's or an "extra" gang;

and 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 to enable him to visit his home at such intervals as he may be accorded leave of absence for that purpose under the instructions in force for the time being in that respect, but pay shall not be allowed for any time which is occupied in the visit.

(286) 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 178, 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.

(287) Any Officer or Employé may subject to the approval of the Head of the Branch be granted free carriage by rail in respect of the corpse of his wife, or of any child or other relative who was solely dependent upon him for support, to the station nearest the place of interment, 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; provided that no such concession shall be made in the case of a Supernumerary Employé except with the sanction of the Commissioners.

(288) Any Officer or Employé, Licensed Luggage Porter, or member of a Butty-gang (other than a Junior 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; provided that no Supernumerary Employé, Licensed Luggage Porter, or member of a Butty-gang shall be so entitled until he has completed six months' continuous service, or in the case of a Casual Employé, unless his services have been utilized for an average of at least ten days per month during the preceding six months.

DIVISION 22.

VISION, COLOR-SENSE, AND HEARING.

(289) The standards of vision, color-sense, and hearing shall be as follows :—

Class.	VISION.			COLOR-SENSE.	HEARING.
	LANDOLT'S TEST.				
	One Eye.	Other Eye.	Both Eyes.		
CANDIDATES FOR EMPLOYMENT.					
1. Any Candidate for permanent or temporary employment in any position involving the operation or observance of fixed signals, or for the position of Lad in the Transportation Branch or of Junior Clerk or Engine-cleaner—				Normal	Normal ; no evidence of disease likely to impair hearing
Without homatropine ..	6/6ths	6/6ths	6/6ths		
With homatropine ..	6/12ths	6/12ths	6/9ths		
2. Any Candidate for permanent employment as Apprentice for Artisan, or of Lad in other than the Transportation Branch, or for permanent or temporary employment in any position involving the giving or observance of hand, but not of fixed, signals, or in any position involving no risk to himself or others—				Normal (No standard of color-sense required of Candidates for position of Apprentice or Artisan)	Two-thirds normal each ear, or normal in one and half normal in other ; no disease likely to further impair hearing (No standard required of Candidates for position of Boiler-maker or Boiler-maker's Help)
Without homatropine ..	6/9ths	6/9ths	6/9ths		
With homatropine ..	6/18ths	6/18ths	6/12ths		

DIVISION 22—continued.

VISION, COLOR-SENSE, AND HEARING—continued.

Class.	VISION.			COLOR-SENSE.	HEARING.
	LANDOLT'S TEST.				
	One Eye.	Other Eye.	Both Eyes.		
OFFICERS AND EMPLOYÉS.					
3. Any Officer or Employé in a position involving the operation or observance of fixed signals— * Without homatropine ..	6/12ths	6/12ths	6/9ths	Normal	Two-thirds normal each ear, or normal in one ear; and no active disease
	Eyes to be healthy.				
4. Any Officer or Employé in a position involving the operation or observance of hand, but not of fixed, signals— * Without homatropine ..				Normal	One-half normal in one ear; and no active disease in either
5. Any Artisan or other Employé whose duties involve no risk to himself or others	6/18ths or 6/12ths in the only eye	6/18ths	6/12ths		
	Sufficient for the duties performed				Sufficient for the duties performed

* The vision of any Officer or Employé in Class 3 or 4 may also be tested under homatropine if considered necessary by the Medical Examiner.

(290) The use of glasses, in order to assist in passing the examination, shall be permitted in respect of Classes 2, 4, and 5, provided that the nature of the work is such as is considered to render such a course desirable. In Classes 1 and 3 the use of glasses shall not be permitted to assist in passing the examination, but any Officer or Employé under Class 3 shall be permitted the use of glasses for reading purposes only.

(291) Every candidate for employment shall also be subjected to an examination of the eyes under the ophthalmoscope.

(292) Officers and employés in the following grades will be examined under Class 3, viz.:—

Assistant Stationmaster.
Assistant Superintendent of Melbourne Yards.
Ballast Guard.
Block Recorder.
Clerk (or in Class 4 or 5, according to duties)
Conductor (Tram).
Engine-cleaner.

DIVISION 22—*continued*.VISION, COLOR-SENSE, AND HEARING—*continued*.

Engine-driver.
Fireman.
Fog-signalman.
Foreman (Signal Gang).
Ganger (Depôt), Metropolitan.
Gatekeeper (Male).
Guard (Goods).
Guard (Passenger or Express).
Guard (Suburban).
Horse Shunter.
Horse Tram Driver.
Inspector—
 Block and Signal Inspector.
 Traffic Inspector.
Lad (or in Class 4 or 5, according to duties).
Locomotive Crane Attendant.
Locomotive Crane Driver.
Locomotive Crane Driver in Charge.
Messenger.
Motorman.
Number Taker.
Porter.
Porter (Operating).
Porter (Signal).
Porter (Vanman).
Porter (Yard).
Roadmaster.
Shedman.
Shunter.
Shunter (Leading).
Signal Adjuster.
Signal Adjuster (Assistant).
Signal Ganger.
Signalman.
Signal Supervisor.
Stationmaster.
Tramway Inspector.
Tramway Inspector (Assistant).
Yard Foreman (Transportation Branch).
Pier Foreman.

(293) Officers and employés in the following grades will be examined under Class 4, viz.:—

Batteryman (Way and Works Branch).
Cable Joiner.
Cablelayer.
Caretaker (wife or relative of employé, including Assistant Caretaker).
Caretaker (widow).
Car Gas Attendant.
Car Gas Fitter.

DIVISION 22—*continued*VISION, COLOR-SENSE, AND HEARING—*continued*.

Carpenter.
Chargeman (or Class 5, according to duties).
Conductor.
Control Engineer.
District Foreman.
Electrical Fitter.
Electrical Fitter in Charge.
Electrical Fitter (Leading Hand).
Electrical Mechanic (or Class 5, according to duties).
Electrical Mechanic (Leading Hand).
Equipment Examiner.
Equipment Examiner (Leading Hand).
Fitter
Fitter (Leading Hand) } if engaged on interlocking work.
Foreman Artisan (Way and Works Branch).
Ganger.
Ganger (Special).
Ganger (Works).
Gas Fitter.
Gas Fitter (Leading Hand).
Gas Fitter (Sub-Foreman).
Gasmaker.
Gasman.
Gatekeeper (wife or relative of employé, including Assistant Gatekeeper).
Gatekeeper (widow).
Hostler (or Class 5, according to duties).
Inspector (Acting).
Inspector of Works.
Labourer—(Electrical Engineering Branch) (or Class 5, according to duties).
Lampman.
Lampman (Leading).
Lampman (Foreman).
Lineman.
Lineman in Charge.
Lineman's Assistant.
Pitman.
Plant Attendant.
Platelayer.
Platelayer (Leading).
Point Cleaner.
Porter (Head).
Porter (Leading).
Porter (Platform Indicator).
Porter (Shed).
Repairer.
Shift Electrician.
Skilled Labourer (Signals).
Stationmaster at certain terminal and Branch-line Stations.
Trackman (Tramway).

DIVISION 22—*continued.*VISION, COLOR-SENSE, AND HEARING—*continued.*

Train Examiner.

Train Examiner (Leading).

Travelling Crane Attendant, including Floorman (or Class 5, according to duties).

Watchman.

Weighbridge Attendant.

Wireman.

Worksmaster.

(294) Officers and Employés in grades other than those enumerated in Clauses 292 and 293 will be treated under the provisions of Class 5; and every Officer and Employé coming within Class 3 or Class 4 shall be re-examined—

(1) Regularly at intervals of—

(a) Every four years-up to the age of 44 years; and

(b) Thereafter every two years;

(2) As often as the circumstances of the particular case may require, in the event of any disease or accident which may impair the vision, color-sense, or hearing; and

(3) Immediately after any railway accident in which he is concerned.

DIVISION 23.

SUPPLY OF UNIFORM CLOTHING AND UNIFORM CAPS.

(295) Every Assistant Stationmaster, Caretaker (Head Offices or Flinders-street station buildings), Hall Officer, Liftman, and Stationmaster shall each year, 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.

(296) Every Employé in the grades enumerated hereunder, viz. :—

Conductor (Train or Tram);

Guard;

Head Porter;

Motorman;

Parcels Foreman;

Porter (including operating or other skilled porter, except as specified in Clause 300); and

Shunter (if regularly required to run mixed or passenger trains, or to perform platform duty)

Ticket Examiner; and

Watchman (if the duties necessitate contact with the travelling public)

shall each year, subject to the discretion of the Head of the Branch, be provided with one suit of uniform clothing for summer wear, and one suit of uniform clothing for winter wear, and also with a uniform cap at intervals of not less than one year.

(297) Every suit of uniform clothing referred to in Clause 295, and every summer suit of uniform clothing referred to in Clause 296, shall, as far as practicable, be supplied in October or November of each year, and every winter suit of uniform clothing, and every uniform cap in April or May of each year; except in the case of an Officer or Employé who becomes entitled to uniform clothing or cap privileges at another period of the year.

DIVISION 23—*continued.*SUPPLY OF UNIFORM CLOTHING AND UNIFORM CAPS—*continued.*

(298) 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 coat undesirable, shall also be provided with a dungaree jacket at such intervals as may be necessary.

(299) Every Conductor (Tram), Motorman, Guard, and Ticket Examiner shall, subject to the discretion of the Head of the Branch, be provided with a uniform overcoat once in every three years, and every Shunter shall be similarly provided with a uniform overcoat once in every two years.

(300) 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 platform duty);
Goods Checker;
Goods Foreman;
Male Office Cleaner (Head Offices and Flinders-street station buildings);
Porter (Shed or Yard) who does not perform any platform duty;
Signalman;
Watchman (other than as specified in Clause 296); and
Yard Foreman;

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

(301) Every Shunter (other than as specified in Clause 296) shall be provided with a uniform felt hat at intervals of not less than one year.

DIVISION 24.

HOURS OF DUTY IN THE HEAD OFFICES.

(302) The hours of duty of every Officer employed in the Head Offices shall be from 9 a.m. till 5 p.m. on Week days, and from 9 a.m. till 12 noon on Saturdays.

(303) Every Officer shall be punctual and regular in attendance, and *shall be ready to commence duty at 9 a.m.*

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

(305) The attendance-book shall be accessible to each Officer up till 9 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 5 p.m., to enable each Officer to record the time at which he ceased duty.

(306) Any Officer attending for duty after 9 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.

(307) 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.

DIVISION 24--*continued*.HOURS OF DUTY IN THE HEAD OFFICES--*continued*.

(308) An interval of three-quarters of an hour shall be allowed to every Officer for luncheon, at such time between 12.30 and 2 p.m. as may be arranged by the Officer in charge.

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

(310) 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.

DIVISION 25.

LIFE ASSURANCE.

(311) Every Officer or Employé who has passed the probationary term of service shall assure his life in accordance with the conditions hereinafter provided, and shall hold office on the express condition that a deduction will be made from his salary or wages at the end of every second month for the payment of the assurance premiums.

(312) The assurance shall be by way of endowment, and the policy shall provide for payment 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.

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

(314) 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.

(315) In the case of any Officer or 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.

DIVISION 25—*continued.*LIFE ASSURANCE—*continued.*

(316) 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.

(317) 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 143 of Act No. 2716 such policy shall not be assignable either at law or in equity.

(318) 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 stock 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 security (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 26.

SUSPENSION OF OFFICERS OR EMPLOYEES UNDER THE INFLUENCE OF LIQUOR.

(319) 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.

(320) 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 27.

GRIEVANCES.

(321) 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.

(322) No Officer or Employé shall seek the influence or interest of, or address a communication to, any person or persons outside the Department, in respect of any grievance or in order to secure promotion, advancement, or transfer, or any advantage in the Service.

DIVISION 28.

PROCEDURE IN CONNEXION WITH PUNISHMENT OF OFFICERS
OR EMPLOYEES, APPEALS, ETC.

(323) 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.

(324) 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.

(325) Any Officer or Employé who is charged with any offence or any misconduct, or a breach of any rule or regulation, 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.

(326) 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).

(327) In any instance in which the Head of a Branch deems it desirable 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 of Discipline constituted by section 159 of the *Railways Act 1915*, he shall 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.

(328) In any instance in which a charge is brought against any Officer or Employé as provided in Clause 327, 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).

(329) The Board of Discipline shall consist of the Heads of the Branches whose titles are specified in Section 159 of the *Railways Act 1915*, and a representative of the Officers and Employés, and three members of the Board shall form a quorum.

(330) The members present at each meeting of the Board of Discipline 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.

(331) No member of the Board of Discipline 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.

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

DIVISION 28—*continued.*PROCEDURE IN CONNEXION WITH PUNISHMENT OF OFFICERS OR EMPLOYEES,
APPEALS, ETC.—*continued.*

(333) 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 the Branch in consequence of having been adjudged guilty of misconduct, or of a breach of any rule or regulation, or who has been—

(d) Dismissed from the Service

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

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

(335) Any Officer or Employé who possesses the right of appeal to the Board of Discipline 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 the Branch, in the following terms, viz. :—

"I beg to appeal to the Board of Discipline
Commissioners against the decision of the

.....that I be.....for that I,

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

(336) 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 (S47).

(337) 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.

(338) In any instance in which any Officer or Employé charged before the Board of Discipline 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, without salary or wages, or may inflict a fine upon him to be deducted from his pay, or may dismiss him from the Service, or may reduce him in position or pay or both.

(339) In the hearing of an appeal by or charge against any Officer or Employé any member of the Board of Discipline 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 to 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.

(340) Any evidence which it is intended to submit to the Board of Discipline in respect of any charge preferred against any Officer or Employé shall be taken

DIVISION 28—*continued*.PROCEDURE IN CONNEXION WITH PUNISHMENT OF OFFICERS OR EMPLOYÉES
APPEALS, ETC.—*continued*.

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.

(341) 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.

(342) 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, *e.g.*, an Officer or Employé who loses pay during suspension shall not also be fined or reduced.

(343) 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 the payment shall be on the basis specified in Clause 239 or 240 (as the case may be) in respect of accident pay.

(344) 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 extent of such reduction in writing by the Head of his Branch.

(345) 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.

(346) 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 the payment shall be on the basis specified in Clause 239 or 240 (as the case may be) in respect of accident pay.

(347) Any Officer or Employé dismissed by the Board of Discipline shall be granted full pay, on the basis specified in Clause 239 or 240 (as the case may be) in respect of accident 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.

(348) The attendance of any Permanent or Supernumerary Officer or Employé who may be required to give evidence on behalf of an 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.

(349) 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.

(350) 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 of Discipline or the Commissioners (as the case may be).

DIVISION 28—*continued*.PROCEDURE IN CONNEXION WITH PUNISHMENT OF OFFICERS OR EMPLOYÉS,
APPEALS, ETC.—*continued*.

(351) 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.

(352) 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 to be 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 of Discipline.

DIVISION 29.

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

(353) 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.

(354) 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.

(355) In addition to any train fares which are actually incurred, an allowance is granted to witnesses by the Crown Law Department on the following basis viz.:—

	s. d.
For each day in actual attendance at the Court.—	
The actual loss of salary or wage, with a maximum of	6 0
For each day occupied in travelling, not including the days at the Court (if resident more than twenty miles from 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 the 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.

(356) Any such Officer or Employé shall also forward to the Head of the 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 11.

(357) 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 or expenses by the Department for any period during which he is absent from duty in connexion therewith.

DIVISION 30.

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

(358) In view of the provisions of Section 150 of the *Railways Act 1915* that—

“If any officer or employé of the Commissioners becomes insolvent or applies 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 compounds with his creditors, or makes 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, or fails to obtain his Certificate of Discharge within such time as may be deemed reasonable, or to pay the fees in connexion therewith, *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.

(359) 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 31.

GENERAL CONDITIONS AS TO CONDUCT OF OFFICERS
AND EMPLOYÉES.

(360) Every Officer or Employé 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.

(361) No Officer or Employé 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.

(362) 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—*continued.*GENERAL CONDITIONS AS TO CONDUCT OF OFFICERS AND EMPLOYÉS—*continued.*

(363) 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 32.

SOLICITATION OF SUBSCRIPTIONS.

(364) 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 or for any purpose whatsoever from any other Officer or Employé is strictly forbidden, except under the circumstances embodied in the following clause.

(365) Subscriptions may be collected for the purpose of making a presentation to an Officer or Employé on the occasion of his marriage or of 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 on behalf 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 urged 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 17th day of August, in the year of our Lord One thousand nine hundred and eighteen, in the presence of—

(Seal)

C. E. NORMAN, Chairman, }
E. B. JONES, }
Victorian
Railways
Commissioners.

Confirmed by the Governor in Council, 20th August, 1918.

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

APPENDIX No. 1.

CLASSIFICATION OF STATION CLERKS WITH A MAXIMUM
EXCEEDING £190.

Station.	Position.	Class.	No. of Positions.
Ararat	Passenger Clerk, Stationmaster's Clerk, and Night Officer	6	3
Ballarat	Clerk in Charge, Goods Shed	3	1
	Cash Clerk, &c.	5	1
	Chief Booking Clerk	5	1
	Waybilling Clerk	6	1
	Booking Clerk	6	2
	Relieving Clerk	6	1
	Senior Parcels Clerk	6	1
	Stationmaster's Clerk	6	2
Benalla	Passenger Clerk and Night Officer	6	2
Bendigo	Clerk in Charge, Goods Shed	3	1
	Cash Clerk	5	1
	Chief Booking Clerk	5	1
	Waybilling Clerk	6	1
	Booking Clerk	6	1
	Senior Parcels Clerk	6	1
	Stationmaster's Clerk	6	1
	Relieving Clerk	6	1
Burnley	Goods Clerk	6	1
Camperdown	Passenger and Goods Clerk	6	1
Castlemaine	Goods Clerk and Night Officer	6	2
Colac	Passenger and Goods Clerk	6	2
Dandenong	Passenger and Goods Clerk and Night Officer	6	2
Dimboola	Goods Clerk and Night Officer	6	2
Donald	Passenger and Goods Clerk	6	2
Echuca	Goods Clerk	6	1
Flinders-street	Chief Booking Clerk	3	1
	Clerk in Charge, Parcels Office	4	1
	Senior Booking Clerk	5	1
	Senior Accounts Clerk, Parcels Office	5	1
	Stationmaster's Clerk	5	2
	Booking Clerk (Country)	6	2
	Stamp and Cash Clerk	6	1
	Clerk in Charge "C" Booking Office	6	1
	Rosters Clerk	6	1
	Relieving Clerk	6	1
Geelong	Clerk in Charge, Goods Shed	2	1
	Cash Clerk, &c.	5	1
	Chief Booking Clerk	5	1
	Waybilling Clerk	6	1
	Correspondence, Registers, &c.	6	1
	Senior Parcels Clerk	6	1
	Senior Booking Clerk	6	1
	Stationmaster's Clerk	6	1
	Checking Waybills and Accounts	6	1
	Relieving Clerk	6	1

CLASSIFICATION OF STATION CLERKS—continued.

Station.	Position.	Class.	No. of Positions.
Graham ..	Goods Clerk	6	1
Hamilton ..	Goods Clerk	6	1
Horsham ..	Passenger and Goods Clerk ..	6	2
Korumburra ..	Passenger Clerk and Night Officer ..	6	2
Maryborough ..	Passenger Clerk and Night Officer ..	6	2
Mildura ..	Goods Clerk	6	1
Murtoa ..	Passenger and Goods Clerk ..	6	1
Newmarket ..	Senior Goods Clerk	5	2
	Passenger and Goods Clerk ..	6	1
Newport ..	Passenger and Goods Clerk ..	6	2
Port Melbourne ..	Passenger and Goods Clerk ..	6	2
St. Arnaud ..	Passenger and Goods Clerk ..	6	1
Seymour ..	Passenger Clerk and Night Officer ..	6	3
Shepparton ..	Passenger and Goods	6	1
Spencer-street ..	Chief Booking Clerk	1	1
	Clerk in Charge, Parcels Offices ..	3	1
	Senior Booking Clerk (Periodicals &c.) ..	5	1
	Senior Clerk, Inwards Parcels Office ..	5	1
	Senior Clerk, Outwards Parcels Office ..	5	1
	Inquiry Clerk	5	1
	Shift Clerk (Booking)	5	2
	Cash and Shift Clerk, Outwards Parcels Office ..	6	2
	Outstandings Clerk, Inwards Parcels Office ..	6	1
	Shift Clerk, Inwards Parcels Office ..	6	3
	Stationmaster's Clerk	5	2
	Booking Clerk (Country)	6	6
	Sleeping Berth Clerk	6	1
	Clerk in Charge, Cloak Room	6	1
	Relieving Clerk	6	2
	Stamp Clerk, Cash, Waybilling, &c. ..	6	1
	Main Booking Office Correspondence Clerk ..	6	1
	Main Booking Office Ticket Stock Clerk ..	6	1
	Inwards Parcels Office Credit Accounts Clerk ..	6	1
Stawell ..	Goods Clerk and Night Officer ..	6	2
Terang ..	Passenger and Goods Clerk ..	6	1
Tocumwal ..	Passenger and Goods Clerk ..	6	2
Traralgon ..	Passenger and Goods Clerk and Night Officer ..	6	2
Wangaratta ..	Goods Clerk	6	1
Warracknabeal ..	Passenger and Goods Clerk ..	6	1
Warragul ..	Passenger and Goods Clerk and Night Officer ..	6	2
Warrnambool ..	Goods Clerk	6	1
Williamstown Pier ..	Senior Goods Clerk	4	1
Wodonga ..	Passenger and Goods Clerk and Night Officer ..	6	2
Woodend ..	Night Officer	6	1

APPENDIX No. 2.

CLASSIFICATION OF STATIONMASTERS.

CLASS I.

Ballarat (Senior)	Geelong	Relieving Stationmaster(1)
Bendigo (Senior)	Port Melbourne (Officer-in-Charge)	Spencer-street (2)
Flinders-street (2)		

CLASS II.

Ararat	Hamilton	Stawell
Ballarat (Assistant)	Horsham	Warrnambool
Benalla	Maryborough	Williamstown (Officer-in-Charge)
Bendigo (Assistant)	Relieving Stationmaster(1)	
Castlemaine	Seymour	

CLASS III.

Camperdown	Echuca	St. Arnaud
Colac	Newmarket	Traralgon
Dandenong	Relieving Stationmasters(2)	Wangaratta
Dimboola	Shepparton	Wodonga

CLASS IV.

Burnley	Murtoa	Warracknabeal
Caulfield	Newport	Warragul
Donald	North Melbourne	Woodend
Korumburra	Relieving Stationmasters(2)	Yarraville

CLASS V.

Camberwell	Lilydale	State Mine
Elsternwick	Nhill	Wahgunyah
Footscray	Numurkah	Wallan
Kensington	Prince's Bridge	Werribee
Kerang	Relieving Stationmasters(3)	Windsor
Korong Vale	Richmond	
Kyneton	Serviceton	

CLASS VI.

Bacchus Marsh	Inglewood	South Yarra
Bairnsdale	Leongatha	St. Kilda
Ballarat East	Malvern	Sunshine
Birregurra	Mildura	Swan Hill
Boort	Moe	Tallarook
Box Hill	Mordialloc	Terang
Branxholme	North Fitzroy	Tocumwal
Brighton Beach	Oakleigh	Toolamba
Cressy	Ouyen	Toorak
Daylesford	Portland	Victoria Park
Elmore	Relieving Stationmasters	Warburton
Essendon	(6)	Woomelang
Euroa	Rochester	Yarrawonga
Hawthorn	Sale	Yea

CLASSIFICATION OF STATIONMASTERS—*continued.*

CLASS VII.

Alberton	Harcourt	Pyramid
Albert Park	Hawksburn	Queenscliff
Armadale	Healesville	Rainbow
Ascot Vale	Heathcote	Relieving Stationmasters
Auburn	Heidelberg	(12)
Balaclava	Heywood	Reservoir
Ballan	Hopetoun	Richmond (Assistant)
Beaufort	Jeparit	Ringwood
Beechworth	Kilmore	Rupanyup
Beulah	Koroit	Rutherglen
Birchip	Kyabram	Sandringham
Bridgewater	Lara	Sea Lake
Bright	Lubeck	South Brunswick
Brighton	Maffra	South Geelong
Broadford	Malmsbury	Spotswood
Canterbury	Mangalore	Springhurst
Casterton	Mansfield	Stratford
Charlton	Maroona	Sunbury
Clifton Hill	Mentone	Surrey Hills
Cobram	Minyip	Tallangatta
Coburg	Moonee Ponds	Tatura
Cohuna	Mooroopna	Trafalgar
Creswick	Mortlake	Ultima
Croydon	Morwell	Upper Fern Tree Gully
Dookie	Murchison East	Violet Town
Drouin	Nagambie	Warrenheip
Dunolly	Nathalia	Waubra Line
Eaglehawk	Natimuk	West Footscray
East Camberwell	North Geelong	Whittlesea
Everton	North Melbourne	Willaura
Fairfield Park	(Assistant)	Wonthaggi
Forrest Line	Nyora	Wycheproof
Frankston	Orbost	Yarra Glen
Gheringhap	Prahran	Yarragon
Glenferrie	Prince's Bridge (Assistant)	Yarra Junction
Glenorchy		

CLASS VIII.

Alexandra	Bentleigh	Carrum
Allendale	Berrybank	Chelsea
Alphington	Berwick	Cheltenham
Arcadia	Reveridge	Chillingollah (Travelling)
Aspendale	Blackburn	Chiltern
Avenel	Bonnie Doon	Clayton
Avoca	Broadmeadows	Clunes
Baddaginnie	Brunswick	Clyde
Bamawn	Bruthen	Coleraine
Bannockburn	Buangor	Collingwood
Barnawartha	Bungaree	Cope Cope
Bayswater	Buninyong	Craigieburn
Bealiba	Bunyip	Cranbourne
Beeac	Burrumbeet	Derrinallum
Beech Forest	Carlsruhe	Digger's Rest
Bell	Carnegie	Dingee

CLASSIFICATION OF STATIONMASTERS—continued.

CLASS VIII.—continued.

Donnybrook	Longwarry	Riddell
Dunkeld	Longwood	Ripponlea
East Richmond	Lyndhurst	Romsey
Ebden	Macaulay	Royal Park
Elaine	Macedon	Rushworth
Elphinstone	Macorna	Seaford
Evelyn	Maldon	Seddon
Fitzroy	Melton	Sheep Hills
Foster	Meredith	Shelley
Garden Vale	Merrigum	Skipton
Gembrook (Travelling)	Middle Brighton	Somerville
Gisborne	Middle Creek	South Melbourne
Glen Huntly	Middle Park	Spring Vale
Glenrowan	Mitcham	St. Albans
Glenroy	Mitiamo	St. James
Glenhompson	Mont Albert	Stony Point
Golden Square	Moorabbin	Strathmerton
Goornong	Moorabool	Sydenham
Gordon	Moreland	Talbot
Graham	Moriac	Tallygaroopna
Gunbower	Mornington	Tatooon
Heyfield	Murrumbena	Thornbury
Hurstbridge	Myrtleford	Thorpdale (Travelling)
Inverleigh	Narre Warren	Tongala
Irrewarra	Navarre	Tooborac
Irymple	Newlyn	Tooradin
Ivanhoe	Newstead	Trawalla
Jolimont	Newtown	Trentham
Jumbunna	Northcote	Tungamah
Jung	North Creswick	Wahring
Kaniva	North Port	Walhalla (Travelling)
Kew	North Richmond	Wandin
Kilmore East	North Williamstown	Wandong
Koo Wee Rup	Ormond	Watchem
Lake Boga	Pakenham	Wedderburn
Lal Lal	Penshurst	Westgarth
Lancefield	Piangil	Westmere
Lancefield Junction	Pomborneit	West Richmond
Lang Lang	Port Fairy	Whitfield (Travelling)
Laverton	Pura Pura	Williamstown Beach
Leongatha (Travelling)	Quambatook	Winchelsea
Lindenow	Raywood	Windermere
Linton	Relieving Stationmasters	Wingeel
Lismore	(28)	Wunghnu
Little River		
Loch		

CLASS IX.

Allansford	Barker	Bittern
Anderson	Baxter	Boisdale
Armstrong	Beaconsfield	Boolarra
Armvtag	Bena	Borung
Axedale	Ben Nevis	Brim
Balmattum	Berriwillock	Buckrabanyule

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

Bullarto	Hampton	Nowa Nowa
California Gully	Hastings	Nyah
Carisbrook	Hattah	Officer
Cathkin	Illowa	Panmure
Chewton	Ingliston	Parwan
Chillingollah	Kaneira	Picola
Cobden	Kangaroo	Pimpinio
Condah	Katamatite	Pirron Yallock
Corio	Kiata	Port Albert
Cowangie	Kilmany	Prairie
Cowwarr	Kilmore Junction	Preston
Creighton	Kingston	Ravenswood
Crib Point	Knowsley	Redesdale Junction
Croxton	Lalbert	Regent
Curyo	Langi Logan	Relieving Stationmasters
Dalyston	Langwarrin	(25)
Darnum	Larpent	Riversdale
Devenish	Lascelles	Rokewood
Diamond Creek	Lethbridge	Rosedale
Diapur	Locksley	Sandford
Dobie	Manangatang	South Kensington
Doon	Manor	Speed
Drysdale	Marong	Stony Creek
Dunnstown	McLeod	Taradale
Elmhurst	Meenyan	Tarnagulla
Eltham	Merbein	Tatong
Emerald	Merino	Tempy
Emu	Mernda	Timboon
Fern Hill	Middle Footscray	Tinamba
Fish Creek	Millbrook	Toora
Flemington Bridge	Mologa	Tyabb
Garfield	Montague	Tynong
Garvoc	Murrayville	Underbool
Gellibrand	Mysia	Wallace
Glengarry	Nandaly	Walpeup
Glen Forbes	Nar Nar Goon	Wedderburn Junction
Glenloth	Neerim South	Welshpool
Goorambat	Netherby	Woodleigh
Great Western	North Carlton	Yackandandah
Greensborough	North Mirboo	
Guildford		

APPENDIX No. 3.

CLASSIFICATION OF DEPOT FOREMEN.

Class.	
1	Chief Foreman, North Melbourne.
2	Ballarat, Bendigo, Geelong, Port Melbourne.
3	Benalla, Maryborough, Seymour, Stawell; also Foreman Mechanic, North Melbourne.
4	Ararat. North Melbourne (Depôt Sub-Foremen) (3). Traralgon. Wonthaggi.

APPENDIX No. 4.

CLASSIFICATION OF WORKSHOPS FOREMEN (ROLLING STOCK BRANCH).

Class.	
1	Foreman Boilermaker
2	Chief Foreman, Car and Wagon Shop
2	Foreman Erector
	Foreman Blacksmith
	Foreman Moulder
	Foreman, Locomotive Construction
3	Chief Foreman, Car and Wagon Shops, North Melbourne.
3	Foreman Wagon Builder
	Foreman, Car Repairs
	Foreman Coppersmith
	Foreman Turner (2)
	Foreman Fitter, Car and Wagon Construction and Repairs
	Foreman, Jolimont Car and Wagon Shop.
	Sub-Foreman Boilermaker.
4	Foreman Upholsterer
	Foreman Sailmaker
	Foreman Painter
	Foreman of Saw-mill
	Sub-Foreman Blacksmith (2)
	Sub-Foreman Electroplater
	Sub-Foreman Fitter, Westinghouse Brake
	Sub-Foreman Fitter, Plant and Equipment
	Foreman Car and Wagon Builder
	Sub-Foreman Car Builder
	Sub-Foreman Fitter (2)

Newport.

Newport.

Newport.

APPENDIX No. 5.

CLASSIFICATION OF DIFFERENT GRADES.

Grade.	Class.	
Assistant Stationmaster ...	1.	Any Station at which the Stationmaster is classified in the 6th or a superior 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.
Chargeman ...	Special	Flinders-street (2).
	1.	Ballarat (1), Bendigo (1), Geelong (2), Port Melbourne (afternoon shift), (1), Seymour (2).
	2.	Other Chargemen.
Conductor ...	1.	Interstate trains, Parlor Car.
	2.	Other trains.
Despatchman ..	1.	Head Office Rolling Stock Branch (1), Head Office Way and Works Branch (1).
	2.	Other Despatchmen.
District Foreman (Way and Works Branch)	1.	Ararat, Bendigo (1), Geelong (1), Maryborough, Oakleigh, Seymour.
	2.	Arden-street (2); Ballarat, Bendigo (1), Bruthen, Geelong (1), Hamilton, Horsham, Kerang, Korong Vale, Korumburra, Lilydale, Sale, Shepparton, St. Arnaud, Wangaratta, Warrnambool, Woodend.
Electrical Fitter	Any Employé who is mainly engaged in a Workshop in the manufacture, fitting, or repair of electrical instruments, machines, or apparatus.
Electrical Fitter in Charge	1.	Flinders Street, North Melbourne.
	2.	Other Electrical Fitters in Charge.
Electrical Mechanic	Any Employé who is mainly engaged outside a Workshop on any class of installation work or any repairs, and who, when employed inside a Workshop, may carry out repairs to installation work, and the assembling but not the manufacture of electrical apparatus or parts thereof.
Fitter in Charge ...	1.	Colac, Korumburra.
	2.	Dimboola, Ice Works, Woomelang.
Goods Checker...	1.	Melbourne Goods (36), Ballarat (2), Bendigo (2), Geelong (2).
	2.	Other Goods Checkers.
Goods Foreman ...	1.	Melbourne Goods, Ballarat, Bendigo, Geelong, Port Melbourne.
	2.	Newmarket, and Newmarket Show Grounds.
	3.	Castlemaine, Wangaratta, Warrnambool, Williamstown Pier.

CLASSIFICATION OF DIFFERENT GRADES—*continued*.

Grade.	Class.	
Iron Machinist ...	1.	Borer, Planer (except rail and plate edge or small planer), Shaper (over 14-inch stroke or double-headed), Slotter, Universal Miller, and Lapper and Grinder (including only machinists working to the same degree of accuracy and obtaining their measurements in the same way as Fitters and Turners).
	2.	Gear Cutter, Plain Miller, Planer (rail and plate edge), Small Planer, and Small Shaper (up to and including 14-inch stroke).
Ladies' Waiting Room Attendant	1.	Metropolitan and Suburban Stations, Ballarat, Bendigo.
	2.	Other Ladies' Waiting Room Attendants.
Lampman ...	1.	Bendigo (2), Prince's Bridge (1), Seymour (1), Semaphore Lampmen.
	2.	Other Lampmen.
Laundress ...	1.	Assistant (1) in Ironing, Sewing, and Repairing.
	2.	Other Laundresses.
Messenger ...	Special	Employé obtaining quotations for stores: Stores Branch (1), Rolling-stock Branch, Newport Workshops (1).
Messenger ...	1.	Staff Office Way and Works Branch (1), Estate Office Way and Works Branch (1), Head Office Rolling Stock Branch (2), Newport Workshops (2), Spencer Street, Transportation Branch (1), Head Office Stores Branch (1).
	2.	Other Messengers.
Platelayer ..	1.	Employé competent to perform all the duties attaching to the grade.
	2.	All other Platelayers.
Plumber ...	1.	Employé required to perform the following classes of work, viz.:— (a) All sanitary plumbing work where connected or to be connected with any sewerage system or septic system of the Department. (b) Laying, fitting, fixing, repairing, or maintaining cold or hot water supplies, steam, wrought iron, cast iron, block tin, lead or copper piping, and apparatus (including the manufacture thereof) for domestic power, cooking, heating, or other purposes. (c) Working, laying, fixing, repairing, and maintaining all classes of lead work, including lead burning. (d) Fitting, fixing, repairing, and maintaining fire sprinkler installation, pumps, ejectors, bear engine and piping leading therefrom.

CLASSIFICATION OF DIFFERENT GRADES—*continued.*

Grade.	Class.	
Plumber	2.	Employé required to perform the following classes of work, viz.:— (a) Manufacturing, repairing, maintaining, plain or corrugated sheet iron, steel, zinc, or copper plunge or shower baths, sinks, troughs, tanks, and fixing such articles, if not connected or to be connected with any sewerage system. (b) Laying, fixing, repairing or maintaining water supplies other than those connected with sewerage systems. (c) Making, laying, fixing, repairing or maintaining zinc, copper, plain, stamped, or corrugated iron or sheet steel work for any purpose in connexion with buildings, including spouting, ridging, rain-water pipes, gutters, ventilators, skylights, ventilating and exhaust flues, cast-iron gutters, spouting, and down pipes, lead flashings to chimneys, gutters and verandahs, and all other repairs to roofs not herein specified.
Porter (Cloak Room) ...	1.	Flinders Street (4), Spencer Street (2).
Porter (Head)... ..	2.	Other Cloak Room Porters.
Porter (Parcels) ...	1.	Ballarat, Bendigo, Flinders Street (7), Geelong, Spencer Street (2)
	2.	Other Head Porters
	1.	Ballarat (2), Bendigo (2), Benalla (1), Colac (1), Flinders Street (8), Geelong (2), Hamilton (1), Horsham (1), Koroit (1), Shepparton (1), Spencer Street (Inwards Parcels Office, including 1 on transfers) (5), Spencer Street (Outwards Parcels Office, including 1 on transfers) (6), Spencer Street (Luggage Hall) (2), Stawell (1), Traralgon (1), Wangaratta (1), Warragul (1).
Porter (Ticket Collector)	2.	Other Parcels Porters.
	1.	North Melbourne (checkers on trains), Spencer Street (Country barriers, main line platform).
Roadmaster (Country) ...	2.	Other Ticket Collectors.
	1.	Ballarat, Bendigo, Castlemaine, Essendon, Geelong, Oakleigh, Sunshine.
Shedman	2.	Other Country Roadmasters.
	1.	Colac, Echuca, Hamilton, Maryborough, Shepparton, Stawell.
Shop Foreman (Signal Shops)	2.	Other Shedmen.
	1.	Foremen in Charge of Electrical Fitters, Fitters, Boilermakers, and Blacksmiths, respectively.
	2.	Foreman in Charge of Carpenters.

CLASSIFICATION OF DIFFERENT GRADES—*continued.*

Grade.	Class.	
Shunter (Leading) ...	1.	Gravitation (3), New Yard (3), West Bank (3), "A" Shed Pilots (Melbourne Yard) (3), Flinders-street (3), Spencer-street Passenger Yard (3), East Yard Relieving (1).
Signal Adjuster ...	2. Special	Other Leading Shunters.
Signal Supervisor ...	1. 1.	Ballarat, Bendigo (No. 1 District), Burnley, Footscray, Geelong, Newmarket, South Yarra.
	2. 1.	Other Signal Adjusters.
	3. 1.	Metropolitan and Suburban districts (2), Relieving (1), Construction (1).
Stationary Engine-driver	2. 2.	Western, Midland, Northern, and North-Eastern districts.
Watchman (Senior) ...	3. 3.	North-Western and Eastern districts, Construction (1).
Watchman ...	1. 1.	Engines with cylinders over 12 inches in diameter, or hot water engine.
	2. 2.	Engines with cylinders 12 inches or less in diameter.
Weighbridge Attendant ...	1. 1.	Flinders Street, Transportation Branch, (1), Spencer Street, Transportation Branch (1), Head Offices, Way and Works Branch (1).
Wireman ...	2. 1.	Melbourne Goods Sheds, Transportation Branch (7), Head Offices, Way and Works Branch (1).
Wood Machinist ...	3. 2.	Other Watchmen.
	1. 1.	Nos. 1, 2, 2A, 3, 4, and 5, Melbourne Goods, Geelong.
Yard Foreman...	2. 2.	Other Weighbridge Attendants.
	1. 1.	Any Employé engaged in affixing, placing, repairing, or running electrical conductors of all kinds, and for all purposes, from the point of supply to the point of utilization; and fixing and repairing inside buildings all kinds of conduits, ducts, and all means of protecting and covering electrical conductors.
	2. 1.	Boult's carver, shaping and general joining machines, and wood turner.
	3. 2.	Boring, mortising, planing (including picket and panel planing), sand papering, dowel cutting, emery machine, buzzer, copying lathe, moulding and tenoning machines.
	1. 1.	Ballarat (1), Bendigo (1), Flemington Race-course, Flinders Street Yard, Geelong (1), Melbourne Yard (Senior).
	2. 2.	Ballarat (Assistant), Bendigo (Assistant), Flinders-street (Assistant), Geelong (Assistant), Melbourne Yard (Assistant), Seymour (2), Newport; also Newport Workshops (Rolling Stock Branch).

APPENDIX No. 6

CLASSIFICATION OF SIGNAL-BOXES.

SPECIAL CLASS.

Dudley-street (Melbourne Yard)	Flinders-street "B"	No. 1 (Melbourne Yard)
Flinders-street "A"	Flinders-street "C"	North Melbourne (Coburg Junction)
	Flinders-street "E"	

CLASS I.

Ballarat "A"	Flemington Race-course	Newport "A"
Bendigo "B"	Flinders-street "D"	Richmond "A"
Box Hill	Footscray "A"	South Kensington
Burnley "A"	Franklin-street (Melbourne Yard)	South Yarra
Caulfield "B"	Geelong "A"	Viaduct (Melbourne Yard)
Essendon		

CLASS II.

Ararat "A"	Graham	Seymour "B"
Benalla "B"	Hawthorn	Seymour "C"
Camberwell	Kensington	South End (Melbourne Yard)
Caulfield "A"	Maryborough "B"	Sunshine
Clifton Hill "B"	Newmarket	
Elsternwick	Richmond "B"	

CLASS III.

Albert Park	Clifton Hill "A"	Spotswood
Ballarat "B"	Dandenong "A"	St. Kilda
Ballarat East	Dandenong "B"	Victoria Park
Benalla "A"	Dimboola	Wangaratta
Bendigo "A"	Maribyrnong River	Williamstown (2nd during grain season)
Bendigo "C"	Mordialloc	Woodend
Bendigo "D"	North Fitzroy "A"	Yarraville "A"
Brighton Beach	North Fitzroy "C"	Yarraville "B"
Burnley "B"	North Port (Ingليس St.)	
Canterbury		

CLASS IV.

Auburn	Footscray "C"	Maryborough "A"
Ararat "B"	Frankston	Mentone
Armadales	Gardenvale	Middle Brighton
Ballarat "C"	Geelong "B"	Montague (Clarendon St.)
Ballarat "D"	Geelong (Maitland-street)	Moonee Ponds
Beechworth Junction	Glenferrie	Moreland
Bell	Glen Huntly	Murrumbena
Brighton	Hamilton	Murtoa
Brunswick	Hampton	Newport "B"
Carnegie	Hawksburn	North Fitzroy "B"
Castlemaine "A"	Heidelberg	North Geelong "A"
Castlemaine "B"	Horsham	North Geelong "B"
Castlemaine "C"	Jolimont	North Geelong "C"
Clifton Hill "C"	Koovong	North Melbourne Gravi-tation (Melbourne Yard)
Coburg	Korumburra	North Richmond
Coleraine Junction	Kyneton	North Port (Bridge-street)
East Camberwell	Lilydale	North Williamstown
Fairfield Park	Malvern	
Footscray "B"	Mangalore	

CLASSIFICATION OF SIGNAL-BOXES—*continued.*CLASS IV.—*continued.*

Oakleigh "A"	South Brunswick	Warrenheip
Oakleigh "B"	Stawell "A"	Waubra Junction
Port Melbourne "A"	Stawell "B"	West Footscray
Port Melbourne "B"	Surrey Hills	Westgarth
Prahran	Tallarook	Williamstown Beach
Ringwood	Toorak	Windsor
Ripponlea	Toorong	Wodonga "A"
Sale	Tottenham	Wodonga "B"
Sandringham	Traralgon	
Seymour "A"	Warragul	

APPENDIX No. 7.

CLASSIFICATION OF STOREMEN.

Depôt.	Number of Employés in each Position.			
	Storeman.			
	Leading.	1st Class.	2nd Class.	3rd Class.

(a) ROLLING STOCK BRANCH.

Ararat	1
Ballarat	1	1
Ballarat Workshops	1	..	1
Benalla	1	..
Bendigo	1	1
Bendigo Work hops	1	..	1
Colac	1
Dimboola	1	1
Geelong	1	..
Maryborough	1
Newport (Car Construction)	1	..
Newport (Iron Rack)	3
Newport (Rivets, Truck Shop, and Car Repairs)	1
Newport (Upholstery)	1	..	4
North Melbourne ..	1	..	1	4
North Melbourne (Car and Wagon Shops)	3
Port Melbourne	1
Relieving	1	1
Seymour	1	..
Stawell	1
Traralgon	1

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CLASSIFICATION OF STOREMEN—continued.

Depôt.	Number of Employés in each Position.				
	Head Storeman.	Storeman.			
		Leading.	1st Class.	2nd Class.	3rd Class.

(b) WAY AND WORKS BRANCH.

Ararat	1	..
Arden-street (Workmaster)	1	..	3
Bendigo	1	..
Flinders-street (Roadmaster)	1	..
Geelong	1	..
Maryborough	1	..
Newport (Signal Shop)	1	..	1	1
Oakleigh	1	..
Seymour	1	..
Spencer-street (Roadmaster)	1	..
Spencer-street (Ironwork Shops)	1	1

(c) ELECTRICAL ENGINEERING BRANCH.

Power House (Elwood)	1
Power House (Spencer-street)	1	1
Jolimont Workshops	1	..	1

(d) STORES BRANCH.

Jolimont	1
Newport	2	1	..	2	2
North Melbourne (Car and Waggon Shop)	1
Spencer-street	1	1	1	3	8

(e) TELEGRAPH BRANCH.

Spencer-street	1	..	1
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(f) PRINTING AND STATIONERY BRANCH.

General Store	1	4
Paper Store	1

APPENDIX No. 8.

CLASSIFICATION OF FEMALE AND ASSISTANT GATEKEEPERS.

Class 1. (3s. 6d. per day.)

Bell, Oakover-road	Moonee Ponds, Park-street
Bendigo, Mundy-street	Thornbury, Normanby-parade
Bentleigh, Centre-road	Thornbury, Smith-street.
Croxton, Woolton-avenue	Tooronga, Toorak-road.
Merri, Charles-street	Werribee, Truganini-road.

Class 2. (3s. per day.)

Albion, Ballarat-road	Newport, Melbourne-road
Alphington, Darebin-street	Northcote, Hawthorn-road
Alphington, Grange-road	North Geelong, Victoria-street
Blackburn, Blackburn-road	Ormond, North-road
Caulfield, Grange-road	Preston, Murray-road
Cheltenham, Tulip-road	Regent, Regent-street
Colac, Queen-street	Riversdale, Prospect Hill-road
Fairfield Park, Victoria-road	South Geelong, Kilgour-street
Geelong, McKillop-street	South Geelong, Maud-street
Highbett, Wickham-road	Thornbury, Hutton-street
Mont Albert, Mont Albert-road	Wendouree, Forrest-street
Moorabbin, South-road	Werribee, Werribee-road

Class 3. (2s. 6d. per day.)

Albion, Ballarat-road (Asst.)	Fairfield Park, Fairfield-road
Bacchus Marsh, Maddingley-road	Gisborne, Gisborne-road
Bendigo, McCrae-street (Asst.)	Glenroy, Glenroy-road
Blackburn, Middleborough-road	Hampton, Linacre-road
Box Hill, Elgar-road	Horsham, Wyuna-road
Brighton Beach, New-street (Asst.)	Kooyong, Elizabeth-street
Brighton Beach, South-road (Asst.)	Merri, Clarke-street, (Asst.)
Broadmeadows, Campbellfield-road, (Asst.)	Mordialloc, McDonald-street
Brunswick, Hope-street (Asst.)	Moreland, Albion-street (Asst.)
Brunswick, Phoenix-street	Moreland, Tinning-street (Asst.)
Burnley, Madden-grove.	Preston, Cramer-street
Cheltenham, Charman-road (Asst.)	S. Brunswick, Brunswick-rd. (Asst.)
Coburg, Bell-street	S. Brunswick, Park-street (Asst.)
Coburg, Munro-street (Asst.)	South Geelong, Swanston-street
Croxton, Beaver-street (Asst.)	Springhurst, Chiltern-road
Croxton, Woolton-avenue (Asst.)	Warrnambool, Wellington-street.

CLASSIFICATION OF FEMALE AND ASSISTANT GATEKEEPERS—*continued*.*Class 4. (2s. per day.)*

Bairnsdale, Macarthur-street	Mentone, Patty-street
Beach, Gifford-street (Asst.)	Merri, Charles-street (Asst.)
Beaufort, Havelock-street, (Asst.)	Millbrook, Melbourne-road South
Bell, Oakover-road (Asst.)	Moreland, Reynard-street (Asst.)
Bendigo, Mundy-street (Asst.)	Murchison East, Violet Town-road
Bentleigh, Centre-road (Asst.)	Murrumbidgee, Poath-road
Brunswick, Dawson-street (Asst.)	McDougall, Sydney-road
California Gully, Holdsworth-road	Newport, Melbourne-road (Asst.)
California Gully, Nelson-street	North Carlton, Bowen-crescent (Asst.)
Camperdown, Church-street	Northcote, Hawthorn-road (Asst.)
Cheltenham, Latrobe-street	North Fitzroy, Bennett-street (Asst.)
Craigieburn, Sydney-road (Asst.)	Ormond, North-road (Asst.)
Creswick, Victoria-street	Redesdale Junction, Lauriston-road
Donnybrook, Van Yean-road	(59m. 29c)
Eaglehawk, Victoria-street	Ringwood, Hatherday-road
Elphinstone, Harcourt & Metcalfe rds.	Sandringham, Georgina-street
Frankston, Beach-street	Seymour, High-street
Geelong, Wellington-street (Asst.)	Seymour, Sydney-road
Glen Iris, York-street	South Brunswick, Barkly-street (Asst.)
Guildford, Newstead-road (83m. 40c.)	St. Arnaud, Millett-street
Guildford, Newstead-road (83m. 79c)	Stratford, Hobson-street
Highbett, Wickham-road (Asst.)	Sulky, Creswick-road
Leongatha, McCartin-street	Sydenham, Ballarat-road
Lightwood, Magpie and Stump road	Thornbury, Normanby-parade (Asst.)
Maffra, Bundalaguah-road	Thornbury, Smith-street (Asst.)
Maldon Junction, Graham-street	Tooronga, Toorak-road (Asst.)
Maldon Junction, Rowe-street	Werribee, Truganini-road (Asst.)
Mentone, Mitchell-road	Wodonga, Sydney-road.
Mentone, Parker's-road	

Class 5. (1s. 6d. per day.)

Bacchus Marsh (31m. 15c.)	California Gully, Thunder-st. (Asst.)
Bacchus Marsh (31m. 35c.)	Carlsruhe, Tylden-road
Bacchus Marsh (32m. 50c.)	Caulfield, Grange-road (Asst.)
Barnawartha, Sydney-road	Clayton, Clayton-road
Baxter, Scott's road.	Clunes, Boundary-road
Beechworth, Albert-road	Coburg, O'Hea's-road
Bendigo, Bridge-street (Asst.)	Congupna, Yarrowonga-road
Blackburn, Blackburn-road (Asst.)	Darling, Moira-street
Bonnie Doon, Dry Creek-road	Daylesford, Patterson-street
Brighton Beach, Kinane-street	Devenish, Dookie-road
Broadford, Short-road	Eaglehawk, Victoria-street (Asst.)
Bullarto, Glenlyon-road	Echuca, Pakenham-street (Asst.)
Burnley, Madden-grove (Asst.)	

CLASSIFICATION OF FEMALE AND ASSISTANT GATEKEEPERS—*Class 5—*
continued.

Geelong, McKillop-street (Asst.)	Redesdale Jn., Lauriston-road (Asst.) (59m. 29c.)
Gisborne, Gisborne-road (Asst.)	Regent, Regent-street (Asst.)
Glenrowan, Sydney-road	Riversdale, Prospect Hill-road (Asst.)
Glenroy, Glenroy-road (Asst.)	Romsey, Barry-street
Goornong, Murray-road	Rutherglen, Brown's Plains-road
Guildford, Newstead-road (83m. 40c.) (Asst.)	Sandford, Regallah Bridge-road
Guildford, Newstead-road (83m. 79c.) (Asst.)	S. Geelong, Kilgour-street (Asst.)
Horsham, Macpherson-street	S. Geelong, Maud-street (Asst.)
Ivanhoe, Marshall-street	S. Geelong, Swanston-street (Asst.)
Joyce's Creek, Baringhup-road	Strathmerton, Maguire-street
Kerang, Wyndham-street	Tallarook, Sunday Creek-road
Kilmore, Foote-street	Taradale, Sutton's Grange-road
Lal Lal, Clarendon-road	Tatura, Hogan-street
Linton Junction, Common-road	Thornbury, Hutton-street (Asst.)
Loch, Stephenson's-road	Tocumwal, Murray River Bridge
Macedon, Victoria-street	Trawool, Yea-road (61m. 31c.)
Mangalore, Nagambie-road	Trawool, Yea-road (65m. 12c.)
Mont Albert, Mont Albert-road (Asst.)	Trentham, Goods Shed-road
Moorabbin, South-road (Asst.)	Tylden, Chanter's-road
Mornington, Barkly-street	Warrenheip, Ti Tree-road
Nagambie, Goulburn-street	Warrnambool, Gillies-street
North Geelong, Victoria-street (Asst.)	Warrnambool, Wellington-street (Asst.)
Numurkah, Queen-street	Waubra Junction, Invermay-road
Numurkah, Saxton-street	Waubra Junction, Williamson's-road
Panmure, Laing's-road	Wendouree, Lexton-street
Pascoe Vale, Murray-road	Werribee, Werribee-road (Asst.)
Portland North, Hurd-street	Westgarth, Cunningham-street
Preston, Cramer-street (Asst.)	Westgarth, Walker-street
Preston, Murray-road (Asst.)	Whitelaw, Outtrim-road
Redesdale Jn., Lauriston-road (60m. 2c.)	Wodonga, Sydney-road (Asst.)
	Yea, Murrundindi-road
	Yea, Oliver-street.

Class 6. (1s. per day.)

Box Hill, Elgar-road (Asst.)	Creswick, Victoria-street (Asst.)
California Gully, Holdsworth-road (Asst.)	Horsham, Wyuna-road (Asst.)
California Gully, Nelson-street (Asst.)	McDougall, Sydney-road (Asst.)
Cheltenham, Tulip-road (Asst.)	Moonee Ponds, Park-street (Asst.)
Colac, Queen-street (Asst.)	Sydenham, Ballarat-road (Asst.)

APPENDIX No. 9.

**SCALE OF SUNDAY ALLOWANCES UNDER CLAUSE 211 TO OFFICERS WHOSE
ORDINARY WEEK-DAY SHIFT CONSISTS OF EIGHT HOURS.**

(1) Shifts commencing and finishing on a Sunday.

Time Worked.	Sunday Allowance on the Basis of a Salary of—															
	£65.	£80.	£95.	£110.	£125.	£140.	£155.	£170.	£175.	£180.	£190.	£200.				
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{2}$ hour	0 2	0 3	0 3	0 3	0 3	0 4	0 5	0 5	0 5	0 6	0 6	0 6	0 6	0 6	0 6	0 6
$\frac{1}{4}$ hour	0 4	0 5	0 6	0 7	0 8	0 9	0 10	0 11	0 11	0 11	0 11	0 11	0 11	0 11	0 11	0 11
$\frac{3}{4}$ hour	0 6	0 8	0 9	0 10	0 11	0 11	1 1	1 3	1 4	1 5	1 6	1 7	1 7	1 7	1 7	1 7
1 hour	0 8	0 10	1 0	1 2	1 4	1 6	1 7	1 9	1 10	1 11	2 0	2 1	2 1	2 1	2 1	2 1

	£210.	£215.	£220.	£230.	£240.	£245.	£255.	£260.	£270.	£275.	£285.	£290.				
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{2}$ hour	0 7	0 7	0 7	0 7	0 8	0 8	0 8	0 8	0 8	0 9	0 9	0 9	0 9	0 9	0 9	0 9
$\frac{1}{4}$ hour	1 1	1 1	1 2	1 2	1 3	1 3	1 4	1 4	1 5	1 5	1 6	1 6	1 6	1 6	1 6	1 6
$\frac{3}{4}$ hour	1 8	1 8	1 9	1 10	1 11	1 11	1 12	0 2	0 2	1 2	2 2	3 2	3 2	3 2	3 2	3 2
1 hour	2 2	2 3	2 4	2 5	2 6	2 7	2 8	2 9	2 10	2 10	3 0	3 0	3 0	3 0	3 0	3 0

	£300.	£305.	£315.	£320.	£330.	£340.	£350.	£360.	£375.	£380.	£400.	£425.				
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{2}$ hour	0 9	0 10	0 10	0 10	0 10	0 11	0 11	0 11	0 11	0 11	0 11	1 1	1 1	1 1	1 1	1 1
$\frac{1}{4}$ hour	1 7	1 7	1 8	1 8	1 9	1 9	1 10	1 11	1 11	1 12	0 2	1 2	1 2	1 2	1 2	1 2
$\frac{3}{4}$ hour	2 4	2 5	2 6	2 6	2 7	2 8	2 9	2 10	2 11	3 0	3 0	3 4	3 4	3 4	3 4	3 4
1 hour	3 1	3 2	3 3	3 4	3 5	3 7	3 8	3 9	3 11	4 0	4 0	4 5	4 5	4 5	4 5	4 5

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday, multiply the amount shown for one hour in this table by the even number of hours worked, and add the allowance for any fraction of an hour worked.

This scale is applicable to Sunday allowances due in any month, whether consisting of 28, 29, 30, or 31 days.

APPENDIX No. 9—*continued*.

SCALE OF SUNDAY ALLOWANCES UNDER CLAUSE 211 TO OFFICERS WHOSE ORDINARY WEEK-DAY SHIFT CONSISTS OF EIGHT HOURS—continued.

(2) Time worked between midnight on Saturday and midnight on Sunday, on shifts beginning on a Saturday or finishing on a Monday.

(NOTE.—If an officer is required to work on Sunday outside the limits of his ordinary Saturday-Sunday or Sunday-Monday shift, the *actual* time so worked is to be paid for on the basis of Scale (1), and the Sunday time within the limits of the shift on the basis of Scale (2)).

Time Worked.	Sunday Allowance (in Addition to the Ordinary Salary) on the Basis of a Salary of—											
	£05.	£80.	£05.	£110.	£125.	£140.	£155.	£170.	£175.	£180.	£190.	£200.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ..	0 1	0 1	0 1	0 1	0 1	0 1	0 2	0 2	0 2	0 2	0 2	0 2
$\frac{1}{2}$ hour ..	0 1	0 2	0 2	0 2	0 3	0 3	0 3	0 4	0 4	0 4	0 4	0 4
$\frac{3}{4}$ hour ..	0 2	0 3	0 3	0 3	0 4	0 4	0 5	0 5	0 5	0 6	0 6	0 6
1 hour ..	0 3	0 3	0 4	0 5	0 5	0 6	0 6	0 7	0 7	0 8	0 8	0 8

	£210.	£215.	£220.	£230.	£240.	£245.	£255.	£260.	£270.	£275.	£285.	£290.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ..	0 2	0 2	0 2	0 2	0 3	0 3	0 3	0 3	0 3	0 3	0 3	0 3
$\frac{1}{2}$ hour ..	0 4	0 4	0 5	0 5	0 5	0 5	0 5	0 5	0 6	0 6	0 6	0 6
$\frac{3}{4}$ hour ..	0 7	0 7	0 7	0 7	0 8	0 8	0 8	0 8	0 8	0 9	0 9	0 9
1 hour ..	0 9	0 9	0 9	0 10	0 10	0 10	0 11	0 11	0 11	0 11	0 11	0 11

	£300.	£305.	£315.	£320.	£330.	£340.	£350.	£360.	£375.	£380.	£400.	£425.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ..	0 3	0 3	0 3	0 3	0 3	0 4	0 4	0 4	0 4	0 4	0 4	0 4
$\frac{1}{2}$ hour ..	0 6	0 6	0 7	0 7	0 7	0 7	0 7	0 8	0 8	0 8	0 8	0 9
$\frac{3}{4}$ hour ..	0 9	0 10	0 10	0 10	0 10	0 11	0 11	0 11	1 0	1 0	1 1	1 1
1 hour ..	1 1	1 1	1 1	1 1	1 2	1 2	1 3	1 3	1 4	1 4	1 5	1 6

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday, multiply the amount shown for one hour in this table by the even number of hours worked, and add the allowance for any fraction of an hour worked.

This scale is applicable to Sunday allowances due in any month, whether consisting of 28, 29, 30, or 31 days.

APPENDIX No. 9—continued.

SCALE OF SUNDAY ALLOWANCES UNDER CLAUSE 211 TO OFFICERS WHOSE
ORDINARY WEEK-DAY SHIFT CONSISTS OF NINE HOURS.

(1) Shifts commencing and finishing on a Sunday.

Time Worked.	Sunday Allowance on the Basis of a Salary of—											
	£65.	£80.	£95.	£110.	£125.	£140.	£155.	£170.	£175.	£180.	£190.	£200.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ..	0 2	0 3	0 3	0 3	0 4	0 4	0 4	0 4	0 4	0 5	0 5	0 5
$\frac{1}{2}$ hour ..	0 4	0 4	0 5	0 6	0 7	0 8	0 9	0 10	0 10	0 10	0 11	1 0
$\frac{3}{4}$ hour ..	0 5	0 7	0 8	0 9	0 11	1 0	1 1	1 2	1 2	1 3	1 4	1 5
1 hour ..	0 7	0 9	0 11	1 0	1 2	1 4	1 5	1 7	1 8	1 8	1 9	1 10
	£210.	£215.	£220.	£230.	£240.	£245.	£255.	£260.	£270.	£275.	£285.	£200.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ..	0 6	0 6	0 6	0 6	0 7	0 7	0 7	0 7	0 7	0 8	0 8	0 8
$\frac{1}{2}$ hour ..	1 0	1 0	1 0	1 0	1 1	1 1	1 2	1 2	1 3	1 3	1 4	1 4
$\frac{3}{4}$ hour ..	1 6	1 6	1 7	1 8	1 8	1 8	1 9	1 9	1 10	1 11	2 0	2 0
1 hour ..	1 11	2 0	2 1	2 2	2 3	2 4	2 4	2 5	2 6	2 6	2 8	2 8
	£300.	£305.	£315.	£320.	£330.	£340.	£350.	£360.	£375.	£380.	£400.	£425.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ..	0 8	0 9	0 9	0 9	0 9	0 10	0 10	0 10	0 11	0 11	1 0	1 0
$\frac{1}{2}$ hour ..	1 5	1 5	1 6	1 6	1 7	1 7	1 8	1 8	1 8	1 9	1 10	2 0
$\frac{3}{4}$ hour ..	2 1	2 2	2 3	2 3	2 4	2 4	2 5	2 6	2 7	2 8	2 10	3 0
1 hour ..	2 9	2 10	2 11	3 0	3 0	3 2	3 3	3 4	3 6	3 7	3 8	3 11

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday, multiply the amount shown for one hour in this table by the even number of hours worked, and add the allowance for any fraction of an hour worked.

This scale is applicable to Sunday allowances due in any month, whether, consisting of 28, 29, 30, or 31 days.

APPENDIX No. 9—*continued*.SCALE OF SUNDAY ALLOWANCES UNDER CLAUSE 211 TO OFFICERS WHOSE
ORDINARY WEEK-DAY SHIFT CONSISTS OF **NINE HOURS**—*continued*.(2) Time worked between midnight on Saturday and midnight on Sunday, on shift
beginning on a Saturday or finishing on a Monday.(NOTE.—If an Officer is required to work on Sunday outside the limits of his ordinary
Saturday-Sunday or Sunday-Monday shift, the *actual* time so worked is to be paid for on the
basis of Scale (1), and the Sunday time within the limits of the shift on the basis of Scale (2).)

Time Worked.	Sunday Allowance (in addition to the ordinary salary) on the Basis of a Salary of—											
	£65.	£80.	£95.	£110.	£125.	£140.	£155.	£170.	£175.	£180.	£190.	£200.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
$\frac{1}{4}$ hour	0 1	0 1	0 1	0 1	0 1	0 1	0 2	0 2	0 2	0 2	0 2	0 2
$\frac{1}{2}$ hour	0 1	0 2	0 2	0 2	0 3	0 3	0 3	0 4	0 4	0 4	0 4	0 4
$\frac{3}{4}$ hour	0 2	0 3	0 3	0 3	0 4	0 4	0 4	0 4	0 4	0 5	0 5	0 5
1 hour	0 3	0 3	0 4	0 4	0 4	0 5	0 5	0 6	0 6	0 7	0 7	0 7

	£210.	£215.	£220.	£230.	£240.	£245.	£255.	£260.	£270.	£275.	£285.	£290.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
$\frac{1}{4}$ hour	0 2	0 2	0 2	0 2	0 3	0 3	0 3	0 3	0 3	0 3	0 3	0 3
$\frac{1}{2}$ hour	0 4	0 4	0 4	0 4	0 4	0 4	0 4	0 4	0 5	0 5	0 5	0 5
$\frac{3}{4}$ hour	0 6	0 6	0 6	0 6	0 7	0 7	0 7	0 7	0 7	0 8	0 8	0 8
1 hour	0 8	0 8	0 8	0 9	0 9	0 9	0 10	0 10	0 10	0 10	0 11	0 11

	£300.	£305.	£315.	£320.	£330.	£340.	£350.	£360.	£375.	£380.	£400.	£425.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
$\frac{1}{4}$ hour	0 3	0 3	0 3	0 3	0 3	0 4	0 4	0 4	0 4	0 4	0 4	0 4
$\frac{1}{2}$ hour	0 5	0 5	0 6	0 6	0 6	0 6	0 6	0 7	0 7	0 7	0 7	0 8
$\frac{3}{4}$ hour	0 8	0 9	0 9	0 9	0 9	0 10	0 10	0 10	0 11	0 11	1 0	1 0
1 hour	1 0	1 0	1 0	1 0	1 0	1 0	1 1	1 1	1 2	1 2	1 3	1 4

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday, multiply the amount shown for one hour in this table by the even number of hours worked, and add the allowance for any fraction of an hour worked.

This scale is applicable to Sunday allowances due in any month, whether consisting of 28, 29, 30, or 31 days.

APPENDIX No. 9—continued.

SCALE OF SUNDAY ALLOWANCES UNDER CLAUSE 211 TO OFFICERS WHOSE
ORDINARY WEEK-DAY SHIFT CONSISTS OF **TEN HOURS**.

(1) Shifts commencing and finishing on a Sunday.

Time Worked.	Sunday Allowance on the Basis of a Salary of—											
	£65.	£80.	£95.	£110.	£125.	£140.	£155.	£170.	£175.	£180.	£190.	£200.
$\frac{1}{4}$ hour ...	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 3	s. d. 0 3	s. d. 0 4	s. d. 0 4	s. d. 0 4	s. d. 0 5	s. d. 0 5	s. d. 0 5
$\frac{1}{2}$ hour ...	s. d. 0 3	s. d. 0 4	s. d. 0 5	s. d. 0 6	s. d. 0 6	s. d. 0 7	s. d. 0 8	s. d. 0 9	s. d. 0 9	s. d. 0 9	s. d. 0 10	s. d. 0 10
$\frac{3}{4}$ hour ...	s. d. 0 5	s. d. 0 6	s. d. 0 7	s. d. 0 8	s. d. 0 10	s. d. 0 10	s. d. 1 0	s. d. 1 1	s. d. 1 1	s. d. 1 2	s. d. 1 2	s. d. 1 3
1 hour ...	s. d. 0 6	s. d. 0 8	s. d. 0 10	s. d. 0 11	s. d. 1 1	s. d. 1 2	s. d. 1 3	s. d. 1 5	s. d. 1 6	s. d. 1 6	s. d. 1 7	s. d. 1 8
$\frac{1}{4}$ hour ...	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 7	s. d. 0 7	s. d. 0 7
$\frac{1}{2}$ hour ...	s. d. 0 10	s. d. 0 10	s. d. 0 11	s. d. 0 11	s. d. 1 0	s. d. 1 0	s. d. 1 1	s. d. 1 1	s. d. 1 2	s. d. 1 2	s. d. 1 2	s. d. 1 2
$\frac{3}{4}$ hour ...	s. d. 1 4	s. d. 1 4	s. d. 1 5	s. d. 1 6	s. d. 1 6	s. d. 1 6	s. d. 1 7	s. d. 1 7	s. d. 1 8	s. d. 1 9	s. d. 1 10	s. d. 1 10
1 hour ...	s. d. 1 9	s. d. 1 10	s. d. 1 10	s. d. 1 11	s. d. 2 0	s. d. 2 1	s. d. 2 2	s. d. 2 2	s. d. 2 3	s. d. 2 3	s. d. 2 5	s. d. 2 5
$\frac{1}{4}$ hour ...	s. d. 0 7	s. d. 0 8	s. d. 0 8	s. d. 0 8	s. d. 0 8	s. d. 0 9	s. d. 0 9	s. d. 0 9	s. d. 0 10	s. d. 0 10	s. d. 0 10	s. d. 0 10
$\frac{1}{2}$ hour ...	s. d. 1 3	s. d. 1 3	s. d. 1 4	s. d. 1 4	s. d. 1 5	s. d. 1 5	s. d. 1 6	s. d. 1 6	s. d. 1 6	s. d. 1 7	s. d. 1 8	s. d. 1 10
$\frac{3}{4}$ hour ...	s. d. 1 10	s. d. 1 11	s. d. 2 0	s. d. 2 0	s. d. 2 1	s. d. 2 2	s. d. 2 2	s. d. 2 3	s. d. 2 4	s. d. 2 5	s. d. 2 6	s. d. 2 8
1 hour ...	s. d. 2 6	s. d. 2 6	s. d. 2 7	s. d. 2 8	s. d. 2 9	s. d. 2 10	s. d. 2 11	s. d. 3 0	s. d. 3 2	s. d. 3 2	s. d. 3 4	s. d. 3 6

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday, multiply the amount shown for one hour in this table by the even number of hours worked, and add the allowance for any fraction of an hour worked.

This scale is applicable to Sunday allowances due in any month, whether consisting of 28, 29, 30, or 31 days.

APPENDIX No. 9—continued.

SCALE OF SUNDAY ALLOWANCES UNDER CLAUSE 211 TO OFFICERS WHOSE
ORDINARY WEEK-DAY SHIFT CONSISTS OF **TEN HOURS**—continued.

(2) Time worked between midnight on Saturday and midnight on Sunday, on shift beginning on a Saturday or finishing on a Monday.

(NOTE.—If an Officer is required to work on Sunday outside the limits of his ordinary Saturday-Sunday or Sunday-Monday shift, the *actual* time so worked is to be paid for on the basis of Scale (1), and the Sunday time within the limits of the shift on the basis of Scale (2).)

Time Worked.	Sunday Allowance (in addition to the ordinary salary) on the Basis of a Salary of—											
	£65.	£80.	£95.	£110.	£125.	£140.	£155.	£170.	£176.	£180.	£190.	£200.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ...	0 1	0 1	0 1	0 1	0 1	0 1	0 2	0 2	0 2	0 2	0 2	0 2
$\frac{1}{2}$ hour ...	0 1	0 2	0 2	0 2	0 2	0 2	0 2	0 3	0 3	0 3	0 3	0 3
$\frac{3}{4}$ hour ...	0 2	0 2	0 2	0 2	0 3	0 3	0 4	0 4	0 4	0 5	0 5	0 5
1 hour ...	0 2	0 2	0 3	0 4	0 4	0 5	0 5	0 6	0 6	0 6	0 6	0 6

	£210.	£215.	£220.	£230.	£240.	£245.	£255.	£260.	£270.	£275.	£285.	£290.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ...	0 2	0 2	0 2	0 2	0 2	0 2	0 2	0 2	0 2	0 2	0 2	0 2
$\frac{1}{2}$ hour ...	0 3	0 3	0 4	0 4	0 4	0 4	0 4	0 4	0 5	0 5	0 5	0 5
$\frac{3}{4}$ hour ...	0 6	0 6	0 6	0 6	0 6	0 6	0 6	0 6	0 6	0 7	0 7	0 7
1 hour ...	0 7	0 7	0 7	0 8	0 8	0 8	0 9	0 9	0 9	0 9	0 10	0 10

	£300.	£305.	£315.	£320.	£330.	£340.	£350.	£360.	£375.	£380.	£400.	£425.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
$\frac{1}{4}$ hour ...	0 2	0 2	0 2	0 2	0 2	0 3	0 3	0 3	0 3	0 3	0 3	0 3
$\frac{1}{2}$ hour ...	0 5	0 5	0 6	0 6	0 6	0 6	0 6	0 6	0 6	0 6	0 6	0 7
$\frac{3}{4}$ hour ...	0 7	0 8	0 8	0 8	0 8	0 9	0 9	0 9	0 10	0 10	0 10	0 10
1 hour ...	0 10	0 10	0 10	0 10	0 11	0 11	1 0	1 0	1 1	1 1	1 2	1 2

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday, multiply the amount shown for one hour in this table by the even number of hours worked, and add the allowance for any fraction of an hour worked.

This scale is applicable to Sunday allowances due in any month, whether consisting of 28, 29, 30, or 31 days.

APPENDIX No. 9—continued.

SCALE OF SUNDAY ALLOWANCES UNDER CLAUSE 211 TO OFFICERS WHOSE
ORDINARY WEEK-DAY SHIFT CONSISTS OF **TWELVE HOURS.**

(1) Shifts commencing and finishing on a Sunday.

Time Worked.	Sunday Allowance on the Basis of a Salary of—											
	£85.	£90.	£95.	£110.	£125.	£140.	£155.	£170.	£175.	£180.	£190.	£200.
$\frac{1}{4}$ hour ...	s. d. 0 1 0	s. d. 0 2 0	s. d. 0 2 0	s. d. 0 2 0	s. d. 0 3 0	s. d. 0 3 0	s. d. 0 3 0	s. d. 0 3 0	s. d. 0 3 0	s. d. 0 4 0	s. d. 0 4 0	s. d. 0 4 0
$\frac{1}{2}$ hour ...	s. d. 0 3 0	s. d. 0 3 0	s. d. 0 4 0	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 6 0	s. d. 0 7 0	s. d. 0 7 0	s. d. 0 7 0	s. d. 0 8 0	s. d. 0 8 0	s. d. 0 9 0
$\frac{3}{4}$ hour ...	s. d. 0 4 0	s. d. 0 5 0	s. d. 0 6 0	s. d. 0 7 0	s. d. 0 8 0	s. d. 0 9 0	s. d. 0 10 0	s. d. 0 11 0	s. d. 0 11 0	s. d. 0 11 0	s. d. 1 0 1	s. d. 1 1 1
1 hour ...	s. d. 0 5 0	s. d. 0 7 0	s. d. 0 8 0	s. d. 0 9 0	s. d. 0 11 0	s. d. 1 0 1	s. d. 1 1 1	s. d. 1 2 1	s. d. 1 3 1	s. d. 1 3 1	s. d. 1 4 1	s. d. 1 5 1
<hr/>												
	£210.	£215.	£220.	£230.	£240.	£245.	£255.	£260.	£270.	£275.	£285.	£290.
$\frac{1}{4}$ hour ...	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 5 0	s. d. 0 6 0	s. d. 0 6 0	s. d. 0 6 0
$\frac{1}{2}$ hour ...	s. d. 0 9 0	s. d. 0 9 0	s. d. 0 9 0	s. d. 0 9 0	s. d. 0 10 0	s. d. 0 10 0	s. d. 0 11 0	s. d. 0 11 0	s. d. 0 11 0	s. d. 0 11 0	s. d. 1 0 1	s. d. 1 0 1
$\frac{3}{4}$ hour ...	s. d. 1 1 1	s. d. 1 1 1	s. d. 1 2 1	s. d. 1 3 1	s. d. 1 3 1	s. d. 1 3 1	s. d. 1 4 1	s. d. 1 4 1	s. d. 1 5 1	s. d. 1 5 1	s. d. 1 6 1	s. d. 1 6 1
1 hour ...	s. d. 1 5 1	s. d. 1 6 1	s. d. 1 7 1	s. d. 1 7 1	s. d. 1 8 1	s. d. 1 9 1	s. d. 1 9 1	s. d. 1 10 1	s. d. 1 11 1	s. d. 1 11 1	s. d. 2 0 2	s. d. 2 0 2
<hr/>												
	£300.	£305.	£315.	£320.	£330.	£340.	£350.	£360.	£375.	£380.	£400.	£425.
$\frac{1}{4}$ hour ...	s. d. 0 6 0	s. d. 0 7 0	s. d. 0 7 0	s. d. 0 7 0	s. d. 0 7 0	s. d. 0 7 0	s. d. 0 7 0	s. d. 0 7 0	s. d. 0 8 0	s. d. 0 8 0	s. d. 0 9 0	s. d. 0 9 0
$\frac{1}{2}$ hour ...	s. d. 1 1 1	s. d. 1 1 1	s. d. 1 1 1	s. d. 1 1 1	s. d. 1 2 1	s. d. 1 2 1	s. d. 1 3 1	s. d. 1 3 1	s. d. 1 3 1	s. d. 1 4 1	s. d. 1 5 1	s. d. 1 6 1
$\frac{3}{4}$ hour ...	s. d. 1 7 1	s. d. 1 7 1	s. d. 1 8 1	s. d. 1 8 1	s. d. 1 9 1	s. d. 1 9 1	s. d. 1 10 1	s. d. 1 11 1	s. d. 1 11 1	s. d. 2 0 2	s. d. 2 1 2	s. d. 2 3 1
1 hour ...	s. d. 2 1 2	s. d. 2 1 2	s. d. 2 2 2	s. d. 2 3 2	s. d. 2 3 2	s. d. 2 5 2	s. d. 2 5 2	s. d. 2 6 2	s. d. 2 7 2	s. d. 2 8 2	s. d. 2 9 2	s. d. 2 11 2

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday, multiply the amount shown for one hour in this table by the even number of hours worked, and add the allowance for any fraction of an hour worked.

This scale is applicable to Sunday allowances due in any month, whether consisting of 28, 29, 30, or 31 days.

APPENDIX No. 9—*continued*.SCALE OF SUNDAY ALLOWANCES UNDER CLAUSE 211 TO OFFICERS WHOSE ORDINARY WEEK-DAY SHIFT CONSISTS OF **TWELVE HOURS**—*continued*.

(2) Time worked between midnight on Saturday and midnight on Sunday, on shift beginning on a Saturday or finishing on a Monday.

(NOTE.—If an officer is required to work on Sunday outside the limits of his ordinary Saturday-Sunday or Sunday-Monday shift, the *actual* time so worked is to be paid for on the basis of scale (1), and the Sunday time within the limits of the shift on the basis of scale (2).)

Time Worked.	Sunday Allowance (in addition to the ordinary salary) on the Basis of a Salary of—											
	£85.	£90.	£95.	£110.	£125.	£140.	£155.	£170.	£175.	£180.	£190.	£200.
$\frac{1}{4}$ hour ...	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1
$\frac{1}{2}$ hour ...	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3
$\frac{3}{4}$ hour ...	s. d. 0 1	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 4	s. d. 0 4	s. d. 0 4	s. d. 0 4	s. d. 0 4
1 hour ...	s. d. 0 2	s. d. 0 2	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 4	s. d. 0 4	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5

	£210.	£215.	£220.	£230.	£240.	£245.	£255.	£260.	£270.	£275.	£285.	£290.
$\frac{1}{4}$ hour ...	s. d. 0 1	s. d. 0 1	s. d. 0 1	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 2
$\frac{1}{2}$ hour ...	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 4	s. d. 0 4	s. d. 0 4	s. d. 0 4	s. d. 0 4
$\frac{3}{4}$ hour ...	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 6
1 hour ...	s. d. 0 6	s. d. 0 6	s. d. 0 6	s. d. 0 7	s. d. 0 7	s. d. 0 7	s. d. 0 7	s. d. 0 7	s. d. 0 7	s. d. 0 8	s. d. 0 8	s. d. 0 8

	£300.	£305.	£315.	£320.	£330.	£340.	£350.	£360.	£375.	£380.	£400.	£425.
$\frac{1}{4}$ hour ...	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 2	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3	s. d. 0 3
$\frac{1}{2}$ hour ...	s. d. 0 4	s. d. 0 4	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 5	s. d. 0 6
$\frac{3}{4}$ hour ...	s. d. 0 6	s. d. 0 7	s. d. 0 7	s. d. 0 7	s. d. 0 7	s. d. 0 7	s. d. 0 7	s. d. 0 8	s. d. 0 8	s. d. 0 8	s. d. 0 9	s. d. 0 9
1 hour ...	s. d. 0 9	s. d. 0 9	s. d. 0 9	s. d. 0 9	s. d. 0 9	s. d. 0 10	s. d. 0 10	s. d. 0 11	s. d. 0 11	s. d. 0 11	s. d. 1 0	s. d. 1 0

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday, multiply the amount shown for one hour in this table by the even number of hours worked, and add the allowance for any fraction of an hour worked.

This scale is applicable to Sunday allowances due in any month, whether consisting of 28, 29, 30, or 31 days.



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