



VICTORIA
GOVERNMENT GAZETTE

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 156.]

TUESDAY, OCTOBER 22.

[1912.]

VICTORIAN RAILWAYS.

REGULATION No. 56.

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

[Effective as from 1st October, 1912.]

VICTORIAN RAILWAYS.

REGULATION No. 56.

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 54 and so much of all other Regulations, Instructions, Directions, Orders, and Practices as conflicts 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 4, 5, 12, 15, and 16 in Division 1.
- Division 2.
- Clauses 30, 31, and 32 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.
- Division 20.
- Clauses 239 and 240 in Division 21.
- Clauses 266, 267, 268, 269, 271, and 272 in Division 22.
- Division 24.
- Division 26.
- Division 27.
- Division 29.
- Division 31.
- Division 32.
- Division 33.
- Division 34.

DIVISIONS OF REGULATION.

	PAGE
(1) Remuneration of Officers and Employés	4293
(2) Staff Changes	4330
(3) Qualifications governing remuneration	4331
(4) Time allowances for fractions of an hour	4331
(5) Enginemén and Cleaners	4332
(6) Guards	4336
(7) Temporary performance of higher or certain specified work ...	4339
(8) Allowances in lieu of quarters	4342
(9) Allowances towards the board and lodging expenses of Junior Clerks, Lads, and Apprentices	4342
(10) Relieving expenses	4343
(11) Travelling and Incidental expenses	4344
(12) Transfer expenses, &c.	4349
(13) Expenses to Officers and Employés temporarily transferred to cope with extra work, &c.	4350
(14) Meal allowance to Officers and Employés located within the Suburban Area and at certain country centres	4351
(15) Payment of an Officer or Employé whilst engaged in other than his ordinary duties	4351
(16) Overtime	4352
(17) Fog Signalling	4353
(18) Sunday duty	4353
(19) Travelling and waiting time	4354
(20) Absence from duty in consequence of illness or injury	4355
(21) Leave of Absence, other than sick leave	4358
(22) Passes and other rail concessions	4365
(23) Supply of uniform clothing and uniform caps	4366
(24) Hours of duty and conduct of Officers in the Head Offices	4367
(25) Life Assurance	4368
(26) Suspension of Officers or Employés under the influence of liquor ...	4368
(27) Grievances... ..	4369
(28) Procedure in connexion with punishment of Officers or Employés, appeals, &c.	4369
(29) Attendance of Officers and Employés at Courts of Law as witnesses ...	4371
(30) Insolvencies, compositions, or assignments for the benefit of creditors	4372
(31) Officers and Employés not to act as agents of or for any business, store, or firm, &c.	4372
(32) Officers and Employés not to seek outside influence	4372
(33) Performance of work outside hours of duty	4372
(34) Solicitation of subscriptions	4373

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 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 dépôt to which an officer or employé is attached, or, in the case of an officer or employé on the regular relieving staff, the station, place, or dépôt 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, dépôt, 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.

"Promotion" shall mean not only advancement to a higher or more responsible position, but also progression from the minimum to the maximum salary or wage of any grade or class.

"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 1.

REMUNERATION OF OFFICERS AND EMPLOYÉS

(1) No title not specified in the Schedules attached hereto 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) No Officer or Employé shall be paid less than the lowest nor more than the highest salary or wage specified in the Schedules attached hereto (excluding Schedule I.) 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 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, and 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 £150 per annum, shall be withheld or deferred beyond the due date, except under the provisions of Clause 28 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 or Fireman after the completion of 313 days in the particular 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, and the Telegraph Superintendent shall publish in each Weekly Notice a statement in accordance with the prescribed form (G 66) 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 of the date of the Weekly Notice.

(7) Any Officer or Employé who, on promotion, is in receipt of, or is deemed to merit, a salary or wage higher than the minimum prescribed for the position to which he has been promoted, 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 Appendices hereto.

REMUNERATION OF OFFICERS AND EMPLOYÉS—*continued.*

(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, in accordance with the surrounding circumstances.

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

(14) 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.

(15) 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).

(16) 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.
Clerk, including—		£	£	£	£	£	£	£	£
Ambulance Officer									
Bookkeeper									
Cashier and Paymaster									
Chief Clerk (except where special provision is made)	5	50	60	70	85	100	120	135	150
Chief Travelling Audit Inspector	4	165	180						
Collector	3	195	210	225	240				
Government Tourist Officer	2	255	270	285	300				
Manager, Metropolitan Telegraph Offices	1	325	350	375	400				
Operator	Spl.	425	450	475	500				
Senior Messenger									
Timekeeper									
Travelling Audit Inspector									
Travelling Auditor of Disbursements									

The maximum salary of any Clerk (except in Class 5) may be fixed at any subdivisional salary according to the duties and responsibilities attaching to the particular position. See Appendix No. 1 for Classification of Station Clerks.

Every clerk shall be paid a salary of £120 per annum on attaining the age of twenty-one years provided that he has had at least three years' service in a clerical capacity, or upon subsequently completing such period of clerical service.

SCHEDULE II.—TRANSPORTATION BRANCH—continued.

Special Officer	2	210	225	240	255	350	2
Station-master, including—	1	270	285	300	325	
Pier Master, Port Melbourne	9	150	175	
Officer in Charge, Williamstown	8	185	200	
	7	210	225	
	6	235	250	
	5	260	275	
	4	285	300	
	3	325	350	
	2	375	400	
	1	
Superintendent of Melbourne Yards	400	425	450	475	500	375	400	
Supervisor of Weighing	270	285	300	325	350	

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.	
Block Recorder	7 0	7 6+						
Caller-up	7 0	7 6+						
Car Cleaner	7 0	7 6+						
Caretaker (including Assistant Caretaker)	..	1s. to 4s. 6d.		(according to duties)					
Cask Repairer	8 0	8 0	8 6	5
Conductor	7 6	8 0	8 6	
Cook (Car)	8 6	9 0	9 6					
Cook (Chief)	7 6	8 0						
Daily Paid Clerk	9 0	9 6	10 0	16 6	17 0	17 6	..	3
	..	15 0	15 6	16 0	9 6	
	..	8 0	8 6	9 0					
	..	10 0							
	1								
Gatekeeper (Female or Assistant)§	Nil	0 6	1 0	1 6	2 0	2 6	3 0	10
Gatekeeper (Male, including Crossing Keeper)§	6 0	10
Gatekeeper (Widow)§	4 0	4 6	5
Goods Checker	8 0	
	..	8 6							
	1	9 0							

5

Goods Foreman, including Pier Foreman	3	9 0	9 6
Goods Foreman (Senior)	2	10 0	10 6	11 0	11 6	12 0	13 0	14 0	15 0
Guard (Suburban)	1	10 0	10 6	11 0	11 6	12 0	13 0	14 0	15 0
Guard (Goods)	..	8 0	8 6	9 0	9 6	10 0	10 6	11 0	11 6
Guard (Passenger or Express)	..	9 0	9 6	10 0	10 6	11 0	11 6	12 0	13 0
Hall Attendant	..	11 6	12 0	10 0	10 6	11 0	11 6	12 0	13 0
Horse Shunter	..	9 0	9 6	10 0	10 6	11 0	11 6	12 0	13 0
Labourer	..	8 0	8 6	9 0	9 6	10 0	10 6	11 0	11 6
Lad, including all Employés under 21 years of age in the grades of—	..	7 0	7 6	8 0	8 6	9 0	9 6	10 0	10 6
Acting Clerk	..	14	15	16	17	18	19	20	21
Assistant Weigher	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Block Recorder	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Caller-up	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Car Checker	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Car Cleaner	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Despatch Porter	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Gatekeeper	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Labourer	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Lampman	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Lavatory Attendant	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Messenger	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Number Taker	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Porter	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Truck Recorder	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6
Weightbridge Attendant	..	2 0	2 6	3 0	3 6	4 0	4 6	5 0	5 6

SCHEDULE III., TRANSPORTATION BRANCH—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.	
Ladies' Waiting Room Attendant	2	4 6	5 0						5
Ladies' Waiting Room Inspectress	1	5 0	5 6						
Lampman ..	2	8 0	8 6	9 0					5
Lampman (Leading)	1	7 0	7 6†						
Lampman (Foreman)	2	8 0	8 6						5
Laundry Foreman	1	10 0	10 6	11 0					
Laundress ..	2	3 0	3 6	4 0					
Laundress (Senior)	1	4 6	5 0						
Lavatory Attendant	2	7 0	7 6†						5
Messenger ..	1	8 0	8 6						
Point Cleaner	2	7 0	7 6†						
Porter ..	1	8 0	8 6						
Porter (Checking)	2	7 0	7 6†						
Porter (Cloak Room)	1	7 6	8 0						5
Porter (Despatch or Typograph)	2	7 6	8 0						
	1	8 0	8 6	9 0					5

SCHEDULE III.—TRANSPORTATION BRANCH—continued.

[illegible]

SCHEDULE III., TRANSPORTATION BRANCH.—continued.

Grade.	Class.	Division.						For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.
Shedman ..	2	s. d. 8 6	s. d. ..	s. d. ..	s. d. ..	s. d. ..	s. d. ..	s. d. ..
Shunter ..	1	9 0	8 6	9 0	9 0	9 0	9 0	9 0
Shunter (Leading) ..	2	9 6	10 0	10 0	10 0	10 0	10 0	10 0
Signalman ..	1	10 6	11 0	11 0	11 0	11 0	11 0	11 0
Signalman ..	4	8 6
Signalman ..	3	9 0
Signalman ..	2	9 6	10 0	10 0	10 0	10 0	10 0	10 0
Signalman ..	1	10 6	11 0	11 0	11 0	11 0	11 0	11 0
Special Inquiry Officer	Special	11 6	12 0	12 0	12 0	12 0	12 0	12 0
Steward (Mildura and other services)	2	7 6	8 0	8 6	8 6	8 6	8 6	8 6
Steward (Express Car)	1	8 0	8 6	9 0	9 0	9 0	9 0	9 0
Storeman (Dining Car Depot)	1	9 0	9 6	10 0	10 0	10 0	10 0	10 0
Stower	10 0	10 6	11 0	11 0	11 0	11 0	11 0
Sweeper	7 6	8 0	8 6	8 6	8 6	8 6	8 6
Tarpaulin Repairer	7 0	7 6	8 0	8 6	8 6	8 6	8 6
Train Register Checker	8 0	8 6	9 0	9 0	9 0	9 0	9 0
Truck Washer	8 0	8 6	9 0	9 0	9 0	9 0	9 0
Truck Washer (Leading)	8 0	8 6	9 0	9 0	9 0	9 0	9 0
Waiter	7 0	7 6	8 0	8 6	8 6	8 6	8 6

				18 years	19 years	20 years	
Waiter (Junior)	3 6 4 0	5 0	5
Watchman	3 8 0	2 8 6	..	5
Weightbridge Attendant, including—				1 9 0	
Coal Weigher				2 8 0	
Sworn Weigher				1 8 6	
Yard Foreman	3 10 6 11 0	5
				2 11 6 12 0	
				1 13 0 13 6	14 0	..	

* Every Assistant Signman shall be given the classification of the box in which he is employed. The three senior Signmen in boxes in which more than one man is employed on the majority of shifts shall be granted a wage 6d. per day in excess of that wages they would ordinarily receive.
 * Any Lad, or any Adult Porter, or Porter (van-man) may claim a wage 6d. a day in excess of that wages they would ordinarily receive.
 * Every employed in these grades shall, subject to the provisions of Clause 3, be granted a wage of 7s. 6d. per day, after six months' adult service.
 * 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 122; and every Widow, Female or Assistant Gatekeeper shall be given quarters free of rental.

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

Grade.	Class.	Division.						For Portions Included in Each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.
Chief Clerk..	..	£ 450	£ 475	£ 500	£ 525	£ 550	£ 575	£ 600
Depôt Foreman	..	240	255	270	285	300
	3	270	285	300	315	330
	2	300	315	330	345	360
	1	375	400	425	450	475
	Special
" (Relieving)	..	300	325	350	375	400
District Rolling-Stock Inspector	..	375	400	425	450	475	500	..
Draughtsman	..	140	160	180	200	220
	3	220	240	260	280	300
	2	280	300	320	340	360
	1	400	425	450	475	500
Draughtsman (Chief)
Engineer	..	425	450	475	500	525	550	575
	1	475	500	525	550	575	600	..
	Special
Engineering Assistant	..	140	160	180	200	220	240	260
	3	220	240	260	280	300	325	350
	2	300	325	350	375	400
	1	375	400	425	450	475	500	525
	Special

SCHEDULE IV., ROLLING STOCK—continued.

Examining Officer	270	285	300	325	325	350	
Inspector, including—	255	270	285	300	300		
Boiler Inspector	Special	375	400					
Brake Inspector							
Car and Waggon Inspector							
Ironwork Inspector	180	195	210	225	240	255	
Laboratory Assistant	240	255	270	285	300		
Travelling Foreman	240	255	270	285	300	..	
Workshops Foreman	270	285	300	325	350		
			1	300	325	350	375	400		
			Special	375	400	425	450			
Workshops Manager (Assistant)	475	500	525	550			7

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

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

SCHEDULE V.—ROLLING-STOCK BRANCH—continued.

Leading-hand Artisan, in the following trades:—											
Car Painter	2	12	0	12	6	13	0	13	6		
Electroplater											
Plumber											
Wood Machinist	1	12	6	13	0	13	6	14	0		
Leading-hand Artisan, in the following trades:—											
Blacksmith											
Boilermaker											
Brass and Iron Moulder											
Carpenter											
Car and Waggon Builder											
Coppersmith											
Fitter											
Patternmaker											
Springmaker											
Turner											
Locomotive Crane Driver	..	9	0	9	6	10	0	10	6	11	0
Locomotive Crane Driver in Charge	..	Is. per day in addition to ordinary wage.									
Messenger	..	7	0	7	6 ⁺
	1	8	0	8	6	9	0				
Metaller (Engine)	..	8	0	8	6	9	0				
Metaller (Truck)	..	8	0	8	6	9	6				
Metal Polisher	..	8	6	9	0	9	6				
Padmaker	..	7	0	7	6 ⁺				
Patternmaker	..	11	6	12	0	12	6	13	0		
Plumber	2	9	6	10	0	10	6	11	0	11	6
	1	10	0	10	6	11	0	11	6		
Rope Splicer	..	9	6	10	0	10	6	11	0	11	0

SCHEDULE V.—ROLLING-STOCK BRANCH—continued.

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Running Gear Repairer	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d. 10 0	s. d. 10 0	s. d. 10 6	s. d. 11 6	
Running Gear Repairer (Leading)	s. d. 9 6	s. d. 10 0	s. d. 11 0	s. d. 11 6	s. d. 12 0	s. d. 12 6	s. d. 13 6	
Sailmaker	s. d. 8 6	s. d. 9 0	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d. 11 0	s. d. 11 6	
Saw Doctor	s. d. 10 6	s. d. 11 0	s. d. 11 6	s. d. 12 0	s. d. 12 6	s. d. 13 0	s. d. 13 6	
Saw Sharpener	s. d. 9 0	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d. 11 0	s. d. 11 6	s. d. 12 0	
Sawyer	s. d. 8 6	s. d. 9 0	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d. 11 0	s. d. 11 6	
Seamstress	s. d. 4 0	s. d. 4 6	s. d. 5 0	s. d. 5 6	s. d. 6 0	s. d. 6 6	s. d. 7 0	
Shunter	s. d. 7 6	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d. 9 6	s. d. 10 0	s. d. 10 6	
Shunter (Leading)	s. d. 9 0	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d. 11 0	s. d. 11 6	s. d. 12 0	
Signalman	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d. 11 0	
Signwriter	s. d. 10 0	s. d. 10 6	s. d. 11 0	s. d. 11 6	s. d. 12 0	s. d. 12 6	s. d. 13 0	
Skilled Labourer, including— Coupling Cleaner and Examiner Fitters' Assistant in Running Shed (to be so classified after one year's continuous service as such) Fuelman Ice Puller Padder (to be so classified after one year's continuous service as such) Pad Framemaker Paint Mixer Puller-out	3	s. d. 8 0	s. d. 8 6	s. d. 9 0	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d. 11 0	

SCHEDULE V.—ROLLING-STOCK BRANCH—*continued*.

	3	8	0	
Skilled Labourer, including— <i>continued</i> .				
Seaman Labourer with A.B. Certificate				
Tool Checker				
Truck Weigher				
Undergear Repairer (to be so classified after one year's continuous service as such)				
Skilled Labourer, including—	2	8	0	8 6
Assistant to Rope Splicer				
Blocker				
Boilermakers' Help				
Oasting Dresser				
Core Ironmaker				
Employé putting in hammer shafts and minor wood turning				
Employé oiling overhead shafting (Newport)				
" doing minor wood work in Running Shed				
Gardener				
Lighter-up and Washer-out				
Locomotive Crane Attendant				
Painters' Labourer painting undergear or car roofs or burning off				
Stacker				
Steam Hammer Driver				
Stoker				
Striker				
Travelling Crane Attendant				
Tube-Repairer				

SCHEDULE V.—ROLLING-STOCK BRANCH—continued.

Grade.	Class.	Division.							For positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
<p>Skilled Labourer, including—<i>continued.</i> Adult working any minor machine such as— Core Machine Emery Buffing Machine Grinding Machine Hair Teasing Machine Hose Mounting and Testing Machine Hydraulic Press (taking off) Leather Washer-cutting Machine Pipe-screwing, Cutting, and Bending Machines Putting on Spring Buckle Rumbler, Castings, and Scrap Machines Sand Grinder and Sifter Screwing, Drilling, Tapping, Vertical, Radial, Slot, Tire, Small Shaper, or Air Machine Shearing Machine Small Machine in Coppermith's Shop Stay Cutter Steam, Air, or Drop Hammer Taking-off Spring Buckle Tube Cutter, Cleaner, Boring and Straightening, and Grinding Machines</p>	2	s. d. 8 0	s. d. 8 6	s. d.	s. d.	s. d.	s. d.	s. d.	sd.

SCHEDULE V.—ROLLING-STOCK BRANCH—continued.

Skilled Labourer, including—												
1	8	0	8	6	9	0						
Annealer												
Brick Arch Builder												
Case Hardener												
Employé putting in and taking out stays												
Employé making Asbestos Boiler Covering												
Foundry Furnaceman												
Hydraulic Plant Attendant and Pumper												
Leather worker												
Oil Mixer												
Packer and Trimmer												
Pumper												
Second Hand in Forge												
Tuber												
Skilled Labourer (Leading)	3	8	6	9	0							
Springmaker	2	9	0	9	6							
Stationary Engine-driver	1	9	6	10	0							
Storeman	1	10	0	11	6	12	0					
	2	8	6	9	0	9	6	10	0			
	3	8	0	8	6	10	0					
	2	9	0	9	6	10	0					
	1	10	0	11	6	12	0					
	1	10	0	11	6	12	0					
	1	10	6	11	0	11	0	11	6	12	0	
Storeman (Leading)	1	10	6	11	0	11	0	15	6	16	0	
Sub-foreman (other than of Artisans)	1	10	0	10	6	11	0	15	6	16	0	
Sub-foreman (Workshop)	1	14	6	15	0	15	6	16	0	16	0	
Telephone Attendant	1	7	0	7	6	7	6	7	6	7	6	
Tinsmith and Sheet Metal Worker	1	8	6	9	0	9	6	10	0	10	6	
Toolsmith	1	10	6	11	0	11	6	12	0	12	0	

SCHEDULE V.—ROLLING-STOCK BRANCH—continued.

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Tool Storeman	8 0	8 6						
Train Examiner	8 0	8 6	9 0					
Train Examiner (Leading)	..	9 6	10 0						
Turner	10 6	11 0	11 6	12 0				
Upholsterer	9 0	9 6	10 0	10 6				
Watchman	8 0							
Whetstone Grinder	8 6	9 0	9 6	10 0	10 6	11 0		
Wood Machinist	8 6	9 0	9 6	10 0	10 6	11 0		

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

† Every employed in these grades shall, subject to the provisions of Clause 3, be granted a wage of 7s. 6d. per day after six months' adult service.

‡ Every engine-cleaner shall, subject to the provisions of Clause 3, be granted a wage of 7s. per day after six months' adult service.

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

Grade.	Class.	Division.						For Positions included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.
Architect	£ 425	£ 450	£ 475	£ 500	£ 525	£ 550	£ 600
Architect (Senior)	500	525	550	575	600		
Architectural Assistant	..	140	160	180	200	220		
	2	220	240	260	280			
	1	300	325	350				
Chief Clerk..	Special	375	400	425				
District Foreman (Country)	450	475	500	525	550	575	600
District Foreman (Metropolitan)	..	255	270	285				
Draughtsman	270	285	300	325	350		
	3	140	160	180	200			
	2	220	240	260				
	1	280	300	325				
Engineer (including Assistant Engineer of Way and Assistant Engineer of Signals)	2	425	450	475	500	525	550	
Engineering Assistant	1	450	475	500	525	550	600	
	Special	500	525	550	575	600		
	3	140	160	180	200	220		
	2	220	240	260	280			
	1	300	325	350				
Estate Officer	Special	375	400	425				
Foreman Painter	500	525	550	575	600		
Foreman Plumber (Metropolitan)	..	225	240	255				
	..	255	270	285				

SCHEDULE VI.—WAY AND WORKS BRANCH—continued.

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Inspector of Ironwork	£ 300	£ 325	£ 350	£	£	£	£	
Inspector of Signals and Interlocking	£ 375	£ 400	£ 425	£ 450				
Inspector of Works	£ 270	£ 285	£ 300	£ 325				
Landscape Gardener..	..	£ 350							
Lands Officer	£ 255	£ 270	£ 285	£ 255				
..	..	£ 210	£ 225	£ 240					
..	..	£ 270	£ 285	£ 300					
..	..	£ 325	£ 350						
..	..	£ 375	£ 400						
Photographer (Assistant)	£ 150	£ 165	£ 180	£ 200				
Photographer	£ 240	£ 255	£ 270	£ 285	£ 300			
Roadmaster (Country)	£ 240	£ 255	£ 270	£ 285	£ 300	£ ..		
..	..	£ 325							8
Roadmaster (Metropolitan or Relieving)	£ 350							
Shop Foreman (Metropolitan Works)	£ 255	£ 270	£ 285	£ 300				
Shop Foreman (Ironwork)	£ 255	£ 270	£ 285					
Shop Foreman (Signal Shops)	£ 255	£ 270	£ 285	£ 300				
..	..	£ 180	£ 195	£ 210	£ 225	£ 240	£ 255		
Sleeper Inspector	£ 400	£ 425	£ 450	£ 475	£ 500			
Superintending Roadmaster								

SCHEDULE VI.—WAY AND WORKS BRANCH—continued.

Surveying Assistant..	2	140	160	180				
		1	200	220	240				
Surveyor	2	280	300					
		1	350	375	400				
Surveyor (Senior)	425	450					
Timber Inspector	210	225	240	255			
Weighbridge Foreman	240	255	275				
Worksmaster (Country)	325	350	375	400			
Worksmaster (Metropolitan)	425	450					
Works Manager (Signal Shops)	350	375	400				

SCHEDULE VII.

WAY AND WORKS BRANCH.—DAILY PAID STAFF.

Grade.	Class.	Division.						For Positions Included in Each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.
Apprentice	..	s. d. 1 9	s. d. 2 3	s. d. 2 9	s. d. 3 6	s. d. 4 6	s. d.	s. d.
Assistant Fencer	..	7 0	7 6½	10 0				
Ballast Guard	..	9 0	9 6	11 6	12 0			
Blacksmith	..	10 6	11 0	11 6	12 0			
Boilermaker	..	10 6	11 0	11 6	12 0			
Brass Finisher	..	9 0	9 6	10 0	10 6			
Brass and Iron Moulder	..	10 0	10 6	11 0	11 6	12 0		
Bricklayer	10 6	11 0	11 6	12 0			
Cable Layer	..	8 6	9 0	9 6	10 0			
Caretaker	9 0						
Carpenter	10 6	11 0	11 6	12 0			
Colourman	8 6	9 0	9 6	10 0			
Daily Paid Clerk (including Timekeeper)	..	10 6	11 0	11 6	12 0			
Electrical Fitter	..	10 0	10 6	11 0	11 6			
Electrical Fitter in Charge	..	8 0	8 6	9 0	9 6			
Fitter	10 0	11 0	11 6	12 0			
Foreman Artisan	..	12 6	13 0	13 6	14 0			
Foreman (Track Bonding and Cable Laying)	..	13 6	14 0	14 6	15 0			
	..	13 0	13 6	14 0	14 6	15 0		

SCHEDULE VII.—WAY AND WORKS BRANCH—continued.

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Leading-hand Artisan, in the following trades—									
Plumber	2	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
Wood Machinist		12 0	12 6	13 0	13 6				
Leading-hand Artisan, in the following trades—									
Blacksmith	1	12 6	13 0	13 6	14 0				
Boilermaker									
Brass and Iron Moulder									
Bricklayer									
Carpenter									
Electrical Fitter									
Fitter									
Instrument-maker									
Mason									
Patternmaker									
Plasterer									
Locksmith	9 6	10 0	10 6	11 0				
Mason	10 6	11 0	11 6	12 0				
Messenger ..	2	7 0	7 6 $\frac{1}{2}$	5
Nurseryman ..	1	8 0	8 6	9 0	9 6				
Office Cleaner (Female)	..	4 0	4 6						

SCHEDULE VII.—WAY AND WORKS BRANCH—continued.

Painter	9	6	10	0	10	6	11	0
Patternmaker	11	6	12	0	12	6	13	0
Pavior	9	6	10	0	10	6	11	0
Plasterer	10	6	11	0	11	6	12	0
Plumber	9	6	10	0	10	6	11	0
Repairer	1	10	0	10	6	11	0	11	6
Saw Doctor	7	0	7	6†	8	0	12	0
Saw Sharpener	10	6	11	0	11	6	12	0
Signal Adjuster (Assistant)	9	0	9	6	10	0	10	6
Signal Adjuster	8	6	9	0	9	0	10	6
Signal Ganger	Special	11	0	10	0	10	6	11	0
Skilled Labourer, including—	10	6	11	0	11	6	12	0
Batterymen	..	3	8	0						
Liftman								
Platelayer								
Puller-out								
Skilled Labourer, including—	..	2	8	0	8	6				
Adult Working Minor Machines								
Casting Dresser								
Driller								
Fencer								
Gardener								
Screwdriver								
Skilled Labourer in Signal Gang								
Stacker								
Striker								

SCHEDULE VII.—WAY AND WORKS BRANCH.—*continued.*

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Skilled Labourer, including— Casc Hardener Chainman Foundry Furnaceman Laboratory Attendant Pipe Joiner	1	8 0	8 6	9 0					
Skilled Labourer (Works), including— Artisan's Assistant Asphalter Bridge Labourer Pile-driver	2 1	8 0 8 0	8 6 8 6	9 0					
Skilled Labourer (Leading)	2	8 6	9 0						
Signwriter ..	1	9 0	9 6						
Slater	10 0	10 6	11 0	11 6				
Stationary Engine-driver	..	9 0	9 6	10 0	10 6	11 0			
Storeman	8 6	9 0	9 6	10 0				
	3	8 0	8 6	9
	2	9 0	9 6						
Storeman (Leading) ..	1	10 0	11 0	..					
	..	10 6	11 0	..					9

SCHEDULE VIII.

TELEGRAPH BRANCH.—SALARIED STAFF.

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Chief Telegraph Mechanician	£ 240	£ 255	£ 270	£ 285	£ 300	£ 325	£	
Electrical Superintendent	225	240	255	270	285	300		
Engineering Assistant	140	160	180	200	230			
	2	220	240	260	280				
	1	300	325	350					
Foreman in Charge of Shops	..	210	225	240	255				
Foreman Gasfitter	240	255	270	285				
Foreman Lampmaker	225	240	255	270				
Laboratory Assistant	180	195	210	225	240	255		
Line Foreman	210	225	240	255				
Line Overseer	255	270	285	300	325	300		
Power House Superintendent	..	225	240	255	270	285			
Power House Superintendent (Elwood)	..	210	225	240	255				
Supervisor of Lighting	210	225	240	255				
Telegraph Inspector	350	375	400	425	450			
Telephone Attendant	100	110	120	135	150			
Traffic Superintendent	225	240	255	275				
Traffic Superintendent (Assistant)	..	150	165	180					

SCHEDULE IX.
TELEGRAPH BRANCH.—DAILY PAID STAFF.

Grade.	Class.	Division.							For Positions Included in Each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Apprentice	s. d. 1 9	s. d. 2 3	s. d. 2 9	s. d. 3 6	s. d. 4 6	s. d.	s. d.	
Car Cleaner	s. d. 7 0	s. d. 7 6½	s. d. 10 6	s. d. 11 0	s. d.	s. d.	s. d.	
Car Gas Fitter	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d. 11 0	s. d.	s. d.	s. d.	
Conductor	s. d. 7 0	s. d. 7 6½	s. d. 10 6	s. d. 11 0	s. d.	s. d.	s. d.	
Driver (Turbine)	s. d. 10 6	s. d. 11 0	s. d. 11 6	s. d. 12 0	s. d.	s. d.	s. d.	
Driver (Stationary Engine)	s. d. 10 0	s. d. 10 6	s. d. 11 0	s. d. 12 0	s. d.	s. d.	s. d.	
Electrical Fitter	s. d. 10 6	s. d. 11 0	s. d. 11 6	s. d. 12 0	s. d.	s. d.	s. d.	
Electrical Fitter in Charge	s. d. 12 6	s. d. 13 0	s. d. 13 6	s. d. 14 0	s. d.	s. d.	s. d.	
Electrical Mechanic	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d.	s. d.	s. d.	s. d.	
Electrical Mechanic (Leading Hand)	s. d. 11 6	s. d. 12 0	s. d. 13 0	s. d.	s. d.	s. d.	s. d.	
Electric Lighting Foreman	s. d. 12 0	s. d. 12 6	s. d. 13 0	s. d.	s. d.	s. d.	s. d.	
Fireman	s. d. 8 6	s. d. 9 0	s. d. 9 6	s. d.	s. d.	s. d.	s. d.	
Fireman (Power Station, Elwood)	s. d. 8 6	s. d. 9 0	s. d.	s. d.	s. d.	s. d.	s. d.	
Fireman (Pintsch Gas)	s. d. 8 0	s. d. 8 6	s. d.	s. d.	s. d.	s. d.	s. d.	
Gas Fitter	s. d. 9 6	s. d. 10 0	s. d. 10 6	s. d. 11 6	s. d.	s. d.	s. d.	
Gas Fitter (Leading Hand)	s. d. 10 0	s. d. 10 6	s. d. 11 0	s. d.	s. d.	s. d.	s. d.	
Gas Sub-Foreman	s. d. 12 0	s. d. 12 6	s. d. 14 0	s. d.	s. d.	s. d.	s. d.	
Gasmaker	s. d. 13 0	s. d. 13 6	s. d. 14 0	s. d.	s. d.	s. d.	s. d.	
Gasman	s. d. 8 6	s. d. 9 0	s. d. 9 6	s. d.	s. d.	s. d.	s. d.	
Gasman (Leading)	s. d. 8 0	s. d. 8 6	s. d.	s. d.	s. d.	s. d.	s. d.	
Instrument-maker	s. d. 9 0	s. d. 9 6	s. d.	s. d.	s. d.	s. d.	s. d.	
	..	s. d. 10 6	s. d. 11 0	s. d. 11 6	s. d. 12 0	s. d.	s. d.	s. d.	

SCHEDULE IX.—TELEGRAPH BRANCH—continued.

[illegible]

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

† Every employé in these grades shall, subject to the provisions of Clause 3, be granted a wage of 7s. 6d. per day after six months' adult service.

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

Grade.	Class.	Division.							For Additions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
		£	£	£	£	£	£	£	
Stores Inspector	270	285	300	325	350	325	350	
Stores Overseer	240	255	270	285	300	325	350	
Stores Purchasing Agent	285	300	325	350	375	400	425	
Coal Viewer	10 6	11 0	11 6	12 0	12 6	13 0	13 6	
" (Head)	12 6	13 0	13 6	14 0	14 6	15 0	15 6	
Daily Paid Clerk	2	8 0	8 6	9 0	9 6	10 0	10 6	
Gate Checkman and Packer	1	10 0	10 6	11 0	11 6	12 0	12 6	
Labourer	8 0	8 6	9 0	9 6	10 0	10 6	11 0	3
Lad (including every Employé under 21 years of age)	..	7 0	7 6†	8 0	8 6	9 0	9 6	10 0	
Messenger	14	15	16	17	18	19	20	
Rail Classifier	2 0	2 6	3 0	3 6	4 0	4 6	5 0	
Skilled Labourer	7 0	7 6†	8 0	8 6	9 0	9 6	10 0	
" (Leading)	..	10 0	10 6	11 0	11 6	12 0	12 6	13 0	
Special Relieving Employé	8 0	8 6	9 0	9 6	10 0	10 6	11 0	
Storeman	3	8 0	8 6	9 0	9 6	10 0	10 6	9
Storeman (Leading)	2	9 0	9 6	10 0	10 6	11 0	11 6	
Storeman (Head)	1	10 0	10 6	11 0	11 6	12 0	12 6	
Watchman	10 6	11 0	11 6	12 0	12 6	13 0	13 6	9
	..	11 6	12 0	12 6	13 0	13 6	14 0	14 6	9
	..	8 0	8 6	9 0	9 6	10 0	10 6	11 0	

† Every labourer and messenger shall, subject to the provisions of clause 3, be granted a wage of 7s. 6d. per day after six months' adult service.

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

Grade.	Class.	Division.							For Positions Included in each Class see Appendix No.
		1.	2.	3.	4.	5.	6.	7.	
Apprentice	..	s. d. 1 9	s. d. 2 3	s. d. 2 9	s. d. 3 6	s. d. 4 6	s. d.	s. d.	
Compositor	..	10 0	10 6	11 0					
Compositor (Leading)	..	11 6	12 0						
Foreman Printer	..	13 0	13 6	14 0	14 6	15 0			
Labourer	7 0	7 6 ⁺						
Lad, including every Employé under 21 years of age in the grades of—	..	14 years	15 years	16 years	17 years	18 years	19 years	20 years	
Labourer	..	2 0	2 6	3 0	3 6	4 0	4 6	5 6	
Machine Feeder	..								
Messenger	..								
Lithographer	..	2 10 0	10 6	11 0					
Lithographer (Leading)	..	11 6	12 0						
Lithographer (Foreman)	..	13 0	13 6	14 0					
Machine Feeder	..	7 0							
Machine Feeder (Assistant)	..	8 0							
Machinist	9 0	9 6						
Machinist (Leading)	..	10 0	10 6	12 0					
Skilled Labourer	..	11 0	11 6						
Stone Polisher	..	8 0	8 6						
Storeman	3 8 0	8 6						9
Storeman (Leading)	2 9 0	9 6						9
	..	10 6	11 0						

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

⁺ Every Labourer shall, subject to the provisions of Clause 3, be granted a wage of 7s. 6d. per day after six months' adult service.

DIVISION 2.

STAFF CHANGES.

(17) 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.

(18) A statement showing the number and other particulars of the Employés referred to in Clause 17 (a and b), excluding any Supernumerary employé in the Way and Works Branch engaged exclusively on Appropriation Works, any Casual Labourer employed in the Newport Workshops, and any Casual Labourer 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).

(19) 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).

(20) Every recommendation for the appointment or removal of any Supernumerary Employé, or for the extension of the authorized period of employment of any such Employé, shall be submitted on the prescribed form (G 9).

(21) No alteration shall be made in the title, grade, class, salary or wage of any Officer or Employé, nor shall any transfer from one branch to another be effected, without the sanction of the Commissioners.

(22) 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, shall be submitted on the prescribed form (G 8), except as provided in Clause 24, or unless the Head of the Branch considers that the circumstances render it desirable to submit the case on a separate memorandum.

(23) Every recommendation for an increase of salary or wage shall be submitted on the prescribed form (G 7), except as provided in Clauses 22 and 24, or unless the Head of the Branch considers that the circumstances render it desirable to submit the case on a separate memorandum, and such recommendations shall be submitted monthly in the case of increments in favour of—

(a) Any Employé in the Transportation Branch;

(b) Any Labourer or Repairer;

(c) Any Engine-driver, Fireman, 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 or upon the expiration of the period of Apprenticeship;

(f) Any Officer in receipt of less than £150 per annum;

(g) Any Officer or Employé, on promotion to a higher grade or class; and

(h) 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.

Recommendations for all other increments shall be submitted, in duplicate, at such intervals as the Commissioners may from time to time direct.

(24) 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.

(25) 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 Forms G 7 or G 8.

STAFF CHANGES—*continued.*

(26) 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.

(27) 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.

(28) 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.

(29) Any Junior Clerk who has been penalized under the provisions of Clause 28, 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 then granted shall only be made operative as from the date of obtaining the Certificate.

(30) Any lad 18 years of age or over 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 Schedules attached to Division 1.

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

(32) No Shunter shall be advanced to a wage in excess of 8s. per day on or after the expiration of twelve months' service at that rate unless he has obtained a Certificate as a Guard.

DIVISION 4.

TIME ALLOWANCES FOR FRACTIONS OF AN HOUR.

(33) 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

(34) 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 33 shall be applied to any fraction of an hour in the *total* so arrived at.

(35) The allowances prescribed in Clause 33 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.

DIVISION 5.

ENGINEMEN AND CLEANERS.

(36) 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 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 such point as may be fixed as the boundary of the particular Locomotive Depôt yard.

(37) Every Engineman shall, subject to the provisions of Clause 38, 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.

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

(39) Every Engineman and Cleaner shall, except as provided in Clauses 40 and 41, be paid on the basis of eight hours per day.

(40) 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.

(41) 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.

(42) Any Engineman employed in country passenger or mixed service, other than as provided in Clause 41, may be paid on the prescribed mileage basis if so determined by the Head of the Branch.

ENGINEMEN AND CLEANERS—*continued*.

(43) 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 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.

(44) No Engineman shall be credited with any allowance under the provisions of Clause 43 in respect of the beginning or the end of any break in a shift, except as specified in Clauses 46, 47, and 49.

(45) Broken shifts may be arranged by, and at the discretion of, the Head of the Branch, but, as far as practicable, 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.

(46) 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. Any such Engineman 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 43.

(47) 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.

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

(49) 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.

(50) 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) for the round trip up to one day and a half at full pay.

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

(52) 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.

(53) Unless otherwise determined by the Head of the Branch, any Engineman engaged in a service other than as specified in Clause 52 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

ENGINEMEN AND CLEANERS—continued.

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 54.

(54) Any Engineman may be booked off duty at a terminal point away from his head-quarters during an interval (exclusive of engine time) between the trips constituting a shift, and any Engineman so booked off and who is paid on the basis of hours shall be credited with half-time for such interval, subject to the reservations that such a credit shall not be made in the case of an Engineman booked off for rest, and that if the time worked, together with any time allowances in respect of the shift, amounts to less than the equivalent of one day, the employé concerned 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.

(55) 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.

(56) Any Engineman who is relieved from duty under the provisions of Clause 55, 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 pay in respect of the period during which he is so booked off.

(57) Any Engineman relieved from duty under the provisions of Clause 55 shall not be granted any subsequent engine time allowance in respect of the shift under the provisions of Clause 43; 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 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.

(58) 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.
From—	To—	Minutes.	Minutes.	Minutes.
Dudley-street Box ...	North Melb. Depôt ...	8	12	
Yard Supt.'s Office ...	" " " ...	10	15	
Gravitation Office ...	" " " ...	15	20	
Assistant Yard Supt.'s Office ...	" " " ...	10	15	
East Yard ...	" " " ...	15	20	
Arden-street ...	" " " ...	15	20	
North Melbourne Station ...	" " " ...	8	12	
North Melbourne New Yard ...	" " " ...	5	8	5
Weighbridge, Dudley-street ...	" " " ...	8	12	
Coal Boat Pilot (when relieved on wharf) ...	" " " ...	10	15	
Passenger Yard, Spencer-street ...	" " " ...	15	20	
Port Melbourne Station	Port Melbourne Depôt	5	8	5
Bendigo ...	Bendigo Depôt ...	5	8	5
Maryborough ...	Maryborough Depôt ...	15	20	5
Geelong ...	Geelong Depôt ...	5	8	5
Stawell ...	Stawell Depôt ...	10	15	5
Ararat ...	Ararat Depôt ...	5	8	5
Ballarat East ...	Ballarat Depôt ...	5	8	5
Ballarat West ...	" " " ...	15	20	Nil
Seymour ...	Seymour Depôt ...	10	15	5
Benalla ...	Benalla Depôt ...	8	12	5
Traralgon ...	Traralgon Depôt ...	5	8	5
Warragul ...	Warragul Depôt ...	10	15	5
Korumburra ...	Korumburra Depôt ...	5	8	5
Dimboola Shed ...	Dimboola Yard ...	8	12	5
Nyora ...	Nyora Yard ...	5	8	5
Hamilton ...	Hamilton Yard ...	5	8	5
Wodonga ...	Wodonga Depôt ...	5	8	5
Donald ...	Platform ...	5	8	5

ENGINEMEN AND CLEANERS—continued.

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

(60) 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 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 only full time 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.

(61) 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.

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

(63) 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.

(64) 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 16.

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

(66) No Engine-driver shall be eligible for the increase in the rate of pay from 11s. 6d. to 12s. 6d. per day until he has completed 313 days' driving, and no Engine-driver who is allotted to a service for which a wage of 11s. 6d. per day is fixed shall be entitled to advance to 12s. 6d. per day so long as he remains in such service at his own request.

(67) 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.

(68) 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.

(69) 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.

(70) Any Engineman who voluntarily seeks a lower position in the grade or class of Engine-driver, Fireman, or Cleaner, shall, on appointment to such lower grade or class rank senior to every employé therein.

(71) 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.

(72) 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

ENGINEMEN AND CLEANERS—continued.

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.

(73) 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.

(74) Every Cleaner after the completion of 313 days' firing shall be required to pass a further examination, and upon passing such examination shall 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, and any Cleaner who fails to pass the further examination at the first attempt shall be granted an increment only as from the date on which he passes the examination. Any Cleaner who fails to pass either of the prescribed examinations at the third attempt shall be reduced to the position of Labourer or classified permanently as a Cleaner.

(75) Any Engine-driver qualifying for the increase to 12s. 6d. per day, or any Cleaner, who, owing to the exigencies of the service, is temporarily employed in another position, and who during the period of such employment would have been entitled by seniority to act as an Engine-driver or Fireman (as the case may be) for any length of time, shall be 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 shall be credited with such time for the purpose of making up the period of 313 days' driving or firing (as the case may be).

(76) Every Fireman shall be required to pass an examination before being classified or utilized as an Engine-driver, and any such employé who fails to pass the prescribed examination at the second attempt shall be passed over by every Fireman who 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 reduced to the position of Fireman at 9s. per day, and shall not be entitled to further advancement as an Engineman.

(77) 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.

(78) 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.

(79) 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 running Passenger (other than suburban), Fast Mixed, Limited Mixed, or Through Mixed trains 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.

GUARDS—continued.

(80) 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).

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

(82) 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.

(83) 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 from Head-quarters, at commencement of Shift.	After Return to Head-quarters, at end of Shift.
	Minutes.	Minutes.
Passenger	} 30 to 60	20 to 30
Mixed		20 to 30
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.

(84) The allowances prescribed in Clause 83 in respect of Suburban Trains shall also be granted to any Suburban Guard who is booked on for overtime after the completion of, and distinct from, his ordinary shift.

(85) 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 granted the allowance of fifteen minutes prescribed in Clause 83 as from the time of completing such special duties.

(86) 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 83 and 84 respectively, be granted an allowance of ten minutes at his head-quarters and of five minutes at the out-station, provided that such an interval elapses at the out-station prior to commencing running.

(87) Any Goods or Mixed train Guard who, before departure from or after return to his head-quarters, is continuously employed at shunting duties other than those usually required in connexion with the making up of his train, for a period which, together with that occupied in the duties specified in Clause 83, 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.

(88) 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 83 and 87, be credited with an allowance as 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	20	20
"	Spencer-street	15	15
Melbourne Yard	Flinders-street or Prince's-bridge	20	20
"	Spencer-street	10	10
Prince's bridge	Melbourne Yard	20	20
"	Spencer-street	15	15
Spencer-street	Flinders-street or Prince's-bridge	15	15
"	Melbourne Yard	10	10

GUARDS—continued.

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).

(89) 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 83 and 88 respectively.

(90) 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.

(91) 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.

(92) Any Guard 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) for the round trip up to one day and a half at full pay.

(93) 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 day on which he does not run (other than a Sunday) in addition to the time allowed for the forward and return trips, as may be required to bring his time and time allowances for the round trip up to even time for the number of days over which the trip extends, provided that the employé concerned shall be liable for duty at the forward terminal to the extent of the time with which he is credited in respect of such intervening day or days.

(94) Subject to a maximum of the length of the interval, every Guard employed in other than Suburban service shall be credited with twenty minutes after arrival at the destination on a forward trip and with thirty minutes before the due time of departure on a return trip, and every Guard employed in Suburban service shall be credited with fifteen minutes after arrival and fifteen minutes before the due time of departure respectively; provided that if any Guard be necessarily occupied for a longer period than that prescribed for his class of train 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.

(95) Any Guard, Porter (Vanman), or Conductor may be booked off duty at a terminal point away from his head-quarters during an interval (exclusive of time paid for under Clause 94 or otherwise) between the trips constituting a shift, and any such employé so booked off shall be credited with half-time for such interval, subject to the reservation that such a credit shall not be made in the case of an employé booked off for rest, and 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, the employé concerned 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.

(96) 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.

(97) Any Guard who is relieved from duty under the provisions of Clause 96 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.

(98) Any Guard relieved from duty under the provisions of Clause 96 shall not thereafter be granted any subsequent allowance under the provisions of Clauses 83, 88, and 94 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 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.

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

(100) 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

GUARDS—continued.

the time of being previously booked on he shall in respect of such previous booking on be allowed only full time 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.

(101) Any Guard 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 shall be credited with a minimum of two hours for such duty.

(102) 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.

(103) 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.

(104) 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 16.

(105) 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.

(106) 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.

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

(108) 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.

(109) 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.

(110) 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.

(111) 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.

(112) 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.

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

(113) 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 acting as a Coal Viewer, Fireman on "V" class engine, Guard; Lighter-up and Washer-out, Motor Guard, Signalman, Signwriter, or Spray Painter;
- (c) any Repairer acting as a Ganger on alternate Sundays, or any other Employé acting in a higher position on alternate Sundays;

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.

(114) 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 115, 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.

(115) Any employé who has accepted employment in a lower position in consequence of 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.

(116) 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 hereunder, and such allowances 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, an Engine Driver in charge at a Sub-Depôt, 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 be subject to the reservations that the allowance shall, except in the cases indicated by an asterisk, be limited to such amount as will make the ordinary wage, plus the allowance, equivalent to not more than the maximum wage prescribed for the particular grade, and that no such employé shall be granted an allowance in time in addition to the allowance prescribed in this Clause:—

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, or other Leading Hand ..	s. d.
Blacksmith ..	(Welding 50 links per day) ..	1 0†
Boilermaker ..	Boilermaker engaged on Running Shed Repairs (as distinct from the overhaul of an engine in a Running Shed) ..	1 0*
Carpenter ..	Timber Passer ..	0 6*
Engine Driver ..	Engine Driver at a Sub-Depôt in charge of one engine or more, but with not less than four crews ..	1 0
Engine Driver ..	Engine Driver at a Sub-Depôt in charge of more than one engine and not more than four crews ..	1 0*
Engine Driver ..	Engine Driver at a Sub-Depôt in charge of more than one engine and not more than six crews ..	1 6*
Engine Driver ..	Engine Driver at a Sub-Depôt in charge of more than one engine and more than six crews ..	2 0*
Fireman ..	Motor Guard ..	0 6*

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

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.
		s. d.
Fireman (in receipt of a wage not exceeding 9s. per day.) ..	Fireman on a "V" class engine ..	0 6
Fitter	Fitter engaged on Running Shed repairs (as distinct from the overhaul of an engine in a Running Shed)	0 6*
Ganger	Passing Sleepers	1 0*
Motorman	Ticket Examiner	0 6
Painter	Signwriter	1 0
Skilled Labourer ..	Second Hand in Forge	0 6
Turner	(Turning an average of 6 blooms per day)	0 6*
		Allowance to make Wage per day equivalent to—
Any employé ..	Tool Sharpener	8 6
Any employé ..	Pavior	10 0
Any employé ..	Stationary Engine-driver in connexion with Pile-driving machine ..	10 0
Labourer	Labourer weighing waggons ..	8 0
Labourer or Skilled Labourer ..	Using Spray Painter	10 0

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

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

In the case of an Employé (provided that he is at least twenty-one years of age) acting as a Clerk the wage (inclusive of the allowance) shall be as under:—

Maximum Salary of Position.	Wage per Day (including Allowance) to be granted.
£	s. d.
150	8 0
Over 150	10 0

but any such employé who was in receipt of a higher wage (including allowance) immediately prior to the date of this Regulation may at the discretion of the Commissioners continue to be paid such wage and allowance.

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

(119) Any 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 as specified in Clause 118).

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

DIVISION 8.

ALLOWANCES IN LIEU OF QUARTERS.

(121) 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

provided that any Stationmaster who is granted an increment to a salary of £200 or over as from a date prior to the date of the notification thereof shall not be granted the increased quarters allowance as from a date prior to the first day of the month in which such notification is issued.

(122) 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.

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

(124) 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 shall not be continued for any period in excess of three months.

(125) 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.

(126) Any Junior Clerk in receipt of a salary of £50 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 £60 per annum.

(127) Any Lad or Apprentice in receipt of a wage of 3s. 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 3s. 9d. per day.

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

(128) 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.

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

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

and, subject to the provisions of Clause 131, 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 130 (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 £150 per annum or over as from a date prior to the date of the notification thereof shall not be granted the increased expenses as from a date prior to the first day of the month in which such notification is issued.

(130) 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, Newport ...	1	6
Within the suburban area beyond the above boundaries ...	2	0

and, subject to the provisions of Clause 131, 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 129 (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.

(131) 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 (excepting 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).

(132) 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).

RELIEVING EXPENSES—*continued*.

(133) Any Officer or Employé in receipt of expenses under the provisions of Clause 129 or Clause 130 shall also be entitled to expenses on the basis prescribed in Division 11 during any period in which he may be temporarily required to undertake duty away from his location for the time being, and shall submit a claim for such expenses on the prescribed form (G 18).

(134) 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 position in which such Officer or Employé is acting, provided, however, that an Officer or Employé acting in the position of a Stationmaster within the Suburban area shall be granted expenses whilst so acting on the basis of the scale prescribed in Clause 130, and not on the basis of the scale prescribed in Clause 129.

(135) Any Stationmaster, whether attached to the regular relieving staff or not, who is utilized to relieve or act as or to assist a District Superintendent shall not, whilst so engaged, be granted expenses under this Division, but shall be either paid an allowance in lieu of quarters on the basis of the scale prescribed in Clause 121, or allowed to retain his quarters free of rental (as the case may be) and in addition shall be paid travelling and incidental expenses in accordance with the scale prescribed in Clause 137—

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

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

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

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

DIVISION 11.

TRAVELLING AND INCIDENTAL EXPENSES.

(137) Any Officer or Employé who is required to travel on duty away from his head-quarters to

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

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

shall, except as prescribed in Clause 159, 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.
	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 ...	10 0	6 0
(d) Officer in receipt of £150 per annum or over, but less than £300 per annum, Acting In- spector or Special Inquiry Officer...	8 0	5 0
(e) Officer in receipt of less than £150 per annum ...	6 0	4 0
(f) Chargehand, Electrical Fitter-in-charge, Fitter- in-charge, Foreman (daily-paid), Gangster, Leading Hand, Lineman in Charge, Special Ticket Checker, Sub-Foreman, Timber Passer, or Employé engaged in Stock-taking ...	6 0	4 0
(g) Any other Employé ...	5 0	3 0

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 Clause 133.

TRAVELLING AND INCIDENTAL EXPENSES—*continued.*

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

(139) The allowance per day shall represent the expense of three meals and a bed, and the allowance for each meal and bed respectively shall be one-fourth of the allowance per day payable to the particular Officer or Employé. 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.

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

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

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

(141) No Roadmaster, District Foreman, or Works 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 140 without the restrictions specified in this Clause.

(142) 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 137.

(143) Any Officer or Employé—

(a) whose head-quarters are within the Suburban area and who is required *within his ordinary hours of duty* to travel to and undertake duty at another station, place, or depôt within the Suburban area, but at least 2 miles from his head-quarters; or

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

shall provide himself with one meal during such hours of duty, and shall not be granted any allowance therefor, but any such Officer or Employé whose duty renders him unable to reach his home within 2 hours of the time at which he would ordinarily do so, shall be granted the scale allowance for one meal, and, unless otherwise determined by the Head of the Branch, for any necessary additional meals and lodging.

(144) Any Officer or Employé—

(a) whose head-quarters are within the Suburban area, and who, in order to take up duty, is required to travel *outside of his ordinary hours of duty* to another station, place, or depôt within the Suburban area, but at least 2 miles further than his head-quarters from his home; or

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

shall, unless otherwise determined by the Head of the Branch, be granted the scale allowance for one meal daily, and for any necessary additional meals and lodging.

(145) 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 140 for a sufficient period to enable him to obtain a meal.

TRAVELLING AND INCIDENTAL EXPENSES—*continued*:

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

- (a) that such Officer or Employé is not given notice, prior to leaving home for duty, that he will be required to work such additional period;
- (b) that if located at Flinders-street, Melbourne Goods Sheds, Melbourne Yards, Prince's-bridge, or Spencer-street, such Officer or Employé is not given sufficient time off to enable him to obtain a meal at home;
- (c) that if located elsewhere, such Officer or Employé is not allowed off duty for 60 minutes or more for the purpose of obtaining a meal at home;
- (d) that the allowance shall not be paid to any Officer or Employé referred to in Clause 149; 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 150 to 154 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 183 or Clause 184, nor to any Officer or Employé in receipt of expenses under any other clause of this Regulation.

(147) Any Officer in receipt of a salary of less than £150 per annum, who is required to travel with a Senior Officer in receipt of £150 per annum or over, and is engaged in connexion with the same duty as such Senior Officer, shall be granted expenses on the basis of the scale prescribed in Section (d) of Clause 137.

(148) 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.

(149) The provisions of Clauses 150 to 154 inclusive shall be applicable to any Officer or Employé in or acting in the following positions, viz. :—

- (a) Engineman, Conductor, Guard, or Porter (Van man);
- (b) Assistant Signal Adjuster, Checking Porter, Electrical Fitter, Electrical Fitter in Charge, Signal Adjuster, Ticket Collector, Travelling Porter, Travelling Stationmaster, or other Employé (other than a Works Foreman) 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 159.

(150) Any Officer or Employé referred to in Clause 149 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 overnight, shall be granted the scale allowance—

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

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

(151) Any Officer or Employé referred to in Clause 149 *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 8 hours but not more than 14 hours; or for two meals if such period be more than 14 hours;
- (b) for one meal as at the time of recommencing duty, except as prescribed in sub-clause (c);

TRAVELLING AND INCIDENTAL EXPENSES—*continued.*

- (c) if the interval between the times of finishing and recommencing duty be 12 hours or more, for one meal, instead of the meal prescribed in sub-clause (b)—
- (i.) as at the expiration of 12 hours from the time of finishing duty if such time be between 1 a.m. and 8 a.m., or between 1 p.m. and 8 p.m.;
 - (ii.) as at 8 a.m. if the time of finishing duty be between 8 p.m. and 1 a.m. (both inclusive); or
 - (iii.) as at 8 p.m. if the time of finishing duty be between 8 a.m. and 1 p.m. (both inclusive); and
- (d) for a meal or for lodging for each complete period of 6 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.
- (152) Any Officer or Employé referred to in Clause 149—
- (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.

(153) Any Officer or Employé referred to in Clause 149 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 137 in respect of the first seven days, shall not be granted any additional expenses under the provisions of Clause 150 or Clause 151, but any such Officer or Employé who is in receipt of expenses at the rate prescribed in respect of the period after the first seven days shall also be granted expenses under the provisions of Clause 150 or Clause 151, as if his temporary location were his ordinary head-quarters, subject to the reservation that he shall not be granted an allowance for lodging or for any meal in respect of any period in which he may be off duty at his ordinary head-quarters.

(154) Any Officer or Employé referred to in Clause 149 who runs a Sunday train to Bacchus Marsh, Clyde, Upper Fern Tree Gully, Gembrook, Healesville, Lilydale, Mornington, Pakenham, Warburton, or Whittlesea, shall be granted the scale allowance for a meal for each such trip.

(155) 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.

(156) In any instance in which an Employé referred to in Clause 149 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 a "Value" 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 end-of-month pay. In the case of an Employé of another Branch, the Officer in Charge of the depôt 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 Depôt Foreman to any Employé referred to in Clause 149 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 end-of-month pay.

(157) 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, for each day whilst engaged on duty in the city or suburbs until at least 7 p.m., or whilst engaged on watching duty in the Melbourne Goods Sheds or Yards.

TRAVELLING AND INCIDENTAL EXPENSES—*continued*.

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

An allowance of 12s. per day (subject to the time limitations prescribed in Clause 140) 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 140) for each day whilst engaged in paying the staff or checking pay rolls at the Newport Workshops, the North Melbourne Locomotive Depot and Truck Shop, Flinders-street Station, the Port Melbourne Locomotive Depot, 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 whilst engaged on duty away from his head-quarters, but within the Suburban area.

The scale allowance for one meal to any Traffic Inspector or Travelling Foreman for each day on which he is required to remain away from his head-quarters over a meal period.

(158) No expenses payable under Clauses 137 to 157 inclusive nor under Division 13 shall be paid to any Officer or Employé for the whole of each day during a period of more than two months at the same station, place, or depot, except with the sanction of the Commissioners (*vide* Form G 20A).

(159) Any Artisan, Bridge Ganger, Fencer, Assistant Fencer, Labourer, Signal Ganger, or other Employé who is required to undertake duty more than three miles away from his head-quarters, and outside of the suburban area, on at least three days in any one working week, and who is provided with sleeping accommodation by the Department for use when unable to return to his head-quarters, may be granted an allowance of 1s. 6d. per day as expenses in respect of each day on which he is so absent from his head-quarters overnight, and shall be treated on the basis referred to in Clause 149 in respect of any day on which he both departs from and returns to his head-quarters. Any such Employé who is not entitled to an allowance for at least three days in any one working week under the above provisions of this clause shall be treated in respect of any period of absence from his head-quarters on the basis referred to in Clause 149.

(160) 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.

(161) 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.

(162) 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.

(163) 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 be continued during any week-end period in respect of which a pass is granted under the provisions of Clause 269; 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).

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

(165) 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, and that in the case of any other Officer or Employé in a grade specified in Clause 149 (a) or (b) the claim shall be made on Form G 72.

DIVISION 12.

TRANSFER EXPENSES, ETC.

- (166) 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.
- (167) Any such Officer or Employé shall, subject to the provisions of Clause 169, be credited with one day (but not more) for each day occupied in travelling in connexion with such transfer, irrespective of whether the time so occupied amounts to one day, provided—
- (a) that any such Officer or Employé who works a portion of any day in addition to so travelling shall be credited with three-quarter time for the time occupied in travelling, subject to a maximum credit of one day for such travelling time and to a minimum of one day for the total time occupied in travelling and in work; 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.
- (168) 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 169 and 177, 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).
- (169) 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 168, except with the sanction of the Commissioners.
- (170) In every instance in which it is desired to transfer a "married" Officer or Employé to a locality in which it is doubtful whether a house will be available, inquiries shall first be made of the Officer in charge of the station, place, or depôt as to whether house accommodation can be procured, and if such inquiries disclose that house accommodation cannot be procured, the services of a "single" man shall, if practicable, be utilized to fill the vacant position, provided that such a course does not involve loss of seniority by a "married" man eligible for and desirous of accepting the position, and that no senior "married" man desires transfer thereto under the conditions specified in Clause 173.
- (171) Any "married" Officer or Employé who is transferred (either to conserve his seniority or because a "single" man is not available) to a locality 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.
- (172) Any "married" Officer or Employé so transferred, and who is unable to procure house accommodation, shall not be granted any expenses in respect of the members of his household, but shall be granted expenses for *himself only* in accordance with the scale specified in Clause 137; 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.
- (173) 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 171) 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 172.
- (174) A return shall be furnished by the Head of each Branch on the prescribed form (G 47) prior to the seventh day of each month, showing particulars of the expenses granted to Officers or Employés during the preceding month, under the provisions of Clause 172.

TRANSFER EXPENSES, ETC.—*continued.*

(175) 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 Clause 171 or Clause 173;

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.

(176) Any cartage expenses incurred in connexion with the transfer of any Officer or Employé to another station, place, or depôt shall be refunded to such Officer or Employé, 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.

(177) Any Officer or Employé transferred to another station, place, or depôt, as the result of a mutual arrangement with another Officer or Employé, shall not be granted any expenses, except under the provisions of Clause 175 (b), but shall participate in any other right or privilege under this Division.

(178) 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.

EXPENSES TO OFFICERS AND EMPLOYEES
TEMPORARILY TRANSFERRED TO COPE WITH EXTRA WORK,
ETC.

(179) Any Officer or Employé *not attached to the regular relieving staff, including any Employé (other than a Supernumerary) in an "extra" gang,* who is temporarily transferred to another station, place, or depôt in order to cope with extra work, and is consequently obliged to reside away from his usual place of abode, shall, subject to the provisions of Clause 158, be allowed expenses on the basis prescribed in Clause 137, 143, or 144 (as the case may be) to the following extent:—

- (a) in the case of a "married" Officer or Employé, throughout the period during which he is required to remain at such station, place, or depôt, including any period for which he may be retained thereat after the completion of the extra work in order to work off annual leave;
- (b) in the case of a "single" Officer or Employé, for the first seven days on which he is required to undertake duty at such station, place, or depôt, *but not for the period after the expiration of seven days at any such station, place, or depôt, nor for any period for which he may be retained thereat after the completion of the extra work in order to work off annual leave.*

(180) Any Officer or Employé attached to the regular relieving staff, who is temporarily located at a station, place, or depôt in order to cope with extra work, or to work off annual leave, shall be treated, as regards expenses, in accordance with the provisions of Division 10.

(181) Expenses payable under this Division shall be computed on the basis of seven days per week, and shall be continued during any period occupied in visiting home at week-ends (subject to the prescribed maximum of seven days in the case of a "single" Officer or Employé), 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 absence from duty with pay (except on a Common or proclaimed holiday, or day in lieu of overtime);

DIVISION 14.

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

(182) *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.*

(183) 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, subject to the provisions of Clause 182, and to the approval of the Head of the Branch on the prescribed form (G 64).

(184) 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 dépôt 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 182, and to the approval of the Head of the Branch on the prescribed form (M 138 in the Transportation Branch and G 64 in the other Branches).

DIVISION 15.

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

(185) 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;

(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.

(186) Any Employé who is engaged in any of the duties specified in Clause 185 (a), (c), or (d), or who appears before the Statutory Board or the Commissioners as specified in Clause 185 (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;

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

- (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.
- (187) 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.
- (188) Any Officer or Employé who is obliged to leave his head-quarters for any of the purposes specified in Clause 185 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 16.

OVERTIME.

- (189) 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.
- (190) 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.
- (191) Any Employé who is required to work overtime on any day other than a Sunday shall, if practicable, be booked off duty for an equivalent time on some other day or days in the same month, subject to the reservation that—
- (a) Overtime worked to the extent of balancing any short time in the previous or in the same month;
 - (b) Overtime incurred in travelling to or from special emergency duty in connexion with an accident, fire, or flood; and
 - (c) Overtime for which an Employé is entitled to be paid at the rate of time and a half under the provisions of Clause 194
- shall not be booked off.
- (192) Any overtime not booked off during the month in which it is worked shall, subject to the provisions of Clauses 193 and 194, be paid for in such month at single rate.
- (193) 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.
- (194) 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:—
- (a) overtime worked in connexion with an accident, fire, or flood; subject to a minimum of two hours at the rate of time and a half in any instance in which an Employé is "called out" between 10 p.m. and 6 a.m. for such duty, and to the reservation that if the work extends over a period in excess of twenty-four hours, the time worked after the expiration of the first twenty-four hours shall not be paid for in excess of single rate except with the sanction of the Commissioners;

OVERTIME—continued.

- (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 worked in attending Lux lamps or as a Watchman, and overtime worked by any Electrical Fitter, Electrical Fitter in Charge, Signal Adjuster, or Assistant Signal Adjuster, in stand-by duty, or in switching signals and block instruments in and out in connexion with special traffic); 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 it extends over a continuous period of at least one hour;
 - (c) 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 worked on such shift extends over a continuous period of at least one hour; and
 - (d) any other overtime which, with the sanction of the Commissioners, is classed as "emergency" overtime.
- (195) Any Employé (other than a Watchman or an Employé engaged on clerical duties), who is required to work a night shift at the Newport Workshops, shall be paid an allowance in addition to, and on the basis of 20 per cent. of his ordinary wage for each eight hours, subject to a maximum allowance of 2s. for each eight hours.
- (196) A return shall be furnished to the Commissioners by the Head of the Branch on the prescribed form (G63) not later than the fifteenth day of each month showing the overtime which has been paid for at the rate of time and a half during the preceding month.

DIVISION 17.

FOG-SIGNALLING.

- (197) 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, but if such Officer or Employé be so employed for portion of the ordinary shift the balance of such shift shall be paid for at single rate.
- (198) 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 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.
- (199) Any Officer or Employé whose services are utilized wholly outside the limits of his ordinary shift in the manner indicated in Clause 197 or Clause 198, 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 211.

DIVISION 18.

SUNDAY DUTY.

- (200) For the purposes of this Division (excepting Clause 206) "Sunday" shall mean the period between midnight on Saturday and midnight on Sunday.
- (201) 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 202, be paid an allowance for the total time so worked on the basis of the scale contained in Appendix No. 11, and in accordance with the number of hours forming the ordinary week-day shift.

SUNDAY DUTY—*continued*.

(202) 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.

(203) Any Employé (other than an Employé referred to in Clause 204) who is required to work on a Sunday shall, subject to the provisions of Clause 202, 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 41.

(204) Any Employé who is not ordinarily required to work on Sunday, but who is called upon to undertake duty on Sunday in connexion with an accident, fire, or flood, or upon a work which can only be carried out when trains are not running, or upon other emergency or special work, shall be paid therefor at the rate of time and a half.

(205) Any Officer or Employé who is called upon to commence and finish a shift on a Sunday shall be paid a minimum allowance therefor 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 in any instance in which 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.

(206) 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.

DIVISION 19.

TRAVELLING AND WAITING TIME.

(207) Any Employé not attached to the regular relieving staff who is required in connexion with his duty to leave his head-quarters and travel—

- (a) between midnight on Saturday and midnight on Sunday; or in connexion with—
- (b) fog-signalling duty; or
- (c) an accident, fire, or flood;

shall be credited with full time at single rate for the period so occupied.

(208) Any Employé not attached to the regular relieving staff who is required to leave his head-quarters, and travel in connexion with his duty, shall, except as provided in Clauses 207, 210, and 211, be credited with three-quarter time for the period so occupied, subject to the reservations—

- (a) That the maximum credit for such travelling in respect of each shift shall be one day at full pay; and
- (b) 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.

(209) 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.

TRAVELLING AND WAITING TIME—*continued.*

(210) 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 208, and that an Employé travelling in connexion with fog-signalling duty shall be paid therefor on the basis prescribed in Clause 211.

(211) 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 distant more than 3 miles from his head-quarters (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 Clause 207 of Clause 208 (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 necessarily occupied in travelling to and from such place of duty in excess of the time ordinarily occupied in travelling to and from his head-quarters.

(212) Any Employé, other than—

- (a) an Employé referred to in Clause 210 or Clause 213; 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.

(213) Any Engineman or Guard who proceeds to another station, place, or depôt for relief purposes as prescribed in Clauses 55 and 96, 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 212.

DIVISION 20:

ABSENCE FROM DUTY IN CONSEQUENCE OF ILLNESS
OR INJURY.

(214) For the purposes of this Division, any Junior Officer who has not completed the probationary period of six months' service shall be regarded as an "Employé," and not as an "Officer," *i.e.*, he shall not be granted any payment in respect of any period of absence from duty in consequence of illness, nor be required to furnish a medical certificate earlier or at more frequent intervals than an Employé absent under similar circumstances.

(215) 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.

(216) 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.

(217) (a) Any Officer who is incapacitated for duty in consequence of illness or injury, or

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

and whose absence from duty is thereby prolonged beyond one day, shall, except as provided in Clause 218, 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.

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

(218) 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.

(219) (a) Any Officer who is incapacitated for duty in consequence of illness or injury, or

(b) Any Employé who is granted accident pay in respect of the period of incapacity;

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

(220) 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.

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

(222) 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 Public Hospital;

(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.

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

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

Any affection of the heart,	Paralysis,
Neurasthenia,	Rheumatic fever, or
Neuritis,	Tuberculosis,

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,
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.

(225) Any Officer who is incapacitated for duty in consequence of illness or injury 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).

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

(227) 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.

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

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

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

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

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

(229) 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 gross 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 228.

(230) 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.

(231) Any Officer or Employé injured whilst in the active discharge of his duty (provided in the case of an Employé that he be granted accident pay), shall, if able to do so, report in person to his Superior Officer at least once in every seven days whilst so absent from duty, and in the event of such Officer or Employé being deemed fit to resume his ordinary duty or to perform work of a light character, the Superior Officer shall direct 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.

(232) 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.

(233) 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.

(234) 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.

(235) 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.

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

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

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

DIVISION 21.

LEAVE OF ABSENCE OTHER THAN SICK LEAVE.

(238) 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.

(239) 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 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.

(240) Any Officer who is required to work on any Common or Proclaimed holiday shall in addition to his annual leave be granted one day's leave of absence on full pay for every day or portion of a day so worked, subject to a maximum of seven (7) days per annum, and any Permanent Employé, or any Supernumerary Employé with at least three years' service, who is required to work on any Common holiday 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 day or portion of a day so worked.

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

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

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

(242) 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.

(243) 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.

(244) 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.

(245) 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.

(246) 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

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

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.

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

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

(249) Every Officer shall be granted one day additional leave in lieu of each Common or Proclaimed holiday which occurs during a period of leave granted under the provisions of Clause 241.

(250) Every Employé shall be granted one day additional leave in lieu of each Common holiday which occurs during a period of leave granted under the provisions of Clause 242.

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

(252) Any Officer or Employé who declines to take his leave when directed to do so shall forfeit such leave.

(253) 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.

(254) 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 256, be granted, prior to the termination of his employment, any leave *actually due* to him, including any day or days due to him in lieu of any Common or Proclaimed holidays, provided that any annual leave so granted shall not exceed the maximum annual leave of the particular grade for one year.

(255) 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 256, 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, and also any leave due to him in lieu of any Common or Proclaimed holidays.

(256) 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 254 or Clause 255, shall be submitted for the determination of the Commissioners.

(257) 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.

(258) 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.

(259) 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.

(260) 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,

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

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*.

(261) Any Officer or Employé who is granted extended leave of absence without pay shall, unless otherwise determined by the Commissioners, forfeit or have delayed any increment which would otherwise have been granted to him, and shall rank junior to any Officer or Employé promoted over him during his absence.

(262) Notwithstanding anything herein contained, any Officer or Employé who, under any previous Regulation or practice, is entitled to a greater number of days' annual leave than that specified herein as applicable to the grade in which he is employed, shall for each year be granted the number of days' annual leave to which he was so entitled on the occasion on which annual leave last became due to him prior to the date of this Regulation, but every Employé shall receive the benefit of any increased number of days' leave specified herein as applicable to the grade in which he is employed, and shall advance thereto at the rate of one day additional per annum.

SCHEDULE 1.

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

TRANSPORTATION BRANCH.

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

ROLLING-STOCK BRANCH.

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

WAY AND WORKS BRANCH.

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

TELEGRAPH BRANCH.

Electrical Fitter in Charge	Leading Hand Electrical Mechanic
Electric Lighting Foreman	Sub-Foreman
Leading Hand Artisan	

STORES BRANCH.

Coal Viewer	Head Storeman
Head Coal Viewer	Special Relieving Employé

STATIONERY BRANCH.

Foreman Printer	Foreman Lithographer
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SCHEDULE 2.

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

TRANSPORTATION BRANCH

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

ROLLING-STOCK BRANCH.

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

WAY AND WORKS BRANCH.

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

SCHEDULE 2—continued.

TELEGRAPH BRANCH.

Car Gas Fitter	Lineman
Driver	Lineman in Charge
Electrical Fitter	Lux Lamp Mechanic
Electrical Mechanic	Operator
Fireman	Plumber
Gas Fitter	Portable Compressor Attendant
Gasmaker	Retort Setter
Instrument Maker	Switchboard Attendant
Lampmaker	Ticket Examiner
Leading Gasman	Trackman in Charge
Leading Shedman	Typewriter Mechanic.

STORES BRANCH.

Daily Paid Clerk	Rail Classifier.
Leading Storeman	

STATIONERY BRANCH.

Compositor	Leading Storeman
Leading Compositor	Lithographer
Leading Lithographer	Machinist.
Leading Machinist	

SCHEDULE 3.

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

TRANSPORTATION BRANCH.

Car Cook (Class 2)	Porter (Relieving)
Cask Repairer	Porter (Shed)
Goods Checker	Porter (Shed and Yard)
Leading Lampman	Porter (Signal)
Leading Porter	Porter (Ticket Collector, Class 2)
Leading Truck Washer	Porter (Transfer)
Porter (Checking)	Porter (Van Stower)
Porter (Cloak Room, Class 1)	Porter (Yard)
Porter (Despatch or Trypograph)	Shedman
Porter (Equipment)	Signalman (Class 4)
Porter in Charge	Steward (Class 2)
Porter in Charge of Lost Property	Stower
Porter in Charge of Licensed	Tarpaulin Repairer
Luggage Porters	Watchman
Porter (Operating)	Weighbridge Attendant.
Porter (Parcels)	

ROLLING-STOCK BRANCH.

Leading Car Cleaner	Skilled Labourer (except Lighter
Leading Labourer	up and Washer-out)
Messenger	Storeman
Metaller	Tool Storeman
Signalman	Watchman.

WAY AND WORKS BRANCH.

Assistant Signal Adjuster	Skilled Labourer
Leading Labourer	Skilled Labourer (Works)
Messenger	Storeman
Nurseryman	Watchman.

SCHEDULE 3—continued

TELEGRAPH BRANCH.

Gasman	Storeman
Motorman	Trackman
Shedman	Watchman.
Skilled Labourer	

STORES BRANCH.

Gate Checkman and Packer	Storeman
Messenger	Watchman.
Skilled Labourer	

STATIONERY BRANCH.

Assistant Machinist	Stone Polisher
Skilled Labourer	Storeman.

SCHEDULE 4.

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

TRANSPORTATION BRANCH.

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

ROLLING-STOCK BRANCH.

Apprentice	Labourer
Caller-Up	Lad
Car Cleaner	Padmaker
Engine Cleaner	Seamstress
Flagman	Telephone Attendant.

WAY AND WORKS BRANCH.

Apprentice	Lad Labourer
Assistant Fencer	Office Cleaner
Gatekeeper	Repairer.
Labourer	

TELEGRAPH BRANCH.

Apprentice	Labourer
Car Cleaner	Lad.
Conductor	

STORES BRANCH.

Labourer	Lad.
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STATIONERY BRANCH.

Apprentice	Lad
Labourer	Machine Feeder.

DIVISION 22.

PASSES AND OTHER RAIL CONCESSIONS.

(263) Every Officer or Employé may be granted a "station to station" pass during the currency of his annual leave for each year (inclusive of any days in lieu of Common or Proclaimed Holidays), and any Officer or Employé who desires to journey to another State during the currency of such annual leave may be granted a separate pass for 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 264.

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

(265) 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 dependents, as specified in Clause 264;

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

(266) Any Supernumerary Employé or Licensed Luggage Porter 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 later year of such employment, may at Christmas or Easter, or such other time as may be mutually convenient, be issued a pass—

(a) for a specified return journey;

(b) in favour of himself and his wife or other dependents, as specified in Clause 264; and

(c) of the same class and for the same period as that allowed on annual leave to a Permanent Employé in a corresponding position;

and in computing the period of employment in order to determine the eligibility of any such Employé for a pass, 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.

(267) 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;

(c) To any Employé in the grade or class, with the service, or in receipt of the wage specified hereunder:—

Chargeman.

Coal Viewer.

Conductor (Class 1).

Depôt Ganger.

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 12s. 6d. per day.

Fitter in Charge.

Foreman or Sub-Foreman.

Guard (Passenger or Express).

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

Head Storeman.

Head Porter.

Leading Hand Artisan, or Acting Leading Hand Artisan.

Lineman in Charge.

Signalman (First or Special Class).

Special Inquiry Officer; 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.

(268) 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.

PASSES AND OTHER RAIL CONCESSIONS—continued.

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

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

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

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

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

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

(270) 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 166, 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.

(271) 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.

(272) Any Officer or Employé, Licensed Luggage Porter, or member of a Butty-gang (other than an Officer or Employé entitled to obtain a periodical ticket at half-rate under the conditions applicable to the general public) shall, subject to the presentation, on each occasion, of the prescribed voucher, duly signed by an authorized Officer, be entitled to obtain a periodical ticket in his own name between the station nearest to his residence and the station nearest to his place of employment, at one-half the full published rates; 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 23.

SUPPLY OF UNIFORM CLOTHING AND UNIFORM CAPS.

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

Assistant Stationmaster;

Caretaker (Head Offices and Flinders-street station buildings);

Conductor;

Guard;

Hall Attendant;

Head Porter;

Liftman;

Motorman;

Parcels Foreman;

Porter (including Operating or other Skilled Porter, except as specified in Clause 277);

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

Stationmaster; and

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

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

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

(274) Every suit of uniform clothing and every uniform cap shall, as far as practicable, be supplied in November or December of each year, and the additional pair of trousers in April or May of each year; except in the case of an Officer or Employé who becomes entitled to uniform clothing or cap privileges at another period of the year.

(275) 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.

(276) Every Guard shall, subject to the discretion of the Head of the Branch, be provided with a uniform overcoat once in every three years.

(277) 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;
Labourer (Head Offices and Flinders-street station buildings);
Porter (Shed and Yard) who does not perform any platform duty;
Shunter (other than as specified in Clause 273);
Signalman;
Watchman (other than as specified in Clause 273); and
Yard Foreman;

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

DIVISION 24:

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

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

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

(280) 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.

(281) The attendance-book shall be accessible to each Officer up till Nine o'clock a.m., and it shall then be withdrawn, and a line ruled under the last signature therein by an Officer appointed for the purpose, and such attendance-book shall likewise be accessible immediately after Five o'clock p.m., to enable each Officer to record the time at which he ceased duty.

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

(283) 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.

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

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

(286) 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.

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

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

DIVISION 25.

LIFE ASSURANCE.

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

(290) 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.

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

(292) 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.

(293) 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.

(294) 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.

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

(296) 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.

(297) 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.

(298) 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.

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

DIVISION 28.

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

(300) 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.

(301) 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.

(302) 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.

(303) 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).

(304) 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 constituted by section 11 of the *Railways Act* 1896, 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.

(305) In any instance in which a charge is brought against any Officer or Employé as provided in Clause 304, 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).

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

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

(308) No member of the Board shall take any part in the hearing of any appeal by or charge against any Officer or Employé in the branch of which such member is the Head.

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

(310) 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 on any charge preferred against him, may appeal against any such decision in the manner hereinafter prescribed.

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

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

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

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

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

(313) 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).

(314) 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.

(315) In any instance in which any Officer or Employé charged before the Board has already been suspended by the Head of the Branch, or other officer, the Board may further suspend him without salary or wages for a period not exceeding six months, or may inflict a fine upon him to be deducted from his pay, or may dismiss him from the Service.

(316) In the hearing of an appeal by or charge against any Officer or Employé any member of the Board may administer an oath to any witness or witnesses at such hearing. If the offence on which the appeal or charge is made be one for which the officer or employé concerned is liable to dismissal from the service, or 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.

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

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

(319) 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.

(320) 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.

(321) 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 227 or 228 (as the case may be) in respect of accident pay.

(322) 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.

(323) 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.

(324) 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 227 or 228 (as the case may be) in respect of accident pay.

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

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

(326) 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.

(327) 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.

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

(329) 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.

(330) 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.

DIVISION 29.

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

(331) 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.

(332) 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.

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

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

and any Officer or Employé attending any Court in his official capacity shall at the Court claim expenses accordingly, and shall forward any amount so received to the Head of 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.

(334) 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.

(335) 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.

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

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

every Officer or Employé—

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

shall forthwith send a notification thereof to the Head of his Branch, and furnish complete details of his assets and liabilities on the prescribed form (G23), together with a full explanation of the causes which forced him to become insolvent or to make such composition or assignment; and in every instance in which the officer or employé concerned fails to satisfy the Commissioners that such embarrassment has not been caused or attended by fraud, extravagance, or dishonorable conduct, *he shall be deemed to have forfeited his office, and his employment will be at once terminated*; and every such Officer or Employé will thereafter be debarred from either permanent or temporary employment in the Railway service.

(337) 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.

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

(338) 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 32.

OFFICERS AND EMPLOYÉS NOT TO SEEK OUTSIDE INFLUENCE.

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

DIVISION 33.

PERFORMANCE OF WORK OUTSIDE HOURS OF DUTY.

(340) 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 34.

SOLICITATION OF SUBSCRIPTIONS.

(341) 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.

(342) 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 constrained to do so.

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

In witness whereof the Common Seal of The Victorian Railways Commissioners was hereto affixed this nineteenth day of October, in the year of our Lord One thousand nine hundred and twelve, in the presence of—

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

Confirmed by the Governor in Council,
22nd October, 1912.

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

APPENDIX No. 1.

CLASSIFICATION OF STATION CLERKS WITH A MAXIMUM
EXCEEDING £150.

Station.	Position.	Maximum Salary.	No. of Positions.
		£	
Ararat ..	Goods Clerk, Stationmaster's Clerk, and Night Officer ..	165	3
Ballarat ..	Clerk in Charge, Goods Dept. ..	270	1
	Cash Clerk, &c. ..	210	1
	Chief Booking Clerk ..	195	1
	Waybilling Clerk ..	180	1
	Booking Clerk ..	165	2
	Relieving Clerk ..	165	1
	Senior Parcels Clerk ..	165	1
	Stationmaster's Clerk ..	165	2
Benalla ..	Goods Clerk and Night Officer ..	165	2
Bendigo ..	Clerk in Charge, Goods Dept. ..	270	1
	Cash Clerk ..	210	1
	Chief Booking Clerk ..	195	1
	Waybilling Clerk ..	180	1
	Booking Clerk ..	165	1
	Senior Parcels Clerk ..	165	1
	Stationmaster's Clerk ..	165	1
Camperdown ..	Passenger and Goods ..	165	1
Castlemaine ..	Goods ..	165	1
Colac ..	Passenger and Goods ..	165	2
Dimboola ..	Passenger and Goods ..	165	1
Donald ..	Passenger and Goods ..	165	1
Echuca ..	Goods ..	210	1
Flinders-street ..	Chief Booking Clerk ..	255	1
	Clerk in Charge, Parcels ..	225	1
	Senior Booking Clerk ..	195	1
	Senior Accounts Clerk ..	180	1
	Stationmaster's Clerk ..	180	2
	Booking Clerk (Country) ..	165	2
	Stamp and Cash Clerk ..	165	1
Geelong ..	Clerk in Charge, Goods Dept. ..	270	1
	Cash Clerk, &c. ..	210	1
	Chief Booking Clerk ..	195	1
	Waybilling Clerk ..	180	1
	Correspondence, Registers, &c. ..	165	1
	Senior Parcels Clerk ..	165	1
	Stationmaster's Clerk ..	165	1
	Waybilling, Checking Waybills and Accounts ..	165	1
Hamilton ..	Goods ..	165	1
Horsham ..	Passenger and Goods ..	165	1
Korumburra ..	Passenger Clerk and Night Officer ..	165	2

CLASSIFICATION OF STATION CLERKS—continued.

Station.	Position.	Maximum Salary.	No. of Positions.
		£	
Maryborough ..	Passenger	165	1
Murtoa ..	Passenger and Goods	165	1
Newmarket ..	Senior Goods Clerk	210	1
	Passenger and Goods Clerk	180	1
Port Melbourne ..	Passenger and Goods	165	2
St. Arnaud ..	Passenger and Goods	165	1
Seymour ..	Passenger Clerk and Night Officer ..	180	2
Shepparton ..	Passenger and Goods	165	1
Spencer-street ..	Chief Booking Clerk	325	1
	Clerk in Charge, Parcels Offices ..	300	1
	Senior Booking Clerk (Sleeping Berths, Periodicals &c.)	225	1
	Senior Clerk, Inwards Parcels Office ..	225	1
	Senior Clerk, Outwards Parcels Office	225	1
	Inquiry Clerk	195	1
	Shift Clerk (Booking)	195	2
	Cash and Shift Clerk, Outwards Parcels Office	180	2
	Senior Shift Clerk, Inwards Parcels Office	180	1
	Stationmaster's Clerk	180	2
	Booking Clerk (Country)	165	6
	Clerk in Charge, Cloak Room	165	1
	Relieving Clerk	165	1
	Shift Clerk, Inwards Parcels Office ..	165	2
	Stamp Clerk, Cash, Waybilling, &c. ..	165	1
Stawell ..	Goods Clerk and Night Officer	165	2
Traralgon ..	Passenger and Goods Clerk and Night Officer	165	2
Wangaratta ..	Goods	165	1
Warracknabeal ..	Passenger and Goods	165	1
Warragul ..	Passenger and Goods Clerk and Night Officer	165	2
Warnambool ..	Passenger and Goods	165	1
Williamstown Pier	Senior Goods Clerk	210	1
Wodonga ..	Passenger and Goods	165	1

APPENDIX No. 2.

CLASSIFICATION OF STATIONMASTERS.

CLASS I.

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

CLASS II.

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

CLASS III.

Ballarat (Assistant)	Hamilton	Wangaratta
Bendigo (Assistant)	Horsham	Warrnambool
Castlemaine	Newmarket	Wodonga
Colac	Relieving Stationmaster (1)	
Echuca	Shepparton	

CLASS IV.

Camperdown	Korumburra	Traralgon
Caulfield	North Melbourne	Warracknabeal
Dandenong	Relieving Stationmaster (1)	Warragul
Dimboola	St. Arnaud	Woodend

CLASS V.

Burnley	Murtoa	State Mine
Donald	Newport	Wahgunyah
Footscray	Nhill	Werribee
Kensington	Prince's Bridge	Windsor
Kerang	Relieving Stationmaster (1)	Yarraville
Kyneton	Richmond	
Lilydale	Serviceton	

CLASS VI.

Bacchus Marsh	Leongatha	South Yarra
Bairnsdale	Malvern	St. Kilda
Ballarat East	Mildura	Sunshine
Box Hill	Moe	Swan Hill
Brighton Beach	Mordialloc	Tallarook
Camberwell	North Fitzroy	Terang
Daylesford	Numurkah	Toorak
Elsternwick	Oakleigh	Victoria Park
Essendon	Portland	Wallan
Euroa	Relieving Stationmasters	Waiburton
Hawthorn	(4)	Yarrowonga
Inglewood	Rochester	Yea
Korong Vale	Sale	

CLASSIFICATION OF STATIONMASTERS—continued.

CLASS VII.

*Albert Park	Frankston	Prince's Bridge (Assistant)
Armadale	Glenferrie	Queenscliff
Ascot Vale	Glenorchy	Rainbow
Auburn	Hawksburn	Relieving Stationmasters (7)
Balaclava	Healesville	Richmond (Assistant) "
Beaufort	Heidelberg	Ringwood
Beechworth	Hopetoun	Rupanyup
Beulah	Jeparit	Rutherglen
Birchip	Kew	Sandringham
Birregurra	Koroit	Sea Lake
Boort	Kyabram	South Brunswick
Bransholme	Lara	South Geelong
Bridgewater	Lubeck	Springhurst
Bright	Maffra	Stratford
Brighton	Mangalore	Sunbury
Broadford	Mansfield	Surrey Hills
Canterbury	Minyip	Tallangatta
Casterton	Moonee Ponds	Tatura
Charlton	Mooroopna	Tocumwal
Clifton Hill	Morwell	Toolamba
Cobram	Murchison East	Upper Fern Tree Gully
Cressy	Nagambie	Violet Town
Creswick	Northcote (Supervising)	Warrenheip
Eunully	North Melbourne	West Footscray
Eaglehawk	(Assistant)	Willaura
East Camberwell	Nyora	Wonthaggi
Elmore	Ouyen	Woomelang
Fairfield Park	Prahran	Wycheproof

CLASS VIII.

Alberton	Burrumbet	Fitzroy
Alexandra	Carlsruhe	Forrest Line
Allendale	Carnegie	Foster
Arcadia	Carrum	Garden Vale
Avenel	Cheltenham	Gisborne
Avoca	Chiltern	Glen Huntly
Baddaginnie	Clunes	Glenrowan
Ballan	Clyde	Glenroy
Bannockburn	Coburg	Glenhompson
Barnawartha	Coleraine	Golden Square
Beach	Collingwood	Goornong
Bealiba	Cope Cope	Gordon
Beeac	Craigieburn	Graham
Beech Forest	Cranbourne	Harcourt
Bell	Croydon	Heathcote
Berwick	Donnybrook	Irrewarra
Beveridge	Dookie	Ivanhoe
Broadmeadows	Drouin	Jolimont
Brunswick	Dunkeld	Jumbunna
Buangor	East Richmond	Jung
Bulban	Ebden	Kilmore
Bungaree	Elaine	Kilmore East
Buninyong	Elphinstone	Koo Wee Rup
Bunyip	Everton	Lal Lal

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

Lancefield	Murrumbena	St. Albans
Lancefield Junction	Myrtleford	St. James
Lang Lang	Nathalia	Strathmerton
Laverton	Natimuk	Sydenham
Linton	Newlyn	Talbot
Loch	Newtown	Tallygaroopna
Longwarry	North Creswick	Tongala
Longwood	North Port	Tooborac
Lyndhurst	North Richmond	Tooradin
Macaulay	North Williamstown	Trafalgar
Macedon	Outtrim	Trawalla
Macorna	Pakenham	Tungamah
Maldon	Penshurst	Ultima
Malmsbury	Pomborneit	Wahring
Maroona	Port Fairy	Wandong
Melton	Pyramid	Waubra Line
Mentone	Raywood	Wedderburn
Meredith	Relieving Stationmasters	West Richmond
Merrigum	(13)	Whitfield
Middle Brighton	Reservoir	Whittlesea
Middle Creek	Riddell	Winchelsea
Middle Park	Royal Park	Windermere
Mitcham	Rushworth	Wunghnu
Mitiamo	Seddon	Yarraglen
Mont Albert	Sheep Hills	Yarragon
Moriac	South Melbourne	Yarra Junction
Mornington	Spotswood	
Mortlake	Spring Vale	

CLASS IX.

Allansford	Cathkin	Evelyn
Anderson	Chelsea	Fern Hill
Armstrong	Chewton	Fish Creek
Aspendale	Chillingollah	Flemington Bridge
Axedale	Chillingollah (Travelling)	Garfield
Barker	Cobden	Garvoc
Bayswater	Condah	Gellibrand
Beaconsfield	Cowwarr	Gembrook
Bena	Creighton	Gheringhap
Bentleigh	Dalyston	Glengarry
Bittern	Darnum	Glen Forbes
Blackburn	Diapur	Glenloth
Boisdale	Dingee	Goorambat
Bonnie Doon	Devenish	Great Western
Boolarra	Dobie	Guildford
Borung	Dooen	Hampton
Brim	Drysdale	Hastings
Buckrabanyule	Dunnstown	Hattah
Bullarto	Elmhurst	Heyfield
California Gully	Eltham	
Carisbrook	Emu	

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

Heywood	Mologa	Rosedale
Hurst's Bridge	Montague	Sandford
Illowa	Moolort	Scarsdale
Ingliston	Moorabbin	Shelbourne
Irymple	Moreland	Somerville
Jeetho	Mornington Junction	South Kensington
Kangaroo	Murrayville (Travelling)	South Yan Yean
Kaniva	Mysia	Stony Creek
Katamatite	Nar Nar Goon	Stony Point
Katunga	Narre Warren	Tabilk
Kernot	Neerim South	Taradale
Kiata	Newstead	Tarnagulla
Kilcunda	Nilma	Thorpdale (Travelling)
Kilmore Junction	North Carlton	Tinamba
Kingston	North Mirboo	Toolondo
Knowsley	Officer	Toongabbie
Lake Boga	Ormond	Toora
Larpent	Panmure	Trentham
Lascelles	Parwan	Tyabb
Leonard	Picola	Tynong
Leongatha (Travelling)	Pimpinio	Walhalla (Travelling)
Lethbridge	Pirron Yallock	Wallace
Lindenow	Port Albert	Wandin
Locksley	Prairie	Watchem
Lyonville	Quambatook	Wedderburn Junction
Macleod	Ravenswood	Welshpool
Manor	Redesdale Junction	Westgarth
Marong	Relieving Stationmasters	Woodleigh
Meeniyian	(20)	Woolamai
Merino	Rokewood	Yendon
Middle Footscray	Romsey	

APPENDIX No. 3.

CLASSIFICATION OF DAILY PAID CLERKS, OPERATORS, AND
TIMEKEEPERS.

Class

- 1 Employés in positions classified at a maximum of over £150 per annum.
- 2 Employés in positions classified at a maximum of £150 per annum.

APPENDIX No. 4.

CLASSIFICATION OF SIGNAL-BOXES.

SPECIAL.

Dudley-street (Melbourne
Yard)
Flinders-street "A"
Flinders-street "C"

Flinders-street "E"
No. 1 (Melbourne Yard)
North Melbourne (Coburg
Junction)

CLASS I.

Ballarat "A"
Burnley "A"
Camberwell
Essendon
Flemington Racecourse

Flinders-street "B"
Flinders-street "D"
Footscray "A"
Franklin-street (Mel-
bourne Yard)

Richmond "A"
South Kensington
South Yarra
Viaduct (Melbourne Yard)

CLASS II.

Bendigo "B"
Box Hill
Clifton Hill "B"
Geelong "A"

Graham
Hawthorn
Newport "A"

Seymour "B" (busy sea-
son only)
Seymour "C"

CLASS III.

Ararat "A"
Armada
Auburn
Ballarat East
Benalla "B"
Bendigo "D"
Brighton Beach
Burnley "B"
Caulfield "A"
Caulfield "B"
Clifton Hill "A"
Dandenong "A"

Dandenong "B"
Elsternwick
Glenferrie
Hawksburn
Kensington
Malvern
Maryborough "B"
Montague
Moonee Ponds
Newmarket
North Fitzroy "A"
North Fitzroy "C"

Prahran
Richmond "B"
Seymour "B" (other
than in busy season)
South End (Melbourne
Yard)
Toorak
Williamstown
Windsor
Woodend

CLASS IV.

Albert Park
Ararat "B"
Ascot Vale
Balaclava
Ballarat "B"
Ballarat "C"
Ballarat "D"
Beechworth Junction
Benalla "A"
Bendigo "A"
Bendigo "C"
Brighton
Brunswick
Canterbury
Castlemaine "A"
Castlemaine "B"
Castlemaine "C"
Clifton Hill "C"
Coburg

Footscray "B"
Footscray "C"
Geelong "B"
Hamilton
Jolimont
Kyneton
Lilydale
Mordialloc
Moreland
Maryborough "A"
Middle Brighton
Newport "B"
*North Geelong "A"
North Geelong "B"
*North Geelong "C"
North Richmond
North Williamstown
North Fitzroy "B"
Oakleigh "A"

Oakleigh "B"
Port Melbourne
Ripponlea
Seddon
Seymour "A"
Spotswood
Stawell "A"
Stawell "B"
St. Kilda
Surrey Hills
Sunshine
South Brunswick
Saltwater River
Tallaroak
Victoria Park
Wangaratta
Waubra Junction
Yarraville

* When in for busy season.

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.
Conductor ...	1.	Interstate trains.
	2.	Other trains.
Electrical Fitter in Charge	1.	Flinders Street, North Melbourne.
	2.	Other Electrical Fitters in Charge.
Goods Checker...	1.	Ballarat (1), Bendigo (1), Geelong (1), Melbourne Goods (15).
	2.	Melbourne Goods (27).
	3.	Other Goods Checkers.
Goods Foreman ...	1.	Melbourne Goods, Port Melbourne.
	2.	Ballarat, Bendigo, Echuca, Geelong, Newmarket, and Newmarket Show Grounds.
	3.	Castlemaine, Wangaratta, Warrnambool, Williamstown Pier.
Ladies' Waiting Room Attendant ...	1.	Suburban Stations, Ballarat, Bendigo.
	2.	Other Ladies' Waiting Room Attendants.
Lampman ...	1.	Bendigo (2), Ballarat (1), Princes Bridge (1), Seymour (1), Semaphore Lampman.
	2.	Other Lampmen.
Lampman (Foreman) ...	1.	Spencer Street.
	2.	Flinders Street.
Messenger ...	1.	Head Office, Rolling Stock Branch (1), Head Office, Way and Works Branch (1), Metropolitan Works Office (1), Newport Workshops (2), Spencer Street, Transportation Branch (1).
	2.	Other Messengers.
Porter (Cloak Room) ...	1.	Flinders Street (4), Spencer Street (2).
	2.	Other Cloak Room Porters.
Porter (Despatch Trypograph)	1.	Head Office (2).
Porter (Head)...	2.	Other Despatch Porters.
	1.	Ballarat, Bendigo, Flinders Street (2), Geelong, Spencer Street (2).
	2.	Ararat, Castlemaine, Flinders Street (3), Maryborough, North Melbourne, Port Melbourne, Seymour, Spencer Street (other than those in the first class).
	3.	Other Head Porters.
Porter (Parcels) ...	1.	Ballarat (2), Bendigo (2), Benalla (1), Castlemaine (1), Flinders Street (6), Geelong (2), Maryborough (1), Sale (1), Seymour (1), Shepparton (1), Spencer Street (Inwards Parcels Office) (4), Spencer Street (Outwards Parcels Office) (5), Traralgon (1), Wangaratta (1), Warragul (1).
	2.	Other Parcels Porters.

CLASSIFICATION OF DIFFERENT GRADES—*continued.*

Grade.	Class.	
Porter (Ticket Collector)	1.	North Melbourne, Spencer Street (Country barriers, main line platform).
	2.	Other Ticket Collectors.
Shedman	1.	Colac, Hamilton, Maryborough, Shepparton, Stawell.
	2.	Other Shedmen.
Shunter (Leading) ...	1.	Gravitation, South-End, West Bank, "A" Shed Pilots (Melbourne Yard).
	2.	Other Leading Shunters.
Watchman	1.	Flinders Street (Transportation Branch), Spencer Street (Transportation Branch).
	2.	Melbourne Goods Sheds (Transportation Branch). Head Offices Way and Works Branch (1).
	3.	Other Watchmen.
Weighbridge Attendant ...	1.	Nos. 1, 2, 2A, 3, 4, and 5, Melbourne goods.
	2.	Other Weighbridge Attendants.
Yard Foreman... ..	1.	Ballarat (1), Bendigo (1), Flemington Race-course, Flinders Street Yard, Geelong (1), Melbourne Yard (Senior).
	2.	Ballarat (Assistant), Bendigo (Assistant), Geelong (Assistant), Melbourne Yard (Assistant).
	3.	Other Yard Foremen.

APPENDIX No. 6.

CLASSIFICATION OF DEPOT FOREMEN.

Class.	
Special	Chief Foreman, Metropolitan Loco. Depôts.
1	Ballarat, Bendigo, Port Melbourne.
2	Benalla, Geelong, Maryborough, Seymour, Stawell.
3	Ararat.
	Ballarat (Night Dépôt Foreman).
	Bendigo (Night Dépôt Foreman).
	North Melbourne (Depôt Sub-Foremen) (3).
	Port Melbourne (Night Dépôt Foreman).
	Traralgon.

APPENDIX No. 7

CLASSIFICATION OF WORKSHOPS FOREMEN.

Class.	
Special	Foreman Fitter and Turner Foreman Boilermaker Chief Foreman, Car and Wagon Shop
1	Foreman Erector Foreman Blacksmith Foreman Moulder Foreman, Locomotive Construction Chief Foreman, Car and Wagon Shops, North Melbourne.
2	Foreman Carriage Builder Foreman Wagon Builder (2) Foreman, Carriage Construction Foreman Turner (2) Foreman Fitter, Wagon Repairs Foreman Mechanic, North Melbourne Loco. Dépôt. Foreman, Jolimont Car and Wagon Shop.
3	Foreman Upholsterer Foreman Sailmaker Foreman Painter Foreman Coppersmith Sub-Foreman Boilermaker Sub-Foreman Blacksmith (2) Sub-Foreman Electroplater Sub-Foreman Fitter, Westinghouse Brake Sub-Foreman Fitter, Plant and Equipment Foreman Car Builder Sub-Foreman Car Builder Sub-Foreman Fitter (2) Travelling Car and Wagon Foreman.

Newport.

Newport.

Newport.

Car and Wagon Shops, North Melbourne.

APPENDIX NO. 8.

CLASSIFICATION OF COUNTRY ROADMASTERS.

Class 1.

Ballarat
Bendigo
Castlemaine
Dandenong
Essendon
Geelong
Woodend

Class 2.

Other Country Roadmasters.

APPENDIX No. 9.

CLASSIFICATION OF STOREMEN.

Depôt.	Number of Employés in each Position.			
	Leading Storeman.	Storeman.		
		1st Class.	2nd Class.	3rd Class.
(a) ROLLING STOCK BRANCH.				
Ararat	1	1
Ballarat	1	..	1
Benalla	1	1
Bendigo	1	..	1
Geelong	1	1
Korumburra	1	1
Maryborough	1	1
Newport (Iron Rack)	1
Newport (Rack, Rivets, and Country Orders)	3
Newport (Country Orders)	1	..
North Melbourne	1	..	1	4
North Melbourne (Truck Shops)	3
Port Melbourne	1	1	3
Seymour	1	1
Stawell	1	1
Traralgon	1	1
Wonthaggi	1	1
(b) WAY AND WORKS BRANCH.				
Ararat	1	1
Ballarat	1
Bendigo	1	1
Castlemaine	1
Flinders-street	1
Geelong	1	..	1
Hamilton	1
Horsham	1
Korong Vale	1
Lilydale	1
Maryborough	1	1
Newport (Signal Shop)	1	..	1	2
Oakleigh	1	..	1
St. Arnaud	1
Sale	1
Seymour	1	..	1
Shepparton	1
Spencer-street (Roadmaster)	1
Spencer-street (Workmaster)	1	..	1	3
Spencer-street (Mr. v. Steiger)	1	..	2
Wangaratta	1
Warrnambool	1
Woodend	1
(c) TELEGRAPH BRANCH.				
Power House (Elwood)	1	..
Power House (Spencer-street)	1	2
Spencer-street (Telegraph Store)	1	..	1

CLASSIFICATION OF STOREMEN—*continued*

Depôt.	Number of Employés in each Position.				
	Head Storeman.	Leading Storeman.	Storeman.		
			1st Class.	2nd Class.	3rd Class.
(d) STORES BRANCH.					
Jolimont	1	..
Newport (Iron Rack and Timber Shed)	2
Newport (Loco. Shed and Plant Yard)	2
Newport	3	..	1
North Melbourne (Car and Waggon Shop)	..	1
Spencer-street	1	1	5	..	2
(e) PRINTING AND STATIONERY BRANCH.					
General Store	1	3
Paper Store	1	..

APPENDIX No. 10.

CLASSIFICATION OF GATEKEEPERS.

(1)—MALE GATEKEEPERS.

Class 1.

Auburn, Albert-street	Hampton, Hampton-road
Auburn, Henry-street	Hawksburn, Cromwell-road
Ballarat, Doveton-street	Hawksburn, Mathoura-road
Beach, Giffard-street	Macaulay, Arden-street
Bell, Bell-street	Malvern, Wattletree-road
Bendigo, McCrae-street	Merri, Clarke-street
Brunswick, Albert-street	Middle Footscray, Victoria-street
Brunswick, Hope-street	Moorabbin, Pt. Nepean-road
Camberwell, Burwood-road	Moreland, Albion-street
Coburg, Munro-street	North Carlton, Bowen-crescent
Croxton, Beaver-street	Northcote, Arthurlton-road
Echuca, Pakenham-street	North Port, Bridge-street
Footscray, Nicholson-street	North Port, Inglis-street
Geelong, Wellington-street	South Brunswick, Brunswick-road
Glenferrie, William-street	South Brunswick, Park-street
Glenhuntly, Neerim-road	South Geelong, Moorabool-street.

Class 2.

Ballarat, Creswick-road	Glenferrie, John-street
Ballarat, Holmes-street	Highbett, Wickham-road
Beaufort, Havelock-street	Middle Brighton, New and Dendy sts.
Bendigo, Bridge-street	Moreland, Reynard-street
Brighton, William-street	Moreland, Tinning-street
Brighton Beach, New-street	North Essendon, Pascoe Vale-road
Brunswick, Dawson-street	North Fitzroy, Bennett-street
California Gully, Thunder-street	South Brunswick, Barkly-street
Cheltenham, Charman-road	South Geelong, Kilgour-street
Craigieburn, Sydney-road	Wendouree, Burnbank-street
Geelong, Waterloo-street	West Footscray, Geelong-road.

(2)—FEMALE AND ASSISTANT GATEKEEPERS.

Class 1.

Bell, Oakover-road	Croxton, Wilton-avenue
Bendigo, Mundy-street	Sandringham, Abbott-street
Bentleigh, Centre-road	Thornbury, Normanby-parade
Brighton Beach, South-road	Thornbury, Smith-street.
Caulfield, Grange-road	

Class 2.

Blackburn, Blackburn-road	North Geelong, Victoria-street
Burnley, Madden-grove	Ormond, North-road
Geelong, McKillop-street	Preston, Murray-road
Kooyong, Glenferrie-road	Regent, Regent-street
Mentone, Balcombe-road	Riversdale, Prospect Hill-road
Merri, Charles-street	South Geelong, Maud-street
Mont Albert, Mont Albert-road	Tooronga, Toorak-road
Moonee Ponds, Park-street	Wendouree, Forrest-street
Moorabbin, South-road	Werribee, Werribee-street.

CLASSIFICATION OF GATEKEEPERS—*continued.*(2) FEMALE AND ASSISTANT GATEKEEPERS—*continued.*

Class 3.

Alphington, Grange-road	Horsham, Wyuna-road
Ararat, Vincent-street	Kooyong, Elizabeth-street
Bacchus Marsh, Maddingley-road	Maffra, Bundalagwah-road
Box Hill, Elgar-road	McDougall, Sydney-road
Brighton Beach, Holyrood-street	Moorabbin, Pt. Nepean-road (Asst.)
Brunswick, Phoenix-street	Mordialloc, McDonald-street
Cheltenham, Tulip-road	Northcote, Hawthorn-road
Creswick, Victoria-street	Numurkah, Quinn-street
Fairfield Park, Fairfield-road	Numurkah, Saxton-street
Fairfield Park, Victoria-road	Preston, Cramer-street
Glenroy, Glenroy-road	St. Arnaud, Millett-street
Hampton, Linacre-road	South Geelong, Bellarine-street
Highbett, Wickham-road (Asst.)	Warrnambool, Wellington-street.

Class 4.

Ballarat, Holmes-street (Asst.)	Leongatha, McCartin-street
Beach, Giffard-street (Asst.)	Lightwood, Magpie and Stump road
Beaufort, Havelock-street, (Asst.)	Longwood, Hurley-street
Bell, Bell-street (Asst.)	Maldon Junction, Graham-street
Bendigo, McCrae-street, (Asst.)	Maldon Junction, Rowe-street
Bentleigh, Centre-road (Asst.)	Mentone, Balcombe-road (Asst.)
Blackburn, Middleborough-road	Mentone, Mitchell-road
Brighton Beach, New-street (Asst.)	Mentone, Patty-street
Brighton Beach, South-road (Asst.)	Merri, Clarke-street (Asst.)
Brunswick, Albert-street (Asst.)	Millbrook, Melbourne-road South
Brunswick, Dawson-street (Asst.)	Moreland, Albion-street (Asst.)
Brunswick, Hope-street (Asst.)	Moreland, Reynard-street (Asst.)
California Gully, Holdsworth-road	Moreland, Tinning-street (Asst.)
California Gully, Nelson-street	Murrumbidgee, Poath-road
Camperdown, Church-street	North Carlton, Bowen-crescent (Asst.)
Cheltenham, Charman-road (Asst.)	North Fitzroy, Bennett-street (Asst.)
Cheltenham, Latrobe-street	Ormond, North-road (Asst.)
Coburg, Munro-street (Asst.)	Redesdale Junction, Lauriston-road
Congupna, Yarrawonga-road	(59m. 29c)
Craigieburn, Sydney-road (Asst.)	Ringwood, Hatherday-road
Croxton, Beaver-street, (Asst.)	St. Albans, Boundary-road
Eaglehawk, Victoria-street	Seymour, High-street
Elphinstone, Harcourt & Metcalfe rds.	Seymour, Sydney-road
Elmore, Clarke-street	South Brunswick, Barkly-street (Asst.)
Frankston, Beach-street	South Brunswick, Brunswick-rd. (Asst.)
Geelong, Waterloo-street (Asst.)	South Brunswick, Park-street (Asst.)
Geelong, Wellington-street, (Asst.)	South Geelong, Kilgour-street (Asst.)
Glen Iris, York-street	Springhurst, Chiltern-road
Glenrowan, Beaconsfield-street	Sulky, Creswick-road
Guildford, Newstead-road (83m. 40c.)	Sydenham, Ballarat-road
Guildford, Newstead-road (83m. 79c)	Wodonga, Sydney-road.
Hampton, Hampton-road (Asst.)	

Class 5.

Avenel, Bank-street	Beechworth, Albert-road
Bacchus Marsh (31m. 15c.)	Bell, Oakover-road (Asst.)
Bacchus Marsh (31m. 35c.)	Bendigo, Bridge-street (Asst.)
Bacchus Marsh (32m. 51c.)	Bendigo, Mundy-street (Asst.)
Bairnsdale, Macarthur-street	Blackburn, Blackburn-road (Asst.)
Barnawartha, Sydney-road	Bonnie Doon, Dry Creek-road

CLASSIFICATION OF GATEKEEPERS—*continued.*(2) FEMALE AND ASSISTANT GATEKEEPERS—*Class 5—continued.*

Brighton Beach, Kinane-street	Mornington Junction, Scott's-road
Broadford, Short-road	Murchison East, Violet Town-road
Bullarto, Glenlyon-road	Nagambie, Goulburn-street
Burnley, Madden-grove (Asst.)	Panmure, Laing's-road
California Gully, Thunder-st. (Asst.)	Pascoe Vale, Murray-road
Carlsruhe, Tylden-road	Portland North, Hurd-street
Caulfield, Grange-road (Asst.)	Riversdale, Prospect Hill-road (Asst.)
Clunes, Boundary-road	Romsey, Barry-street
Clyde, Boolarra-road	Rutherglen, Brown's Plains-road
Cropton, Wilton-avenue (Asst.)	Sandford, Begallah Bridge-road
Daylesford, Patterson-street	Sandringham, Abbott-street (Asst.)
Donnybrook, Yan Yean-road	Sandringham, Georgina-street
Echuca, Pakenham-street (Asst.)	Stratford, Hobson-street
Fairfield Park, Fairfield-road (Asst.)	Tallarook, Sunday Creek-road
Glenrowan, Sydney-road	Taradale, Sutton's Grange-road
Glenroy, Glenroy-road (Asst.)	Tatura, Hogan-street
Goornong, Murray-road	Thornbury, Normanby-parade (Asst.)
Guildford, Newstead-road (83m. 40c.)	Thornbury, Smith-street (Asst.)
(Asst.)	Toorong, Toorak-road (Asst.)
Guildford, Newstead-road (83m. 79c.)	Trawool, Yea-road (61m. 31c.)
(Asst.)	Trawool, Yea-road (65m. 12c.)
Horsham, Macpherson-street	Trentham, Goods Shed-road
Ivanhoe, Marshall-street	Tylden, Chanter's-road
Joyce's Creek, Baringhup-road	Wandong, Mathieson's-road
Kerang, Wyndham-street	Warrenheip, Ti Tree-road
Kilmore, Foote-street	Warrnambool, Gillies-street
Kooyong, Glenferrie-road (Asst.)	Warrnambool, Wellington-street (Asst.)
Lal Lal, Clarendon-road	Waubra Junction, Invermay-road
Linton Junction, Common-road	Waubra Junction, Williamson's-road
Loch, Stephenson's-road	Wendouree, Lexton-street
Macedon, Victoria-street	Westgarth, Cunningham-street
Mangalore, Nagambie-road	Westgarth, Walker-street
McDougall, Sydney-road (Asst.)	Whitelaw, Outtrim-road
Mentone, Parker's-road	Yea, Murrundindi-road
Merri, Charles-street (Asst.)	Yea, Oliver-street.

Class 6.

Ararat, Vincent-street (Asst.)	Moonee Ponds, Park-street (Asst.)
Brighton Beach, Holyrood-st. (Asst.)	Moorabbin, South-road (Asst.)
California Gully, Holdsworth-road	North Geelong, Victoria-street, (Asst.)
(Asst.)	Preston, Cramer-street (Asst.)
California Gully, Nelson-street (Asst.)	Preston, Murray-road (Asst.)
Cheltenham, Tulip-road (Asst.)	Regent, Regent-street (Asst.)
Clyde, Boolarra-road (Asst.)	Seymour, Sydney-road (Asst.)
Creswick, Victoria-street (Asst.)	South Geelong, Bellarine-street (Asst.)
Eaglehawk, Victoria-street (Asst.)	South Geelong, Maud-street (Asst.)
Geelong, McKillop-street (Asst.)	Sydenham, Ballarat-road (Asst.)
Glenrowan, Sydney-road (Asst.)	Werribee, Werribee-street (Asst.)
Horsham, Wyuna-road (Asst.)	Wodonga, Sydney-road (Asst.)
Lightwood, Magpie & Stump road	
(Asst.)	

Class 7.

Bright (195m. 73c.)	Coburg, O'Hea's-road.
Coburg, Bell-street.	

APPENDIX No. 11.

SCALE OF SUNDAY ALLOWANCES TO OFFICERS UNDER CLAUSE 201.

(See Note below for method of computation.)

(1) Shifts commencing and finishing on a Sunday.

Time Worked.		Sunday Allowance on the Basis of a Salary of—															
		£40..	£55.	£70.	£85.	£100.	£120.	£135.	£140.	£150.	£160.	£165.	£175.	£180.	£185.	£195.	
		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.
1 hour	..	0 1	0 2	0 2	0 3	0 3	0 4	0 4	0 4	0 5	0 5	0 5	0 5	0 6	0 6	0 6	
1 hour	..	0 3	0 3	0 4	0 5	0 6	0 8	0 8	0 9	0 9	10	10	10	11	11	11	
1 hour	..	0 4	0 5	0 7	0 8	0 9	0 11	11	11	11	12	12	12	13	13	13	
1 hour	..	0 5	0 7	0 9	0 11	11	13	13	13	14	14	14	15	15	15	16	
		£200.	£210.	£225.	£235.	£240.	£250.	£255.	£260.	£270.	£275.	£285.	£300.	£325.	£350.	£400.	
1 hour	..	0 6	0 7	0 7	0 8	0 8	0 8	0 8	0 8	0 9	0 9	0 9	0 9	0 10	0 11	0 11	
1 hour	..	1 11	1 11	1 21	1 31	1 31	1 41	1 41	1 41	1 51	1 51	1 51	1 61	1 71	1 81	1 101	
1 hour	..	1 71	1 81	1 91	1 101	1 111	1 122	1 122	1 122	1 132	1 132	1 132	1 142	1 152	1 162	1 172	
1 hour	..	2 12	2 22	2 42	2 52	2 62	2 72	2 82	2 82	2 102	2 103	2 103	2 113	2 123	2 133	2 144	

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

Time Worked.		Sunday Allowance (in Addition to the Ordinary Salary) on the Basis of a Salary of—															
		£40.	£55.	£70.	£85.	£100.	£120.	£135.	£140.	£150.	£160.	£165.	£175.	£180.	£185.	£195.	
1 hour	..	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.	
	..	0 1	0 1	0 1	0 1	0 1	0 1	0 1	0 1	0 2	0 2	0 2	0 2	0 2	0 2	0 2	
	..	0 1	0 1	0 1	0 2	0 2	0 3	0 3	0 3	0 3	0 3	0 3	0 3	0 4	0 4	0 4	
	..	0 1	0 2	0 2	0 3	0 3	0 4	0 4	0 4	0 5	0 5	0 5	0 6	0 6	0 6	0 6	
1 hour	..	0 2	0 2	0 3	0 3	0 4	0 5	0 6	0 6	0 6	0 7	0 7	0 7	0 7	0 8	0 8	
		£200.	£210.	£225.	£235.	£240.	£250.	£255.	£260.	£270.	£275.	£285.	£300.	£325.	£350.	£375.	£400.
1 hour	..	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.
	..	0 2	0 2	0 2	0 2	0 3	0 3	0 3	0 3	0 3	0 3	0 3	0 3	0 3	0 4	0 4	0 4
	..	0 4	0 4	0 5	0 5	0 5	0 5	0 5	0 6	0 6	0 6	0 6	0 6	0 7	0 7	0 8	0 8
	..	0 6	0 7	0 7	0 8	0 8	0 8	0 8	0 8	0 9	0 9	0 9	0 9	0 10	0 11	0 11	0 11
1 hour	..	0 8	0 9	0 9	0 10	0 10	0 10	0 11	0 11	0 11	0 11	0 11	0 11	0 11	0 11	0 11	0 12

Method of Computation.

To arrive at the amount of allowance payable for any number of hours worked on a Sunday—

(a) If the ordinary week-day shift consists of eight hours—

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.

(b) If the ordinary week-day shift consists of more than eight hours—

Calculate, as shown under (a); then multiply the amount arrived at by eight, and divide by the number of hours in the ordinary week-day shift.

These scales are applicable to Sunday allowances due in any month, whether consisting of 28, 29, 30, or 31 days.

The Superintendent of Printing.

A.45.

SUMMARY of Casual Labour employed in during Month of 19.....

Location.	Number of Employees.	Grade.	Rate of Wage.		No. of Days or Hours Employed.		Amount of Wages.	Reason for Employment. To be filled in by the Head of the Branch.
			Per Day.	Per Hour	Days.	Hours.		
							£ s. d.	

Date.....

Chief Accountant.

Date.....

Head of Branch.

Noted—

Date.....
Commissioners.

FORM G62. (*Vide* Division 1.)
 STATEMENT SHOWING PARTICULARS OF POSITIONS TEMPORARILY FILLED THROUGHOUT THE
 MONTHS OF _____ AND _____ Branch.

Position.			Name of last Permanent Occupant, and Date of Removal. (In the case of a new position show date created.)				Particulars of Temporary Occupant.				Probable Date on which Position will be Filled.	Reasons for Non-appointment of a Permanent Occupant.
Grade.	Class.	Location.	Name.	Date of Removal or Date Position Created.	Name.	Permanent Number.	Grade.	Class.	Ordinary Location.	Whether in receipt of relieving Expenses.		

Decision or Remarks of the Commissioners—

Date _____ 19____ Signature of Head of Branch.

Date _____ 19____

_____, Commissioners.

Noted and returned to the Secretary for file.

Date _____ 19____ Signature of Head of Branch.

A. 44. VICTORIAN RAILWAYS. Sheet No. 19
 REPORT of Unauthorized Changes in the Pay Rolls of the Branch for Month of 19

Name.	Previous Pay Roll.			Pay Roll under Review.				Remarks.
	Grade.	Location.	Salary or Wage.	Grade.	Location.	Period Employed in Month.	Salary or Wage.	
1.	2.	3.	4.	5.	6.	7.	8.	

NOTE.—In the event of no change in Grade, Location, or Salary or Wage, Columns 5, 6, or 8, as the case may be, may be left blank.
 In the case of an addition to Staff, Columns 1 and 5 to 8 inclusive only must be filled in. In the case of a reduction of Staff, Columns 1 to 4 inclusive only must be filled in.

Checked in Staff Office and forwarded for the remarks of

Noted by—
 Chief Accountant. Date Commissioners.
 Head of Branch. Date Chief Accountant.

W.W.
H.O. 30

VICTORIAN RAILWAYS.

Sheet No.

RETURN of Extra Track Labour employed during Month of 191

To be filled in by Chief Accountant's Office.			To be filled in by Way and Works Office.		
No. of Gang.	Location.	No. of Days Worked by Extra Track Force.		Mileage of Single Track Maintained.	
		Since 1/7/191 to end of Month of	During Month of	Main.	Siding.
		for which Commissioners' authority has been given.	for which Commissioners' authority is required.		Total.
			Authorized Regular Track Force including Ganger.		
					Reason why Extra Track Force was Required.

..... Date Date
Chief Accountant. Chief Engineer of Way and Works.

Extra Track Force for month of shown on sheets to inclusive approved, / 191

Recorded in Commissioners' Staff Office. Register. Folio. Commissioners.

Noted by { Date
Chief Engineer of Way and Works.
..... Date
Chief Accountant.

VICTORIAN RAILWAYS.

Slut Omeo Polio.	Dep't. No. or T.	Name.	Date of Birth.	Date of Entry.	Position.						Salary of Wage.		Last Increment.		In place of—			(Change effective from—)	Reason for Change.
					Present.			Proposed.			Present.	Pro-posed.	Amount.	Date.	Name.	Salary or Wage	Who has Been—		
					Grade.	Class.	Location.	Grade.	Class.	Location.									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.

In the event of any Officer or Employé recommended for promotion not being the senior eligible therefor a memorandum must be attached setting out the reasons for passing over any senior Officer or Employé.

Date..... Approved..... Commissioners.

.....
(Signature of Head of Branch). and forwarded to the and Chief Accountant to note.
Date,
Recorded in Staff Office on

Noted by Head of Branch Date.....
Noted by Chief Accountant and returned to the Staff Office for file.

.....
 Chief Accountant.

 Date

[Back of Form G. 8.]

The following Columns must be filled in :—

- (a) In the case of Alterations not involving an increase or decrease of salary or wage—Nos. 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18, 19, and 20.
- (b) In the case of Alterations involving a change in position as well as an increase of salary or wage—All Columns except No. 1.
- (c) In the case of Alterations involving a change of position as well as a decrease of salary or wage—All Columns except Nos. 1, 14, and 15.
- (d) In the case of Alterations involving a decrease of salary or wage but no change of position—Nos. 2, 3, 4, 5, 6, 7, 8, 12, 13, 19, and 20.

G. 9.

VICTORIAN RAILWAYS.

Branch.

Registration No.

Period of Employment.

RECOMMENDATION in regard to Appointments, Removals, and Extensions of the authorized period of Employment.
(Vide Division 2 of Regulation 56 and Instructions on back hereof.)

Staff Office No.	Dept. No. or T.	Name.	Date of Birth.	Date of Entry.	Position.			Salary or Wage.	In place of—			Period of Employment.		Change Effective from—	Reason for Change or Remarks.
					Grade.	Class.	Location.		Name.	Salary or Wage.	Who has Been—	Authorized till—	Recommended till—		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.

Commissioners.

Date.

Approved.

Date.

Signature of Head of Branch.

and forwarded to the and Chief Accountant to note.

Recorded in Staff Office on

Noted by Head of Branch Date Noted by Chief Accountant and returned to the Staff Office for file.

Date.

Chief Accountant.

[Back of Form G.9.]

The following Columns must be filled in:—

(a) In the case of Appointments, Nos. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14 (supernumerary employes only), and 16.

(b) In the case of Removals, Nos. 2, 3, 5, 6, 7, 8, 9, 15, and 16.

(c) In the case of Extensions of Time, Nos. 2, 3, 5, 6, 7, 8, 9, 13, 14, and 16.

FORM G20A. (Vide Divisions 10 and 11.)

RECOMMENDATION (vide Clauses 131 and 158 of Regulation 56) for the Continuance of Payment of Expenses to Officers or Employees engaged at the one place for a period in excess of Two Months.

Name.	Position.	"Married" or "Single."	Ordinary Location.	Ordinary Place of Residence.	Temporary Location.	First Date at Temporary Location.	Period for which Expenses are Recommended.		Reasons for Retention at Temporary Location beyond Two Months, and Arrangements for Removal.	Date of Removal from Temporary Location.
							From	Till		

Head of Branch.

Date.

Decision of Commissioners.....

Date..... Referred to..... Noted..... Head of Branch.

Date..... Referred to Chief Accountant to note.

Date..... Noted and returned to Secretary..... Chief Accountant.

FORM G-18. (Vide Division 11.)

.....Branch
 Ordinary Head-quarters.....
 Ordinary Place of Residence.....

PARTICULARS OF TRAVELLING AND INCIDENTAL EXPENSES FOR MONTH OF

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

Approved

.....
 Signature of Head of Branch.
 Date.....

.....
 Signature of Officer or Employé
 Grade.....
 Date.....

FORM G46. (*Vide* Division 12.)
CLAIM FOR TRANSFER EXPENSES.

.....Station.

Memo. for.....

In accordance with the provisions of Regulation No. 56 I beg to submit a claim for the payment of expenses in connexion with my transfer from.....
to.....the actual expenditure which I incurred being as shown hereunder:—

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

Children.		Other Relatives (including wife) solely dependent upon me for support.	
Number.	Age of each.	Number.	Relationship.
.....
.....
.....
.....
.....

4. (To be filled in only in cases in which No. of truck.....
Board and Lodging expenses are incurred at the new location pending arrival of furniture.) Station loaded at.....

Date and time loaded { Date.....
Time.....

Arrived at destination { Date.....
Time.....

5. Particulars of expenses incurred *en route*, or pending arrival of furniture:—
(Show particulars of Cartage Expenses on other side.)

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

I attach vouchers in respect of Items Nos.....

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

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

7. Remarks.....

Signature of Officer or Employé.

Position.

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

Signature of Officer in Charge.

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

Signature of Head of Branch.

Officer or Employé notified by.....

Date.

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

Noted.

Date.....

Chief Accountant.

Noted by Commissioners..... Commissioners.

Date.....

FORM G47. (Vile Division 12.)

Branch.

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

Name.	Position.	Present Location.	Previous Location.	Date of Transfer.	Total period for which expenses have already been allowed.		Date on which expenses ceased or—	Is there any likelihood of Officer or Employé procuring house accommodation. If so, when?	Remarks.
					Weeks.	Days			

NOTED.

Signature of Head of Branch.

Date

Commissioners

Date

FORM G1. (Vide Division 20.)

.....BRANCH.

MEDICAL CERTIFICATE.

ACCIDENT TO OR ILLNESS OF AN OFFICER OR EMPLOYE.

To be filled in by or on behalf of the
Officer or Employé.

1. Location (Station or Depot).....
2. Name of Officer or Employé.....Departmental No.....
3. Position
4. Date of Accident or of Commencement of Illness.....19...

To be filled in by Medical Practitioner

5. Nature of Injuries or of Illness.....
.....
.....
6. Probable duration of necessary absence from duty.....
from the date of this certificate.
7. Is the Officer or Employé fit for light duty?.....
8. If not, when will he be fit for light duty?.....
9. When will he be fit to resume his ordinary duty?.....

.....
Signature of Medical Practitioner.

Date.....19...

FORM G2. (*Vide* Division 20.)

ILLNESS OF AN OFFICER.

.....BRANCH.

Date.....19

Registered.....19

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

Grade.....Date of Appointment.....

Date of Commencement of Illness.....

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

Probable duration of further necessary absence from duty as from this date.....

Amount of leave of absence granted in consequence of illness during the twelve months immediately preceding the date of the commencement of the current illness, and also in connexion with the current illness:—

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

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

From.....to.....on One-third Pay. Total period on one-third pay.....

Remarks

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

.....on

Signature of Head of Branch.

Decision of Commissioners.....

Date.....19.....Commissioners.

Recorded in Staff Office.....

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

FORM C3. (*Vide* Division 20.)REPORT OF ACCIDENT TO AN OFFICER OR EMPLOYE WHILST IN THE ACTIVE DISCHARGE OF
HIS DUTY.

.....BRANCH.

Name of Officer or Employé injured.....Position.....
Location (Station or Dépôt).....Departmental No.....

REPORT OF OFFICER OR EMPLOYE INJURED.

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

Signature of Officer or Employe.
.....Date.

REPORT OF OFFICER IN CHARGE.

7. Names of Eye Witnesses (statements to be attached).....
8. Was "First Aid" rendered as per Clause 234 of Regulation 56? If so, by whom?.....
9. If by Doctor, who engaged his services?.....
10. Did the Officer or Employé, in your opinion, contribute to the accident by want of
proper care or otherwise? If so, in what respect?.....
11. Is the injury, in your opinion, sufficient to warrant his remaining off duty?.....
12. If so, for how long?.....
13. Can you provide him with light work if he be able to do it?.....
14. If so, in what capacity?.....

Signature of Officer in Charge.
.....Date.

FORM G4. (*Vide* Division 20.)

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

Date.....19

Registered.....19

Name of Officer or Employé.....

GradeDepartmental No.....

Head-quarters.....

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

Date and Time of ceasing duty.....

Location of Accident (Station, Place, or Dépôt).....

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

Cause of Accident.....

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

Probable duration of further necessary absence from duty as from this date.....

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

on

.....
Signature of Head of Branch.

Decision of Commissioners.....

.....Commissioners.

Date.....19..

Chief Accountant notified to arrange payment.....

Recorded in Staff Office.....

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

FORM G12 (*Vide* Division 21.)

Leave Register No.

APPLICATION FOR ANNUAL LEAVE AND PASS.

.....Branch.

.....Station.

.....19.....

MEMO. FOR.....

I beg to apply for.....days' leave of
absence, to commence on.....or as soon as convenient, and
a Station to Station Pass, for myself, and my.....; also.....sons
aged.....), and.....daughters (aged.....), who are all living
with me and are entirely dependent upon me for support.

Date of Appointment.....

Date of Appointment to salaried Staff.....

Date of last leave.....

Number of Days.....

.....Signature of Applicant.

.....Grade.

.....Dept. No.

.....Address while on Leave.

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

.....Dates granted.

FORM G48. (*Vide* Division 28.)

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

.....Branch,

.....19...

To

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

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

.....

Signature of Head of Branch.

FORM G49. (*Vide* Division 28.)

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

.....Branch,

.....19...

To

I
consider that you have been guilty of
in that you

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

.....

Signature of Head of Branch.

FORM G50. (*Vide* Division 28.)

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

.....Branch,

.....19...

To

.....

The charges you with having been guilty of
in that you

AND TAKE NOTICE that such charge has been referred to the Board appointed under the provisions of the Railways Act of 1896, No. 1439, to investigate and deal therewith and that you will receive early notification as to the date upon which and place where such charge will be investigated.

.....

Signature of Head of Branch.

FORM S46. (*Vide* Division 28.)

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

Secretary's Office, Spencer-street,

Melbourne,.....19...

To.....

.....

The charges you with misconduct in that
you

and you are hereby notified that such charge been referred to the Board appointed, in accordance with the provisions of the Railways Act of 1896, No. 1439, to investigate and deal therewith, and that the day of , 19 , at has been fixed for the hearing of the case at the Railway Offices (Room No. 175), Spencer-street, Melbourne.

FORM S46—*continued.*

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

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

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

.....
Secretary for Railways.

FORM S47. (*Vide* Division 28.)

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

Secretary's Office, Spencer-street,

Melbourne,.....19...

To.....
.....

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

has been remitted to the Board appointed under the provisions of the Railways Act 1896, No. 1439, to investigate and deal with every such appeal, and that the day of , 19 , at
has been fixed for the hearing thereof at the Railway Offices (Room No. 175), Spencer-street, Melbourne.

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

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

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

.....
Secretary for Railways.

FORM G51. (*Vide* Division 28.)

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

Name of Officer or Employé.	Position.	Charge.

Witnesses.

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

Synopsis of Evidence.

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

*Mitigating circumstances.**Decision of Head of Branch.*

.....
Signature of Head of Branch.

FORM G23. (*Vide* Division 30.)

(FOR USE IN CONNEXION WITH INSOLVENCIES, ETC.)

To be treated as
CONFIDENTIAL.

.....Branch.

Location.....

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

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

Date of Filing Schedule or Deed.....

Place of Filing Schedule.....

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

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

Assets—

	£	s.	d.
Total Assets— £			

Dependents—

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

CAUSE OF INSOLVENCY OR REASON FOR DEED.

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

Cause of Insolvency, &c.....

Actual Expenditure—

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

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

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

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

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

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

.....
Signature of Officer or Employé.

.....Grade.

.....Date.

REPORT OF HEAD OF BRANCH.

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

.....

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

.....

If so, give reasons

Is Officer or Employé giving satisfaction in his present position ?

.....

General Remarks

.....

.....

.....

.....

Signature of Head of Branch.

.....Date.

.....