

V.



R.

VICTORIAN RAILWAYS.

BOOK OF CIRCULARS.

By Authority:

JOHN FERRES, GOVERNMENT PRINTER, MELBOURNE.

1883.

A 94—1000/10.8.83.

Editor
15/7/1940
15/7/1940

CONTENTS.

	Page
SECTION 1.—STATION ROUTINE, ETC.	3
„ 2.—DISCIPLINE AND STATION DUTIES	25
„ 3.—PASSENGERS, ETC.	39
„ 4.—GUARDS	49
„ 5.—PARCELS, ETC.	56
„ 6.—LOST, UNCLAIMED, OR EXCESS	60
„ 7.—SMOKING	62
„ 8.—CLAIMS	63
„ 9.—GOODS, ETC.	64
„ 10.—MOVEMENT OF ROLLING-STOCK	77
„ 11.—LOAD OF TRUCKS	81
„ 12.—STATION FURNITURE, ETC.	87
„ 13.—TELEGRAPHS	87
„ 14.—TRESPASSERS	90
„ 15.—SIGNALS	90

INDEX.

	Page
Absence from station	33
Accidents and injuries	23, 27
Accoutrements, volunteer	39
Accumulation of goods	3
Acknowledgments	3, 20, 25
Advertisements in newspapers	4
" " on walls	3, 25
Advertising placards, care of	10, 87
" " " in refreshment rooms	87
Agricultural shows, conditions	72
Alteration of trains	49
Appearance book	38
Arrangements for cattle or horses	78
Arrival and Departure book	29
Auditing after hours	28
Auditor, postal and V.R. cash to be produced	20
Audit returns	5
Ballarat East, carrying trucks past	50
Ballast trains	4
Bank compartment	57
Banks, freight of gold	57
Bark	66, 70
Barriers	48
Block system	11
Block system, N.E. line	89
Boards, fare	40
Bogie trucks, loading on	81
Booking-offices windows to be opened	4, 14
Book of circulars, foolscap	15, 16
" " knowledge of	16
Book of rules	4, 25
Brake-power	50
" R trucks	78
Brake-vans, cleaning	30
" " passenger and goods	77
Buggies to agricultural shows	76
Bye-laws to be posted	10, 21
Calling out names of stations	30

	Page
Carriage cleaning	35
„ covers	3, 29, 85
„ keys	3
„ to be covered	56
„ trucks	78, 81
„ windows	77
Carriages, damage to fittings	52, 85, 86
„ 21 to 41 AB	77
„ unlocked doors	41, 78
Carriers' letters and despatch bags	60
Cash-bags	32
Cash-books, goods	11
Cash-boxes	14
Cash letters	56
Cattle trespassing	90
„ waggons	85
„ „ and screw couplings	86
Certificates	26
„ boarding-schools	42, 44
Chaff, loading	82
„ shed room for	68
„ trucks	84
Chocks	33
Cheques of employés	25
Civil service regulations	14, 26
Claims	63
„ on account of injuries	24
Classification sheets and books	4
Cloak-room charges	56
Clocks	28, 89
Coal to be covered	64
„ waggons, load firewood in	81
Commercial travellers' samples	61
Compensation	22
Conduct of correspondence	4, 6, 11, 22
Consignees' letters	64
Consignment notes, construction and maintenance	65, 70
Consignments for different lines	70
Corpses	30, 34
Cost of handling	3, 23
Coupling carriage and goods trucks	55, 77, 81
„ trucks loaded with boilers	81
Couplings	32, 37, 49, 77, 85, 86
Cranes, care of	33, 84, 87
Cricket clubs	41
Customs allowances	17
Damage to cushions, &c.	52, 85, 86
„ rolling-stock	35, 49, 78
„ trucks, &c.	49
Declaration forms	73
Defaulters' book	26

Demurrage
Denilique
Discs
Dogs
Drinking
Drovers
Duty sta
Election
Employe
Employe
Empty t
Enginee
Engine r
Excess f
Excursio
Exchang
Exhibiti
Expense
Expense
Ferns to
Fines
Fines fo
Firewoo
Fish, ba
Flour to
Flowers
Football
Fowls
Friday e
Furnitu
Goats, u
Goods fo
Goods fo
Goods s
Goods t
Goods t

	Page
Governor's suite	41
Grain, bags to be marked	65
„ &c., No. of bags per ton	67, 70
Guarantee policies	14, 30
„ receipts	31
Guards, brake-power	50, 78
„ communications from	49
„ collecting tickets	49
„ cushions	52
„ forms for	11
„ knowledge of rules	51
„ lamps broken	50
„ late for train	54
„ mail way-bills	50, 51
„ not to trade	64
„ plant trucks	76
„ <i>pro forma</i> way-bills	50
„ proper uniform	27, 31
„ returns to be made out in ink	52
„ running specials	50, 55
„ screw couplings	51, 55
„ stamped parcels	54
„ time-tables	35
„ time-tables of special trains	55
„ to assist... ..	49
„ to carry disc and signals	49
„ to examine perishables	53
„ to examine trains	52
„ to examine trucks	52, 54
„ to fasten truck doors	50
„ to measure loads	81
„ to protect train	49
„ trucks on way-bills not received	50
„ unloading vans	55
Hand signals, Melbourne yard	90
„ trucks	85
Hatch covers	66, 67, 77
Hides and sheepskins	65
Hook ropes	77, 85
“ H ” orders	20, 21
Horse boxes	78
Horses	56, 64
Horses and cattle straying	90
Hot boxes	49
Hurling clubs	41
Incivility	30
Industrial school children	36
Injuries and accidents	23
Inquiry notes	12, 20, 61
Insolvent officers or servants	19, 25
Insurance against fire	5

Intercolonial
 Interim pa
 Intoxicatio
 „
 Irregularit
 Judges, Su
 Junior offi
 Kerosene,
 „
 Kerosene l
 Keys of go
 Knowledge
 Laborers' l
 Ladies' co
 Lamp-hole
 Lamps, br
 „ for
 Lashings
 „ F
 Late arriva
 Leave ...
 Letters ...
 „ O.
 „ pu
 Live stock
 „
 „
 „
 Loco. bran
 „ firew
 „ store
 Lower-level
 Luggage la
 „ e
 „
 „ p
 „ sl
 Mail bags
 „ guard
 „ way-l
 Mails at ju
 Maloga Al
 Medical ce
 Members c
 Memo. for
 Memorand
 Mining pro
 „
 Money fou
 Newspaper

Page		Page
... 41	Intercolonial parliamentary passes	42, 44
... 65	Interim passes	45, 46
67, 70	Intoxication in employés26, 29, 36, 37
14, 30	,, passengers... 32
... 31	Irregularities, reporting of 25
50, 78	Judges, Supreme Court 39
... 49	Junior officers 11
... 49	Kerosene, forwarding 64
... 52	,, in sheds 65
... 11	Kerosene lamps 32
... 51	Keys of goods-sheds 3
... 50	Knowledge of rules 4
... 54	Laborers' holidays 25
50, 51	Ladies' compartment24, 35, 36, 54
... 64	Lamp-holes 32, 35
... 76	Lamps, broken 85
... 50	,, for repair 32, 50
27, 31	Lashings	29, 64, 85
... 52	,, plant trucks 50, 86
50, 55	Late arrival and departure... 36
51, 55	Leave	17, 29, 55
... 54	Letters 36
... 35	,, O.H.M.S. 56
... 55	,, public 10, 56
... 49	Live stock 11, 68
... 49	,, belonging to employés 90
... 53	,, for Newmarket 70
... 52	,, yardsman to report... 56
52, 54	Loco. branch, transmission of complaints 16
... 50	,, firewood trucks 24
... 81	,, stores 64, 70
... 49	Lower-level siding 6
... 50	Luggage labels 56
... 55	,, excess 61
... 90	,, ,, label 61
... 85	,, ,, receipt... 61
67, 77	,, passengers' 58
... 65	,, short received... 61
77, 85	Mail bags 50, 51
20, 21	,, guards 49
... 78	,, way-bills 38, 50
56, 64	Mails at junction stations 38
... 90	Maloga Aboriginal Mission parcels 60
... 49	Medical certificates 26, 29
... 41	Members of Parliament	40, 42, 44
... 30	Memo. forms 6
... 36	Memorandum files 6
... 23	Mining props, measurement 74
20, 61	,, overloading... 71
19, 25	Money found on railway premises 16
... 5	Newspapers by goods trains 60

	Page	
Shunting, violent...	77	Tickets, em
Side chains, coupling	81	" em
" lights	24	" for
Signals, in van	49	" gua
" Melbourne yard	90	" hol
Skins, dry	67	" ins
Slate, guard's	49	" jud
Smoking	62	" mo
" 2nd class compt.	24	" nip
Special trains	10, 15, 32	" pe
" " debit for	43	" pol
" " disc on	90	" pol
" " guard to exhibit his instructions	11, 50	" pu
" " telegraph stations to advise non-telegraph	16	" pu
" " those shown on time-table to have preference	25	" ret
Staff regulations, stations authorized to suspend	6	" sch
" to be seen	37, 38	" sta
" tickets	32	" Un
Stationery, inferior	85	" vol
Storage notices	68	" wo
" or demurrage	76	" wo
" outside goods	68	" wro
Stores for employés	60	" yo
" list of	14	Timber, car
" rejected	23, 37, 85	" dim
" requisition for	12, 15, 22	" per
" traffic and loco.	71	Time-tables
Surplus cash	33	Timing clock
Tail lamp irons	49	Title of cler
" ropes	77, 85	Traffic audit
Tallying	68, 69, 70	" store
Tarpaulins, care of	85	Train book,
Telegrams, block stations	11	" way-b
" economy in	87	Trains, carr
" incorrect record of	87	" dete
" signing of	87, 88	" early
" special trains	87	" load
Telegraph checks	88	" stop
" class	88	Truck cards
" Engineer	12, 87	" 217M
" operators, attendance of	87, 89	" reco
" rules and instructions	88	Trucks, ball
Ticket cabinets	32	" card
Tickets, apprentices'	42	" chaf
" checking	9, 10, 31, 32, 37, 43	" Den
" Cobb and Co.'s	44	" dete
" collected	32, 34	" door
" commercial travellers'	41	" emp
" County Court Judges	47	" firev
" cricket, football, and hurling clubs	41, 43	" hay
" date of	33	" load

Page		Page
... 77	Tickets, employés' children	... 47
... 81	" employés' monthly	39, 43, 44
... 24	" for two or more lines	... 48
... 49	" guards collecting	... 49
... 90	" holiday and Friday excursion	... 40
... 67	" inspectors of stock	... 48
... 49	" judges at shows	... 45
... 62	" monthly	39, 40, 46
... 24	" nipping	... 11, 43
10, 15, 32	" periodical	40, 41, 45, 47
... 43	" police magistrates	... 47
... 90	" police on leave	39, 40, 43
11, 50	" pupils' holiday	40, 46
... 16	" pupils' periodical	... 41
... 25	" return	... 39
... 6	" scholars'	39, 42
37, 38	" stations out of	... 32
... 32	" University students	... 43
... 85	" volunteer	39, 43, 44
... 68	" women under 25 years	... 40
... 76	" workmen's	46, 47
... 68	" wrong half collected	... 44
... 60	" youths' under 20 years	... 42
... 14	Timber, carters' note	... 65
23, 37, 85	" dimensions to be given	... 76
12, 15, 22	" percentages on	... 73
... 71	Time-tables	3, 6, 10
... 33	Timing clocks	... 28
... 49	Title of clerks or porters in charge	... 28
77, 85	Traffic auditor	... 37
38, 69, 70	" stores	... 71
... 85	Train book, cash balance	... 4
... 11	" way-bills	25, 52, 53, 65
... 87	Trains, carrying discs	... 90
... 87	" detention to	... 51
87, 88	" early morning, rules for	... 90
... 87	" load of	... 82
... 88	" stopping	... 90
... 88	Truck cards	32, 78, 81
12, 87	" 217M, patent brake	... 38
87, 89	" record book	5, 38
... 88	Trucks, ballast	83, 84
... 32	" carding	67, 78
... 42	" chaff	... 84
32, 37, 43	" Deniliquin and Moama	... 77
... 44	" detention of	10, 78
32, 34	" doors fastening	67, 77
... 41	" empty	38, 66, 77, 79
... 47	" firewood, load of	... 84
41, 43	" hay and straw	81, 82
... 33	" loading grain	82, 83

Page		Page
... 81	Way-bills, to agricultural shows ...	72
1, 82, 83	,, to any station ...	66
... 78	,, under cover ...	5, 66, 68
... 82	,, wool ...	65, 69
... 67	Weighing machines ...	5, 10
... 78	Wharf to vessels at Geelong ...	73
... 74	Williamstown trains ...	36
... 82	Witness in cases of intoxication ...	26
... 83	,, in cases of disputes ...	28
66, 82	Wool advances on ...	64
... 81	,, and skins in same truck ...	67
... 55	,, for shipment ...	65, 67
... 61	,, orders ...	68
... 61	,, receipts ...	64, 65
... 61	,, trucks ...	61
... 60	Workmen's trains ...	61
65, 66		
27, 29		
30, 31		
... 41		
... 77		
... 55		
67, 69		
... 40		
46, 48		
... 40		
... 81		
... 56		
77, 79		
... 10		
... 60		
... 39		
... 31		
... 39		
... 11		
... 39		
... 39		
... 66		
... 67		
... 65		
... 66		
58, 65		
... 71		
... 25		
... 38		
... 71		
65, 70		
... 70		
... 66		
50, 65		
65, 66		

BOOK OF CIRCULARS.

This Book contains the Circulars still in force which have been issued from this office from time to time up till the 31st December 1882.

As many of them have been altered in some respects from their original form, Officers are enjoined to read them carefully over and note all such alterations.

A copy to be constantly kept on hand at every station for reference.

H. M. BARTER,

Acting General Traffic Manager.

General Manager's Office,

Melbourne, August, 1883.

In fut
enough t
ments or
Salary
will not
sickness,
not be p
You w
cost of h
No per
or books
No ad
out the c
for any d
advertisi
The ne
used in c
account t
to be fol
The k
Masters f
on Sunda
keys, exc
Any ac
to be rep
Time T
the depar
"Notic
&c., must
All Sta
The St
"Return
morning.
Comple
the passe
pany the
that the t
provided
promptit
and requ
of the sta
voice at t

BOOK OF CIRCULARS.

STATION ROUTINE, &c.

In future, in acknowledging circulars and memos., be good enough to endorse on the corner of the envelope acknowledgments only. C. 45/62.

Salary orders from officers or employes on the traffic staff will not be recognised by the Accountant unless in cases of sickness, or where from unavoidable causes the claimant cannot be present to receive his pay. C. 266/63.

You will require to make an accurate return monthly of the cost of handling, as per form 40. C. 306/63.

No person but the lessee is to be allowed to sell newspapers or books on the railway premises. C. 636/64.

No advertisement to be affixed to the walls of stations without the consent of Station Masters, who will be held responsible for any damage done. Any dispute between the Contractor for advertising and Station Masters to be referred to this office. C. 654/65.

The new covers supplied for carriage trucks are only to be used in covering vehicles carried on these trucks, and on no account to be used in goods traffic. When not in use they are to be folded and strapped on the trucks. C. 710/65.

The keys of goods sheds must be in possession of Station Masters from closing at night till opening in the morning, and on Sundays. Watchmen must not be allowed possession of the keys, except where permission to the contrary is given. C. 714/65.

Any accumulation of goods for forwarding or want of trucks to be reported to this office by wire. C. 720/65.

Time Tables for the ensuing month must not be posted till the departure of the last train of the current month. C. 830/65.

"Notice to passengers to have the amount of their fare ready," &c., must be posted over the window of all booking offices. C. 934/65.

All Station Masters must carry carriage keys while on duty. C. 935/65.

The Station Master will be held responsible for seeing the "Return of Rolling-stock" despatched by the first train each morning. Neglect will be punished by fine. C. 164/66.

Complaints having been made as to the bad time kept by the passenger trains, two men were specially told off to accompany the various trains for fourteen days. Their reports prove that the trains can keep the time shown on the Time Tables, provided the station officials, Guards, and Drivers use ordinary promptitude. Employes are hereby cautioned on the subject, and requested to see that no delay occurs, and that the name of the station is always called out in a loud and distinct tone of voice at the end of the platform next to the approaching train. C. 7/71.

while it passes. Terminal Station Masters to be particular in starting trains to time.

- C. 80/71. During holidays, or at any time when an extra number of passengers may be expected to travel, Station Masters will be held responsible for seeing that the windows of booking offices are opened sufficiently early to prevent inconvenience to the public.
- C. 2/72. Be careful in seeing that a copious supply of drinking water is provided for passengers.
- C. 11/72. In future the cash of each train is to be carefully balanced, and all short or surplus cash to be noted in the train book at once. Where Station Masters have Booking Clerks under them, it will be the duty of the Booking Clerk to obtain the initials of the Station Master to each item immediately the difference has been discovered.
- C. 48/72. Special train notice-boards are now supplied to be affixed to the wall of the station building. Full particulars of all special trains to be immediately posted on it after you receive intimation of them.
- C. 49/72. On and after the 1st July a special goods train will run between Melbourne and Williamstown as often as may be required. All stations to take the necessary precautions. Goods will not now be carried by passenger trains on the Williamstown line.
- C. 54/72. All communications from this office, whether general memoranda, circulars, or notice of special trains, must be acknowledged by return train.
- C. 62/72. During the last few months there have been several complaints as to delays in passenger traffic, and the Commissioner has remarked, what my own observation confirms, that at several stations there is a want of alacrity and diligence in the business necessary to be done. I desire to impress upon all Station Masters that they must use the utmost diligence in starting trains to time, and give their personal assistance to this end.
- C. 73/72. All Station Masters are to sign the classification book, as well as the classification sheet, daily.
- C. 77/72. The rule as to ballast trains or engines being off the line fifteen minutes prior to passenger or goods trains being due must be strictly adhered to, and every breach of the rule must be reported to this office. Inform contractors and their men of this notification.
- C. 11/73. The attention of Station Masters and other officers in charge is directed to Rule 16 of the "Rules and Regulations," which must be strictly complied with. Any servant found deficient in the knowledge of these rules must be reported to this office.
- C. 13/73. Daily return of Rolling-stock.—Officers in charge of stations are hereby informed that it is absolutely necessary for these returns to be correct in every particular.
- C. 33/73. In all cases when traffic arrangements are advertised in the local papers cut out a copy of the advertisement, and forward it to this office for reference.

Truck I
In view
attention
be strictly

1. M
on
ing
2. W
the
the
han
3. In
loa
arr

It is req
or do not
sioning co
in future
always be
are sent.

When r
to another
for pay fo
ling to the
that of an
their rates

By dire
the depart
tiguous to
furniture
whatever
any loss.

Porters
stations w
when the
days. W
exceed 3s.
to the Wil
allowed at

When p
is in every
account to
may have
ticket.

Please i
when offer

A repair
&c., havin
applicatio
without n
your stati

Truck Record Book must in future be most accurately kept. C. 94/73.
 In view of the demands upon the rolling-stock particular C. 104/73
 attention is directed to the following instructions which must
 be strictly adhered to:—

1. Make no request for trucks until you have the goods on the ground, or unless you are certain that the loading will be ready before the trucks arrive.
2. When goods are to be forwarded at rates exclusive of the cost of handling you will do the work at the cost of the consignee unless the consignor takes it quickly in hand. Notify the consignor to this effect.
3. In all cases you must use the utmost diligence in the loading and unloading of trucks, and you will personally arrange for working at night when necessary.

It is reported that way-bills are very often sent under cover, C. 154/73.
 or do not arrive with the trucks in Melbourne, thereby occasioning confusion and delay. Station Masters will note that in future either a way-bill or *pro formâ* for each truck must always be handed to the Guard of the train by which trucks are sent.

When men on daily pay are ordered for duty from one station C. 10/74.
 to another the station at which they arrive is to return them for pay for the day which is in most cases occupied in travelling to their destination. The station of departure to notify that of arrival what time they have returned the men up to and their rates of pay.

By direction of the Commissioner all officers and servants of C. 71/74.
 the department occupying station premises, quarters on or contiguous to the lines of railway, are recommended to insure their furniture and personal property, as in the event of fire from whatever cause, the Government will not compensate them for any loss.

Porters and others on the labor staff sent to relieve at other C. 114/74.
 stations will be allowed 4s. 6d. per day expenses only in cases when they are so engaged for a period not exceeding three days. When engaged for a longer period the rate will not exceed 3s. per day for the whole time. This does not apply to the Williamstown and Essendon lines, where 3s. only can be allowed at any time, and then only when actually incurred.

When passengers travel without tickets the amount collected C. 210/74.
 is in every instance to be shown as an excess fare, and is on no account to be remitted to the station from whence a passenger may have travelled for the purpose of procuring a covering ticket.

Please instruct Guards to bring audit returns on all holidays C. 321/74.
 when offered by Station Masters.

A repairer and adjuster of weighbridges, weighing machines, C. 6/75.
 &c., having been engaged, when you require his services make application to this office. His working day is nine hours, without meal hours, travelling included. When employed at your station he will be under your supervision, and will refer

to you for any help he needs. Initial his daily entry of work performed, if correct, and forward it to this office. Report any negligence on his part.

C. 15/75. All memos. from this office must be retained by the receiving station, and pasted in a memorandum file; the reply or acknowledgment being tissue copied and pasted in opposite the memo. it refers to. At small stations one memorandum file will suffice, which must be divided into four divisions, viz., one for the ordinary memo., one for notices of special train (S), smaller one for general circulars (C), smaller one for special rates (AB). Large stations to keep a separate file for each.

C 75/75. Referring to Clauses 3, 7, 18, 19, and 20 of the Staff Regulations, the Station Masters at Ararat, Ballarat, Geelong, Maryborough, Castlemaine, Sandhurst, Echuca, Wodonga, Wangaratta, Benalla, Seymour, Melbourne, and all Telegraph Station Masters are hereby authorized to suspend the Staff Regulations in all cases of emergency. In such cases where the urgency of immediate action will not allow of reference to the General Traffic Manager the Station Master must act on his own responsibility, taking every precaution for safety. Stations not herein specified to obey instructions from the nearest of the stations above named. Staff tickets to be issued to drivers, and instructions to them generally to be in writing.

C. 125/75. Book and Sheet Time Tables will in future be sold at Two-pence for the former and One penny for the latter.

C. 134/75. In future when one common memo. form will not hold the whole of a communication intended for this office foolscap must be used.

C. 138/75. In future correspondence and under and over charge sheets in connection with bark, bricks, firewood, flagging, hay, hides, lime, skins, straw, sawn timber, and other goods which are unloaded outside shed, are to be addressed to "Clerk in charge, Lower Level Siding, Batman's Hill." Invoices sent under cover to be addressed to "Clerk in charge, New Goods Shed," as heretofore.

REGULATIONS AS TO PAY SHEETS, EXPENSE SHEETS, AND FINES.

General Instructions.

C. 150/75. 1. Pay sheets are to be made out monthly, and must reach this office not later than the 27th of each month. This does not refer to pay sheets for temporary men at the Spencer-street goods and passenger, Williamstown pier, Flinders-street goods, and Sandridge pier stations. Pay sheets for these must be made out fortnightly, from 1st to 15th, and then from 16th to end of month. Staff men on daily pay at these places to be returned at the end of the month only. Stations on the South Suburban lines must send their pay sheets direct to the District Traffic Superintendent, Flinders-

street, w
This will
Frankston

2. The
35, and th
Sta
Da
Da
Po
Fo
La
Ya
Wa
Ga

In fillin
place eac
extend it
of any col
shown ab
The top l

On fori
as 35A (s
here for r
Guards

3. Re l
necessity
of the ex
example :

Name.

Brough

Smith, J. (

Jones, R.]

* Reliev
† Six da

The it
column.

street, who will, after checking them, forward to this office. This will include all stations as far as Lilydale, Oakleigh, and Frankston, on their respective lines.

2. The forms used in making out pay sheets are forms 35A and 35, and the names must be placed in the following order :—
- Station Masters and permanent Clerks,
 - Daily paid Passenger Clerks, } In temporary
 - Daily paid Goods Clerks, } labor column,
 - Porters and Acting Porters,
 - Foremen, Weighing and Tally Porters,
 - Laborers,
 - Yardsmen, Signalmen, and Pointsmen,
 - Watchmen,
 - Gatekeepers.

In filling in amounts on form 35A care must be observed to place each amount under the proper heading, and then to extend it to the total column. No addition is to be made of any column on the sheet, only the total of the sheet to be shown above Station Master's signature at certified correct. The top line of sheet also must not be written on.

On form 35 each name and amount must be shown same as 35A (salaried officers included), this form being retained here for reference.

Guards to be returned on a separate sheet.

3. *Re Expenses.*—Where expenses are allowed there is no necessity for filling up expense form 34, so long as the nature of the expense is shown on the back of the pay sheet, for example :—

Name.	Situation or Service.	Rate.			Salaries.		Contingencies.			Total.					
		Days.	Per Annum.	Per Diem.	Station Masters.	Clerks, &c.	Wages—Traffic Staff.	Wages—Temporary Labor.	Travelling and Incidental Expenses.						
			£	s.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.					
Brought forward															
Smith, J.	clerk ..	31	137	10	11	9	2	*1	87	12	179
Jones, R.	porter ..	20	..	7	7	0	0	†0	18	0	7180

* Relieving expenses, at rate of 25s. per week } To be shown on back
 † Six days' expenses, at rate of 3s. per day } of sheet.

The item for closets to be always shown in the expenses column.

4. *Re Fines.*—All fines must be deducted from the pay sheets at the end of the month in which they have been advised, and the particulars of the fine shown at the foot of the pay sheet, thus :—

Name.	Situation or Service.	Rate.		Salaries.		Contingencies.			Total.
		Days.	Per Annum.	Per Diem.	Station Masters.	Clerks, &c.	Wages—Traffic Staff.	Wages—Temporary Labor.	
		£	s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Brought forward									
Johns, P.	station master	31	200 ..	*14 18 4	14 18 4
Thoms, L.	acting porter	26	.. 6 6	†7 16 0	..	7 16 0

Certified correct for £

Station master.

General Traffic Manager.

Secretary.

* Less 35s. fine.

† Less two days' fine, 13s.

The sum total of the inner columns must in all cases agree with the amount shown in the total column.

5. Officers or men who are doing regular relieving duty must make out their own pay sheet and comply with the foregoing conditions, and will, in addition, require to show on the face of sheet (left-hand side, under their name) the various stations at which they relieved, the time at each, and the proportion of salary (or wages) and expenses chargeable to each, for example :—

Ararat, 3 days... expenses	£1 4 2	This gives the particulars of an officer in receipt of £150 per annum, and 25s. per week expenses for a month of 31 days.
Geelong, 21 days expenses	0 10 9	
Werribee, 7 days expenses	8 9 4	
	3 15 0	
	2 16 6	
	1 5 0	
	<u>31</u>	
	<u>£18 0 9</u>	

The same instructions to be observed by daily paid relieving men.

6. All pay sheets must be tissue copied.

7. The staff at all country stations, together with such other servants of the department, contractors or others, as the

case may n
the cash fo
or placed
for the var
branches,
Williamsto
H. M. Niel
Eastern li
Melbourne

The cash
completed
pay clerk.
Giderson,
officers th
receipt, an
or amount
special circ
to be retu
stating the

In all c
individual
every desj
quickly as

The cash
to the Sta
and all oth
ever source
train whic

Great c
complete i
great dela
they will h
were sent
particular
inserted.

and that w
the depar
signature :

All com
Accountan
countant,

My C.
either rece
of the Acc
the Accou
Office" leg

The Com
at North
and that
conducted
observed t

case may necessitate, will be paid by the Station Masters, and the cash for that purpose will be forwarded to them by train or placed to their credit in the local bank. The Pay Clerks for the various lines are as follows:—For the Main line and branches, and the Ballarat line and branches, also the Williamstown line and daily-paid staff, Spencer street, Mr. H. M. Nicholson; and for the North-Eastern line and branches, Eastern line and branches, South Suburban lines, and the Melbourne salaried staff, Mr. G. E. Giderson.

The cash-bag containing the sheets (as soon as the latter are completed and the men paid) to be returned to Mr. Nicholson, pay clerk, Accountant's Branch, Spencer street; or Mr. Giderson, pay clerk, Accountant's Branch (whichever of these officers the cash was received from), within three days after receipt, and when from any unavoidable cause, any amount or amounts shall not have been claimed in that time (unless special circumstances arise), the unpaid cash, with the sheets, to be returned within seven days, accompanied by a memo. stating the reasons for the non-payment.

In all cases receipted vouchers must be returned to the individual pay clerk from whom the cash was received, and every despatch must be used to have payments made as quickly as possible.

The cash-bags containing the receipted pay sheets handed to the Station Masters by the various gangs of platelayers, and all other cash-bags coming into their custody, from whatever source, must be forwarded, as before shown, by the first train which will reach Melbourne between 9 a.m. and 4 p.m.

Great care must be taken to see that the pay sheets are complete in every respect before returning them, otherwise great delay, trouble, and inconvenience will be caused, as they will have to be returned to the station from whence they were sent for amendment. Signatures must agree in every particular with the names on sheet, and date of payment inserted. All payments to be made in presence of a witness, and that witness shall, whenever practicable, be an officer of the department. See column on pay sheets for witness's signature and date of payment.

All communications intended for the pay branch of the C. 176/75. Accountant's office are in future to be addressed to the "Accountant, Melbourne," and to no one else.

My C. 176/75.—All letters or parcels which may contain either receipted vouchers or cash intended for the pay branch of the Accountant's office, in addition to being addressed to the Accountant, Melbourne, are to have the words "Pay Office" legibly written upon them.

The Commissioner has noticed that the checking of tickets at North Melbourne is not done half so quickly as it might be, and that the Williamstown traffic generally at roadsides is conducted in a most leisurely and indifferent manner. Having observed the same years ago, I will only now intimate that

pay sheets
used, and
pay sheet,

and incidental Expenses.		Total.
s. d.	£ s. d.	
..	14 18 4	
..	7 16 0	

cretary.

es agree

ng duty
he fore-
show on
various
and the
eable to

ulars
ipt of
and
enses
lays.

elieving

h other
as the

for any future neglect of this kind I shall hold the Station Master responsible. It is his duty, by personal diligence, to set an example in this respect; and I shall not hesitate to deal severely with the first case of the kind that is brought before me, either from personal observation or report.

- C. 200/75. The power of affixing, taking down, or removing advertising boards rests with the department, except on the late Hobson's Bay lines. When the lessee requires boards to be fixed in any position, and the place selected is suitable, the Station Master will have the work done by a servant of the department. In no case is the lessee or his men to be allowed to take down or remove any advertising boards after they have been fixed. The Engineer's Branch will put up the boards, if their men are handy, on the Station Master's application.
- C. 222/75. The attention of Station Masters is called to the urgent necessity of discharging trucks and returning covers promptly. When trucks are detained for a period of over eight (8) working hours the Station Master will be held personally liable for demurrage.
- C. 303/75. From a return of uncollected tickets now before me, dated the 25th instant, it is evident that very great carelessness has been displayed in the collection of tickets. Unless a marked improvement is shown in future stations in fault will be fined.
- C. 24/76. You will please inform all Guards that they are not to receive letters bearing postage stamps for delivery or posting at other stations. No private letters are to be received from the public unless booked as parcels.
- C. 41/76. You are hereby authorized to accept cheques drawn by the President and Treasurer, and countersigned by the Secretary to the Victorian Railways Annual Mutual Benefit Society.
- C. 45/76. In all cases of prosecution by the department for offences under the bye-laws, the Station Master must prove that, at the time of the offence, they were publicly exhibited on the station at or near which the offence was committed. The constant exhibition of these bye-laws is therefore most essential, and you will be careful to report at once to this office if you are unable to replace them when they become obliterated or defaced, so that your stock may be immediately renewed. You must also take care that, after having been conspicuously posted, they are not at any time covered up or put out of sight by advertisers' boards or other erections.
- C. 46/76. It having been decided by the Law Courts that this department is subject to the operation of the Weights and Measures Statute, you will allow local inspectors of weights and measures every facility while engaged at your station on their official duties.
- C. 204/76. If ordinary trains cannot clear stations Station Masters must communicate with this office by wire, so that arrangements may be made for specials, as rolling-stock must not be detained.
- C. 261/76. My C. 125/75.—Book and Sheet Time Tables.—From this date the Book and Sheet Time Tables will be way-billed to

you every
on the out
self on arr
return th
Melbourne
outside.
that day.

When I
not interf
parting, c

Station
ment of in
struction.

so that th
as to capa

In futu
opened th
entered co

Arrange
can only b
may receiv
signors the
from here.

All offic
future be
must also
sheets. C

the station
In futu
use of Gu
and to be
office.

When I
for which
municatio
of the Gu
between t
opportunit

In work
copying in
reserved f
signed by
on the pr
care must
not attent
dealt with

Inglewo
morning
Sandhurst
station fo
send the r

you every month with the number the bundle contains written on the outside, the correctness of which you will satisfy yourself on arrival. Not later than the 29th of the month you will return the unsold ones, addressed to the Traffic Auditor, Melbourne, showing the station from which they arrive on the outside. Remit the cash and enter on the classification for that day.

When nipping tickets care must be taken that the date is not interfered with. Tickets need only be nipped at the departing, checking, and returning stations. C. 13/77.

Station Masters will be held responsible for the improvement of inexperienced officers and men sent to them for instruction. They must be put to each branch of duty in rotation, so that they may become proficient in all. A monthly report as to capacity to be made. C. 21/77.

In future when a new warehouse ledger or cash-book is opened the name of the station at which it is used must be entered conspicuously on the front page. C. 82/77.

Arrangements for the transit of cattle or horses in M trucks can only be made in this office. Officers in charge of stations may receive orders, but they are not at liberty to inform consignors that the orders will be accepted till they are so advised from here. C. 86/77.

All official communications addressed to this office must in future be signed with the christian and surname in full; this must also be attended to in the making out and signing of pay sheets. On the face of all envelopes sent here the name of the station, the train, and the date are to be shown. C. 127/77.

In future, Forms 27a, 34, and 27, and Book 26, for the use of Guards, to be shown on the quarterly requisitions, and to be obtained in the usual way instead of from this office. C. 139/77.

When business necessitates the running of a special train, for which arrangements are not made in this office, all communications in reference thereto must be sent open in charge of the Guard, who will require to give each Station Master between the points of departure and arrival of special an opportunity of perusing same. C. 162/77.

In working the Block system, proper telegrams, written in copying ink, numbered consecutively, and copied into a book reserved for the purpose must in each instance be made out, signed by the Station Master, and replies must be recorded on the proper form, and entered in message book. Every care must be taken that no train is delayed; and operators not attending carefully to their instrument will be severely dealt with. C. 189/77.

Inglewood to Sandhurst.—By the first Up train each morning you must send a memo. to the Station Master, Sandhurst, advising him of the number of vehicles at your station for Up or Down journey. Should you not have any, send the memo. and enter "Nil." C. 228/77.

C. 241/77. Previous orders with regard to requisitions for stores are now cancelled, and in future the instructions as under are to be followed :—

Every Quarter—*i.e.*, the first Monday in December, March, June, and September—you will fill up requisitions in triplicate for enough stores to last at least four months. Take a tissue copy for your office, and enclose the requisitions to General Traffic Manager, not later than Thursday the same week. All stores for goods and passenger stations are to be included on the same requisition.

The duplicate will be returned to you--amended, if necessary—and the stores will subsequently be sent direct from the different contractors, with duplicate invoices and requisition based on your original order. You will be responsible for the quantity and quality of stores accepted by you. If they are of bad quality the goods are to be at once returned to the contractor, charging goods rates to him for the return journey; and a notice of "rejection," giving particulars, must be made out at the same time and enclosed to the General Traffic Manager. If, on the other hand, you find all correct, the invoices must be receipted and both of them enclosed to the Storekeeper, together with the requisition attached.

Attention is directed to the following notes :—

Special requisitions, unless necessitated by unforeseen circumstances, will be considered evidence of carelessness.

Oil drums, bags, &c., &c., must be returned as soon as empty.

A supply of the two forms referred to—"Requisition" form and "Rejection" form—will shortly be sent, and future supplies must be obtained on the ordinary quarterly requisition.

A list of articles, books, and forms used by the Traffic Branch will be furnished yearly to each station as a guide.

In every instance stock "on hand" must be shown on the requisition.

C. 255/77. In future, for ensuring greater despatch and accuracy in returning inquiry notes, the various lines will be divided into sections as follows, viz. :—

Melbourne and Murray River Line.

Section 1	...	{	Melbourne to Kyneton and Daylesford and Lancefield lines.
" 2	...		Kyneton to Sandhurst.
" 3	...		Sandhurst to Echuca.
" 4	...	{	Sandhurst to Charlton and Kerang.

Castlemaine

Sec

"

Geelong,

Sec

"

"

"

"

Ballara

Sec

"

"

North

Sec

"

"

"

"

"

Sec

"

Oakley

Sec

"

"

Sec

"

The issue of article and note by the fault liable

Guards these notes on arrival

Parcels lines are

Officers correspond direct to

Castlemaine and Ballarat, Avoca, St. Arnaud, and Donald Lines.

Section 1	...	Castlemaine to Ballarat.
„ 2	...	{ Maryborough to Avoca and Donald.

Geelong, Ballarat, Camperdown, Queenscliff, and Gordons Lines.

Section 1	...	Melbourne to Geelong.
„ 2	...	Geelong to Ballarat.
„ 3	...	Geelong to Camperdown.
„ 4	...	Geelong to Queenscliff.
„ 5	...	Ballarat to Gordons.

Ballarat and Ararat, Ararat and Dimboola, and Ararat and Portland Lines.

Section 1	...	Ballarat to Ararat.
„ 2	...	Ararat to Dimboola.
„ 3	...	Ararat to Portland.

North-Eastern, Goulburn Valley, Beechworth and Wahgunyah Lines.

Section 1	...	Melbourne to Seymour.
„ 2	...	Seymour to Benalla.
„ 3	...	Benalla to Wodonga.
„ 4	...	{ Seymour to Numurkah and Tatura.
„ 5	...	Wangaratta to Beechworth.
„ 6	...	Springs to Wahgunyah.

Gippsland Line.

Section 1	...	Princes bridge to Warragul.
„ 2	...	Warragul to Sale.

Oakleigh Suburban, Frankston, and Lilydale Lines.

Section 1	...	Princes bridge to Oakleigh.
„ 2	...	Princes bridge to Frankston.
„ 3	...	Princes bridge to Lilydale.

Williamstown and Essendon Lines.

Section 1	...	Melbourne to Williamstown.
„ 2	...	Melbourne to Essendon.

The issuing station will issue simultaneously for any missing article an inquiry note on each section, and notice is hereby given that any station neglecting to forward on an inquiry note by the first train after receipt will render the person in fault liable to fine.

Guards are also cautioned to be particular in seeing that these notes are delivered to the officer in charge, immediately on arrival at any station.

Parcels, luggage, and goods inquiry notes for the various lines are now in stock.

Officers in charge of stations are informed that in future all correspondence on purely telegraphic business is to be sent direct to the Telegraph Engineer. C. 269/77.

- Care must also be taken that only the authorized officers are to be permitted to interfere with the telegraph instruments.
- C. 270/77. My C. 241/77.—Herewith receive list of stores, books, forms, &c. Please have it posted up, and carefully preserve it. With respect to the order for making out requisitions, note that triplicates are not required when it is a special requisition.
- C. 273/77. From time to time notices have been issued in reference to the necessity of the various booking windows being open sufficiently early to enable passengers to obtain tickets without the discomfort of pushing through a crowd. As sufficient attention does not seem to be paid to this subject, the Commissioner now cautions all officials in charge of stations that any future complaint will be met by the infliction of a severe fine.
- C. 274/77. For years past travellers on these lines have been subjected to inconvenience as well as loss by passenger trains keeping very bad time, more especially on holiday occasions. The Commissioner desires now to inform Station Masters, guards, drivers, and all connected with the running of trains, that in future strict punctuality must be observed; and detention, by whomsoever caused, will lead to summary punishment. Officers of all grades must remember that in railway business punctuality constitutes one of the first elements of safety.
- C. 7/78. Several instances have come under notice in which cash boxes are injured by being violently transferred from trains, or by having large and weighty packages placed on them. Station Masters and Guards are hereby instructed to see that more care is used, and report any instance of rough usage coming under their notice.
- C. 25/78. Please note that the guarantee policies of the National Insurance Co. of Australasia will now be accepted from the officers and men of the department.
- C. 39/78. *Re Uniform Clothing.*—All Station Masters are responsible for the men in uniform under them appearing on duty properly dressed, and their notice is directed to Clause 9 of the "Uniform Regulations," and to the following extracts from C. 5/68 :—
- "Attention has been drawn to the practice which prevails of servants of the department appearing on duty in articles of dress of their own fancy, and frequently such as are quite unsuited to be worn with the uniform they have on.
- "The uniform jacket was approved of a pattern to be worn buttoned, but if worn open, at the option of the wearer, he must wear a waistcoat of approved pattern, and in uniform no other than a black neckerchief is to be worn."
- C. 49/78. Herewith I forward a copy of the Civil Service Regulations, which you will please note are applicable in some respects to all public servants. Have it posted in your office and kept clean, for the information of all concerned.

When s
this office,
to all ord
Way are
departure,
stations or
a single lin
be taken f
of destina
section, th
the section
until the s
a special is
notice has
signal to th
to avoid it
same static
in all case
have full in

Bye-laws
goods, &c.,
the respec
must be p
rates on p
offices. T
on the off
others whi
parts of th
be at once

I desire t
exercising
description
waste or ex
requisitions
as nearly
being obtai
as a reserve
a fixed nu
classificatio
the exact
ones, shoul
them who
bills, mail
quantity su
number so
applied for,
demand, an

In future
C. 15/75, ar
purpose, wl
all times.

When special trains have to be arranged for independent of C. 52/78. this office, the following rules are to be observed in addition to all ordinary precautions:—The Inspectors of Permanent Way are at once to be communicated with. The time of departure, arrival, and return, is to be telegraphed to all stations on the section over which the special is to run. If on a single line, and to a station not having a staff, the staff shall be taken from the nearest staff station to and from the point of destination. Should the staff be at the far end of the section, the special will have to wait its return or, if started, the section will have to be blocked between the staff stations until the special returns from the intermediate station. When a special is arranged to run first over a section, and when due notice has been given, it will not be necessary to attach a signal to the last train on the day preceding. When possible to avoid it, specials are not to follow close or shunt at the same station as the preceding train. Guards of specials are in all cases to have written instructions. This office is to have full information of all specials arranged for.

Bye-laws fixing or altering the rates for passengers, parcels, goods, &c., must be constantly exhibited to the public outside the respective booking offices; for instance, passenger fares must be posted outside passenger booking offices, parcels rates on parcels offices, and goods tariffs and rates on goods offices. The rates must invariably be exhibited to the public on the office in which the booking is done, in addition to others which may be posted in convenient and conspicuous parts of the station. When they become illegible they must be at once renewed.

I desire to impress upon officers in charge the necessity of C. 80/78 exercising the most rigid economy in the use of stores of every description, and of giving their personal attention to prevent waste or extravagance of any kind. In making out quarterly requisitions, a three months' consumption should be calculated as nearly as possible and asked for, a month's excess stock being obtained in the first instance, and always kept on hand as a reserve to fall back upon. In the case of forms, of which a fixed number are used daily, weekly, or monthly (such as classification sheets, cash transmits, account current, &c., &c.), the exact number required, with a small margin for spoiled ones, should be requisitioned for. Officers having men under them who use forms of any kind (such as train way-bills, mail bag way-bills, &c., &c.) must issue to them the quantity sufficient for a certain period, keeping a record of the number so issued; and, should any extra be subsequently applied for, they must ascertain the cause of the additional demand, and report any instance of waste.

In future all circulars, besides being dealt with as per my C. 113/78 C. 15/75, are to be copied in a foolscap book set apart for the purpose, which is to be accessible to all the staff concerned at all times.

- C. 126/78. Relieving Station Masters.—My C. 113/78.—When relieving at any station, you will make it a point to see that the foolscap Book of Circulars is properly written up and cleanly kept, and report accordingly.
- C. 169/78. Herewith receive notices cautioning passengers to examine their change. A copy must be constantly exhibited over every booking window, and when defaced it must be at once replaced.
- C. 197/78. No one is to be allowed to sell newspapers, books, &c., on any part of the Victorian Railways, except the bookstall lessee or his authorized agents.
- C. 200/78. The Commissioner calls attention to the fact that Members of Parliament are frequently asked, directly or indirectly, by employes of this department to represent their requirements, real or imaginary, to the Honorable the Minister. I am now directed to make it known that a fine of not less than one day's pay will be inflicted where the regulations in this respect are departed from. (See the undermentioned rules):—
 Clause No. 22, Civil Service Regulations 1866.
 Clause No. 23, General Rules, Victorian Railways.
 Clause No. 36, Locomotive Branch Rules, Victorian Railways.
 C. 531/64, Traffic Branch Instructions, Victorian Railways.
- C. 206/78. Circular 200/78 refers to Loco. Rule 36. For the information of all employes it is here given:—"36. All written requests, grievances, or complaints from employes in the Loco. Branch, are to be transmitted through the Foreman in charge to the Loco. Overseer for investigation, who will, if requested by the person or persons making requests or complaints, forward the same to the Hon. the Commissioner."
- C. 242/78. When any sum of money is found on any part of the Railway premises by an employe, he must immediately hand it over to the Station Master or officer in charge, who will at once report the particulars to this office. A notice must also at once be posted up in the most conspicuous parts of the station, stating that a sum of money has been found (but, of course, not giving particulars), and the Station Master will hand it over to any claimant who satisfactorily proves his right to it. If the amount is large, this office will give instructions as to advertising in the local papers, and also as to its final disposal.
- C. 284/78. When short notice is sent by wire of a special train to run, or when it is not possible for written special notices to be sent, every telegraph station must send a copy of the message to non-telegraph stations by the next train (on the up or down journey, as the case may be), where it is possible to do so before the arrival of the special train. This applies to *all* short notices of specials by wire on single lines, and to short notice *Passenger* specials on double lines.
- C. 16/79. Several officers in charge having recently shown that their acquaintance with the contents of the Book of Circulars is of

the slender
imperative
liar with
also make
are acqui
charge of
All out
30th Jun
written u
I am d
that the s
cepted) ha

When a
the senior
be promot
amount fo
other four
for two y
In futur
who has
business a
mended to
out-door w
The Con
will stop
salary by i
Officers
sioner rese
Masters an
and Custo
departmen
In many
have been
very creas
make it t
scrupulous
least possil
Regulati
Staff.—Thi
Officers
14 days pe
Officers c

the slenderest description, I have to remind them that it is imperative for every one in that position to be perfectly familiar with all the regulations laid down therein. They must also make it their business to see that all the staff under them are acquainted with those parts affecting them in the discharge of their several duties.

All outstandings to be collected and remitted prior to the 30th June in each year, and all books to be kept closely written up. Officers in charge to see to this personally. C. 151/79.

I am directed by the Hon. the Commissioner to intimate that the salaried Station Masters on the lines (H. B. lines excepted) have now been divided into eight classes, as under:— C. 171/79.

1st.—3	at £400	per annum.
2nd.—3	„ 350	„
3rd.—4	„ 300	„
4th.—9	„ 250	„
5th.—9	„ 225	„
6th.—9	„ 200	„
7th.—6	„ 175	„

And the remainder of the minor stations

8th.—at £150 per annum.

When a vacancy occurs in either of the first four classes, the senior or most efficient officer of the class next below will be promoted at an increase of £25 for the first, and the same amount for the second year; the same rule will apply to the other four classes, only the increment there will be £12 10s. for two years.

In future, no officer will be promoted to the position of S. M. who has not a thorough knowledge of goods and passenger business and telegraphy, and all junior officers are recommended to make themselves thoroughly acquainted with the out-door work of a station, such as shunting, signalling, &c.

The Commissioner expects that this classification of officers will stop the numerous personal appeals made for increase of salary by individual officers.

Officers will please note that from this date the Commissioner reserves to himself the right to apportion to Station Masters and others the amounts received from the Postal and Customs Departments for service rendered to those departments. C. 175/79.

In many instances registered Secretary's documents, which have been sent to stations for report, have been returned in a very creased and soiled condition. Officers in charge must make it their business in future to see that they are kept *scrupulously clean*, and returned in that condition with the least possible delay. C. 218/79.

Regulations for Annual Leave and Passes to the Clerical Staff.—This circular is issued for the guidance of all officers:— C. 227/79.

Officers over 1 year and under 4 years on the salaried list, 14 days per annum.

Officers over 4 years on the salaried list, 21 days per annum.

Clerks on daily pay constantly employed over 1 year, 4 days per annum.

Clerks on daily pay constantly employed over 3 years, 7 days per annum.

Clerks on daily pay constantly employed over 7 years, 14 days per annum.

All leave to lapse at the end of the year if not applied for.

Officers on leave will be granted a pass for themselves, wives, and children, if required. A pass for a housekeeper or servant girl can only be granted when she is first engaged or in case of removal.

All applications from salaried officers for annual leave to be made on Secretary's form; the AB form to be used by officers and clerks on daily pay, who require leave for a day or two only.

Leave will be granted as may be convenient, and all applications must reach this office at least 48 hours, and when sent from long distances 4 clear days, before leave or pass is required.

At the discretion of the General Traffic Manager, passes will be issued to salaried officers and to junior daily paid Clerks desirous of visiting home, not oftener than once a month; to senior daily paid Clerks, 12 months constantly employed, not oftener than once in 3 months. Application to be made on AA form.

In making application, officers must bear in mind that sons over 17 years of age, and children not living at home, or living at home, but in receipt of remuneration from employment, cannot be included in passes, nor can any other relations, except very near ones constantly forming part of his household, and who are unable to earn anything; these latter may be added by special request in cases of removal.

All applications, except for annual leave, from Clerks must be favorably or otherwise endorsed by the officer in charge, and a statement made as to whether arrangements can be made for absence.

C. 228/79. Regulations for Leave of Absence and Passes to all Men on daily pay (Clerks excepted).—Leave of absence as under is allowed annually to men on daily pay, whose conduct for the preceding 12 months has been good:—

Guards—See C. 299/81.

- Acting Porters, Gatekeepers, and others not on the staff, but over 1 year constantly employed (junior Acting Porters, &c., excepted), and Laborers constantly employed for 5 years, 4 days per annum.

Junior Acting Porters must be 3 years employed, or 12 months on the staff before leave is granted.

Goods Foremen, Weighing and Tally Porters, according to the length of time they have held such appointments, are allowed leave as above, provided no overtime is paid them during the 12 months, otherwise their annual leave cannot exceed 4 days.

A free children

At the be allow over 1 ye for mark

When he must years of given, an and in such fact he recon arrange

In fut applicati least 48 leave or and AB f

It mus during N Traffic M such time requires Station fo

occurs fo No app be enter and post

The ap entitled

The fo offices, G employés notice the Insolvent

continued wages to rected by of all offic

30, a copy of the de position from the

Section convicted rupt or ap in force other wri signment have forfe

A free pass is granted to the employé for himself, wife, and children, when on leave.

At the discretion of the General Traffic Manager, a pass will be allowed not oftener than once a month to men on the staff over 1 year, and to employés situated at out-of-the-way stations for market purposes.

When the applicant asks to include children on the pass, he must give the number of children under 12 and over 12 years of age; in the latter case the names and ages must be given, and if any of them are living from home, or are at work, and in receipt of wages, the officer in charge must endorse such facts on application; the latter must also state whether he recommends the application or not, and whether he can arrange without relief being sent.

In future, proper forms will be supplied, on which all applications must be made, and they must reach this office at least 48 hours, and from long distances 4 clear days, before leave or pass is required. The forms are lettered AA for pass, and AB for leave and pass.

It must be understood that leave will not be arranged for during November, December, and January, and that the General Traffic Manager will, if necessary, instruct the men to take it at such times as may be convenient to him, whether the employé requires it then or not, and if declined it will be forfeited. Station Masters to report when a favorable opportunity occurs for granting leave to any of their staff.

No application for leave, except for the year then due, will be entertained unless it has been previously applied for and postponed.

The applicant must apply for the full leave of absence he is entitled to. It cannot be split up except in cases of sickness.

The following circular, *re* Insolvency, is to be posted up in offices, Guards' and Porters' rooms for the information of all employés.—It having been brought under the Minister's notice that employés of this department have applied to the Insolvent Court for relief from their debts and liabilities, and continued to discharge their duties and draw their salaries or wages to the loss and detriment of their creditors, I am directed by the Commissioner of Railways to draw the attention of all officers and servants to the "Public Service Statute," sec. 30, a copy of which is subjoined, and to add that any employé of the department placing himself, or being placed, in the position of an insolvent debtor virtually discharges himself from the service:—

Section 30 of "Public Service Statute."—"If any officer be convicted of any felony or infamous offence, or become bankrupt 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."

- C. 298/79. The attention of officers in charge of stations, and of all those employed under them, is specially called to rules 3 and 156.
- C. 306/79. Notices in reference to duty stamps are to be posted up for general information. Stations authorized to receive cheques must see that they are duly stamped and stamps cancelled in accordance with the instructions in the smaller notice. Carriers' orders "at sight" should be altered to "on demand," and must be stamped in precisely the same manner as cheques. Drafts obtained by Station Masters for remitting their cash to the Cashier during holiday times are exempt from duty, under clause 5 of "Schedule of Exemptions."
- C. 314/79. Please note, according to the provisions of the "Stamp Duties Act 1879," all H orders will have to be stamped with ld. duty stamp.
- C. 11/80. On the occasion of the Moe Bank robbers visiting Trafalgar station, the Porter in charge there took measures to prevent their escape, until they were handed over to the police. The matter having been brought under the Commissioner's notice, he has expressed his appreciation of the courage and discretion displayed, and directs that the staff generally be informed of the circumstance as an example well worthy of imitation in similar cases.
- C. 21/80. At all stations where the Station Masters act also as Postmasters, the Auditor or Inspector from each department can demand the production of the whole of the cash on hand, belonging to both branches, and Station Masters must give a written memorandum signed by them, certifying to the details of the cash appertaining to each department.
- C. 35/80. Several instances having occurred of inquiry notes having been endorsed "Not here," while the luggage or goods enquired for were lying at the station, intimation is hereby given, that in all such cases in future a fine will be inflicted, in addition to the employé in fault being called upon to pay any claim which may arise through his negligence.
- C. 65/80. All officers and servants and men regularly employed in this branch are exempt from serving on juries. If summoned, they should inform the summoning officer of the fact of their being so employed.
- C. 137/80. My C. 54/72, as to acknowledgments having been systematically disregarded by some stations, notice is hereby given, that, in future, any neglect in this respect will subject the offender to a fine. The plea of pressure of business will not be accepted as an excuse.
- C. 133/80. My C. 54/72 and C. 137/80.—C.'s, S.'s, A.B.'s, and General Memoranda must be acknowledged on separate memos.
- C. 144/80. In making application for a pass, do not include children under 4 years of age. These can travel with parents free.
- C. 160/80. I am instructed by the Honorable the Commissioner of Railways to inform all employés in this branch of the Railway Department, that their interference in political matters,

other t
missal.

You
relative
to ever
and fill
me. Y
receipt
require
recently
Employ
state fo
to be a
require

The
also as
in a lu
reserve
in such

In f
breach
either
or other
pear fo
Form 9
The re
same t
employ
Master
what co

Office
of the
of the
person
provisi

This pe
ever pl
office.
pages 2
read "
care of,
your au

The
operati
present
station:
dered i
Engine
and re
Emp
date (1

other than by recording their votes, will result in their dismissal. You will please note accordingly.

You will please hand a copy of attached Circular 80/3, C. 163/80. relative to employés being members of political associations, to every person employed under you, get his receipt for same, and fill in his position in the service, and date, and return to me. You will of course retain a copy for yourself, and send receipt accordingly. Let me know how many copies you require:—"Adverting to a political manifesto which was recently issued under the auspices of the Victorian Railways Employés Association, I am directed by the Commissioner to state for general information that any employé who continues to be a member of a political association of this kind will be required to sever his connection with the department."

The allowances hitherto paid to Railway employés who act C. 217/80. also as Postmasters will in future be paid to this department in a lump sum, and the Hon. the Commissioner of Railways reserves to himself the right to distribute such allowances in such a manner or proportion as he may think fit.

In future, when the department prosecutes any one for C. 266/80. breach of bye-laws or any other offence, or appears in Court either as plaintiff or defendant in any case, the Station Master or other officer who has been authorized by this office to appear for the department must furnish a report of the case on Form 96, which can be requisitioned for in the usual manner. The report must give full particulars of the case, and at the same time be as succinct as possible. No solicitor must be employed without authority from this office, and the Station Master or other officer in charge must in all cases ascertain what costs are awarded, and report how they are disposed of.

Officers in Charge.—The slip, from the *Government Gazette* C. 295/80. of the 10th September, contains your appointment as an agent of the Board, and enables you to summons and prosecute any person for breach of the bye-laws, or any offence against the provisions of Part 3 of the "Public Works Statute 1865." This power must be used with the utmost caution, and, whenever practicable, authority should first be obtained from this office. Read instructions as to arrest of transient offenders, pages 20-23, Book of Rules, but in clause 48, for "Secretary" read "General Traffic Manager." This slip is to be taken care of, as it may have to be produced in Court by you as your authority when prosecuting in any case.

The new code of bye-laws forwarded herewith comes into C. 326/80. operation on the 10th October 1880, and supersedes those at present in force. At least one copy must be exhibited at all stations in a conspicuous place, and when obliterated or rendered illegible in any way must be at once renewed. The Engineer-in-Chief's Branch will call in all the large boards, and re-issue them with the new bye-laws as soon as possible.

Employés of the department will take notice that from this C. 386/80. date (16 Novr.) H orders will not be recognized, except in

cases of absence during leave or sickness. In the latter case, sick leave must first have been granted in the usual manner.

- C. 107/81. The attention of Station Masters and Porters is hereby called to the necessity for greater activity being shown in attending to and despatching passenger trains; those connecting with the New South Wales line must keep time to a minute.
- C. 139/81. To remove any misapprehension employés may be under in regard to the Secretary's 80/3 and Traffic C. 163/80, the Hon. the Commissioner desires it to be known that they may form or join mutual benefit societies, so long as they are of a non-political character.
- C. 304/81. I am instructed by the Honorable the Commissioner to inform the staff that he has decided to adhere to the classification of officers as set forth in C. 171/79. I am further directed to call the special attention of all officers to the two last clauses of that circular.
- C. 305/81. The attention of all employés is hereby called to the following intimation from the Hon. the Commissioner, viz. :—"Any appointments made by me are made upon the distinct understanding that no compensation is to be paid to these persons on retirement."
- C. 442/81. In future, send your quarterly requisition for stores in triplicate (*no tissue copies*).
- C. 446/81. In future, printed envelopes addressed to the "General Traffic Manager" are to be used in forwarding documents of all kinds to this office. The subject of the contents must in all cases be endorsed on the back as briefly as possible, on the line ruled for that purpose. Memos. on different subjects are not to be enclosed in the same envelopes. The following are the divisions of subjects, viz. :—
- Acknowledgments.
 - Accidents to Person, Rolling Stock, Gates, or Buildings.
 - Claims.
 - Discipline—Reports concerning Officers or Men.
 - Goods Business, including enquiries as to Rates, Under and Over Charges, &c.
 - Guards' Reports—Train Irregularities.
 - Leave or Pass.
 - Passenger Business, including queries as to Fares, Refunds, &c.
 - Parcels—Queries as to Rates, Overcharges, &c.
 - Pay Sheets.
 - Requisition for extra Trains.
 - Reports relative to Breach of Bye-laws and Court Cases.
 - Returns of various kinds—Nature of Return to be stated, *e.g.*, "Gas Return," "Grain Return," &c.
 - Sheep or Cattle Business.
 - Shipping.
 - Special Excursion Trains.
 - Stores.
- Send requisition for the number you require.

All sta
the rolli
goods ve
at night,
When
descripti
follows,
loading
ner. Th
not later
Condit
the infor
Station
cheapest
parcels,
The o
one has
is engrav
Specia
Rules
of statio
and mer
with the
may be a
rooms.
My C.
officers
viz. :—
Secret
Loco.
Traffic
Mr.
of
close
Telegr
Engin
Mr.
Calc
Postal
Only t
case
offic
Drove
the
sub
acco
The a
dents" i
kept con
to all th
issued b

All stations, Suburban lines excepted, will please note that C. 14/82. the rolling-stock return must show daily the passenger and goods vehicles, &c., on the station after arrival of last train at night, and before the first leaves in the morning.

When forwarding the cost of handling return monthly, the C. 33/82. description of tonnage inwards and outwards is to be given as follows, viz. :—"Inwards," various, or whatever the nature of loading received; "Outwards" to be shown in the same manner. The above return and information to be in this office not later than the 7th of each month.

Conditions of stores contracts are forwarded herewith for C. 35/82. the information of officers in charge. Referring to clause 6, Station Masters are instructed to return rejected goods by the cheapest way, and not to send heavy and bulky goods as parcels, but through the Goods Department.

The officers' wheel pass has now been recalled, and a new C. 75/82. one has been issued. The title of the officer to whom issued is engraved on the reverse side.

Special attention is hereby called to rule No. 16. C. 171/82.

Rules 149 and 152.—I desire to impress on officers in charge C. 172/82. of stations the necessity that exists for seeing that all officers and men placed under them are able to exchange duties one with the other, so that in case of sickness or emergency each may be able to take any duty. Post in Guards' and Porters' rooms.

My C. 271/78.—The following is an amended list of the only C. 211/82. officers in the various branches authorized to sign passes, viz. :—

Secretary's Office.—Mr. Labertouche, Mr. Lilly, Mr. Wintle.

Loco. Branch.—Mr. Miris, Mr. Jackson, Mr. Harrowin.

Traffic Branch.—Mr. Anderson, Mr. Barter, Mr. Francis, Mr. Furniss. Station Masters, Spencer street, in cases of emergency only, and when the Traffic Office is closed.

Telegraph office.—Mr. Murray, Mr. Doyle.

Engineers' Branch.—Mr. R. Watson, Mr. W. H. Greene, Mr. G. C. Darbyshire, Mr. J. Lunt (and Mr. J. R. Calcutt in his absence), Mr. F. H. Ritchie.

Postal Department.—Mr. Jackson.

Only the proper printed pass is to be recognized, except in cases of emergency, when a telegram from any of these officers will be sufficient.

Drovers' passes can be issued as usual by Station Masters on the proper form as per clause in "Live Stock Rates," and suburban Station Masters can issue interim passes in accordance with the regulations now in existence.

The attached circular in reference to "Injuries and Acci- C. 260/82. dents" is reprinted for general information. A copy is to be kept constantly posted up in such a position as to be accessible to all the staff.—"Memo.—The following instructions are issued by direction of the Honorable the Commissioner of

Railways, for the guidance of all officers and servants of the department.

1. When any officer or servant of the department is seriously hurt or injured whilst engaged in the actual discharge of his duty, the nearest medical practitioner is to be sent for to attend to the immediate necessities of the case.
2. The sufferer is to be conveyed to the nearest hospital, as soon as he can be removed with safety.
3. If he declines such removal, he will be required to pay his own medical expenses.
4. When removal to an hospital is not possible, the case is to be at once reported in the usual course, in order that the Railway Medical Inspector may be instructed to visit the patient and report.
5. No surgical or medical expenses will in any case be allowed unless certified by the Railway Medical Inspector to have been necessary, and to be reasonable.
6. No claims for pay or other consideration during absence from duty, in consequence of injuries alleged to have been received by the sufferer in the performance of his duty, will be entertained unless the circumstances are at the time of their occurrence brought under the notice of the officer in charge, who shall at once enquire fully into the matter, and report particulars to the head of his branch.

C. 310/82. It frequently happens that side lights are not placed on the last vehicle of a train, whereby very great risk of accident is incurred. Station Masters and Guards are requested to see that the practice is discontinued.

C. 320/82. In consequence of the present inadequate supply of rolling-stock, the Commissioner has authorized the suspension of Rule 192 in the "Book of Rules and Regulations," which directs that a compartment be reserved for ladies in every train. Until further notice, separate compartments (1st and 2nd Class) for *Ladies*, and also for *Smokers*, will only be provided on the following lines, viz. :—

Between Melbourne and Sandhurst.		
Do.	do.	Ballarat.
Do.	do.	Wodonga.
Do.	do.	Sale.

And all Suburban lines as at present.

C. 359/82. In future, the Railway Storekeeper will make request for empty trucks to load loco. firewood through this office. Loco. firewood must be stacked at sending station so as not to impede traffic.

C. 407/82. Referring to Rule 89 and Obstructions on Road, either Single or Double Lines.—Intelligence should be sent at once, by direct telegram, if possible, to : 1. The Inspector of Permanent Way. 2. The (nearest) Locomotive Foreman. 3. The District Traffic Superintendent; and to this office. (The

permanen
should co
off the ro
block to t
Station
tising are
boards or
be exhibi
Masters)
walls of
posted all
clear from
Station
special tra
to "run
putting on
which in
My C.
notices se
fines will

Station
to report
and the of
being sup
Station
every trai
the duty
promptly
Officers
which may
the person
were a pa
Cheques
Cashier as
All rolli
addition t
Laborer
Inform
the office
virtually
Governor
honorable
"It hav
the Comm
in the dep
tions for p
themselves

permanent-way men should also be informed.) The message should concisely state the number and description of vehicles off the road, or if damage of another kind, the nature of the block to traffic.

Station Masters are reminded that the lessees for advertising are only permitted to exhibit their advertisements on boards or in frames, and that all such boards and frames must be exhibited in such positions or places as they (the Station Masters) may approve of. They are directed not to allow the walls of station buildings to be disfigured by bills being posted all over them, and booking offices must be kept entirely clear from placards. C. 426/82.

Station Masters at terminal stations will please note when special trains have to be run, those entered on the time-table to "run as required" are to be arranged for in preference to putting on extra trains independent of the ordinary time-table, which in all cases must be first exhausted. C. 577/82.

My C. 54/72.—Unless acknowledgments of special train notices sent you from this office are received by return train, fines will be enforced. C. 582/82. X

DISCIPLINE AND STATION DUTIES.

Station Masters and others in charge are hereby instructed to report immediately any employé without a Book of Rules, and the officers in charge will be held responsible for their men being supplied. C. 32/62.

Station Masters must be in attendance on the arrival of every train to sign Guard's Way-bills, &c., &c., and to see that the duty of every officer at their station is properly and promptly performed. C. 202/63.

Officers will please note that in the event of any irregularity which may come under notice not being reported to this office, the person so neglecting to report will be dealt with as if he were a party to the irregularity committed. C. 213/63.

Cheques drawn by officers will not be received by the Cashier as part or whole of their remittances. C. 256/63.

All rolling-stock left in sidings is to be securely chocked in addition to the brakes being put down. C. 260/63.

— Laborers unemployed during holidays are not to be paid. C. 416/64.

Inform all employés that, in terms of the Civil Service Act, the office of any officer or servant who may file his schedule virtually ceases, and that he can only be reinstated by the Governor in Council upon proof that no fraudulent or dishonorable conduct attaches to him. C. 476/64.

"It having been brought under the notice of the Honorable the Commissioner of Railways that many officers and servants in the department appear under the impression that applications for promotion or consideration in any matter concerning themselves will be more readily entertained and acceded to by C. 531/64.

obtaining the interest of gentlemen unconnected with it, I am directed to inform the officers and others in the department that, as regards promotion, their fitness for the duties of the office they seek, their length of service, and their general good conduct in the performance of their past services, are the qualifications which will be first weighed, and of these the head of the department and the officers under whom they have served can form the best estimate.

"2. The officers and servants of the department are, therefore, clearly to understand that in no case will representations from gentlemen unconnected with it have any influence with the Commissioner in obtaining promotion or indulgence; but that, on the contrary, if it can be satisfactorily ascertained that interest has been sought and brought to bear at the request of the applicant for promotion or other privilege, it will be considered he has thereby prejudiced, if not forfeited, any claim to consideration he might previously have had.

"3. In circulating this order I am to add that whilst officers and servants are desired to look to those above them for a just representation of their merits, the Commissioner holds the latter responsible in the highest degree that their reports are made in good faith and justice."

- C. 540/64. Defaulters' Book having been forwarded, you will be required to keep it strictly in accordance with Rule 31 of new Rules.
- C. 705/65. An instance has lately been brought under notice where several officers in the Traffic Branch have signed certificates as to the mode in which certain work has been done for the department, and all officers are hereby notified that such a practice is most objectionable, and will not be permitted. If subordinate officers are asked for these certificates they must refer the applicants to me. Officers are cautioned against infringing the rule here laid down.
- C. 711/65. An instance has been brought under notice where some of the duties that should have been performed by servants of the department have been performed by members of their families. This cannot be permitted, and Station Masters and officers will be held responsible for seeing that the person appointed *personally* carries out the duties of his office.
- C. 806/65. Officers travelling without a pass or ticket must pay their fare, and the circumstance be reported at once to me.
- C. 809/65. Any officer or servant seeing another officer or servant intoxicated must, in addition to reporting the circumstance to this office, draw the attention of some other person to it, so that corroborative evidence may be given.
- C. 965/65. Rule 35.—Medical certificates to be sent to this office, and also resumption of duty to be at once reported.
- C. 36/66. Officers and servants of the department are to abstain from signing public petitions.
- C. 4/67. The "Civil Service Regulations" apply to all officers. Inform them, and post them in your private office.

The following that may be careless, they dismen unremoval known t

"I re smartne some of tion of Traffic M and othe ance and tion to t station. tion of a who from credit t cleaners on the p called up places th appear therefore no one n ment to men the in their the whol . Attent servants appearin frequent uniform one pair worn for men are for their jacket w worn ope coat of a neckerch . In case whether obtain p and whe despatch necessary

The attention of all employés is specially directed to the following Memo. from the Secretary, and, as I am well aware that many of the servants of the department have been very careless, both in their appearance and the manner in which they discharge their duty, I shall bring the cases of all such men under the notice of the Secretary, with a view to their removal from the service. Station Masters will make this known to all employed on their stations:—

“MEMO.

“I regret having had my attention called to the want of smartness and alacrity in attention to passengers shown by some of the Porters at various stations, and my own observation of the same has been frequently stated to the General Traffic Manager. I have to request him to caution all Porters and others employed on the platforms against slovenly appearance and a slouching bearing, and any apparent want of attention to the travellers or other persons having business at the station. He will have the goodness to make a careful inspection of all employed on these duties, and report as unfit any who from physical or other causes are unable to appear with credit to the department in their several capacities. As cleaners and others are occasionally called on to perform duty on the platform it is necessary that all men so liable to be called upon should be in no degree inferior to the class whose places they temporarily fill, as any discredit arising from their appearance or conduct is cast on all associated with them, and, therefore, he will report on men so employed, and, in future, no one must be sent as cleaner who is not fitted for advancement to the office of Porter. I am aware that to many of the men these remarks will not apply, and these should discourage in their fellow servants whatever tends to bring discredit on the whole body.”

Attention has been drawn to the practice which prevails of servants of the department who are required to wear uniform appearing on duty in articles of dress of their own fancy, and frequently such as are quite unsuited to be worn with the uniform they have on. The annual cap, jacket or coat, and one pair of trousers, at least the latter, cannot be constantly worn for twelve months and look decent; but, in addition, the men are expected to purchase such extras as may be necessary for their proper appearance through the year. The uniform jacket was approved of a pattern to be worn buttoned, but if worn open, at the option of the wearer, he must wear a waist-coat of approved pattern, and in uniform no other than a black neckerchief is to be worn.

In case of an accident occurring to any one travelling by train, whether passenger or employé, which makes it important to obtain professional assistance with the least possible delay, and when time can be saved in procuring this assistance by despatching the engine and a carriage or other vehicle when necessary, either to convey the person injured to the nearest

assistance, or to bring assistance to the spot where the accident has occurred, the engine and vehicle are to be despatched at once, the necessary steps being taken to protect the train either by putting it into a siding, or, where standing on the line, by observing the precautions set forth in Rules 87 and 125.

C. 66/68. Errors made by clerks with the public must at once be communicated to the officer in charge of the station and dealt with by him, or reported to this office. Junior officers are hereby forbidden to correspond with the public on business subjects, and any breach of this rule will be severely dealt with.

C. 73/68. All employés are forbidden to take any part in elections for Members of Parliament, beyond recording their votes. Dismissal will be the penalty for disobedience to this order.

C. 80/68. Should any dispute arise between the Driver and Guard of a train, it is most desirable that a third party (other than the fireman) should have his attention called to the subject in dispute, so as to give evidence in case of inquiry.

C. 23/69. Should it be necessary for the proper auditing of your accounts that yourself or staff remain beyond the usual hours of duty you will be required to do so.

C. 45/69. Clerks or Porters in charge of station in official communications are to be addressed as Station Masters. This does not affect their grade, position, or privileges in any way.

C. 74/70. Particular attention is directed to the necessity of seeing that the station clocks keep correct time. At telegraph stations the clocks are to be examined every day upon receipt of time signal, and set right, if wrong.

At stations which are not connected to the telegraph wires the time is to be taken daily from the Guard of the first down train, and the clocks set in accordance with his watch.

If the clocks do not keep good time they must be regulated by moving the pendulum screw upwards if the clocks lose, and downward if they gain. A quarter of a turn of the screw will cause a difference of about two minutes a week.

Station Masters will be held responsible for proper attention being paid to these important duties, and for seeing that the clocks show exact Melbourne time. Should any of the clocks stop, or get out of order, a report is to be sent direct to the Telegraph Engineer by wire, or by the first up train.

The clock contractor will pay periodical visits to all stations, and will be provided with a memorandum book in which to enter, for the information of the Telegraph Engineer, the condition he finds the clocks at the time of each visit. Station Masters will initial these entries as a guarantee of their correctness, and will add any remarks they may wish to make.

Guards are directed to set their watch by the clock at the terminal station before starting on their first down journey daily, and must be particular to see that their watch is always right, to check all station clocks.

Drovers travel in t

MEMO.—
of Railway recurrence occupying (see No. 3, and Bye-law warning, a mission of opinion of stantiated what the l may be.

Complai from truck bourne. (from eithe to buy she any drover your statio train, or a

Each can bered the number on this rule to

The Cor been dism to be re-en "Arriva carefully k to this offic

Officers caps must

Referrin warded to on account duty a rep of days he

New las running th directed to not stolen

It has be and other railway re that any o I shall dee of Rule 15

In futur be entitled

J. L. Smith
Sir J. L. Smith

Drovers in charge of sheep, having the usual pass, may C. 51/72. travel in the van when necessary. Inform Guards.

MEMO.—The attention of the Honorable the Commissioner C. 30/73. of Railways and Roads having been drawn to the frequent recurrence of charges of partial drunkenness against servants occupying subordinate positions in the Railway Department (see No. 3, "Instructions and Rules," page 10 of the Rules and Bye-laws of the Department), I am to notify that, as a warning, and with the view of deterring others from the commission of this offence, the very next case in which in the opinion of the Commissioner the charge is reasonably substantiated will be visited with summary dismissal, no matter what the length of service or general efficiency of the offender may be.

Complaints have been made that sheep have been taken C. 67/73. from trucks in transit from the various sheep stations to Melbourne. Officers in charge of stations are hereby prohibited from either buying or allowing any employé of the department to buy sheep from any drover in charge of a flock. Should any drover either sell or give away sheep while a train is at your station, report the circumstance to this office by the same train, or at the latest by the next immediately following.

Each carriage truck being now provided with a cover num- C. 83/73. bered the same as the truck, care must be taken that the number on the truck and cover correspond. Infringement of this rule to be reported, and the name of sending station given.

The Commissioner directs that in future when a man has C. 78/74. been dismissed from one branch of the department he is not to be re-employed in any other.

"Arrival and Departure of Trains Book" must in future be C. 138/74. carefully kept, and a copy forwarded by first train each day to this office on the proper form.

Officers in charge of stations will please note that uniform C. 166/74. caps must be constantly worn while on duty.

Referring to Rule 35, a medical certificate must be for- C. 249/74. warded to this office every week any employé may be absent on account of sickness or an accident, and when he resumes duty a report must be sent to this office stating the number of days he has been off, and giving the dates.

New lashings having now been supplied with a blue thread C. 295/74. running through one strand, all officers and servants are directed to use their utmost vigilance in seeing that they are not stolen or removed from the premises on any pretext.

It has been remarked by passengers that Guards, Porters, C. 69/75. and other railway servants are occasionally seen at the bars of railway refreshment rooms. You will caution all concerned that any offence of this kind will be severely dealt with; and I shall deem it my duty to report the lessee for the infraction of Rule 156.

In future the whole period of leave to which any employé may C. 130/75. be entitled for the year will require to be taken at one time.

15/7/74
1/7/74

the acci-
spatched
he train
the line,
1125.

once be
nd dealt
icers are
business
ly dealt

tions for
s. Dis-
er.

Guard of
han the
bject in

of your
al hours

mmuni-
does not

f seeing
elegraph
receipt

h wires
st down

gulated
ks lose,
e screw

ttention
hat the
e clocks
t to the

tations,
hich to
er, the
1 visit.
ntee of
y wish

at the
journey
atch is

+

- C. 164/75. Attention is hereby called to Rule 171, and I am directed by the Honorable the Commissioner to inform the staff that he does not consider very many of the officers in charge of stations so active as they should be in attending to passengers getting out of and into the carriages.
- C. 165/75. More attention requires to be paid to the calling out of the names of stations as trains arrive. The name must be pronounced loudly and distinctly, and repeated so long as the train remains at the platform.
- C. 166/75. The attention of officers in charge of stations is hereby called to Rule 6. Station Masters at terminal stations are required to see that Guards in charge of passenger trains conform strictly to the requirements of the rule.
- C. 214/75. Frequent complaints having reached the Honorable the Commissioner of incivility on the part of officers and servants of the department towards passengers, I am directed by him to call special attention to the provisions of Rule 2. It is most imperatively necessary that all Station Masters, Ticket Clerks, Guards, Porters, and others, whose duties bring them into constant intercourse with the travelling public, should bear this rule constantly in mind. Civility and courtesy of language and manner are regarded as essential in the relations between the officers named and the public; and I am to add that all cases of established transgression will be visited with summary dismissal.
- C. 218/75. The Commissioner wishes it to be notified to the whole clerical staff and to all men on daily pay in the Railway Department that the highest offices in the department are, henceforth, to be placed within the reach of those who distinguish themselves by ability, zeal, and fidelity in their present positions, and who render themselves capable of and eligible for promotion. In furtherance of this object opportunities will be afforded at certain stations, hereafter to be named, for all to acquire a knowledge of electric telegraphy, subject to such regulations and conditions as will neither interfere with the regular duty of the telegraph operator nor involve any cost to the department.
- C. 234/75. Very much more attention must be paid to the cleaning, both internally and externally, of goods brake vans, and the practice of cleaning the lamps of them, in the body of the van, must be at once discontinued. Guards to report any station disregarding this order.
- C. 292/75. Guarantee Policies.—Alliance Society.—Please note and inform employes already finding fidelity guarantees that, in case of the amount of their policy being increased, they need not send in a new proposal, but merely remit the extra proportionate amount of premium, with memo. stating reason for additional payment.
- C. 18/76. Uniform Clothing.—Attention is called to the 9th Regulation, and Station Masters are hereby instructed to see that all employes in uniform at their station wear the articles set forth

in the sel
from pro
By the
Railways
for the g
In any
therein t
responsib
and circu
at your
receipt.

A Stat
missioner
corpse of
remonstr
some tim
pay and
truck or
the purpo

MyC.
ing corps
attendan
not cause

Officers
granted t
will requ
worn the
and they
pattern o
to circula
one of th

The Se
obtaining
shooting
deducted
granted,

The at
of carefu
state hav
issuer (in
be clearl
nary pas

Guaran
an agent
policies v
from the
from this
for Rail
the Gen
unless tl
due they

in the schedule. Any person who requires a different uniform, from promotion or otherwise, must procure it at once.

By the direction of the Honorable the Commissioner of Railways, circular (C. 531/64) of 22nd July 1864 is re-issued for the guidance of all officers and servants of the department. In any instance of disregard of the injunctions contained therein the Commissioner will hold the offender personally responsible. You will please hand a copy of this memorandum and circular to each officer and servant of the Traffic Branch, at your station, and obtain his acknowledgment of their receipt.

A Station Master has, by order of the Honorable the Commissioner, been fined Five pounds for insisting on putting the corpse of an adult into the van of a passenger train against the remonstrance of the Guard. Employés are reminded that some time ago a Station Master and a Guard were reduced in pay and position for a somewhat similar offence. A carriage truck or a covered waggon is the proper vehicle to be used for the purpose.

My C. 56/76.—Before making any arrangements for forwarding corpses a certificate must be produced from the medical attendant at the time of decease, setting forth that death was not caused by any contagious or infectious disease.

Officers are hereby reminded that before the money allowance granted to officers and men in lieu of uniform can be paid they will require to certify that the men under them have constantly worn the articles prescribed by the regulations as to clothing, and they were, during the whole year, of the colour and pattern ordered by the said regulations. Attention is called to circular (C. 5/68) sent herewith, which is to be posted in one of the rooms of the station.

The Secretary has directed that in future all volunteers obtaining leave of absence for the purpose of attending drill, shooting matches, &c., &c., shall have the period so absent deducted from their annual leave, or shall have such leave granted, business permitting, without pay.

The attention of collecting stations is called to the necessity of carefully examining all passes, several in an incomplete state having recently reached this office. The date, name of issuer (in addition to that of the Secretary) must, in all cases, be clearly given, and failing this, the holders treated as ordinary passengers without tickets.

Guarantee Receipts.—All employés are hereby notified that an agent's receipt for premiums paid on the fidelity guarantee policies will not be accepted; the receipt must be one procured from the central office of the assurance company; also that, from this date, receipts must be addressed to the Secretary for Railways, endorsed "Guarantee Receipts," instead of to the General Traffic Manager. Let all concerned note that unless the premium is paid within one month of it becoming due they are liable to have their pay or salary stopped.

- C. 207/76. Particular attention is to be paid to the "Directions for the use of New Kerosene Roof Lamps," copy of which is sent herewith. In every case report to this office any defect that may be observed.
- C. 23/77. Collecting Stations.—You will please instruct Ticket Collectors to challenge ALL persons travelling with passes to produce them, and report at once any one travelling without one, and collect fare.
- C. 48/77. Passes may be issued to drovers in charge of cattle in the same way and in the same proportion as to sheep-drovers.
- C. 83/77. Station Masters and Guards will please see that lamp-holes are stopped as soon as lamps are removed; most carriages are now provided with plugs to be used for this purpose.
- C. 92/77. Officers in charge of stations who allow themselves to run out of tickets, or stores of any kind, and who telegraph for supplies, will, in all cases, require to pay the cost of the telegram and the reply thereto.
- C. 94/77. Frequent instances have lately come under notice in which cash-bags have been placed in the Audit Office box. Station Masters will please note that they are personally responsible for having them placed in the cash-box, and any loss incurred will have to be made good by the Station Master who fails to carry out this regulation.
- C. 108/77. Instances having lately occurred in which tickets have been stolen out of the cabinets, Station Masters are hereby instructed to have cabinets locked when not in actual use. More care should also be taken in securing office doors.
- C. 119/77. Roadside stations, unless those where trains are made up, are not allowed to retain screw couplings. When left at a station they must be invoiced by next train to nearest up-station where trains are made up.
- C. 131/77. The attention of Station Masters, Porters, and others, is directed to a more strict observance of section 152 of *The Public Works Statute 1865*, as to the prosecution of intoxicated persons found on the premises or in the carriages. Where the address of the offenders is known proceedings should be taken by summons; but if unknown he may be handed over to a police constable, in accordance with section 128.
- C. 138/77. In future you will require (in addition to posting notice of all special trains) to inform as many of the officers and men of the Permanent Way Branch as you may see of the running of all special trains.
- C. 145/77. All daily collections of used passenger tickets must be kept under lock and key until forwarded to the Traffic Auditor.
- C. 146/77. In future all staff tickets are to be sent here for inspection by first train each Monday.
- C. 152/77. It is observed that the truck cards are made use of at some stations for staff tickets. This must be discontinued, and truck cards must only be used for the purpose for which they are intended.

The bra
in sidings

A relief
and had l
of duty, i
without t

I take
stations t
transgress
ment will
gularities,
or a pass.

Traffic (X
which eng
please not
fion will
see that
trains are

original re
When a
"Engaged
seen thro
the Guard

partment
down, and

station. (X
and for the

Surplus
classificat
The train
or short b
Station Ma
cation and
and Surplu
for each ite
fare return
the Bookin
think them
must be m
merits.

Several i
the date on
as to preven
that more a

In placin
used to reac
for that pu
this rule wi
instance of

The Engi
is done to c

The brake gear being now taken off all powder vans when C. 279/77. in sidings they must be secured by chocks.

A relieving Station Master has been severely reprimanded, C. 79/78. and had his name entered in the defaulter's book for neglect of duty, in leaving the station of which he was in charge without the permission of this office.

I take this opportunity of warning officers in charge of stations that I am informed some of them are in the habit of transgressing the rules in this way. In future, severe punishment will be recommended to those not reporting such irregularities, as well as to the employé travelling without leave or a pass.

Traffic Office Clerks.—Instances having lately occurred in C. 121/78. which engine requisitions have not been promptly delivered, please note, in future the Clerk who makes out the requisition will be responsible for its prompt delivery, and must see that a signature is obtained for it. Notice of special trains are to be carefully read over and compared with the original requisitions.

When a compartment in any carriage is reserved, one of the C. 123/78. "Engaged" cards is to be hung up inside, so that it can be seen through the window. The card is to travel with train; the Guard being instructed as to the station to which the compartment is reserved, on arrival at which he will take it down, and hand it to the Station Master at the next terminal station. Guards will be held responsible for the safe delivery and for their being kept clean. Instruct them accordingly.

Surplus cash received in booking must be entered in the C. 135/78. classification sheet, and remitted as a regular item of traffic. The train book to be made up as at present, all amounts over or short being shown for each train, and initialled by the Station Master. Amounts over to be entered on the classification and cash transmit, under the heading "Excess Fares and Surplus Cash"; an excess fare ticket to be made out for each item, and a return forwarded attached to the excess fare return. Amounts short will have to be made good by the Booking Clerks, but in any instance where they may think themselves entitled to be recouped, a special application must be made, when each case will be dealt with on its merits.

Several instances have lately come under notice in which C. 171/78. the date on tickets has been omitted, or so illegibly printed as to prevent its being read; Station Masters will please see that more attention is given for the future.

In placing roof lamps in carriages, a ladder must always be C. 175/78. used to reach the roof, and stepping on the window frames for that purpose is strictly forbidden. Any one disregarding this rule will be fined, and officers in charge must report every instance of transgression.

The Engineer for Maintenance reports considerable injury C. 195/78. is done to cranes from over-winding. You will please instruct

all persons having charge of cranes to be more careful in using them and report any injury coming under your notice.

- C. 12/79. Officers in charge of stations, and men under them, are informed that a Goods Foreman and a Loading Porter, of Melbourne, have each been fined two days' pay for loading medium trucks with telegraph poles; and I have now to issue a general caution that any such instance of wanton recklessness and disregard of the safety of life and property will be severely punished.
- C. 41/79. On the 6th February, a Guard in charge of a passenger train on the Main line was found under the influence of drink, and unfit for duty. Although the delinquent has been 17 years in the service, the Hon. the Commissioner deems the offence to be of such a grave nature as to direct that he be no longer employed.
- C. 74/79. Commencing on the 1st April next, you will please enter daily in the train book the number and class of tickets by each train inwards at your station.
- X C. 115/79. The Porter at Lancefield Junction has, by order of the Commissioner, been fined £5 for neglecting to remove the chock block before commencing to shunt, and thereby causing damage to the property of the department.
- C. 169/79. The attention of the Hon. the Commissioner having been drawn to the late arrival and departure of trains, he has made the following minute:—"This slovenly practice, this disregard of the time-table, must be put a stop to." Officers in charge of stations, Guards, and all others concerned are hereby instructed to use their utmost endeavors to strictly adhere to the time-tables in the running of trains.
- X C. 200/79. A Goods Guard has been fined £5, and reduced in position, for neglect of duty in allowing his train to get away from the Woodend yard.
The Commissioner has further authorized the amount of the fine being handed over to the Driver as a reward for his promptitude in going down the line after the train, and so preventing damage.
- C. 225/79. A Guard on the Ballarat line has been fined a days' pay for overcarrying a stamped parcel. So many complaints have been made of stamped parcels not being delivered at the stations to which they are addressed, by the train in which first despatched—notice is hereby given that every instance of neglect of this kind will in future be severely punished.
- C. 259/79. It is notified for the information of the staff generally that a Pointsman in the Melbourne yard has been convicted at the Criminal Sessions of stealing a case of whisky while in the possession of the department and sentenced to two years' hard labor.
- C. 275/79. When a hearse cannot be obtained, a second cover is to be placed over the truck in which the corpse is carried; or a covered truck may be used, at the option of the consignor. The use of H.C. and D. tickets is to be discontinued, and

corpses
form.

On the
brook, th
street, a
when re
having
suspend
pay and
suspensi
his influ
tions, be

Officer
reminded
to any
sacrifice
passenge

Compl
riages, o
their dut
ing vans
their stat
Rules 24
noticing
this office

Please
done by
may be e
insufficient
loading.

Rule 19
minal sta
card "La
the train,
it is const
Masters to

Instanc
are throw
and perma
by the C
that for tl
severely d

The at
to the or
and to se
months.

At stat
Station M
rooms eve
is required
of the tab

corpses are, instead, to be entered on a parcels way-bill form.

On the 6th December, a junior clerk and operator at Tallarook, the holder of a free pass, insisted on entering, at Spencer street, a compartment which he was told was engaged; and when refused entrance, he became impertinent. The facts having been reported, the Hon. the Commissioner at once suspended him from duty, and has now fined him a week's pay and suspended his pass for a term of 12 months. During suspension, having appealed to a Member of Parliament to use his influence in his behalf, he has for this breach of regulations, been fined one day's pay and removed. C. 294/79

Officers and men who are recipients of free passes are hereby reminded that possession of a free pass does not entitle them to any special privileges, and that in all cases they must sacrifice their personal comfort to the convenience of paying passengers.

Complaint having been made of the dirty condition of carriages, officers in charge of terminal stations must make it their duty to see that all vehicles on passenger trains (including vans) are thoroughly clean before allowing them to leave their stations. Where the cleansing is done by Traffic Porters, Rules 240 to 258 must be strictly adhered to; and any station noticing a dirty carriage on a train must report particulars to this office. Attention is called to my C. 234/75. C. 27/80.

Please note for the future the sheeting of all trucks is to be done by the department, and for this purpose casual labor may be employed at stations where the permanent staff is insufficient. Any one so employed to render assistance in loading. C. 90/80.

Rule 192—Ladies' Compartment.—Officers in charge of terminal stations must see that in every instance the notice-card "Ladies' carriage" is properly affixed and accompanies the train, and Guards will be held responsible for seeing that it is constantly exhibited on both windows. Terminal Station Masters to instruct Guards accordingly. C. 124/80.

Instances of gross carelessness in shunting, whereby vehicles are thrown off the line, and damage done to the rolling stock and permanent way, having become so numerous, I am directed by the Commissioner to give warning to the staff generally, that for the future, any one offending in this respect will be severely dealt with, if not dismissed the service. C. 132/80.

The attention of Station Masters and Guards is called to the order directing plugs to be placed in lamp holes and to see that it is strictly enforced during the winter months. C. 159/80.

At stations where two or more Guards are placed, the Station Master will in future prepare, and post in Guards' rooms every Saturday, a table showing the trains each Guard is required to run daily during the ensuing week, and a copy of the table must be enclosed to the General Traffic Manager. C. 190/80.

by first up train every Monday. When subsequent specials are arranged, and the order of running is altered, an amended copy must be sent.

- C. 249/80. One of the Goods Guards has been disgraced and reduced to the position of Porter, for endeavoring to conceal from this office the fact that the Driver of his train was drunk, and incapable of performing his duty.
- C. 256/80. Station Masters are to take temporary charge of Industrial School children sent to their care by officers of that department, until the arrival of the person to whom such children are consigned, provided always that it does not interfere in any way with the proper performance of their other duties.
- C. 388/80. All communications addressed to the "Pay Clerk," Accountant's Branch, are to be way-billed.
- C. 155/81. When one ladies' compartment is not enough on any train, another is to be set apart for their accommodation.
- C. 292/81. Please note that hereafter, the front part of the Williamstown trains on the up journey is to be reserved for passengers from Williamstown, North Williamstown, and Williamstown Junction; the latter part for those from Spottiswoode, Yarraville, and Footscray. Station Masters will please see that this arrangement is carried out, as passengers from Footscray complain of the difficulty of securing accommodation, on account of passengers from previous stations spreading themselves through the trains instead of keeping together.
- C. 332/81. A Goods Guard, having been convicted of stealing pottery-ware from the train under his charge, has been sentenced to fourteen days' imprisonment and dismissed from the service.
A Receiving Porter, having been convicted of stealing whisky from casks in the Melbourne goods shed, has also been sentenced to fourteen days' imprisonment and dismissed from the service.
- C. 333/81. Late Arrival of Passenger or Mixed Trains at Terminal Stations.—The late arrival of passenger and mixed trains having become far too frequent recently, the attention of all concerned is called to the following regulations for the better observance of the time-tables, viz. :—
1. Whenever a passenger or mixed train arrives five minutes (or over) behind time at a terminal station, where there is a Locomotive Foreman, the Station Master and Locomotive Foreman respectively must at once call the Guard and Driver together, and obtain their explanation *viva voce*, of the cause of delay. They will decide there and then on whom the blame (if any) rests, and furnish a joint report to the General Traffic Manager, embodying their recommendation.
 2. In addition to the above, Guards must forward at once a written report to the General Traffic Manager, through their superior officer, furnishing particulars of time lost, as well as giving the information on the train way-bill.

3
4
Stat
ginnin
amine
and th
Wh
trucks
chains
An
in the
3.55 p.
contran
ing to
Plea
to the
spect,
sider o
referen
Mr.
all com
address
Staff
accept
staff is
Relat
from te
stations
time a l
the line
All S
that wh
on the
officers
attende
At th
was sen
gaol for
the Ben
not so r

3. Guards must forward in addition to, and with the train way-bill, for every train, a train sheet, as per accompanying form, marked A, showing arrival and departure at each station on the section for which the sheet is made out.

4. Officers in charge of stations must use their utmost endeavors to despatch trains in accordance with the time-tables, and report at once any detention of five minutes or more, furnishing particulars to the General Traffic Manager. In every case where it is shown that detention has been caused through mismanagement or other cause on the part of officers in charge, severe punishment will be visited upon the offender.

Station Masters are strictly enjoined to see that at the beginning of each month all passes and tickets are strictly examined, and any that may be out of date at once collected and the circumstances reported to this office. C. 368/81.

When screw couplings are used on live stock and goods trucks, the centre chain couplings must be coupled to the side chains and not to the centre hook. C. 423/81.

An acting Porter's (Flinders-street) name has been entered in the defaulter's book for leaving his station when on duty at 3.55 p.m. on Sunday last, and entering an hotel in uniform, contrary to all railway regulations. This is issued as a warning to all employés. C. 54/82.

Please note that Mr. L. J. Rochfort has been reappointed to the office of Railway Storekeeper, and is empowered to inspect, and reject if necessary, any article that you may consider of doubtful quality; in future, all communications in reference to stores are to be addressed to that officer. C. 143/82.

Mr. Harold Kent has been appointed Traffic Auditor, and all correspondence in connection with that branch is to be addressed to him.

Staff Regulations.—From this date Guards and Drivers who accept staff tickets will be held responsible for seeing that the staff is at the station from which they receive the ticket. C. 193/82.

Relative to Goods Trains.—Some trains have recently run from terminal to terminal with a light load, because roadside stations have not signalled them to stop, although at the same time a large number of loaded trucks have been ready along the line waiting to go on. C. 207/82.

All Station Masters and Guards will therefore please note that when a goods train starts light, a load must be made up on the road, if there are trucks. Goods Guards, as well as officers in charge, will be held responsible for seeing this is attended to.

At the Ballarat Police Court, on the 9th inst., a Guard was sentenced to pay a fine of £20, with £3 3s. costs, or go to gaol for a period of three months, for appearing on duty drunk, the Bench adding that this heavy penalty had been inflicted, not so much on the man as a deterrent to others who have



the lives and property of their fellow-creatures in their hands, from committing the same offence.

- C. 253/82. It having transpired that at some stations no "Appearance Book" is kept for Guards to sign on coming on duty as directed by clause 259 of the Book of Rules and Regulations, it is hereby ordered that at all stations where Guards (passenger and goods) take charge of trains, this book must be strictly kept in future. The Station Master or other officer in charge for the time being must initial each signature as a guarantee that he has satisfied himself that the provisions of the above-mentioned clause have been duly complied with. Requisition for these books in the usual way.
- C. 335/82. Truck 217 M is fitted with pipe for patent brake, for use on Main line only. This truck must be shown on daily return of rolling stock, when at any other station than Melbourne.
- C. 346/82. A Station Master has been dismissed the service for appropriating the money of the department to his own use.
- C. 361/82. The Porter in charge at Mooroopna has been tried and sentenced to two months' imprisonment in Sandhurst gaol, on a charge of embezzling money, the property of this department.
- C. 372/82. My C. 172/75, Clause 8.—At all junction stations where mails have to lie for a longer period than 15 minutes before the connecting train to carry them to their destination starts, the Station Master will instruct the Parcels Clerk or one of his Porters to receive and sign for the bags to the incoming Guard and afterwards hand them over to the Guard of the outgoing train, taking his receipt for them in a parcels delivery book kept for that purpose. This arrangement to come into force on the 1st prox.
- C. 437/82. My C. 172/75, Clause 5.—Mail bag way-bills are to be filed by Station Masters at terminal stations. Before doing so, they must see that they are properly filled up—the time of delivery and signature opposite each entry, and the Guard's signature at foot.
- C. 553/82. At stations where there is no Yardsman, it will, from this date, be the duty of all officers in charge to enter up, and check daily, the truck record book. The work may not be delegated to another except with consent of this office.
- When waggons are in demand, all empty trucks must be loaded and despatched within one working day of arrival; if consignments are not on hand ready to load, empties should not be applied for.
- Every day the depôt station should be advised of the number and description of waggons that have been discharged and are not required for loading, so that steps may be taken to send them on to the stations in want of them.
- C. 598/82. Engine-drivers are now prohibited from proceeding on a staff ticket till they have personally seen the staff itself, or (when the staff regulations are suspended) a written order from the Station Master to Driver, and "line clear" message.

Now
leaving
their po
as auth

Notic
passeng
over ho

Volu
change
vouche
endorse

When
partne
occasio
impract

If the
day of
the othe
within

Office
on pres
officer.

the clas
Mont
travell
stamped

must be
which i
Traffic


It has
seized a
not pro

him. A
of a rifle
volunte
receive

For tl
to trave
charged
respecti

From
scholar
twenty

receivin
full fare
In all
time ne

Now that Drivers have instructions to view the staff before C. 606/82. leaving a station, Station Masters will please have staff in their possession when a train is about to start, and produce it as authority for giving the signal. 

PASSENGERS, ETC.

Notice, that in case of a full train at roadside stations, C. 27/62. passengers having purchased tickets are to have the preference over holders of free passes.

Volunteer and Police Warrants.—You will require to ex- C. 161/63. change same, giving a ticket, forwarding the warrant as voucher to the Traffic Audit Office, with the amount of fare endorsed.

When Judges of the Supreme Court are on circuit a com- C. 163/63. partment will be required to be reserved for them on all occasions, except when the number of passengers renders it impracticable without refusing place to others.

If the first half of a return ticket is not travelled on on the C. 424/64. day of issue it will not be available for any other date, but the other half will be available provided the passenger returns within the prescribed time.

Officers from public departments are to be granted tickets C. 683/65. on presenting proper printed vouchers, signed by a responsible officer. These vouchers to be sent to the Traffic Auditor with the classification sheet.

Monthly tickets at half fares to be issued to employés C. 874/65. travelling on the Suburban lines. The ordinary tickets stamped "Half" to be used. Authority from superior officer must be produced, certifying that applicant is an employé, which must be forwarded with monthly ticket return to the Traffic Auditor.

It has been reported that the Station Master at Geelong C. 22/68. seized and retained the rifle of a volunteer because he could not produce a ticket, but supposed his uniform could pass him. All officers and servants are informed that the seizure of a rifle or other accoutrements from a volunteer is illegal, a volunteer not having the power to pawn, nor can any one receive such property in pledge.

For the future passengers who desire on the return journey C. 14/69. to travel in a higher class than they have paid for are to be charged the full difference between the single fares of the respective classes.

From this date the half-monthly fare is only to apply to C. 6/70. scholars under sixteen years of age. Scholars from sixteen to twenty years of age, apprentices, &c., of the same age, not receiving more than £65 per annum, to pay two-thirds of a full fare.

In all cases old monthly tickets must be given up at the C. 8/70. time new ones are issued.

- C. 90/70. Drivers' passes to show the name of the consignee of the sheep as well as the person to whom it is issued.
- C. 74/71. Suburban Lines.—Monthly or quarterly tickets lost during the currency of a month may be renewed on payment of a proportionate rate for the unexpired portion of the month.
- C. 45/72. Passengers are not to be allowed to travel in Guards' vans of passenger trains unless provided with a special order from this office. All previous orders cancelled.
- C. 65/72. Herewith receive holiday excursion fare boards. Have them hung up in conspicuous places.
- C. 68/72. Members of the Police Force producing a certificate from the officer in charge of their station that they are on urgent business may travel by goods trains to stations at which the train is bound to stop on goods business.
- C. 124/73. Suburban Lines.—Monthly tickets may be renewed forty-eight hours prior to the 1st of each month, but the ticket for the current month must be given up in each case. New monthly ticket holders can only obtain them on the 1st as heretofore.
- C. 166/73. Holiday and Friday excursion tickets cannot be extended beyond the date for which they are issued by extra payment. If not used within advertised date they are forfeited.
- C. 241/74. Pupils attending boarding school proceeding home for the Christmas, Easter, Midwinter, or Michaelmas holidays, to be granted holiday excursion tickets, endorsed as available for return at the expiry of the vacation. The requisite form to be signed by the head master and forwarded to the Traffic Auditor.
- C. 187/75. Members of the Police Force, on leave of absence, will now require to provide themselves with two "Leave Certificates," the one to be used on the Up and the other on the Down journey, as the case may be; on these certificates issue single tickets, stamped "Half," at half rate to and from all stations. Cash to be paid by the applicant and certificates to be forwarded to the Traffic Auditor.
- C. 190/75. Members of both Houses of Parliament are now to be permitted to travel in the Guard's van on production of the Member's pass only.
- C. 226/75. Suburban Lines.—In future young women of any age are to be entitled to obtain monthly tickets at two-thirds the ordinary fare on production of a certificate that they are earning under £65 per annum.
- C. 21/76. Periodical Tickets (Suburban Lines excepted).—In future quarterly tickets must be dated from the 1st January, 1st April, 1st July, and 1st October; half-yearly tickets from 1st January and 1st July in each year. In addition to the sum charged for tickets an additional two shillings and sixpence for yearly and half-yearly, and one shilling for quarterly is to be collected and shown in classification, and refunded on return of ticket after expiry. In cases where tickets are not returned no refund is to be made.

Cricket, not less than the two last station at the seeing to travel Auditor.

Periodicals be issued by stations and the head master sixteen to the boarders, a ticket at the purpose of visit.

In future Governor to persons accompany produce either the latter general.

I have again practice of brake van. passengers (without a written recommendation).

To prevent obstructed the train at a station however, by tence. See

On and a Williamstown enough to be allowed to travel themselves into the Report at on the bye-law &c., are not force.

Herewith commercial traffic

From the following rates

Monthly.—(Excepted):—For second class and 2s. per and not exceeded to five miles, 1s. 6d.

Cricket, Lacrosse, Football, and Hurling Clubs.—In future C. 40/76. not less than eleven members of the two former and twenty of the two latter are to be allowed to travel to and from any station at a holiday excursion fares, on production of a certificate from the secretary of the club, giving names of members wishing to travel; such certificate to be forwarded to Traffic Auditor.

Periodical Tickets to Pupils attending School.—These can C. 111/76. be issued between any two stations under the following regulations and subject to the production of a certificate signed by the head master: Pupils under sixteen years of age, half fare; sixteen to twenty, two-thirds; over twenty, full fare. Weekly boarders, attending school at a distance, can have a single ticket at the same rates once a week, each way, for the purpose of visiting home.

In future when it may be necessary for His Excellency the C. 115/76. Governor to proceed by train (either special or otherwise) all persons accompanying him, his aide-de-camp excepted, must produce either pass or ticket. The term "suite" is to signify the latter gentleman only.

I have again to caution all concerned in reference to the C. 138/76. practice of allowing passengers to travel in the passenger brake van. After this warning any Guard found permitting passengers (Members of Parliament excepted) so to travel without a written order as well as a first class ticket will be recommended for dismissal.

To prevent re-booking, officers in charge are hereby in- C. 209/76. structed that tickets are not to be issued after the arrival of a train at a station except to *bond fide* passengers. Re-booking, however, by same train must not be permitted on any pretence. See Bye-law 9.

On and after 15th January next the carriages on the C. 281/76. Williamstown line will run with unlocked doors. Be good enough to keep a sharp look out that passengers are not allowed to travel without payment of fares, nor to let themselves into or out of carriages while the train is in motion. Report at once any infringement of these orders. Of course the bye-laws of the board relating to evasion of fares, &c., are not affected by this instruction, but remain in full force.

Herewith I hand conditions of periodical tickets issued to C. 1/77. commercial travellers.

From the 1st March, periodical tickets will be issued at the C. 57/78. following rates, viz. :—

Monthly.—To and from all stations (Suburban lines excepted):—For two miles and under, 12s. first class, 7s. 6d. second class; over two and not exceeding five miles, 2s. 6d., and 2s. per mile added to two mile amount; over five and not exceeding ten miles, 2s., and 1s. 6d. per mile added to five mile amount; over ten and not exceeding fifty miles, 1s. 6d., and 1s. per mile added to ten mile amount;

over fifty miles, 9d. and 6d. per mile for each class respectively added to fifty mile amount.

Quarterly.—Fifteen per cent. off three monthly.

Half-yearly.—Ten per cent. off two quarterly.

Yearly.—Five per cent. off two half-yearly.

On the Williamstown and Essendon lines the monthly tickets remain at present rates, but quarterly, half-yearly, and yearly tickets are issued at reduced percentages as shown above.

Quarterly tickets are issued only on the 1st January, 1st April, 1st July, and 1st October. Half-yearly, on 1st January and 1st July; and yearly, on 1st January only. In calculating periodical tickets, pence under 3d. to be dropped, 3d. and over, to be charged 6d.; quarter mile to be dropped, half and three-quarter mile, to be reckoned a mile.

Station Masters must give timely notice to the Traffic Auditor of all periodical tickets required, so that they may be ready at proper date of issue, and must make it their business to collect all tickets at date of expiry.

The above clause relating to dropping or adding odd pence does not apply to half or two-third tickets. Charge the exact pence.

The deposit required on quarterly tickets will be one shilling, and on half-yearly and yearly, two shillings and sixpence.

C. 94/78. Persons entitled to monthly tickets at half or two-thirds fare can have quarterly, half-yearly, and yearly tickets at a similar reduction.

C. 110/78. In future, a first class compartment may be reserved on payment of six single fares, and a second class on payment of eight single fares, entitling two persons to travel. Twenty-four hours' notice must in every case be given to the terminal station of departure.

C. 160/78. My C. 94/78.—Applicants for quarterly tickets at half or two-thirds rate must fill up one of the forms (12 or 13), and have it duly signed by themselves and their parents, or employers, as the case may be.

C. 13/79. When any passenger desires to travel in the van of a goods train, before being allowed to do so he must sign a guarantee in the book forwarded herewith, which must be duly witnessed by the officer in charge. The fly leaf to be duly filled up by the Station Master and handed to the passenger, who must at the same time be informed that he will require to deliver it up at his destination along with his ticket. Goods Guards to be instructed accordingly. First class fare to be charged in all cases.

When a member of the Police Force travels under guarantee, write "Constable" (or whatever his rank may be) before his name on the fly leaf of the guarantee.

C. 59/79. Colonial Legislative Passes.—The arrangement now is, that Members' passes from New South Wales, South Australia,

Queensland, the Victorian are available. The pass is "The Pass."

New T will be a must, however, destination any station arrived a journey v

My C. must provide by the he

My C. in future other will

Note that from any sheet for

Excursion settlements trains mustion come the ticket the responsible cases a re the revenue after settl

Return are available cricket an instructio

Student home for holidays, as available requisite to be provided Traffic Au

In addition either jurisdiction exercise the passing the depart:—

Sandhurst Benalla, S

It must without their best

Queensland, New Zealand, and Tasmania are available over the Victorian lines of railway, and Victorian Members' passes are available on Government railways in the colonies named.

The pass in use in the three colonies is the "Leather Book Pass."

New Ticket Nippers.—Note that tickets on all country lines C. 135/79. will be available for one week, including day of issue. They must, however, be collected when the passenger arrives at his destination, whether the week has expired or no, and also at any station if the week has expired, whether the passenger has arrived at his destination or no, or is unable to finish his journey within the prescribed time.

My C. 874/65.—Applicants for employes tickets at half fare C. 174/79. must produce a form (87) similar to the attached, duly signed by the head of their branch.

My C. 40/76.—All applications for excursions tickets must C. 188/79. in future be made on the attached form (No. 88), and no other will be recognized.

Note that when a special train for passengers or mails starts C. 241/79. from any station, a debit is to be shown on the classification sheet for that day.

Excursion Trains.—Unless when otherwise ordered, a final C. 285/79. settlement for tickets supplied for school and other excursion trains must be made within forty-eight hours after the excursion comes off; and officers in charge should, on handing over the tickets in the first instance, intimate this fact clearly to the responsible person who arranges for the excursion. In all cases a return of the numbers who travel at each rate, and the revenue derived, must be sent to this office immediately after settlement is obtained.

Return tickets issued on warrants to Volunteers or Police C. 55/80. are available for three days, and return tickets issued to cricket and other clubs are available for a like period, unless instructions to the contrary are sent from this office.

Students attending the Melbourne University, proceeding C. 186/80. home for the Christmas, Easter, Midwinter, or Michaelmas holidays, to be granted holiday excursion tickets, endorsed as available for return at the expiry of the vacation. The requisite certificate, signed by the Registrar of the University, to be presented in each instance, and forwarded to the Traffic Auditor as a voucher.

In addition to North Melbourne, the following places, being C. 248/80. either junction or refreshment stations, must in future exercise the most careful check on all passengers who may be passing through, and also with respect to those who arrive or depart:—Hamilton, Ararat, Ballarat, Geelong, Maryborough, Sandhurst, Castlemaine, Kyneton, Woodend, Wangaratta, Benalla, Seymour, Warragul, Oakleigh.

It must be seen that no person travels in a carriage or van without the proper ticket or free pass, and the staff must use their best endeavors to collect excess from passengers travelling

spectively

monthly
half-yearly,
as shown

January, 1st
7, on 1st
only. In
dropped,
dropped,

the Traffic
may be
business

add pence
the exact

be one
ings and

two-thirds
kets at a

erved on
yment of
Twenty-
terminal

t half or
13), and
cents, or

f a goods
uarantee
itnessed
ed up by
must at
deliver
Guards
charged

arantee,
efore his

is, that
ustralia,

with children over four years of age without ticket, and from those over twelve who are travelling on half a ticket, even though they have been passed and overlooked by another station. When excess is collected, a duplicate of the Traffic Auditor's return must be enclosed to the General Traffic Manager. Terminal, as well as roadside stations, are also instructed to use the utmost vigilance. A more careful inspection of all descriptions of passes must also be made.

C. 359/80. In future, all free passes (except those issued for a week or upwards on Suburban lines and book passes) must be nipped in the same manner as ordinary tickets. This will show if they have been travelled on before or not, and do away with the necessity of asking holders that question. Instruct all Porters accordingly.

C. 393/80. My C. 241/74.—In future, before holiday excursion tickets can be issued to pupils, the school which they are attending must be registered on the proper form, which you will forward at once to this office for registration, when it will be immediately returned to you to file for reference. No certificate will thereafter be accepted unless signed by the principal of the school, or the person whom he authorizes to sign for him, both of whose signatures must appear on the registration form. This concession applies only to pupils attending *bonâ fide* boarding schools, and should you have any doubt as to any school coming under that designation, apply to this office for instructions.

C. 438/80. In future, when the wrong half of a ticket is collected it is to be at once forwarded to the Traffic Auditor with a memo. stating by what train collected, and the station to which ticket was available to be at same time advised, giving number, class, and train. In cases where ticket is available for Melbourne, North Melbourne is to get same advice.

C. 1/81. In future, passengers travelling on through return tickets from Wilcannia, Hillston, Mount Gambier, Casterton, Penola, Belfast, Warrnambool, or any other place where we have a through system of booking in connection with Cobb and Co., are to be allowed to break their journey at any roadside station going or returning. Their tickets must, however, be given up to the Station Master on arrival, who will retain them till they resume their journey.

C. 145/81. Volunteer Fares.—1. Volunteers to be charged half fare on all Suburban lines when in uniform. Half tickets to be issued to them.

2. Volunteers to travel at two-thirds ($\frac{2}{3}$ rds) rate on warrant on all lines.

C. 159/81. My C. 59/79.—The New South Wales Members' pass is now a gold one.

C. 206/81. My C. 874/65.—Youths in the railway service not receiving more than £65 per annum to be granted monthly tickets at half the two-thirds rate.

Friday
known a
"Friday
Saturday
lines exce
till the fo
by the las

Please
of passes
liamstown
discontin
. Judges
credentia
return tic
for return
letter to l

From t
person re
Masters n
date of e
give the
not renew
no refund

In the c
the first t
may be is
accounted
by Statio
when the
stations r
travelled

A first
to each St
and all b
finished.

All Sub

1. Mo
can
stat
2. Ha
cha
for
met
3. Yo
pay
dup
4. No
wit
5. No
hav
pai

Friday Excursion Fares.—Please note that the fares hitherto known as "Saturday Excursion" will hereafter be styled "Friday Excursion." Tickets can be issued every Friday and Saturday till further notice, to and from all stations (Suburban lines excepted) at these fares, available to return by any train till the following Monday night. These tickets can be issued by the last train on Fridays, and by all trains on Saturdays. C. 274/81.

Please note that on and after 1st January, 1882, the issue of passes to captains of vessels, between Melbourne and Williamstown Pier, or Melbourne and Sandridge Pier, will be discontinued. C. 295/81.

Judges proceeding to agricultural shows, on producing a credential from the secretary of the society, to be granted return tickets at Friday excursion fares, endorsed as available for return till the day after closing the show. The secretary's letter to be sent to the Traffic Auditor as a voucher. C. 311/81.

From this date no interim passes will be issued to any person renewing a half-yearly or yearly ticket. Station Masters must keep themselves constantly posted up as to the date of expiry of all such tickets issued at their station, and give the holders timely notice on the proper form (16B). If not renewed in time, the ordinary fares will be charged, and no refund afterwards allowed. C. 369/81.

In the case of persons taking out a half-yearly or yearly for the first time, an "interim pass," available for six days only, may be issued on payment of the full amount, which must be accounted for in that day's cash. These passes must be issued by Station Masters only, and must invariably be collected when the metal pass is issued; and checking and collecting stations must be careful to see that none out of date are travelled on.

A first and second class interim pass book will be furnished to each Station Master on application to the Traffic Auditor, and all blocks must be returned to him when the books are finished.

All Suburban Stations.—To date from 1st January, 1882:— C. 392/81.

1. Monthly or quarterly tickets between any two stations cannot be exchanged for others between two other stations during their currency.
2. Half-yearly or yearly metal tickets may be so exchanged on holder paying the difference in fare (if any) for the unexpired time to run and the cost of a new metal ticket (2s. 6d.).
3. Youths or scholars losing their periodical tickets must pay *pro rata* for the unexpired portion on obtaining a duplicate.
4. No duplicate monthly ticket is to issued to any one within seven days of the end of the month.
5. No pass is to be issued to any periodical ticket-holder having mislaid or forgot his or her ticket, and the fares paid cannot be refunded.

6. On all Suburban lines, yearly, half-yearly, and quarterly tickets will be issued on the 1st January, 1st April, 1st July, and 1st October only.

- C. 396/81. From this date any passenger can travel in the van of goods trains on paying first class fare and signing the requisite guarantee, *provided always* that the train is bound to stop on railway business at the station to which he desires to travel. Goods trains are on no account to be stopped solely for the benefit of such passengers. Commercial travellers and others who are constantly travelling can sign a general guarantee and get a general permit on application at this office, the permit to be invariably produced before a ticket is issued. This regulation applies to passengers paying first class single or to holders of first class periodical tickets, but not to return or excursion tickets.
- C. 413/81. In future, passengers losing their monthly tickets can obtain another, on paying *pro rata*, by merely applying to the local Station Master, no reference to this office being necessary. To obviate the necessity of issuing passes, the stock of monthly tickets will be left in Station Masters' hands till the 24th of each month, after which no *pro rata* tickets can be issued.
- C. 440/81. My C. 241/74.—Melbourne has been supplied with a stamp marked "*School Vacation*." Any tickets with this stamp on them are available for the following lengths of time at the vacations named, viz.:—Christmas, sixty days; Midwinter, thirty days; Easter, seven days; Michaelmas, seven days. Days of issue and return and Sundays included in these numbers.
- C. 473/81. From the 1st prox. the issue of free passes to the Press will be discontinued. Tickets at half the current rates will thenceforward be issued to members of the Press on production of requisition on form 15B. Requisition to be forwarded to the Traffic Auditor as a voucher.
- C. 482/81. All Hobson's Bay Stations.—Pass tickets are to be issued on the 1st of each month only, and are to be accounted for in the classification in the same manner as ordinary tickets. Refunds are to be made not later than the 2nd of each month, and are to be deducted from the classification in the same way as ordinary refunds, the tickets being sent to Traffic Auditor as vouchers. When the 2nd falls on a Sunday, refunds can be made on the Monday.
- C. 38/82. Herewith receive instructions relative to workmen's trains. Post some copies in conspicuous places about the station for the benefit of the public. The tickets are to be sold in pairs (perforated), at 4d. and 6d. the pair, or in dozens, at 1s. 9d. and 2s. 6d. the dozen. Tickets to be nipped and collected in the ordinary manner.
- C. 72/82. My C. 110/78.—When a compartment is reserved, and six first class, or eight second class single fares paid, as the case may be, only two of the ordinary tickets are to be issued; an

excess fare
to the pas
partment
written a
at the end

The fol
school are

1. At

des

mo

2. En

of a

nei

the

tick

Suburba

is lost, an

Masters w

wire to th

wards sen

pay, in ad

days, whe

interim pa

made by t

when, and

handed ov

this office

metal tick

refunded l

will forwa

refund.

It has b

men's tick

second tim

The stric

and Collect

collected in

On and

undermenti

usual requi

Requisiti

who will c

A. P. Ake

A. W. Hov

J. C. Thon

McCormick

Requisiti

mentioned

be charged

Judge Ski

McFarland.

excess fare ticket is to be issued for the balance, and handed to the passengers as their authority to occupy the whole compartment. The words "Reserved compartment" to be written across the excess fare ticket, which is to be collected at the end of the journey in the ordinary manner.

The following concessions to employes children attending school are still to remain in force, viz. :—

1. At country stations where there is no school of any description, employes children are to be granted free monthly tickets to the nearest State school.
2. Employes desirous of sending their children to a school of a better description than the one in their immediate neighbourhood, or employes living in the suburbs sending their children to school in Melbourne, are to be granted tickets at half the ordinary scholars' rate.

Suburban Lines.—When a half-yearly or yearly metal ticket is lost, and an application is made for a duplicate, Station Masters will, on receipt from the loser of the sum of 5s., at once wire to the Traffic Auditor to prepare a duplicate, and afterwards send in a requisition in the usual way. The loser must pay, in addition to the 5s., the daily fares for not more than two days, when, if the duplicate is not ready by that time, an interim pass is to be issued. In all cases a declaration must be made by the applicant before a Justice of the Peace as to how, when, and where the ticket was lost before the duplicate is handed over, and all such declarations must be forwarded to this office at once. Should the loser of a half-yearly or yearly metal ticket afterwards find it, 2s. 6d. of the 5s. will be refunded him on returning it to the Station Master, who will forward it to the Traffic Auditor as a voucher for the refund. C. 199/82.

It has been reported that a large proportion of the workmen's tickets are not nipped, and can therefore be used a second time. C. 210/82.

The strictest orders must be issued to all Ticket Examiners and Collectors that these tickets must be carefully nipped and collected in due course.

On and after the 1st. prox. you will issue tickets to the undermentioned Police Magistrates on their presenting the usual requisition. C. 232/82.

Requisitions to be sent as vouchers to the Traffic Auditor, who will collect from the Solicitor-General's Department:—
A. P. Akehurst, C. W. Carr, W. H. Foster, T. D. S. Heron, A. W. Howitt, C. H. Nicholson, C. Shuter, F. L. Smyth, J. C. Thomson, J. G. Taylor, G. Webster, A. Wyatt, C. McCormick, and F. A. Hare.

Requisitions for tickets may be received from the undermentioned County Court Judges when travelling on duty, to be charged to the Solicitor-General's Department, viz. :—
Judge Skinner, Judge Nolan, Judge Quinlan, Judge McFarland. C. 345/82.

- C. 368/82. Inspectors of Stock are no longer authorized to obtain tickets by requisition on the Department of Agriculture.
- C. 429/82. From the 1st prox. the barrier system will come into operation on the South Suburban lines, and no one will be allowed to enter any station unless provided with a ticket. Tickets to be examined as passengers enter each station, and to be collected as they leave after arrival at destination. Richmond and Emerald Hill will cease to be collecting stations. Every vigilance to be observed in seeing that second class passengers do not travel in first class carriages.
- C. 453/82. South Suburban Lines.—Fare Table.—Clause 4.—When a ticket for more than three lines is required, add 10 per cent. of the rate for each additional line. For example, a half-yearly first class ticket to include Brighton, Hawthorn, Albert Park, and Sandridge to Melbourne, would be calculated as follows, viz.:—Brighton, full rate, £4 12s.; Hawthorn, 20 per cent. of £2 15s., 11s.; Sandridge, 10 per cent. of £2 1s. 6d., 4s. 2d.; Albert Park, 10 per cent. of £1 17s., 3s. 9d. Total—£5 10s. 11d.
- C. 473/82. It having transpired that at some suburban stations it has been by no means an uncommon practice to allow passengers to travel without a ticket and pay on arrival at their destination, it is hereby notified that such a practice is absolutely prohibited. Inform all the staff at your station accordingly.
- Holdings of periodical tickets travelling without them are to be allowed to pass on payment of the ordinary daily fare. Station Masters must satisfy themselves that they are *bond fide* holders of periodical tickets, which have been inadvertently left at home for the day before accepting the fare.
- In cases of refusal to pay the fare, the name and address to be taken, and report sent to this office as heretofore.
- C. 578/82. C. 396/81.—Holders of first class Friday or holiday excursion tickets wishing to travel by goods train on the return portion of their journey can do so on paying the difference between half the price of their return ticket and the price of a first class single.
- C. 590/82. Holders of periodical or daily tickets on the suburban lines travelling to a station beyond which their ticket entitles them are to be allowed to pay excess fare unless an evident attempt at fraud is intended. The "excess" to be collected is the ordinary single fare from the destination shown on the ticket to that to which the passenger has travelled.
- Passengers travelling without any ticket to be charged the fare from the starting station, but if an attempt at fraud is suspected the Station Master must refuse the fare and report to this office.

Stati
 comm
 acquai
 change
 particu
 trains
 are issu
 are sup
 All C
 disc in
 any sta
 dealt w
 A sla
 in addi
 may ha
 mishap.
 Parti
 hereby
 station
 prove th
 his train
 All d
 office.
 All G
 as much
 and lett
 sponsibl
 Orders g
 obeyed.
 Goods
 gers tra
 sheets.
 Mail
 for priva
 reported
 Guard
 marks or
 or reduc
 All G
 through
 through
 On no
 hung on
 of this r
 Guard
 careful i
 procedi
 is to be
 one offic

GUARDS.

Station Masters, Guards, and all employés must at the commencement of each month make themselves thoroughly acquainted with the hours of the trains and ascertain what changes there may be in their running. Guards must be particular in noting all alterations prior to their running their trains on the 1st of each month. When any new Time Tables are issued Station Masters are requested to see that all Guards are supplied with copies. C. 280/63.

All Guards must see that they have a set of signals and a disc in their van prior to their taking out their trains from any stations. Any infringement of this rule will be severely dealt with. C. 311/63.

A slate has been hung up in the Guards' room, and Guards, in addition to reports, must mark down on it any trucks that may have been left on the journey through hot boxes or other mishap, stating at what station they were left. C. 596/64.

Particular attention is called to Rule 293, and Guards are hereby informed if any trucks are damaged on arrival at any station the Guard will be held responsible for it, unless he can prove that the damage occurred before the trucks were put on his train. Any damage must be at once reported to this office. C. 612/64.

All damages to rolling-stock to be at once reported to this office. C. 693/65.

All Guards.—At all stations Guards are required to assist as much as possible in shunting, unloading goods or parcels, and letting out and in passengers, and they will be held responsible for any extra delay that may arise at these stations. Orders given by Porters in charge must also be implicitly obeyed. C. 7/67.

Goods Guards.—Any tickets you may collect from passengers travelling in your van must be sent to this office with sheets. C. 63/69.

Mail Guards are strictly prohibited from carrying parcels for private purposes, and any breach of this rule to be at once reported. C. 65/69.

Guards.—Inaccuracies in running sheets will be considered marks of inefficiency, and will be dealt with by fine, removal, or reduction in the service. C. 10/70.

All Guards to forward communications for this office through the Station Master, and all Melbourne Goods Guards through the Yard Inspector. C. 36/70.

On no account must screw couplings, spare chains, &c., be hung on the tail lamp irons of brake vans. Any infringement of this rule will be severely dealt with. C. 87/70.

Guards.—When trains stop at a station Guards are to be careful in seeing that the semaphore is set at danger before proceeding to unload the van or to open carriage doors. This is to be more particularly attended to at stations where only one official is employed. C. 103/70.

- C. 104/70. Guards.—The owner of any Guard's lamp found having the red or green glasses broken or missing, will be heavily fined. Any lamp needing repairs must be sent in at once.
- C. 48/71. Complaints having been made that trucks containing perishable goods for Ballarat East have been carried on to the West Station, notice is given that unless trucks are cut off at the proper station the Guard in fault will be fined.
- C. 63/72. Any one found shunting or moving vehicles by the side chains *only* will be fined.
- C. 113/72. All Goods Guards.—Should you have any doubts as to the sufficiency of the power of your brake van you will before descending any incline put down a sufficient number of truck brakes, and instruct the Engine-driver to keep the train well in hand.
- C. 155/73. In future when trucks are forwarded on *pro formâ* way-bill Guards will place the letters P F opposite the truck on the train sheet. Guards will also report to this office any instance in which each loaded truck is not accompanied either by a *pro formâ* or a way-bill.
- C. 32/74. The attention of all Guards is called to the necessity of examining the lashings of all plant trucks at each station as they go along.
- C. 127/74. Report at once non-receipt of any trucks shown on train way-bills.
- C. 8/75. When a special train runs on a single line the Guard must in all cases exhibit his written instructions to Station Masters at staff stations, special care being taken that Station Masters, at stations where train has to shunt on return journey, thoroughly understand them, so that staff may be properly arranged for.
- C. 175/75. When truck doors will not fasten properly or admit of both pins being put in their place they must be securely lashed before being taken on the train.
- C. 172/75. Instructions as to the use of way-bills for mails carried by Railway Guards:—
1. The way-bills printed in black are to be used solely by the Railway Guards, one way-bill to serve each train.
 2. The way-bills printed in red are to be used solely by the mail-contractors, or other persons at stations, who deliver mails to the charge of the Railway Guard.
 3. The only particulars to be shown in the railway way-bill are the number of bags delivered by the Railway Guard at each station, the time of delivery, and the receipt of the person to whom the bags are delivered.
 4. Before giving a receipt on a way-bill the person about to sign must satisfy himself that the bags are correctly labelled and entered, since he will receive no way-bills or other documents to which he can thereafter refer.
 5. Way-bills, when completed by the necessary receipts thereon, must be filed by the Station Masters at

My
August
ing ma
When
taken
for the
mail c
contra
other.
the rec
Who
name o
Com
gence o
Guards
the saf
care ; a
careless
The
of a Gu
363, an
out as
with al
attentio
The
the sup
mails ; a
will, th
much c
parcels.
Guar
starting
made u
See Rul

terminal stations. The red form will be sent from the several stations at which mail bags have been delivered to the Railway Guard, and the black form will be sent by the Station Master at the terminal station.

6. Each form is to be used only for the stations named thereon. For example :—The mail deliveries from the van at stations between Ararat and Melbourne will be shown on two way-bills—Melbourne and Ballarat, and Ararat and Ballarat—where the mails will be transferred from one van to the other. Similarly with respect to deliveries at stations between Castlemaine and Ballarat.

7. The signature may be written with pen or pencil, but must be clear and legible.

8. Receipts are not necessary between railway officers and servants, except it may be in cases where the Station Master is also Postmaster.

My C. 172/75.—These forms will come into use on the 2nd August, and are for use by Railway Guards only when carrying mails in the van, doing away with free parcels way-bills. When bags are brought by coach to a station they must be taken direct to the van and checked by the Guard, who signs for them at the foot of the red form held and retained by the mail contractor. Neither the Railway Guard nor the mail contractor receives or delivers any way-bill the one to the other. Each has to sign for bags which he receives either upon the red form or upon the black one.

When reporting detention to trains Guards should give name of Driver, number of engine, and load.

Complaint having been made by postal authorities of negligence on the part of Guards with regard to mail bags, all Guards will please note that they are strictly responsible for the safety and despatch of all mail bags entrusted to their care; and any proved instance of delay caused through their carelessness will be severely dealt with.

The Honorable the Commissioner has ordered the dismissal of a Guard for ignorance of or inattention to Rules 307, 310, 363, and 393. Station Masters are to see that all men sent out as Guards or Acting Guards are thoroughly acquainted with all rules relative to the safe working of trains. Special attention is hereby called to Rules 15 and 16.

The Postal Department complains that Guards do not give the supervision necessary to prevent mistakes in handing over mails to the contractors. All Station Masters and Guards will, therefore, note that they are responsible for exercising as much care in the correct delivery of mail bags as in delivering parcels.

Guards of passenger and mixed trains are cautioned against starting from terminal or roadside stations where trains are made up without having proper number of screw couplings. See Rule 259.

- C. 121/77. Every effort is to be made to detect offenders guilty of destroying linings of carriages, cushions, &c. Guards will require to examine their trains before starting, and then occasionally on the journey.
- C. 142/77. Attention is hereby called to the necessity for exercising great care in shunting at all stations on the first section of the North-Eastern Line.
- C. 14/78. Frequent instances having come under notice in which cushions supplied to Guards are lost from want of proper care having been taken of them, it is now notified that Guards will be held personally responsible for cushions provided for their use.
- C. 50/78. Please note and instruct Guards that all returns are to be made out and signatures taken in ink. Upon application to their respective Station Masters, excise ink bottles will be supplied, but it must be distinctly understood that, if broken, they are to be made good at expense of Guard.
- C. 140/78. Guards are hereby reminded that it is their duty before starting from any station to examine the doors of all goods trucks in their train, and satisfy themselves that they are securely fastened. They are also responsible for seeing that open trucks are properly sheeted, so as to insure protection from rain, and that the loading does not overhang. Several instances having recently occurred of doors having been found open, and goods lost in transit, it is hereby intimated that future instances of the kind will be regarded as neglect of duty on the part of the Guard, and subject the offender to a fine.
- C. 141/78. The above circular is to be noted by all Guards. It does not, however, relieve Station Masters or Foremen of any of their responsibility. At stations where there is a Foreman, it is his duty to see that all goods trucks are properly loaded, sheeted, and doors securely fastened. Where there is no Foreman, this duty devolves on the Station Master, and in neither case can they shift the responsibility on to a subordinate. Neglect will render the offender liable for the value of goods lost or damaged, and also subject him to fine or other punishment.
- C. 162/78. All goods trains way-bills will, in future, be made out by the Guard of each train. He will receive the goods way-bills in the usual manner, from the person authorized to hand them to him, and will at once proceed to enter up each truck, cover, station from, and station to, on his train way-bill. He must examine each goods way-bill, both inside and out, to see that truck number, destination, &c., agree in both cases, and must call attention to any discrepancy before starting. He must take a receipt from the Station Master for each truck left at a roadside station, and must enter on his train way-bill every truck picked up on the journey, in the manner described above. On arrival at his destination, should his journey be a through one, he must get a receipt in ink, on the train way-bill for each truck, either

from t
train
starte
in cha
the G
and th
way-b
Each
to the
train

Offic
seeing
file) h
arrival
at foot
filed a

Plea
contain
careful
Stowin
damag
conditi
custod
part w
and d
making

TRA
forms,
bill" a
town a
the pa
and to
followi

1st

2nd

3rd

from the Foreman or the Station Master, and then bring the train way-bill back with him to the station whence he started, and hand it to Station Master, or other officer in charge, to file. Should his journey not be a through one, the Guard who takes over his train must sign for each truck, and the relieving Guard will then make out his own train way-bill from the goods way-bills, as before mentioned. Each Guard to keep his own train way-bill and hand it over to the officer in charge, at his terminal station. Separate train way-bills to be made out for the up and down journey.

Officers in charge of stations will be held responsible for seeing that all train way-bills (when returned to them to file) have been properly made out and receipted, the time of arrival marked opposite each truck, and the Guard's signature at foot; and they must be careful to see that they are regularly filed and none missing.

Please instruct Guards at your station that all packages containing fish, fruit, game, &c., put into their vans must be carefully examined before starting, and the attention of Stowing Porter or S. M. called to any apparent deficiency or damage. If not so reported they will be held responsible for condition on arrival at final destination or any stations where custody may be transferred to other Guards. S. Ms. on their part will please see that all packages are examined on arrival and draw the attention of consignees to the necessity of making complaints before articles are removed. C. 215/78.

TRAIN WAY-BILL.—On and after 1st January 1879, the two forms, "Guards Running Sheet" and "Goods Train Way-bill" at present in use, will be cancelled on all lines (Williamstown and Essendon excepted) in favor of one sheet combining the particulars of both, to be called the "Train Way-bill," and to be made out in accordance with C. 162/78, and the following instructions, viz. :— C. 283/78.

Instructions to be followed with respect to it :

- 1st. The Guard of every train, whether goods or passenger, special or ordinary, must make out a train way-bill, and he must complete it, in ink, at the end of a journey before he leaves duty. One train way-bill to be made out for each specified journey, as at present.
- 2nd. All train way-bills to be sent to the General Traffic Manager by first train on the morning following the day they are made out; this cancels order to return them to starting station.
- 3rd. When a train of any description arrives in Melbourne with goods, either in trucks or van, the train way-bill must invariably be delivered to No. 1 shed, and should the train have "Through trucks" on it, the Guard will be responsible for such particulars being sent to the Yard Inspector, without delay, independent of the train way-bill.

4th. The report on train way-bill does not relieve the Guard from making a special report as usual.

5th. The numbers of the form will be 53 and 53A (long and short), and must be requisitioned for on December requisition.

C. 104/79. On receiving parcels way-billed as valuable, Guards must initial the entry on the way-bill, in presence of the Way-billing Clerk; and on delivering at destination, he must obtain the receiving Clerk's initials on the way-bill when handing it over. When Guards change in the course of a journey, the initials of the relieving Guard must be obtained on the way-bill by the first Guard.

C. 158/79. INSTRUCTIONS FOR GUARDS IN CHARGE OF PASSENGER TRAINS RE STAMPED PARCELS.

Prior to your departure from a station, you will enter the total number of stamped parcels received on a way-bill provided for that purpose, and compare such number with that entered in the stamped parcels forwarded book, calling attention to any discrepancy at the time. You will sort out on the journey those you have to deliver at the next station, entering the number opposite the name of the station. Upon arrival, take the Station Master's or Clerk's receipt. Any parcels received at roadside stations are to be entered and dealt with in like manner. At the end of your journey, the total number received and delivered must agree. All these entries must be made in ink.

When parcels are intended for branch or other lines, the signature of Station Master or Clerk at the junction to be taken for total number delivered.

A way-bill must travel with every train, whether there are parcels or not.

This way-bill to be forwarded to Traffic Auditor direct.

The public must not interfere with parcels while in your charge.

Guards must in every instance sign the stamped parcels forwarded book for the number they receive, having of course previously counted them. At roadside stations initials will do.

C. 18/80. Instances having occurred in which loaded trucks have been sent in error as empties, Guards are hereby instructed to examine all trucks for which they do not hold way-bills. Any Guard allowing a loaded truck to be taken as an empty will for the future be held personally responsible.

C. 124/80. RULE 192.—LADIES' COMPARTMENT.—Officers in charge of terminal stations must see that in every instance the notice cards "Ladies' Carriage" are properly affixed and *accompany the train*, and Guards will be held responsible for seeing that they are constantly exhibited on both sides of the carriage. Terminal Station Masters to instruct Guards accordingly.

C. 189/80. Any Guard not being in time to take his train out, and having omitted to send any reasonable excuse accounting

for hi
should
fine in
instru

It
partic
Ballar
vans o
signme
which
keep t
Station
parcels
for cor

Who
time, a
sheet (
for sig
to the

If a
daily t
compa

It ha
especia
station
startin
that th
before
additio
attenti
also rep
of truc

It ha
mencin
Gu

The
all com
and on
GUAR
been br
carriage
chain o
there i
links.

In th
be lace
Guar
the tin
same li

for his absence at least thirty minutes before the train should start, will forfeit two days' pay, viz.:—One day as a fine in addition to the day lost. Station Masters are hereby instructed to report every such absence at once.

It has been reported that at roadside stations, more particularly on the Portland to Horsham, and Ararat to Ballarat lines, fish-dealers are in the habit of entering the vans on arrival of trains, and helping themselves to their consignments, which occasionally results in their taking baskets which do not belong to them. Guards are hereby ordered to keep their van doors locked until they can give delivery to the Station Master or other person authorized to receive the parcels from them, and the latter will then be responsible for correct delivery to consignees as per way-bills. C. 210/80.

When Guards run extra trips for which they claim extra time, and for which there is no recognized allowance, the pay-sheet (Form 35) must concisely show, in the margin set apart for signatures, the extra hours and mileage worked in addition to the ordinary daily trip. C. 405/80.

If a Guard runs a special train only, and not his ordinary daily trip, then must the hours and mileage of the special, compared with his ordinary day's work, be shown.

It having become a matter of almost daily occurrence (more especially on the North-Eastern line) for trucks to arrive at stations unaccompanied by their invoices; Guards, both at starting and transfer stations, are hereby cautioned to see that they receive way-bills for every loaded truck on their train before starting, and should any be short, they must, in addition to entering the fact on their train way-bill, call the attention of the officer in charge at the time to the matter, and also report to this office, giving full particulars as to number of truck, where from, contents, train, &c. C. 108/81.

It has been decided to grant Extended Annual Leave, commencing next year, as under:— C. 299/81.

Guards less than 2 years running	... 10 days a year.
„ over 2 and up to 7 years running	15 „ „
„ over 7 years running	... 21 „ „

The extension will be strictly contingent on the absence of all complaints, freedom from accidents of every description, and on general good conduct.

GUARDS AND SHUNTERS.—Several draw-bar hooks have been broken lately, you will therefore please note, that when carriage trucks are hooked on to goods trucks, the centre chain of the goods truck must be hung on its side chain; there is not sufficient room on the carriage hook for two links. C. 242/82.

In the same way, the centre chains of live stock trucks must be laced on side chains when screw couplings are used.

Guards of ordinary trains are to be supplied with a copy of the time-table of any special train arranged to run on the same line. C. 468/82.

PARCELS, ETC.

- C. 211/63. In all cases where horses for different stations are forwarded in the same box, tickets showing the destination of each horse are to be placed on the head-stalls.
- C. 236/63. Vehicles taken to pieces for the purpose of being forwarded per railway must be charged at vehicle rates.
- C. 430/64. All small parcels of fish and game sent through Parcels office must be prepaid.
- C. 639/64. Cash letters to be signed for by Guards when handed to them, receipt to be taken against the entry in parcels book. Guard to enter them in his train book, and take Parcel Clerk's receipt against the entry when given up.
- C. 648/64. Parcels and luggage must have labels pasted on showing the station to which they are going. This must be strictly adhered to.
- C. 672/65. All carriages or other vehicles sent by passenger trains must for the future be covered.
- C. 63/68. Paper parcels are not to be received through goods. Refer consignors to Parcels office.
- C. 60/69. The usual charge to be made on all letters (not belonging to this department) forwarded by train even although marked O.H.M.S.
- C. 38/70. Should live stock arrive and not be promptly taken delivery of, the Yardsman must report within six hours to the Station Master, so that the consignee or sending station may be communicated with.
- C. 137/70. Newspapers for employes must be charged for unless permission for free carriage has been obtained from this office.
- C. 1/72. As much trouble occurs in sorting baskets and bags of game and fish, inform senders that it is desirable that they should be addressed.
- C. 93/73. Dogs are not to be received unless provided with a collar and chain, and must be prepaid.
- C. 225/74. Fowls are in future not to be received if tied by the legs, but must be in coops or cases. Passengers are not to be allowed to carry them as luggage.
- C. 74/75. Cloak-room charges are to be strictly enforced on all parcels for the future.
- C. 161/75. In future dogs unaccompanied by passengers are not to be received or forwarded unless a proper address is securely fastened to the collar. When owners do not accompany dogs they must be entered on a parcels way-bill and receipts obtained for them at the station to which they are consigned; dog ticket and way-bill to be attached to parcels way-bill, but no cash to be entered on the latter.
- C. 27/77. All small packages account of the Engineer-in-Chief sent by passenger trains are to be forwarded "free." All bulky articles to go through goods, and to be charged as usual.
- C. 115/77. Station Masters will please note that *letters* from the public under 16 ounces in weight must not be received and forwarded

through
however

Throu
ceive pa
then on
written
receive
but the
showing
Echuca
re-charge
News
the lesse
rates.

When ag
them ag
The fo
the carri
Victoria,
tered, A
gold and
these ba
ordinary
be reserv

Regula

1. V

to

de

2. T

se

to

ca

pa

3. U

th

sta

4. H

wa

5. C

no

as

6. T

29

by

ser

all

alr

7. St

bil

rec

rec

through the Parcels office. *Packages* of any weight may, however, be sent without regard to contents.

Through Parcels D. & M. Co. Victorian stations can receive parcels stamped to Echuca; the through way-bill must then only show D. & M. charge, the word "Stamps" being written in departmental columns. D. and M. stations can receive parcels bearing stamps for freight on Victorian lines, but the D. and M. charge must be prepaid, and a way-bill showing destination sent with them to Echuca; on arrival Echuca will check, make good insufficient postage, if any, and re-charge the amount to sending station by paid on. C. 166/77-

Newspapers for the public, or any other parcels forwarded by the lessee of the book stalls, must be charged the usual parcels rates. Attention is also called to my C. 172/78. C. 137/70.

When stamped parcels are over-carried Guards are to enter them against the Station at which they would be delivered. C. 262/78.

The following banks will in future pay an annual sum for the carriage of their Gold and Treasure *on all lines*, viz. :—The Victoria, Union, New South Wales, Oriental, London Chartered, Australasia, Colonial, National, and Commercial. All gold and treasure, therefore, in charge of representatives of these banks is to be passed free. The clerks will pay the ordinary passenger fares, but henceforth *no compartment is to be reserved for them*. C. 106/79.

Regulations as to Parcels Rates and Stamps :—

1. When a forwarding station receives a stamped parcel to be sent by rail, the stamps to be immediately defaced. C. 157/79-
2. The Station Master or Clerk receiving a parcel must see that it is sufficiently stamped. If consignor refuses to affix stamps for any deficiency, the stamp will be cancelled, and the parcel forwarded at the unstamped parcels rates (Clause 27).
3. Unauthorized persons must not be allowed to inspect the writing on stamped parcels while in the van or station offices.
4. Horses, carriages, dogs, and excess luggage are to be way-billed precisely as hitherto.
5. Clause 21 must be strictly adhered to. Senders must not be allowed to place their parcels in the van, except as provided (Clause 20).
6. The defacement of stamps affixed to parcels (Clause 29) must be made at the sending and receiving stations by means of the dies issued for that purpose; but at a sending station stamps affixed to parcels are not to be allowed in prepayment thereof, if the stamps have already been defaced.
7. Station Masters will require to sign the Guard's way-bill in ink for the number of stamped parcels received. (These way-bills to be obtained on quarterly requisition.)

8. The Station Master or Clerk at a receiving station must enter the names of all consignees for stamped parcels according to the address in a separate delivery book, and take a receipt for same, showing the train they were received by, up or down. The number of parcels signed for in delivery book must, in every instance, correspond with the number shown on stamped parcels way-bill as having been received by each train.
9. All stations must enter in the book provided for that purpose the number of stamped parcels forwarded by each train, such number in all cases to agree with that entered on stamped parcels way-bill by Guard. At terminal stations the Parcels Clerk to keep this book, and the Parcels Porter to see that the numbers in book and way-bill correspond when parcels are handed over to the Guard. At junction stations the number of through and local parcels must be entered in separately —for example, Castlemaine would enter thus:—

Date.	Train.	To	No. Parcels.	
July 1	10.6 a.m.	Ballarat	10 20 12	Local per 6.45 a.m. Melb. Train per 6.45 a.m. Sandh. Train

10. At a terminal or junction station, the Station Master or Clerk will sign for parcels intended for other lines, taking a receipt in delivery book for the number handed to guards of main or branch line trains, as the case may be.
 11. Stamped parcels can be delivered without production of check.
 12. Station Masters will be held personally responsible that rule No. 259 of Book of Rules and Regulations is carried out.
 13. Nothing in these regulations affects the rates for gold, the exceptions provided for by the Act of Parliament of Victoria numbered 78, the rates hitherto charged for corpses, or the liability to storage after 48 hours.
- C. 189/79. In future no race-horse will be entitled to be returned free from any race meeting unless form No. 89, duly filled up, is presented. Full directions are given at the foot.
- C. 195/79. When parcels are way-billed "free," the authority should be shown in the column of "remarks."
- C. 36/80. Flowers consigned to the Melbourne Ladies' Flower Mission to be way-billed free.
- C. 347/80. Referring to the regulation limiting the luggage of passengers to wearing apparel only, officers in charge are hereby

informed and allow personal Any small him are 1 takeable a drover would be must exe tween bo merchand One ger overlande proper cha once of t pay" way The ad give the re Horsham, must also and D. Bo unclaimed "Phosp dangerous The pro future sen line, show various sta manner an get Station enter the t station wi Master, M and then once repor Valuable along with none of the Receipts underneath Clerks, &c have been Melbourn according t the sender The sub apply to tl and Sandri sent from vice versa,

informed that in future they must exercise their discretion, and allow any package which they may consider *bonâ fide* personal luggage to pass free up to the weight authorized. Any small parcels a passenger may take into the carriage with him are not to be interfered with, unless they bear unmistakeable signs of being merchandise for sale; and, for instance, a drover or cattle-dealer travelling with no other luggage would be entitled to have his saddle passed free. Officers must exercise a wise discrimination in distinguishing between *bonâ fide* luggage other than wearing apparel and merchandise.

One general rule is in future to be observed in regard to overlanded parcels, viz., the receiving station is to collect the proper charges as heretofore and advise the sending station at once of the particulars, who will thereupon forward a "to pay" way-bill under cover to the receiving station. C. 7/81.

The address on dogs unaccompanied by passengers must give the residence in full, such vague addresses as "Mr. Blank, Horsham," not being sufficient. The residence of the sender must also in every instance be entered in the block of the H. C. and D. Book for reference, in the event of the animal being unclaimed at destination. C. 168/81.

"Phosphorus" packed in tins filled up with water is not a dangerous article, and may be sent as an ordinary parcel. C. 182/81.

The proprietors of the Melbourne daily papers will in future send with their press parcels a printed slip for each line, showing the number of parcels for each agent at the various stations. The parcels are to be checked in the usual manner and the slips then handed to the Guard, who will get Station Masters to sign for the number delivered, and also enter the time received. The Station Master at the terminal station will, after signing, enclose the slip to the Station Master, Melbourne, who will see that they are properly signed and then file them for reference. Any irregularity to be at once reported to this office. C. 230/81.

Valuable greyhounds may be taken into 2nd class carriages along with their owners or attendants, *provided always* that none of the other passengers have any objections. C. 253/81.

Receipts may be given for stamped parcels on the form shown underneath, and on that form only. Before signing, Parcels Clerks, &c., must make sure that the stamps on the parcels have been duly signed. C. 315/81.

Melbourne, 188 . Received from
stamped parcels to be forwarded, at owner's risk, according to the agreement contained on such stamp signed by the sender to

The suburban parcels rates and stamp system will in future apply to the Hawthorn, Windsor, and Brighton, St. Kilda, and Sandridge lines; and from the same date parcels can be sent from up-country stations to stations on these lines, and *vice versa*, at the through mileage rates. C. 348/81.

ation must
ed parcels
very book,
train they
of parcels
instance,
ed parcels
n.
d for that
warded by
with that
uard. At
this book,
rs in book
nded over
number of
separately,
:-

5 a.m. }
Train }
5 a.m. }
t. Train }

ion Master
ther lines,
er handed
e case may

roduction

esponsible
lations is

s for gold,
liament of
arged for
rs.
urned free
led up, is

ty should

er Mission

e of pas-
re hereby

In all calculations of distance the tramway is reckoned one mile.

- C. 452/81. The Commissioner has decided that, from the 1st prox., no employé is to be allowed free carriage of stores by rail, with the exception of gatekeepers between stations, and they are to be limited to 5 cwt. per month, and to have free transit from the nearest market town only.
- C. 3/82. New Parcels Rates, Clause 13.—Carriers' letters and despatch bags to be carried free.
- C. 42/82. Letters to and from the secretary of the "Victorian Railways Annual Mutual Benefit Society" are to be invoiced free.
- C. 51/82. Relieving officers can have small parcels containing their washing carried free.
- C. 52/82. Herewith receive new parcels rates, which come into force on the 9th inst. The only alteration is the newspapers rates, which are to be charged from the above date.
- C. 69/82. The newspaper parcels of the Melbourne papers who supply way-bills of their own are not to be entered on the stamped parcels way-bills.
- C. 84/82. Parcels for the Maloga Aboriginal Mission station are to be carried free from all stations to Echuca.
- C. 97/82. Exchange newspapers, *i.e.*, single copies from one newspaper proprietor to another, to be carried free.
- C. 104/82. Parcels Rates, Clause 3.—The despatches of newspaper correspondents to be carried free in future.
- C. 129/82. "Ferns" must be prepaid, whether booked as parcels or goods.
- C. 397/82. Newspaper parcels can be sent by the following early goods trains when they are running, *viz.* :—
- | | |
|-----------|--|
| 3.40 a.m. | to Sandhurst and Inglewood, and all intermediate stations. |
| 4.0 | Ballarat, and all intermediate stations. |
| 3.55 | Seymour, " " |
| 4.30 | Warragul, " " |
- They must be stamped in the usual way as if sent as parcels by passenger trains, and the receiving stations must satisfy themselves that the proper stamps are affixed to each parcel.

LOST, UNCLAIMED, OR EXCESS.

- C. 209/63. When any unclaimed luggage is found at your station the fact is to be reported to this office; if it bears any address or luggage ticket, leading to the belief that it has come to the wrong station, both the sending station and the destination, as shown on label or address, are to be advised *at once*; and if it is not claimed within forty-eight hours it is to be way-billed to the Lost Luggage Office, Melbourne.
- C. 223/63. A return of all unclaimed and excess goods must be forwarded to this office on the 4th of each month, giving full particulars, as per Form No. 24, and stating whether they are likely to be claimed or not.

Goods to be sent to Manager, return.

Goods to signee not

Officers no claim for

The number stated on

Attention and C. 87.

Should the a notificat

4th of each

When a excess lug

addition to

In making up the "t

use of the departmen

detention at the stat

There is carried by

weight all Masters,

parcels ra allowed.

In future "Unclaim

the charge storage, an

in charge for storage

bundles of than the v

All Stat claimed lu

to the Sta within 48

In future Inquiry-of

luggage sh to be in ac

to the sen along the

will be held My C. 2

inquiry no

Goods not way-billed, after being on hand one month, must be sent to Melbourne, way-billed to the General Traffic Manager, a list of them being enclosed with the monthly return.

Goods not called for in one week after arrival, and consignee not known, sending station to be communicated with. C. 523/64.

Officers or servants travelling on a "free pass" will have no claim for luggage lost in transit. C. 989/66.

The number of packages of excess luggage paid for must be stated on way-bill and ticket. C. 42/71.

Attention is called to General Orders C. 228/63, C. 523/64, C. 56/73, and C. 873/65, which must in future be strictly complied with. Should there be no unclaimed or excess goods at your station a notification to that effect must be sent to this office on the 4th of each month.

When an excess luggage ticket is issued, every package of excess luggage must be labelled with an "Excess" ticket, in addition to the ordinary yellow ticket. C. 18/73.

In making out receipts for excess luggage money omit filling up the "train." The way-bill gives this information for the use of the department, but to show it on the receipt binds the department to compensate the passenger for losses through detention caused by his own neglect in not being soon enough at the station to see to his luggage. C. 90/74.

There is reason to believe that at many stations the luggage carried by commercial travellers is not checked, and that the weight allowed by their ticket is often exceeded. Station Masters, Porters, and others must be particular to charge parcels rates in every instance for luggage over the quantity allowed. C. 136/77.

In future, when unclaimed goods are forwarded to the "Unclaimed Goods Store," Melbourne, the accounts showing the charges due on them, both for carriage (both ways) and storage, are to be sent under cover to this office direct. Officers in charge are also to refrain from making excessive charges for storage on unclaimed goods of little or no value, such as bundles of empty bags, empty boxes, &c., &c., and not more than the value of the article should be charged in any instance. C. 261/78.

All Stations on Gippsland line—My C. 209/63.—All unclaimed luggage found at your station to be reported at once to the Station Master, Princes Bridge, and if not claimed within 48 hours to be way-billed to Lost Luggage office there. C. 163/79.

In future all stations must forward per first train to Inquiry-office, Melbourne, a note of all goods, parcels, or luggage short received, or received in excess. This notice to be in addition to the advice which must in all cases be sent to the sending station, or inquiry notes which may be sent along the line. Anyone neglecting to comply with this order will be held liable for any claim which may arise in consequence. C. 187/80.

My C. 255/77.—In cases of extreme urgency, the ordinary inquiry note may be set aside and a telegraph inquiry note. C. 244/80.

substituted ; the following instructions to be observed, viz. :—
 In case of non-arrival of parcels, or, in fact, any package way-billed in van of an urgent nature, a written report to be got from Guard before he leaves the station (at roadside stations this report may be written across the face of the way-bill), and, failing any satisfactory account of its whereabouts, a telegraph inquiry note to be made out in duplicate and handed to the operator, who will immediately wire to the stations specified thereon. Inquiry must at once be made for the missing article, and reply sent by wire to the issuing station, where the operator will endorse the replies on the duplicate, and when completed hand it to the Station Master or officer who issued it. When loss of urgent goods invoiced in truck is involved, receiving station to send usual written notice of non-receipt ; and sending station, directly on receipt of such notice, and failing its ability to account for loss or mis-direction of package, will send out note. As regards lost luggage, immediately on complaint by passenger or representative, and after strict local search has been made, note to be issued. Terminal and junction stations to be first communicated with, if possible. Notes to be numbered consecutively, and in reply, number to be referred to. Non-telegraphic stations requiring to issue, to forward to nearest telegraph station for transmission. Stations receiving these notes (if one man only is employed) should, if possible, reply without leaving key ; but in no case (save under very exceptional circumstances) should more than half-an-hour elapse. Whatever the nature of the package, thorough search to be made through both passenger station and goods shed. Inquiries from any station on any line (Gippsland excepted) to be continued to all stations until package is recovered, or final station reached. Gippsland line to deal with stations between Sale and Princes Bridge, and Melbourne passenger and goods only. When inquiries emanate from this office, note to be returned here within 24 hours, fully endorsed.

These telegraph inquiry notes are only to be issued for goods or parcels in cases of extreme urgency, and then the Station Master, or other officer in charge, must sign it. In ordinary cases inquiry by memo., or the old inquiry note, will suffice. In case of luggage, if the passenger is to blame he must bear the cost of inquiry by telegram, as laid down by Rule 220.

SMOKING.

C. 20/68. A smoking carriage for first and second class passengers is to be attached to every train, unless when otherwise ordered by this office. Station Masters and others in attendance on trains will prevent smoking in any carriage, either first or second class, other than that set apart as a smoking carriage ; and after remonstrance, should the offence be

persisted
 obtained
 the 142nd
 directed.

The regu
 out. The
 following
 section 14
 substance
 apart for t
 and such
 to the rail
 of a police
 complained
 Guard or
 should ask
 may be de

A copy
 office, Port
 Guards
 observance
 smoking co
 and servar
 of personal
 details are

It havin
 other than
 broken on
 morning to
 directed to
 punish the

The Hon
 to be confin
 Youths unc
 in smoking

The Com
 on all rail
 staff to wa
 warning is
 law XIII.
 about the s

When a
 damaged, i
 warded to
 report of a
 exception v
 in good ord
 once be so i

persisted in, the name and address of the offender must be obtained with a view to such subsequent proceedings under the 142nd clause of the Public Works Statute as may be directed.

The regulations regarding smoking are to be strictly carried out. The method of accomplishing this is set forth in the following memo. from the Crown Solicitor :—“By the Act 289, section 142, persons smoking tobacco, opium, or any other substance in any railway carriage except such as may be set apart for the purpose are liable to a penalty of Forty shillings, and such offenders whose names and residences are unknown to the railway officials may be detained and given in charge of a police constable to be taken before a justice. Persons complained of as smoking should be requested to desist by the Guard or Porter, and in the event of their not doing so he should ask their names, and upon refusal to give them they may be detained and given in charge of a policeman.” C. 53/69.

A copy of this notice to be put up in each waiting-room, office, Porter and Guards' room.

Guards are hereby cautioned against any laxity as to the observance of the rule against smoking in other than the smoking compartment. The department, through its officers and servants, is bound to enforce the law; and in every case of personal complaint, where the names of witnesses and other details are given, the offender will be prosecuted. C. 19/73.

It having been reported that the rule against smoking in other than the smoking compartments is systematically broken on the Williamstown line, more particularly in the morning trains, Station Masters, Guards, and Porters are directed to use their utmost vigilance in order to detect and punish the offenders. C. 228/74.

The Hon. the Commissioner has directed that smoking is to be confined to the saloon carriages set apart for that purpose. Youths under 16 years of age are not to be allowed to travel in smoking carriages. Please inform Guards and Porters. C. 182/78.

The Commissioner has ordered that smoking be prohibited on all railway stations. You will therefore instruct your staff to warn any person found smoking to desist, and, if the warning is not heeded to at once, summons for breach of By-law XIII. Have notices posted up in conspicuous places about the station. C. 246/81.

CLAIMS.

When a formal claim in writing for goods or parcels lost, or damaged, is made at any station, it is to be immediately forwarded to this office for registration, accompanied by full report of all the circumstances connected with it. The only exception will be when the goods or parcels are on hand, and in good order awaiting delivery, when the claimant must at once be so informed, and the claim handed back to him. C. 268/78.

GOODS, ETC.

- C. 80/62. During the summer months you will receive and deliver goods from 7 a.m. till 6 p.m., and during the winter months from 8 a.m. till 5 p.m.
- C. 254/63. No parcel of less than 7 lbs. weight to be received and forwarded through the Goods Branch.
- C. 265/63. No other goods are to be loaded in trucks with wool for Melbourne.
- C. 268/63. Note, that in forwarding kerosene every precaution must be taken to ensure its safety; also that on no account is it to be put into the same truck with goods which are liable to damage by it.
- C. 271/63. All stores belonging to the Loco. Branch marked "free of carriage" are to be conveyed free, the weight only being returned.
- C. 285/63. When wool bales are stained or torn, receipts must be given accordingly, and condition noted on the way-bill.
- C. 340/64. Note, that in future lashings must be returned to Melbourne if not immediately required.
- C. 344/64. Any instances of Guards trading to be immediately reported to this office.
- C. 480/64. Goods loaded and unloaded by owners.—Receipt not to be given for any specific number or quantity, but the term more or less to be always inserted on the receipt.
- C. 489/64. Where "bad order" receipts are given for goods same to be noted on the way-bill.
- C. 564/64. Consignors sending horses in trucks must sign a stock ticket, undertaking all risks.
- C. 569/64. No advance charges to be made on wool (for previous carriage) without authority from this office.
- C. 570/64. Consignees' letters must be open when brought to forwarding station; if closed to be charged.
- C. 706/65. On and after the 1st April goods for maintenance and stores to be carried free.
- C. 873/65. Any one neglecting to report to the forwarding station, within 24 hours after arrival of way-bill, any goods short received will be held personally responsible for them.
- C. 936/65. Medium trucks loaded with coal in bags must be covered with tarpaulins on the Main Line.
- C. 76/66. Most particular attention is to be paid in giving receipts for goods. No goods are to be received without a proper consignment note. On no account is a figure to be altered on the consignment note. If a discrepancy is found between the note and the packages received the nature of the discrepancy is to be stated in full across the face of the document, and initialled by the consignor. The same rule is to be observed in correcting receipts for goods before being signed for by Receiving Clerks or Porters.
- C. 103/66. Do not forward any goods consigned to the Local Military or Volunteer Department, or Police, unless accompanied by a

proper
to the C
Great
riage to
the tim
paid for
Rule
charge
on the l
of the
side. I
correspo
memos.
charge
on face
trucks t
to assist
Goods
signatur
Guards
these re
Hides
quantity
In she
A noti
delivery
contain
The ha
be discor
In futu
Departm
note in d
showing
&c. Th
carriage
Clerk in
In futu
are not t
authority
In givi
Should tl
as staine
In way
are to be
discontin
Keros
in goods
any infla
day of ar
In send
whether

proper warrant. Such warrants to be immediately forwarded to the Clerk in charge of New Goods Sheds, Melbourne.

Great care must be exercised in receiving timber for carriage to ascertain that the carter's note correctly describes the timber, and that nothing is carried in excess of what is paid for. C. 37/67.

Rule as to over and under charge sheets.—The officer in charge of the sending station is to put his name and the date on the left-hand corner of the sheet, and the officer in charge of the receiving station is to do likewise on the right-hand side. Endorsements on these sheets are not permitted, all correspondence relating thereto to be written on separate memos. When it is found necessary to refer under or over charge sheets in dispute to this office, you will please show on face of sheet full particulars of class of goods, number of trucks used, and any other information that may be necessary to assist in arriving at a decision. C. 8/69.

Goods Train Way-bills.—Station Master's or other officer's signature must be obtained for trucks when left at station. Guards must sign the way-bill on completion of journey, and these returns must be made out in ink. C. 43/69.

Hides and bundles of sheepskins to be tallied and actual quantity signed for. Way-bill accordingly. C. 64/69.

In sheep way-bills owner's name to be given as consignor. C. 89/70.

A notice to be posted at all stations—"To ensure accurate delivery of grain and other produce it is requested that bags containing same be legibly marked before being consigned." C. 78/71.

The habit of forwarding goods by *pro forma* way-bills must be discontinued, except in cases of special urgency. C. 57/72.

In future no goods are to be received for the Department unless accompanied by a printed consignment note in duplicate, signed by an officer of that department, showing whether the goods are for construction, maintenance, &c. The duplicate to accompany the way-bill, and when carriage is re-charged to Melbourne to be enclosed to the Clerk in charge of the Goods Sheds there. C. 136/72.

In future debits for goods wrongly consigned to stations are not to be written off by overcharge sheet without the authority of this office. C. 75/73.

In giving receipts for wool be particular as to condition. Should there be any mark whatever on outside give receipt as stained; if at all torn or burst sign accordingly. C. 95/73.

In way-billing wool for shipment the names of consignees are to be entered in full, and the use of abbreviations is to be discontinued. C. 230/74.

Kerosene and similar oils are not to be allowed to remain in goods sheds. They must be stored outside, apart from any inflammable goods, and notice given to consignees on day of arrival that they are at their risk. C. 17/75.

In sending firewood to Melbourne state on face of way-bill whether it is "long" or "short," and endorse the way-bill C. 105/75.

- underneath the truck number "Long firewood" or "Short firewood" as the case may be.
- C. 157/75. In way-billing sheep to be left at roadside stations, when the amount is intended to be paid by the agents consigning, should they have an account in Melbourne, make the way-bill "Paid," and re-charge the amount to Melbourne at once. Give full particulars on face of re-charge way-bill.
- C. 277/75. It is not necessary to provide covers for bark, whether loaded in trucks or on platforms.
- C. 279/75. Goods can in future be way-billed direct from any station to any station.
- C. 9/76. Attention is again called to the practice of placing more than one truck on goods way-bills. A separate way-bill or *pro formâ* must accompany each truck, and a proper train sheet must accompany each train, and be left in office at destination. Guards will be held responsible that any infringement of this order is reported.
- C. 35/76. Care must be taken that the hatch covers on box waggons are properly secured as soon as the waggon is unloaded.
- C. 42/76. Orders from firms in Melbourne directing wool or other goods to be forwarded to Melbourne or Williamstown are not to be acted upon at country stations. The consignment note must determine destination.
- C. 58/76. In way-billing chaff to Melbourne show the number of bags contained in each truck; but a "quantity only" is to be signed for.
- C. 87/76. In future you will please insert on each goods under and over charge sheet sent the description of goods on which the correction is made.
- C. 88/76. On no account are waggons to be allowed to stand empty in anticipation of loading to arrive; if empties cannot be got away by the first passing train intimation of the fact must be sent to the nearest terminal station, and no waggon is to remain longer than 12 hours idle, unless the sanction of this office is obtained by wire.
- C. 157/76. Some stations are in the habit of post-dating way-bills containing the closing numbers for the week. This practice will have to be discontinued, and way-bills are to be dated for the day on which goods are forwarded.
- G. 183/76. When there is a doubt as to a truck not arriving at its destination by the close of the financial week it is to be sent by *pro formâ*, and the way-bill forwarded under cover to reach in time for Abstracts.
- C. 189/76. Complaints having been made that sheep are lost during transit on the lines, Station Masters and Guards are requested to be careful, and see that trucks are properly secured, and that sheep are not interfered with except by those duly authorized.
- C. 192/76. When applying for empty trucks Station Masters will please state the description of loading for which they are required.

It has
trucks
Marybe
to be l
can get
Atten
more ca
very fe
Guards
away tr
that ca
loaded.
Comp
frequen
hatch c
must be
The f
observe
and Gu
Goods C
with sta
only to
and inv
In way-
cases be
Wool
same tru
From
the num
and othe
came int
Bra
Bar
Cha
Flou
Mai
Mai
Oats
Poll
Peas
Wh
Chaff is
allowed
consigno
per ton
will be c
"Woo
same tru
In futu
the closi
tainty of

It has been reported to this office that empty N and K C. 195/7 trucks were refused at stations between Castlemaine and Maryborough, although the wool and other goods were ready to be loaded. Station Masters must load any trucks they can get, and facilitate traffic as much as possible.

Attention is hereby called to the necessity that exists for C. 254/76. more care being taken in the carding of waggons; at present very few stations seem to attend to the order on this subject. Guards are hereby instructed to report all stations that send away trucks without proper cards. Care must also be taken that cards are removed from trucks as soon as they are unloaded.

Complaint is made that waggon doors and hatch covers are C. 260/76. frequently left unfastened, more especially the sliding doors; hatch covers get damaged and battens broken. Rule 326 must be strictly observed.

The following regulations as regards goods trains are to be C. 78/77. observed in future. Van goods must be checked on arrival, and Guard's book signed "Van goods and way-bills correct." Goods Guards must not enter sheds, but some one connected with station must receive and sign for all way-bills. *Próformás* only to be sent for roadside goods with early morning trains, and invoices to be forwarded under cover by passenger trains. In way-billing van goods the number of the van must in all cases be entered on the way-bill.

Wool consigned to different ships must not be loaded in the C. 226/77. same truck.

From the 1st November the following bye-law, regulating C. 236/77. the number of bags to be allowed per ton in conveying grain and other agricultural produce over the Victorian Railways, came into operation, viz.:-

Bran,	18	bags of 6 bushels each to the ton.
Barley,	11	" 4 " "
Chaff,	40	" 4 " "
Flour,	11	" 4 " "
Maize, whole,	10	" 4 " "
Maize, crushed,	11	" 4 " "
Oats,	13	" 4 " "
Pollard,	12	" 4 " "
Peas,	9	" 4 " "
Wheat,	9	" 4 " "

Chaff is approximate only, and the average number of bags allowed will be as near dead weight as possible. When consignors or consignees require exact weight a charge of 6d. per ton will be made for use of scales, and the exact weight will be charged in way-bill. (See C. 75/80.)

"Wool and skins (dry) for Melbourne can be placed in the C. 262/77. same trucks, but on separate way-bills."

In future no goods way-bills are to be dated for Thursday, C. 73/78. the closing day of the financial week, unless there is a certainty of the trucks representing them being despatched that

day. Way-bills can be made out as usual on Thursdays, the date and number being left open till the last moment, and should the trucks not be taken on they must be dated for the following week. The closing number for Melbourne must in future be telegraphed to the Clerk in Charge, New Goods Shed, Melbourne, each Friday morning.

- C. 92/78. When live stock are loaded by consignors, trucks must be placed at their disposal in ample time to complete loading 30 minutes before departure of train by which they are to be sent. Care must be exercised to arrive at a full understanding in the matter.
- C. 93/78. When way-bills are sent under cover to Melbourne, the *pro formâ* way-bills accompanying trucks should show the nature of the loading, for the information of shunters.
- C. 99/78. From the numerous claims made against the department, during the late grain season, for bags of produce short delivered, it is very evident that great carelessness has been displayed in the tallying at sending or receiving stations, or perhaps both. Officers in charge are hereby reminded that they are held responsible for seeing that this duty is carefully performed, and any future negligence in this respect which can be clearly traced, will render the person in fault liable to fine, besides being called upon to pay the amount of the claim.
- C. 107/78. Storage notices must be constantly exhibited in conspicuous parts of the goods shed.
- C. 139/78. All Stations—Melbourne and Williamstown and Sandridge excepted.—My C. 107/78.—Outside goods, discharged in positions which will not interfere with the proper working of the sheds, cranes, or traffic, will be allowed 14 days for removal after unloading; provided that they are at once paid and signed for, and all subsequent responsibility undertaken by consignees. It is to be distinctly understood, however, that at any time after 48 hours, consignees must remove such goods immediately upon being called on, if they should prove to be causing inconvenience to the department.
- C. 149/78. During the slack or winter months, chaff may be forwarded to Melbourne at double or single rates, at the option of consignors. In the former case, the department will find shed room at destination.
- C. 161/78. My C. 107/78.—When storage accrues under exceptional circumstances, such as the badness of the roads retarding delivery, &c., &c., officers in charge must request consignees to appeal to this office with the particulars of their case, when it will receive favorable consideration, if the delay in taking delivery has proved unavoidable.
- C. 174/78. Proper care is not in all cases given in delivering powder; and, in future, the officer in charge will be held personally responsible for correct brands and marks being taken from van.

On a
Moama
Is
W
Th
This
Circ
prove
while
neglect
Goods
station
has ne
notified
Porters
of all g
Master
immedi
where
delegat
by dail
correct
entrust
excess
should
excess
the mat
monthl
ject the
case ma
As m
billing
structio
1.
2.
3.
4.
My C
circulaf
way-bil
stations
all inst

On and after the 2nd September, the goods tariff on the C. 203/78. Moama and Deniliquin line will be reduced as follow:—

1st class, 2s. ; 2nd class, 2s. 6d. ; 3rd class, 3s. ; 4th class, 4s. per ton.

Wharfage rate will also be abolished.

The minimum of the different classes is unaltered.

This reduction applies to goods for "Moama" only.

Circumstances are continually transpiring which conclusively C. 266/78. prove that, at many stations, the checking of inwards goods, while being discharged from the trucks, is either totally neglected or is performed in a loose and careless manner. Goods in excess are in many cases not reported to the sending station, while, as a rule, goods which the forwarding station has neglected to way-bill disappear altogether. It is hereby notified, that at stations where there are Foremen or Tally Porters they will be held responsible for the correct checking of all goods with the way-bills, and the reporting to the Station Master or other officer in charge of all goods short or in excess *immediately after the truck has been unloaded*. At stations where there are no foremen or tally porters a porter may be delegated to perform this duty, but the Station Master must by daily personal supervision satisfy himself that it is being correctly performed. Laborers are on no account to be entrusted with this responsible work. All goods short or in excess must be reported to the sending station at once, and, should the sending station be unable to account for any excess goods, the receiving station must immediately report the matter to this office, besides entering them in the usual monthly return. Any neglect of these instructions will subject the offender to fine, or a more severe punishment as the case may warrant.

As many stations have recently been irregular in their way-billing of wool, attention is again called to the following instructions, which must be strictly adhered to, viz. :—

1. The brand or mark and number of each bale must be distinctly shown on the way-bill.
2. No other goods, with the exception of dry skins, to be loaded in the same trucks as wool for Melbourne; and a separate way-bill must be made out for each, in the event of their being loaded together.
3. The greatest care must be exercised, in giving receipts for wool, to note any bales that may be in bad order, and the numbers of all bales so signed for, with the nature of receipt given, must be specified in the way-bill.
4. Bags or packages of wool must be addressed in full.

My C. 78/77.—The last clause in the above-mentioned C. 15/79. circular, directing the number of the van to be entered on the way-bill in way-billing van goods, is not attended to by many stations. This must receive strict attention in future, and in all instances where such goods are transferred from one van

- to another, in the course of a through journey, the station so transferring must make the remark on way-bill "transferred to van——."
- C. 248/79. It has lately come under notice that some stations are in the habit of placing consignments for different lines in the same truck, causing frequent delay and loss in transit. Station Masters are hereby cautioned against doing so for the future.
- C. 26/80. During summer season bark is not to be covered.
- C. 41/80. Stations which have been supplied with a "perishable" stamp, must stamp all goods way-bills for perishable goods, both inside and out; any omission to do so will be treated as an instance of neglect, and the party in fault will be held responsible for any detention to perishable goods caused thereby.
- C. 73/80. My C. 480/64 does not apply to grain, flour, and other agricultural produce. The bags must be counted and a receipt given for the exact number.
- C. 74/80. When forwarding live stock to Newmarket, the live stock tickets must be sent under cover, addressed to S. M., Newmarket, to reach Newmarket at the same time or before the live stock. Mark the letter "urgent." See that this is carefully attended to.
- C. 75/80. My C. 236/77, fixing the number of bags to be allowed to the ton for certain articles of produce is hereby repealed, in so far that from this date, when the consignor on consigning can furnish the correct dead weight of such articles, they will be carried at the rate of 2,240 lbs. to the ton. Such weight to be subject to verification by the officers of the Board. When consignor is unable or omits to furnish correct weights at time of consigning, the average number of bags per ton as set forth in the above-mentioned bye-law may be charged, or the Board by its servants may weigh and charge the actual dead weight of 2,240 lbs. to the ton. When incorrect weights are furnished by consignors, the Board may re-weigh, in which case a charge of Sixpence per ton will be made; and, when consignors or consignees require the Board to weigh and furnish exact weights, a similar charge will be made. When use of scales only is required and consignor or consignee finds all labor in weighing, a charge of Twopence per ton will be made.
- C. 100/80. Many errors arise through roadside stations not being sufficiently careful to check and take correct delivery of goods consigned to them in trucks loaded with other consignments, and this is to notify that the Station Master will be held personally responsible for this duty in future.
- C. 128/80. The consignment notes (red and blue) hitherto presented by contractors will be no longer recognized, and the only authorized consignment notes for goods for construction or maintenance will be those made out and signed by an officer of the Engineer-in-Chief's Branch. They must in every instance be dealt with according to my C. 136/72.

My (various
Clerk,
blue con
Debit
any sta
credit n
applicat
culars o
who ma
Mista
McCaw
such fir
viz. :—
and Co.
All B
get a dis
At al
must be
shunter
danger.
this ord
When
containi
bill.
Some
bills loo
they mu
proper c
In fut
through
observed
station,
tion, and
from ser
station v
goods ha
cumstan
must the
made th
authorit
stances c
must in
ployé or
of freigh
Nume
cently co
in all ca
the form
weighing
from eac

My C. 128/70.—Traffic and loco. stores consigned to the various Station Masters or Loco. Foremen, or to the Store Clerk, Williamstown, will be consigned as hitherto on the blue consignment note, and are to be way-billed free. C. 131/80.

Debits for goods or parcels wrongly sent or way-billed to any station, must not be wiped off by overcharge sheet or credit note, unless authority is obtained from this office. When application for remission of charges is made, the full particulars of the case must be given, with the name of the person who made the mistake. C. 271/80.

Mistakes having occurred through goods being consigned to McCaw, Adamson, and Co., Melbourne, please note that no such firm now exists. There are now two distinct firms, viz. :—McCaw, McIlwrick, and Co., and William Adamson and Co. C. 261/80.

All Booking Clerks (goods' and parcels') must see that they get a distinct consignment to one or other of the present firms.

At all stations where firewood is loaded or unloaded, it must be kept 4 feet clear from the rails, so as to allow of shunters and pointsmen performing their duties without danger. Station Masters will be held responsible for seeing this order constantly attended to. C. 340/80.

When other goods are loaded for Melbourne in a truck containing grain, they must be shown on a separate way-bill. C. 394/80.

Some stations being in the habit of keeping their goods way-bills loosely tied up in bundles, notice is hereby given that they must in all cases be gummed in skeleton guard books, in proper consecutive order. C. 202/81.

In future, when goods are forwarded to a wrong station through an error of an employé, the following rule is to be observed, viz. :—Immediately on receipt of advice from sending station, the goods are to be forwarded to their proper destination, and way-billed to pay at ordinary rates, with the freight from sending station added as a "paid on." The receiving station will then deliver at once, charging freight only as if the goods had come from the sending station direct. The full circumstances of the case, together with the amount of overcharge, must then be reported to this office, when the employé who made the mistake will be called upon to pay the amount, or authority to write it off will be given, according as the circumstances of the case may demand. The original sending station must in all cases advise whether the error is made by an employé or the consignor, as in the latter case the total amount of freight must be paid. C. 218/81.

Numerous instances of overloading mining props having recently come under notice, officers in charge are reminded that in all cases where the dead weight exceeds the measurement, the former is to be taken. Where there is no facility for weighing truck loads, several ordinary-sized props to be taken from each load, and the weight averaged. C. 232/81.

C. 277/81. When goods are consigned to any of the agricultural shows, the way-bill is to be endorsed on the outside — "For the show, on the date;" and all stations where trains are made up must see that the trucks containing these goods are sent on to destination without delay.

C. 393/81. CONDITIONS ON WHICH EXHIBITS FOR THE SHOWS OF THE VARIOUS AGRICULTURAL SOCIETIES OF THE COLONY WILL BE CONVEYED BY THE VICTORIAN RAILWAYS.

Implements.—1. On consigning to the show, a certificate from the secretary of the society that the agricultural implements have been duly entered for competition must be handed in. They will then be charged full rates to the place of exhibition, but will be conveyed back to the station whence they were sent *free*, if accompanied by a further certificate from the secretary of the society that such implements have been exhibited and not sold. Both certificates to be attached to the "free" way-bill.

Stock and Produce.—2. On consigning to the show, a certificate from the secretary of the society that the animals or articles have been duly entered for competition must be handed in. Full rates will then be charged on stock and produce to the place of exhibition, but they will be conveyed back to the station whence they were sent *free*, and, in addition, the exhibitor will be entitled to a refund of one-half the amount paid, if a further certificate that they have been exhibited and no portion of them sold is handed in on consigning.

3. Drays and waggons are not classified as agricultural implements, and are charged full rates both ways.

4. The above regulations are only to apply if the exhibits are conveyed in cattle or goods waggons and by goods trains; and no reduction in the ordinary rates will be made if conveyed in horse-boxes or by passenger trains.

5. For all exhibits which may have been sold, full rates will be charged for the return journey.

6. The journey cannot be broken under these conditions. Exhibits must be returned direct to the station whence they started from, otherwise no refund can be made.

7. Poultry and dogs will be charged full rates both ways.

8. Attendants on stock before starting to a show must furnish themselves with a certificate, as per clause 13, and pay full fare to and from the place of exhibition; but after returning with their exhibits, if a full truck has been paid for, and if provided with a certificate that the stock exhibited has not been sold, and also with the second part of certificate, as per clause 13, duly filled up and signed, a refund of both fares will be made. This applies only to attendants who travel in the trucks with the stock. Only one attendant to be allowed to each truck.

9. All exhibits to be loaded and unloaded by consignors and consignees, and to be carried and signed for at owner's risk.

10. F
retary o
11. T
the Sta
require
12.
"to pay
station
13.

I her
No.
agricul

I her
agricul
exhibit

14. I
with a
Master
holder,
fares pa
sent to

15. A
one we
they w

16. S
clause

Here
comes
various

All p
this tar

Decl
consign
old ma
lower r

Infor
number

Whe
unless

Whe
and lor
sawn t
quiring
will ap

Whe
lengths

10. Exhibits unaccompanied by a certificate from the secretary of the show will be charged full rates both ways.

11. To insure despatch, 48 hours' notice should be given to the Station Master of the number and description of vehicles required.

12. All freight to be made "paid" in first instance, and "to pay" (if charged) on return journey; and original sending station only to make refunds.

13. I hereby certify Mr. _____
 No. _____, train, with his stock to
 agricultural show. _____ fare.
 Date, _____ Station. 188 _____
 travelled in truck _____
 Station Master. _____

I hereby certify Mr. _____ returned from
 agricultural show in truck No. _____, train, with unsold
 exhibits. _____ fare.
 Station Master. _____

14. Each attendant when going to a show will be furnished with a certificate as above. It must be signed by the Station Master at both forwarding and receiving stations, and the holder, on returning, will then be entitled to a refund of the fares paid. Certificate to be receipted by attendant, and then sent to audit as voucher.

15. All applications for refunds will have to be made within one week from the termination of the exhibition, otherwise they will not be entertained.

16. Station masters to have the form (15A) specified in clause 13 always on hand.

Herewith receive new goods classification and tariff, which C. 408/81. comes into operation on the 12th Decr. Note carefully the various alterations.

All previous special rates and concessions not embodied in this tariff are cancelled by it.

Declaration form (100) is to be used on all occasions when C. 426/81. consignors desire their consignments of old mining machinery, old machinery not mining, or old boilers, to be carried at the lower rate, as per new goods classification.

Inform consignors accordingly, and requisition for the number of forms you may require.

Wheat or flour is not to be way-billed to any vessel at Geelong C. 40/82. unless she is alongside the Railway Pier.

When a mixed consignment of timber, consisting of short C. 114/82. and long lengths, is consigned, the percentages, in clause 3 of sawn timber rates, are only to be charged on those pieces requiring two or more trucks, and not on the short lengths. This will apply to both soft and hardwood.

When two or more trucks are loaded with long or mixed lengths of timber, no percentage is to be charged on the long

lengths, provided each truck is loaded up to its full carrying capacity. Refers to sawn timber only, and not to piles, logs, &c.

C. 162/82. It having transpired that some stations have been in the habit of allowing firewood measurements for mining props, attention is called to the goods classification, wherein it is plainly stated that 30 cubic feet only is allowed to the ton. This is the measurement of the timber itself, and not of the dimensions of the truck.

When 30 cubic feet exceeds one ton dead weight, mining props are to be charged by dead weight.

C. 190/82. In future portable engines are not to be received with the fly-wheel attached. Consignors must detach it so that it can be stowed flat in the truck.

C. 220/82. When potatoes are carried at firewood rates, a receipt is not to be given for the number of bags without the words "more or less" being added. A receipt may, however, be given for the exact number of bags on consignee paying for both loading and unloading, but not otherwise. Intimation to be given on the way-bill when the exact number is signed for.

C. 263/82. Trucks containing butter, eggs, poultry, or other articles of this class, are to be carded "perishable." Several instances of delay have recently occurred through neglect of this precaution.

C. 348/82. Powder and Dynamite arrangements.—Explosives will be loaded at powder siding near Footscray, between 10 a.m. and 4 p.m., and forwarded as under; consignees must be in attendance to take delivery from passing trains.

For Stations.	Receiving Days at Footscray (every week, holidays excepted).	Powder Vans to Travel by these Trains.
Keilor to Woodend inclusive	} Mondays	{ 10.40 a.m. from Melbourne on Tuesdays 5.0 a.m. from Woodend on Wednesdays
Woodend to Daylesford inclusive		
Kyneton to Sandhurst inclusive	Tuesdays	10.40 a.m. from Melbourne on Wednesdays to Castlemaine, thence by 5.15 a.m., Thursday, to Sandhurst
Sandhurst "Dynamite"	Tuesdays	10.40 a.m. from Melbourne on Wednesdays
" " "Powder"	Thursdays	10.40 a.m. from Melbourne on Fridays
On Inglewood line	Thursdays	10.5 a.m. from Sandhurst on Saturdays
" Maryborough line	} Fridays	{ 10.40 a.m. from Melbourne on Saturdays 8.25 a.m. from Castlemaine on Mondays 11.10 a.m. from Maryborough on Mondays 8.0 a.m. from Maryborough on Tuesdays
" St. Arnaud line		
" Avoca line		

Fo

Werribee
clusive
Ballarat
sive ..
Geelong,
Talbot,

Broadmea
inclusiv
Seymour
clusive
Wangarat
clusive
Wangarat
inclusiv
Gippsland

All oth

The S
for vans
on Balla
by wire
Wood
Castle
Mary
Mary
Sandh
Ballan

Benal

Wodo

Wang
Sale a
* These
if they ar

If the
ceive, th
it in an
with ta
must al
name.

Separ
and ever
marked
Vans m
they m

For Stations.	Receiving Days at Footscray (every week, holidays excepted).	Powder Vans to Travel by these Trains.
Werribee to Ballarat inclusive	} Wednesdays	} 1.35 p.m. from Melbourne on Thursdays
Ballarat to Stawell inclusive		
Geelong, Creswick, Clunes, Talbot, and Maryborough	Thursdays ..	1.35 p.m. from Melbourne, Fridays and 1.35 p.m. from Ballarat, Saturdays
Broadmeadows to Seymour inclusive	} Wednesdays	} 10.50 a.m. from Melbourne, Thursdays
Seymour to Wangaratta inclusive		
Wangaratta to Wodonga inclusive		
Wangaratta to Beechworth inclusive		
Gippsland line	Tuesdays ..	4.30 a.m. from Wangaratta, Saturdays 4.30 a.m. from Spencer-street, Wednesdays
All other lines	} Whenever a sufficient quantity of powder, dynamite, &c., offers, the railway freight upon which, in the aggregate, amounts to or exceeds £10 for any of these lines, a special train will be provided upon 24 hours' notice being given at the General Traffic Manager's office.	

The Station Master, Footscray, will take the necessary steps for vans to reach Spencer street in time for the specified trains on Ballarat, N.E., and Gippsland lines, and must also notify by wire as follows:—

Woodend*	when there is a van for Daylesford line.
Castlemaine and Maryboro*	Maryboro' "
Maryboro*	St. Arnaud "
Maryboro*	Avoca "
Sandhurst*	Inglewood "
Ballarat*	Stawell "
" *	Creswick, Clunes, and Talbot.
Benalla*	Stations Seymour to Wangaratta.
Wodonga and Benalla*	Stations beyond Wangaratta.
Wangaratta*	Beechworth line.
Sale and Warragul*	Gippsland "

* These stations to arrange and notify necessary trains, as per time-table, if they are not running daily.

If there is powder for consignees who are not on hand to receive, the Station Master must remove it from train, and place it in an empty box truck, and cover it both under and over with tarpaulins, then set waggon in a place of safety. He must also notify the fact here by wire, giving consignor's name. Ten shillings per day demurrage to be charged.

Separate vans must be provided for powder and dynamite; and every goods waggon containing explosives must be plainly marked "danger."

Vans must not be delayed on either down or up journeys, they must be quickly returned to Footscray.

Straw, hay, &c., must not be put on powder trains.

Engines of powder trains to burn coal only.

All Station Masters to advise regular consignees of powder of the trains shown above.

- C. 374/82. Long and short firewood for Spencer-street.—To facilitate the shuntings at the Lower Level Sidings, all truck cards must bear the consignees' name, and also the letters L W (long wood), or S W (short wood), or B (blocks), as the case may be.
Every truck must be carded properly so that card cannot jerk out.
- C. 422/82. Receiving Porters are not to give receipts for the weights of coal, coke, shale, and such like goods unless they have been weighed on the weighbridges of the department. They can sign "said to weigh so and so," and similar receipts can be taken on way-bill at destination.
- C. 435/82. Up country stations are informed that Spencer-street is the Melbourne terminus for their lines, and that no goods are to be consigned by them to Flinders-street without special authority from this office.
- C. 449/82. Colonial oilmen's stores must be consigned on Form 86 C to entitle them to be carried at 2nd class rate. Stations from which they are usually sent in 1-ton lots to requisition for these forms in the usual manner.
- C. 450/82. Instances having come under notice from time to time of railway plant getting loose during transit, owing to defective lashing, violent shunting, or other causes, Station Masters and Guards are requested to have the lashings well examined at each stopping place; neglect of this may at any time result in a serious accident, and too much care cannot be taken in attending to loading of this class.
- C. 479/82. In forwarding hardwood and sawn timber the dimensions must in every instance be shown on the way-bill, and receiving stations must invariably check the measurements.
- C. 486/82. Agricultural Show Conditions.—Buggies, if sent in goods trucks and by goods trains, will be treated as agricultural implements.
- C. 554/82. My C. 486/82 and 393/81.—Buggies may travel to agricultural shows by goods trains, in carriage trucks, provided they can be spared from the ordinary traffic, and are on hand at the time. The ordinary paying traffic is, however, in all cases to have the preference, and if carriage trucks are not on hand they are not to be sent for.
- C. 570/82. Demurrage and storage charges must invariably be collected before delivery of goods, unless the consignees have a credit account duly authorized by this office. In cases where consignees have a credit account, a guarantee for payment of all such charges must be obtained before delivery is given. Guarantees to be carefully filed for reference in case of charges being disputed. Forms of guarantee (Demurrage, 87A, and Storage, 87B) to be requisitioned for in the usual manner.

In w
entered
cattle,
three t
stock t

The
vehicle
Hool
gear of
Care
idle.

notice

In sh
forbidd

In fix
on the

box. A

Insta
has bee

Shunte
severely

Sever
being h

future c
a severe

When
for pas

number
15 to 17

45 to 68

Shoul
run unt

All T
Branch

shunted
linings

issued t

Term
from 21

lines, Yt
carriage

is carefu

When
and the

Denil
these t

On no a

In way-billing live stock, an L truck of sheep, full, is to be entered as two tons and a half weight; and an M truck of cattle, full, as four tons weight; an M or H truck of pigs, three tons. When a truck is only partially filled with live stock the actual weight (approximately) is to be entered. C. 596/82.

MOVEMENT OF ROLLING-STOCK.

The centre coupling to be used on all occasions when vehicles have to be shunted. C. 585/64.

Hook ropes are on no account to be made fast to the brake gear of trucks. C. 54/66.

Care must be taken that trucks are not allowed to remain idle. When trucks are unloaded and cannot be got away notice must be at once sent to this office by wire. C. 88/72.

In shunting passenger vehicles flying shunts are absolutely forbidden. C. 124/74.

In fixing tail ropes to trucks care must be taken to hook them on the proper place, and not on the horn plates below the axle-box. Any one disregarding this order will be severely fined. C. 169/75.

Instances have lately been frequent in which rolling-stock has been damaged through violent shunting. Guards and Shunters are hereby cautioned that any future case will be severely dealt with. C. 101/76.

Several accidents having lately occurred through points being held carelessly, employés are hereby warned that any future occurrence, clearly traceable to that cause, will ensure a severe penalty. C. 22/77.

When practicable, passenger brake vans are to be reserved for passenger trains and goods vans for goods trains. The numbers of vans are as follows, viz.:—Passenger vans: 13, 14, 15 to 17, 23 to 44, 68 to 76. Goods vans: 1 to 12, 18 to 22, 45 to 68. C. 90/77.

Should any vehicle get off the line it is not to be allowed to run until reported fit by the Loco. Inspector. C. 165/77.

All Terminal Stations.—Complaint is made by the Loco. Branch that carriage windows are not closed before trains are shunted from the platform, owing to which cushions and linings are frequently damaged. Please have instructions issued to close them in future. C. 249/77.

Terminal Stations on Light lines.—When compo. carriages, from 21 to 41 AB, are in use on mixed trains running on light lines, it will be necessary to have three trucks from front carriage secured with screw couplings; please see that this rule is carefully observed. Instruct guards. C. 78/78.

When forwarding box trucks, the doors should be closed and the hatch covers securely lashed. See Rule 326. C. 138/79.

Deniliquin and Moama Company's trucks.—Please note that these trucks are to be used exclusively on the Main line. On no account are they to be run on any other line. C. 164/79.

- C. 217/79. The roofs of some carriages being higher than the shed doors on the N.E. line, care must be taken not to shunt them into goods sheds.
- C. 276/79. "R" trucks are not to be kicked off trains until brakes are more effective. Inform guards and all concerned.
- C. 309/79. Carriages having been damaged at several stations recently, through being shunted into the goods sheds, Station Masters and all concerned are hereby instructed to be careful that carriages do not sustain damage from this cause in future.
- C. 1/80. During the grain season, care must be taken that trucks are not unnecessarily detained. Station Masters should advise the nearest terminal station of the number of loaded trucks on hand each evening, and if not promptly removed this office should be informed by wire.
- C. 2/80. The Hon. the Commissioner having marked the many accidents and injuries to rolling stock through careless shunting, has notified that the next clear case which comes before him will be met by dismissal of the employé in fault.
- C. 46/80. My C. 885/65 is not being attended to, as numbers of trucks are arriving at stations daily without cards, causing considerable trouble and annoyance sometimes in tracing the sending station. Please note, that a fine of at least a day's pay will be inflicted on whoever shall neglect to comply with this order, after this date. Cards should not be put in frame, end on, as they blow out on the journey.
- C. 410/80. When carriage trucks or horse boxes are sent from depôt to intermediate stations, they are to be returned to the depôt unless a request to the contrary is entered on the way-bill. The object being to confine vehicles within the district supplied by the depôt.
- C. 23/81. M trucks are not to be loaded with goods for Sandridge.
- C. 33/81. Attention is directed to the careless manner in which vehicles are placed on mixed trains, and instructions are hereby given that no truck is to be kicked from an engine on to a train with passengers but in every case the truck or trucks must be eased on attached to engine. See Rule 387.
- C. 339/81. In future, Station Masters will please send a copy of stock return to the depôt to which they are attached, on receipt of which the Station Master at the depôt will take steps to prevent detention to trucks. Should empties arrive from down stations, the depôt is to be advised by wire, and the supply of empty trucks from there regulated accordingly.
- C. 419/81. Carriages on all trains will now run with unlocked doors. Station Masters must see that the utmost vigilance is exercised in the collection and checking tickets.
- C. 250/82. Distribution of Horse Boxes and Carriage Trucks.—From 1st July, the following allotment of horse boxes and carriage trucks will be made. Stations requiring them, to make application to nearest depôt. Stations at which vehicles are discharged, to put them on up trains unless required at a

down d
cation
to Sper
than th

St

Woodend
Castlema
Sandhurs
Echuca
Maryboro
Geelong
Ballarat
Ararat
Stawell
Hamilton

NOTE.—
boxes to
stations c
train, and
turning.

Engin
Station
men who
precauti

When
line, it i
responsi

Memo

Empty T

ations a

certain s

in the or

Applicati

set apart

Master

should ac

but he m

sition a d

empty tri

within 12

particula

If requ

should in

Depôts, i

the road

These a
the allotn
this office

down depôt station. When one depôt station is short, application should be made to the next depôt before telegraphing to Spencer street. Vehicles are not to stand at stations other than those specified.

Stations.	Allotment.		Stations.	Allotment.	
	F.	G.		F.	G.
Woodend	1	1	Colac	1	1
Castlemaine	2	2	Seymour	1	1
Sandhurst	3	3	Benalla	1	1
Echuca	1	1	Wodonga	1	1
Maryborough	1	1	Princes Bridge	2	2
Geelong	2	2	Sale	1	1
Ballarat	3	3	Spencer-street	18	14
Ararat	1	1			
Stawell	1	1	Repairs are deducted } from Spencer-street } stock }		
Hamilton	1	1			

NOTE.—Should Melbourne, for instance, send three or four loaded horse boxes to Deniliquin, and so advise certain stations on the Main line, these stations can at once work up the same number by the first convenient train, and then make up their complement from empty horse boxes returning.

Engines conveying powder trains are not to burn wood. C. 291/82. Station Masters will therefore please advise Running Foremen when a powder special is ordered, so that all necessary precaution may be taken.

When an engine or vehicle of any kind has been off the line, it is not to be allowed to run until examined by some responsible officer of the Loco. Branch. C. 332/82.

Memorandum of method to be observed for the Supply of Empty Trucks, &c.—(All stations to carefully note the alterations and fresh paragraphs.)—From the 22nd November certain stations will form depôts from which other stations in the order named will obtain empties, covers, and lashings. Applications must be sent once a day direct to the depôt set apart for any particular station. As soon as a Station Master can ascertain his requirements for next day he should advise the depôt, and not wait till a specified hour, but he must endeavour to avoid sending more than one requisition a day. Every request to state the kind of loading the empty trucks are wanted for, and should the depôt not supply within 12 hours, a telegram is to be sent to this office giving particulars. C. 528/82.

If requisitions are short supplied, the requisition next day should include the number short, in addition to others wanted. Depôts, in supplying waggons, to consider loaded trucks on the road to a station as part of the requisition.

These alterations do not in any way apply to L and M trucks, the allotment of which will still remain under the control of this office and Yard Inspector, Melbourne. All orders and

communications relating to them are to be sent here from 9 a.m. up to 4 p.m. (noon on Saturdays); after these hours to the Yard Inspector.

EMPTY TRUCKS.

Lines.	Depôt Stations.	Stations that will apply to Depôts.
Murray River—	Sandhurst	All stations to Mitiamo and Charlton and Echuca.
	Castlemaine	Harcourt, and all stations to Maryborough inclusive.
	Woodend	Daylesford line only.
	Lancefield Junction	Stations on Lancefield line.
	Maryborough	All stations to Avoca, Clunes, and St. Arnaud.
Ballarat—	St. Arnaud	Stations on Donald line.
	Geelong	Lara, Camperdown line, all stations to Elaine inclusive, and Queenscliff line.
	*Ballarat	All stations to Lal Lal, Ararat, and Tourello inclusive; also Gordons line.
North-Eastern—	Ararat	All stations to Portland; also Armstrongs and Great Western.
	Stawell	Horsham line to Dimboola.
	Seymour	Down stations to Violet Town inclusive, and Goulburn Valley line.
	Benalla	Down stations to Wodonga, Wahgunyah, and Beechworth inclusive.
Gippsland & Sub-urban Lines—	Melbourne (Yard Inspector)	(Gippsland line. (Requisitions to reach Spencer-street not later than 7 p.m.) All other stations.

* Ballarat to arrange for stations on the Maryborough line to return to Maryborough as many empty waggons as are received from that direction.

Depôt Stations for Covers and Lashings.—Melbourne A shed, Geelong, Ballarat, Stawell, Maryborough, Sandhurst, Woodend, Benalla, and Seymour.—The maximum number to be retained by a depôt station is not to exceed 50 covers and 30 lashings.

All trucks, covers, and lashings must be sent to the depôts named above by other stations as soon as relieved from loads, unless they are required for immediate use. B shed and L L siding to send spare covers and lashings to A shed or load in truck and advise Clerk in charge. All covers and lashings to be properly folded and tied.

Officers in charge of truck depôts will, daily, as early as possible, telegraph to the Yard Inspector, Melbourne, for the number of trucks required beyond those then at the depôt, and he will send the full quantity, or as many as he can, all of which will be found entered on the "train way-bills."

Depôt stations are to meet requirements in the order in which requests are received, unless the goods of one station are of a more urgent nature than another.

Powder
Station
forward t
this office
All tru
coupled.

The ne
passenger
goods she

Note, t
inflamma

The pro
Height of
breadth c

Side ch
they mat

to be rep

Trucks
screw cou

Goods
unsafe to

Posts a
trucks ar

used they

The L
loading o

negligenc
party in f

All tru
ing statio

that they

Carriag
van.

Elmore
bury, and

requiring
greaser h

Coal w
and Balla

Greater
placed on

Bogie t
for the ca

the chief
each set

such case
down as

may be p

Powder vans are to be worked to and from Footscray.

Stations working with a depôt, other than Melbourne, must forward to it a copy of the daily rolling stock return sent to this office.

All trucks put on trains for passengers must be screw C. 593/82. coupled.

The new vans, with glazed side look-outs, are intended for C. 603/82. passenger work only, and should not be shunted in or out of goods sheds.

LOAD OF TRUCKS, ETC.

Note, that after trucks loaded with hay or straw or other C. 339/64. inflammable matter are discharged they must be swept out.

The proper gauge for the loading of trucks is as follows:— C. 390/64. Height of load from rail, 13 feet in middle and 11 feet at sides; breadth of load, 8 feet 6 inches.

Side chains on goods trucks are only to be coupled when C. 515/64. they match. When too short for coupling the truck number to be reported to this office.

Trucks on which large boilers are loaded must always be C. 541/64. screw coupled.

Goods Guards to measure any loads which they consider C. 542/64. unsafe to run.

Posts and rails are not to be loaded in H trucks when other C. 760/65. trucks are at all available. When in an emergency they are used they must be loaded so as not to damage the trucks.

The Loco. Branch report K trucks damaged by unequal C. 780/65. loading of piles, timber, &c. All stations are cautioned that negligence in this respect will be severely dealt with, and the party in fault will be held responsible for cost of repairs.

All trucks must have a card showing the name of forward- C. 885/65. ing station and destination, and the receiving station must see that they are taken off.

Carriage trucks on goods trains must be placed next the C. 892/65. van.

Elmore, Sandhurst, Castlemaine, Kyneton, Woodend, Sun- C. 921/65. bury, and Geelong.—Sheep trains stopping at these stations requiring greasing must not start on their journey till the greaser has intimated that he has attended to all the boxes.

Coal waggons are to be used for firewood (between Geelong C. 46/71. and Ballarat) when not required for coal. Load five tons.

Greater care must be exercised in seeing that all trucks C. 44/72. placed on trains are securely fastened.

Bogie trucks and their loading.—These were built primarily C. 67/72. for the carriage of very long timber, in the carrying of which the chief load will rest upon the bolster over the centre of each set of wheels, except when the timber is crooked; in such case care should be taken to place a row of straight trees down as the first layer, on the top of which the crooked ones may be put without fear. When used for carrying railroad

bars these must be placed so that the ends overhang the bolsters until they are *flush with the ends of the waggon*, and in no case must an undue burden be placed in the middle, either for facility of counting or any other reason, but rule No. 339 must be strictly complied with as to uniformity of spreading the load, whether it be wool, sugar, timber, or iron of any description, or any material whatever.

C. 90/72. Many of the wooden medium trucks having been injured seriously at various times by heavy loads of timber and iron overhanging the ends, said material being too long for proper carriage in such waggons, and as one of the new iron mediums has been injured in a similar way, Station Masters are again requested to abstain from loading in this manner, but to load in accordance with Rule 339, as regards proper distribution of weight.

C. 4/73. Several doors of the iron sheep trucks having been broken off in consequence of their not having been properly fastened, great care must be taken that, whether loaded or empty, the doors of trucks are made secure.

C. 75/78. In loading bag stuff in open waggons, care must be taken that each truck is so loaded that a ridge may be formed the whole length of the truck, so that in wet weather the rain may run off. Stations neglecting to comply with this order will be held liable for any claim that may arise.

C. 144/79. A serious accident having occurred on the Geelong line, owing to a bag of chaff having fallen on the line, Station Masters are requested to see that loading is securely fastened; Guards are also to see that it does not shift during the journey. Several instances having lately come under notice in which accidents have been occasioned by the careless manner in which chaff has been loaded, officers in charge of stations are requested to see that only suitable trucks are used, and proper care is taken in loading.

C. 293/79. Several instances having lately come under notice in which the ends of medium trucks have been injured by the excessive weight of overhanging loads, Station Masters are hereby cautioned against the practice; long waggons should be provided for loading of this description.

C. 22/80. Station Masters are hereby cautioned against loading wheat or other heavy goods against the sliding doors of box trucks.

C. 69/80. Box or "R" bogie trucks.—The bulk of all heavy dead-weight loads for these trucks, such as grain, must be stowed over the wheels, and not in the centre.

C. 181/80. Seymour to Wodonga.—The load of cattle and goods trains, between Wodonga to Seymour, is to be limited to 26 loaded trucks and van.

C. 267/80. Several instances having recently occurred of trusses of loose hay and straw falling off trucks in transit, to the imminent danger of life and property, officers in charge of stations are hereby informed that they will be held personally responsible for seeing that all trucks of hay and straw are properly

secured, their sta
When
must be
as trucks
mit of ov
R and
Severa
bogie tru
placed in
Officers
properly

TABLE O

H	Cove
I	Medi
K	Low-
M	Cattl
N	Balla
O	Hopp
Q	Doubl
	the
	loa
Q	Doubl
Q	New
R	
S	Doubl
	bol
	pro

MEMO.—
kept free f
and washe
is called to

The N
Engineer
they are
inspector
must app
All ot
gineer's
branch,
must be
water m
Should
trucks f
charge,
signmen
cannot b
Truck
usual for

Engineer's, or Stores, as the case may be. Truck cards to be also endorsed with same information, the sending and receiving stations to check undue detention.

Should the inspector of permanent way require the use of trucks to work backwards and forwards between any two points, they can be handed over, on his application in writing; the application to specify number of days, and be endorsed here.

C. 239/82]

SCALE OF FIREWOOD LOADING.

Trucks.	Red Gum and Box (55 feet to the ton).		Other Wood (60 feet to the ton).		
	Height of Load.		Height of Load.		
	5 tons.	6 tons.	5 tons.	6 tons.	7½ tons.
	ft. in.	ft. in.	ft. in.	ft. in.	ft. in.
H—Nos. 1 to 120, 14' 6" x 7' 0"	3 4	4 6
" " 130 to 330, 14' 6" x 7' 6"	3 1	4 2
" " 332 to 892, 17' 0" x 7' 6"	2 8	3 7
M " — — 17' 6" x 7' 4"	2 8	3 7
I " 1 to 306, 14' 6" x 7' 6"	2 7	..	2 9
" " 307 to 1371, 17' 6" x 7' 6"	..	2 7	..	2 9	..

Six tons is the maximum load for red gum and box.

NOTE.—In short firewood these exact measurements are to be observed, but in long firewood (5 feet lengths and upwards) a margin of 3 inches additional in height is to be allowed, in consequence of the necessary inequality of the loading.

R trucks 33-10 x 7-10 x 2-6 = 12 tons red gum or box, or 11 tons other wood.
 S (box) trucks 27-6 x 7-9 x 2-8 = 10 tons red gum or box.
 " " x 3-2 = 12 " "
 " " x 4-3 = 15 " other wood."

Consignors must load trucks to the full carrying capacity as shown above, as the full load will be charged for whether they do so or not.

In all cases where the dead weight exceeds the measurement, the former must be charged.

C. 297/82. Frequent instances have lately come under notice of trucks containing chaff being on fire. Officers in charge of stations, and Guards, are requested to have trucks of chaff, straw, or other inflammable loading placed as far as possible from the engine.

C. 527/82. The new ballast waggons lettered N N, dummy buffers, are to be used exclusively for ballast purposes, and may run on ballast trains only.

C. 63/79. Rules 333 and 334, in the Book of Rules and Regulations, imply, though they do not expressly direct, that at all stations where there are cranes, a man must be constantly in charge of them when in use. Intimation is hereby given that Station Masters must see that this duty is delegated to a competent man, who must not allow consignors or consignees to use any crane unless he is present superintending. He must report at once to the Station Master any damage done to crane or goods.

All s
 Master
 The
 occasi
 charact
 are to l
 as not l
 specime
 Refer
 stores a
 stores a
 Ther
 habit o
 many i
 irregul
 Office
 belongi
 station
 All s
 Master
 Forw
 Pierma
 Office
 hereby
 carriage
 contrac
 allowed
 office.
 Whe
 inspect
 wire. l
 All h
 to Time
 Freq
 riages l
 clubs,
 careful
 carefull
 The
 tains f
 must b
 on the
 Larg
 of whic
 that ei
 system
 340/64
 most p
 their c
 Regu
 broken

All spare discs (red and white) to be forwarded to the Station C. 81/79. Master, Melbourne.

The contractor for stationery having, on more than one C. 129/79. occasion, supplied forms printed on flimsy paper of a very inferior character, you will please note that in future all such stores are to be returned to him with the usual "notice of rejection," as not being according to sample. You had better submit a specimen to this office before sending back the bulk.

Referring to Clause 6 of Conditions of Contracts.—Where C. 146/79. stores are rejected, freight both ways should be charged when stores are returned to contractor.

There is reason to suppose contractors for stores are in the C. 153/79. habit of supplying goods of inferior quality, and also that in many instances quantity is also deficient. Please bring any irregularity in either respect under the notice of this office.

Officers in charge of stations will please note, furniture C. 203/79. belonging to the department is not to be removed from one station to another without proper authority.

All spare couplings are to be sent to Melbourne. Station C. 102/80. Masters are requested to see to this personally.

Forward all worn-out tail ropes, hooks, and lashings to C. 146/80. Piermaster, Williamstown.

Officers in charge of stations and all traffic employes are C. 19/81. hereby reminded that the utmost care must be taken of carriage covers, tarpaulins, and lashings, and that neither contractors nor the Engineering or Loco. branch are to be allowed to use these articles without the permission of this office.

When semaphores or semaphore lamps get out of order, the C. 83/81. inspector of works for the district is to be at once informed by wire. In addition, the usual report is to be made to this office.

All hand trucks and platform lorries for repair to be sent C. 86/81. to Timekeeper, Melbourne.

Frequent instances have come under notice in which car- C. 258/81. riages have been damaged by members of football and cricket clubs, Station Masters, Guards, and Porters, will please be careful in having the compartments in which members travel carefully examined before passengers are allowed to alight.

The cattle waggons are now being fitted with canvas cur- C. 267/81. tains for the protection of goods; in loading live stock, care must be taken that these curtains are rolled up and secured on the roof of the truck.

Large numbers of lashings have been issued lately, very few C. 270/81. of which are shown on the returns, leading to the conclusion that either the returns are not correctly made out, or that a system of wholesale robbery exists. Attention is called to C. 340/64; and officers in charge of stations are requested to be most particular in the safe custody of lashings committed to their care.

Regulations as to Damaged Lamps.—In future, lamps C. 345/81. broken or damaged in any way must be reported in writing

ls to be
and re-

use of
ny two
writing;
ndorsed

ood
ie ton).

Load.

7½ tons.

ft. in.
4 6
4 2
3 7
3 7
..
..

bserved,
3 inches
necessary

er wood.

n above,

e former.

trucks
tations,
raw, or
om the

ers, are
run on

lations,
stations
arge of
Station
npotent
ise any
eport at
r goods.

at once to the Station Master, who will inquire into the cause of breakage; and, if it is the result of carelessness, forthwith report the particulars to this office. Any one neglecting to report at the time the breakage of a lamp while in his charge, will be called upon to pay for the damage however caused. Guards to report at their terminal station. Lamps requiring repair are to be sent to the Lamp Inspector, Melbourne, by first train every Monday morning. They must be duly way-billed on a parcels way-bill, and have a ticket on them showing what station they are forwarded from. A "repair order" and memo, specifying the nature of repairs required to be enclosed and addressed to the Lamp Inspector by same train, who will see that they are properly repaired and duly returned, or condemn them if past repairing, and advise sending stations. No Guard is to receive a lamp for transmission without a way-bill.

A copy of this circular to be posted in all guards' and porters' rooms, and all concerned to note its contents.

C. 270/82. Cattle Trucks and Screw Couplings.—The screw couplings with round ball, are those made specially for the cattle trade, and must not be retained by stations, but accompany "M" trucks. Screw couplings for passenger trains have a ball with flattened sides. All trucks of cattle should be screw-coupled; instead of which some are being sent up hooked together by chains.

At the present time the screw couplings for cattle are being held by stations for other traffic. They must be sent here or to depôt stations. Depôt stations will please give particular attention to this order, and keep this office well informed of the number on hand.

C. 356/82. The inspectors of permanent way have been instructed to provide Scotch blocks for the sidings at all stations; the keys of which will be handed to the station masters, who will in return sign a receipt for them.

C. 535/82. In order to detect damage to the fittings of carriages, particular care should be taken in at once inspecting compartments occupied by one or two passengers; and their appearance should also be noted in case identity is required.

C. 549/82. All lashings sent with plant are to be way-billed. The officer in charge of the station they are consigned to must count them on arrival, before delivery to contractor or engineers, and he will be responsible for getting them back, all of which he must return way-billed to the station they were received from. Report to be made here by Williamstown and Sandridge piers, also by Newport if this is not carried out. This does not apply when plant is merely moved between the three latter places.

C. 574/82. From the very large number of lashings which are lost, it is certain that great negligence is displayed at some stations, and I must request that more care be taken of them and all spare ones be sent daily to the proper depôt.

The
ment r
Scal
Any sa
Atte
of cran
fringer
The
the wa
and el
stracte
they a
careful
instruct
interfe
It h
rooms
side th
the rig
will in
any su
Whe
is in w
district

All
keep a
warded
in fault
Tele
parture
Grea
and off
made b
mission
absence
All tel
partme
Tele
jects m
Master
Tele
commu
to teleg
Seve
irregul
Stator

STATION FURNITURE, ETC.

The furniture in offices and waiting rooms of this department must not be removed from those rooms. C. 258/63.

Scales are to be kept clean and adjusted as far as possible. C. 83/70.
Any said to be incorrect to be reported to this office.

Attention is called to Rules 331 to 335, concerning the care of cranes at stations, and notice is hereby given that any infringement of these rules will in future be severely dealt with. C. 15/73.

The lessee of the right of advertising complains bitterly of the way in which the placards are torn down, and valuable and elaborate framed and glazed show cards broken and abstracted. Officers in charge of stations are reminded that they are bound to protect property of this description as carefully as the property of the department, and they are to instruct their men to see that the articles referred to are not interfered with in any way by the public. C. 136/76.

It has been reported that in several of the refreshment rooms advertising cards are exhibited. This is clearly outside the purposes of the lease and is also an infringement of the rights of the contractor for advertising at stations. You will instruct the refreshment room lessee in writing to remove any such cards or advertisements. C. 165/76.

When furniture supplied by the Engineer-in-Chief's Branch is in want of repair, please apply to the Inspector for the district before the articles are forwarded. C. 46/77.

TELEGRAPHS.

All Telegraph Stations.—Complaint is made that stations keep a very incorrect record of messages received and forwarded. On any further complaint being made the operator in fault will be fined. C. 3/66.

Telegraph Stations.—On all occasions the arrival and departure of special trains is to be telegraphed on. C. 66/66.

Greater economy must be exercised in sending telegrams, and officers using the telegraph for the correction of blunders made by themselves will require to pay the cost of transmission. Telegrams sent to this office requesting leave of absence or passes will require to be paid for by the sender. All telegrams to be written on the form provided by the department. C. 10/68.

Telegraph Stations.—Telegraph messages on business subjects must in all cases be sent in the name of the Station Master or officer in charge. C. 21/70.

Telegraph Stations.—In future the Telegraph Engineer will communicate with you direct on all matters referring solely to telegraph business. C. 35/73.

Several complaints having recently been made as to the irregular attendance of operators to their duty in the evenings, Station Masters will see that an operator is in attendance to C. 129/70.

receive or send the report of the night mail trains, and after such duty, and before closing for the night, to call Spencer street and ask if there is anything more. Any operator failing to do this will be considered as absent without leave and dealt with accordingly; and any operator failing to raise Spencer street after ten minutes calling must report same to the Station Master for the information of this office. The Station Master can, at his option, allow the operator on duty to be absent, if he can be spared, between the hours of arrival and departure of night trains. This cancels all previous circulars as to night attendance.

C. 71/73. Herewith please receive copies of Rules and Instructions for the use of Telegraph Operators, whose reports upon matters relating solely to their telegraph duties will be made through you to the Telegraph Engineer. A signature is required for each copy.

C. 96/74. It having been represented that there is at times great difficulty in obtaining from certain stations a prompt adjustment of daily and weekly checks in consequence of the carelessness of officers in making out the check-slips, and of their neglecting to enter all corrections at time of settlement, it has become necessary to take steps with a view to prevent the loss of valuable time which is thus caused, especially with the weekly and monthly totals. It is therefore intimated that, in future, mistakes of the kind referred to will be notified to the officers at fault in the form of a Collect Message from the Spencer street office, which the officers in charge will be expected to pay, unless they shall object to make such payment, when the case will be dealt with under the 33rd section of the *Civil Service Act*, which authorizes the infliction of a fine not exceeding *Five Pounds* on officers who are negligent or careless in the discharge of their duties.

C. 63/76. Officers in charge of Telegraph stations are hereby informed that messages announcing "line clear" or the reverse, as the case may be, must be signed by the Station Master or other officer in charge. These messages must be recorded in the usual way.

C. 107/77. Regulations for the Departmental Class in Telegraphy:—

1. As it has been decided that, in order to obtain promotion, employés attached to the Traffic Branch of the Railway Department must have a knowledge of electric telegraphy, a class for instruction has been organized, and will meet at the Spencer-street Station every Monday and Thursday evenings, from 8 to 10 o'clock.
2. For class purposes, the year will be divided into terms of three months each—January to March, April to June, July to September, and October to December.
3. The class will be open to all employés of the department, and those who desire to join must submit their names to the General Traffic Manager a month before the end of any term.

4. T
at
fre
ten
cip
pr
gr
of
ma
5. S
du
6. A
an
ses
7. A
pa
pa
8. A
wi
of
ma
of
9. T
te
re
tin
oc
an
Please
operator
office all
The T
matters r
the Stati
others.
direct, w
On an
Craigieb
the same
Dow
Essenc
mea
Walla
Kilmo
Broad
Tallar
Seymc
Manga
Betwe
follow a

4. Twelve employés will be selected to attend the class at a time. They will be entitled to attend one term free of charge, and will be expected at the end of their term to have acquired a knowledge of the first principles of electric telegraphy—that is, to understand practically the mode of working the different telegraphic instruments, the construction and maintenance of the batteries in use, and the arrangements of the main and local circuits.
 5. Students must attend every meeting of their term during the hours named, or send a valid written excuse.
 6. An examination will be held at the end of each term, and a memorandum of fitness given to every one possessing the necessary knowledge.
 7. Any employé who has attended one term and fails to pass the examination, may attend a further term upon payment of One pound.
 8. Any student who, having passed the examination, wishes to continue attending the class for the purpose of studying the higher branches of electric telegraphy, may do so upon payment of One pound for each term of such attendance.
 9. The officer in charge of the class will keep an attendance and memorandum book, in which he will record the names of those present at each meeting, the time of their arrival and departure, the subjects which occupied the attention of the class during the evening, and any remarks he may wish to make.
- Please note, for guidance in case of emergency, that an C. 301/77. operator is now in attendance in the Spencer-street telegraph office all night, and on Sundays from 12 noon till 6 p.m.
- The Telegraph Engineer will in future communicate upon C. 209/79. matters relating to telegraph duty with Station Masters, where the Station Master is *not* a telegraph operator, as well as at others. Also, all stations will communicate with that officer direct, when the station clocks are out of order.
- On and after 1st April the block between Wallan and C. 99/80. Craigieburn on the up journey will be discontinued, and from the same date the sections will be as under:—

Down Journey between
 Essendon and Broad-
 meadows,
 Wallan and Kilmore,
 Kilmore and Broadford,
 Broadford and Tallarook,
 Tallarook and Seymour,
 Seymour and Mangalore,
 Mangalore and Avenel.

Up Journey between
 Avenel and Mangalore,
 Mangalore and Seymour,
 Kilmore and Wallan,
 Craigieburn and Broad-
 meadows,
 Broadmeadows and
 Essendon.

Between stations where there is no block, one train is not to follow another till fifteen minutes has elapsed.

TRESPASSERS.

- C. 40/66. All horses, cattle, &c., found straying within the railway fences to be at once driven to the nearest pound, the time spent by the men capturing and driving to the pound to be charged against the stock impounded as expenses.
- C. 8/68. Goats belonging to employes, if found untethered within the railway fences, will be destroyed.
- C. 120/72. Accidents having recently occurred endangering the public safety and the property of the department, in consequence of live stock belonging to railway servants having strayed upon the lines, it is ordered, by direction of the Honorable the Commissioner of Railways and Roads, that for the future no officer or servant of the department shall keep or depasture any horses, cows, or other live stock whatsoever, with the exception of goats, within the railway fences, unless a substantial and sufficient fence is erected to enclose the land upon which such stock is kept.

SIGNALS, ETC.

- C. 14/62. Station Masters are not to stop any train not authorized to stop on the Time Table, unless in case of accident or emergency. X
- C. 855/65. Any semaphore points, &c., getting out of order, to be reported to the Signal Engineer as well as to this office.
- C. 913/65. If a special train, for which a disc has been carried, has to shunt for another train to pass, the train so passing should then carry a disc for the special.
- C. 44/71. Guards of trains carrying discs are to be careful in taking same into the van on arrival at the station for which the disc is ordered.
- C. 89/72. Melbourne to Sandhurst.—When special trains run early in the morning, preceding ordinary trains, as per Time Table, will carry signals.
- C. 148/73. In future semaphores on the North-Eastern line are to be kept at danger till whistled down by approaching trains. X
- C. 226/74. In future hand signals are to be accepted in the Melbourne Yard, although any of the inner semaphores commanding the road on which shunting is being done may be placed at danger. X
- C. 268/80. On lines where trains are run during early morning, and where the staff is not sufficiently numerous to maintain constant duty, the following rules are to be observed :—
- 1st. Before going off duty, the semaphore lamps are to be trimmed and lighted afresh, and the "All right" signal is to be shown in the direction from whence a train is due.
 - 2nd. On the arrival of a train, the Guard is to turn on the "Danger Signal," and keep it so until his train is prepared to start.

3rd
t
t
s
4th
1
1
t
5th
t
a

By

3rd. Should the train be behind time, or should another follow within fifteen minutes, the semaphore to be left at "Danger;" and, for the information of the Guard of the incoming train, a ticket is to be attached to the lever, showing the actual time of departure.

4th. The ticket is to be sent to this office attached to the running sheet, and the Guard is to allow an interval of not less than fifteen minutes to elapse before he follows the preceding train.

5th. At shunting stations on single lines, where trains are timed to meet, some member of the station staff must always be on duty when trains are running.

railway
e time
l to be

within

public
ence of
d upon
le the
ture no
pasture
th the
a sub-
d upon

horized
lent or

, to be
e.
, has to
should

taking
the disc

early in
e Table,

re to be
ns.
elbourne
ling the
laced at

ng, and
constant

re to be
" signal
n is due.
turn on
train is

