

VICTORIAN



RAILWAYS.

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## INSTRUCTIONS

FOR THE

# GUIDANCE OF LICENSED LUGGAGE PORTERS.

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**R. LOCHHEAD,**

DEPUTY CHIEF TRAFFIC MANAGER.

SPENCER STREET STATION,  
MELBOURNE, 1ST MAY, 1903.

# INSTRUCTIONS

FOR THE

## Guidance of Licensed Luggage Porters.

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**1. Renewal of licence.**—Applications for a renewal of licence shall be signed by the applicant, and addressed to the Traffic Manager.

**2. Porters to acquaint themselves with times of arrival and departure of trains.**—Every Porter shall acquaint himself with the time appointed for the arrival and departure of each of the several passenger trains arriving at or departing from the station with which he is licensed.

**3. Porters to attend during prescribed hours, &c.**—Every Porter (not under suspension), unless absent through illness or other reasonable cause to be allowed by the Stationmaster, shall, during the currency of his licence, be in attendance for duty at the station, and if such be appointed at the place or one of the places thereon for the time being appointed by the Stationmaster within which the Porter is to follow his calling at least on all such days and during all such hours as may be fixed for his case by roster or otherwise by the Stationmaster.

**4. Porters to sign attendance book.**—Every Porter shall sign the attendance book provided for that person on each occasion when he comes on or goes off duty, and enter therein the time when so doing.

**5. Stationmaster to fix stand.**—The Stationmaster may from time to time fix any place or places at the station where Porters generally, or any particular Porter or Porters, shall stand or remain when not actively employed in some matter incidental to their calling.

**6. Porters to remain on stand when not actively engaged.**—In the event of the Station-master appointing a standing-place on the station for Porters generally, or for any particular Porter or Porters to be when not actually employed, and there being more than one Porter present, such Porters shall answer the call of a person requiring the service of a Porter in the order of time in which they respectively arrived at, or returned to the stand.

**7. Porters to give preference to females.**  
—In following his calling every Porter shall give preference, when unaccompanied by an adult male, to females over males; and to females with children over females without.

**8. Luggage to be conveyed to vehicles or adjacent streets.**—A Porter licensed in connection with a particular station, in the case of luggage arriving by passenger train, shall if required, and for a single payment in respect of each trip or article carried, be bound to convey the luggage entrusted to his care, and deliver it as well into cabs or other vehicles within the station bounds, or into trams, cabs, or vehicles standing in the contiguous street or streets, that is to say—

- (A) Spencer-street Station—Into cabs, trams, or vehicles in Spencer-street between Bourke and Collins-streets.
- (B) Flinders-street Station—Into cabs, trams, or vehicles in Flinders-street between Elizabeth and Swanston streets, or cabs, trams, or vehicles in Swanston-street between Flinders-street and the River Yarra.
- (C) Prince's Bridge Station—Into cabs, trams, or vehicles between Swanston-street and Russell-street, or cabs, trams, or vehicles between Swanston-street and the River Yarra.
- (D) Other stations—Into cabs, trams, or vehicles in such streets, standing or being within one hun-

dred yards from the main exit from the station building, to claim and be paid by the person employing him in respect of his services a sum of threepence for each article.

**9. Porters not to transfer carriage of luggage to another without consent of employer.**—No Porter engaged to carry any luggage shall transfer or attempt to transfer to any other Porter or person the duty of transporting the luggage—the subject of his engagement—or any part of it, without the consent of his employer first had and obtained.

**10. Use of abusive language forbidden.**—No Porter shall, while on any station premises, or when following his calling, use any threatening or abusive language, but shall go about his work in a quiet and orderly manner, and bear himself civilly and respectfully to his employer for the time being, as well as to the public resorting to the station, and to the officials and others thereon.

**11. Porters not to handle luggage without authority.**—No Porter shall take hold of or seize any luggage unless first hired to carry the same or requested by a person having authority over such luggage so to do.

**12. Porters not to interfere with other Porters in connection with carriage of luggage.**—When a Porter has been engaged to carry any luggage no other Porter shall directly or indirectly interfere with, or impede in the performance of his duty, the Porter so engaged, or attempt to supplant him in his employment, provided that nothing herein contained shall prevent a person desiring their assistance employing more than one Porter to handle any luggage or employing a different Porter or Porters in respect of any separate article or articles constituting the same, and compliance with such request by another Porter shall not be deemed an interference or impediment, or a supplanting within the meaning of this clause by him of a Porter previously engaged.

**13. Disputes between Porters and persons engaging them to be decided by Stationmaster.**—All disputes or questions as to the amount of payment to be made by an employer to a Porter for his services or otherwise, arising in connection with the engagement, shall be determined by the Stationmaster, whose decision shall be final and conclusive.

**14. Trucks, &c, after being used to be returned to proper place.**—After using any truck, handcart, or other like appliance, the Porter last using the same shall forthwith return it to the place appointed for its storage when not in use.

**15. Stationmaster may suspend Porter failing to observe by-laws, &c., and report suspension to Traffic Manager.**—If it be found that any statement in an application for a licence is untrue or misleading, or that the person holding a licence is not qualified under these by-laws, or if a Porter be convicted of any offence by any magistrate or court, or in the event of any Porter in the opinion of the Stationmaster failing or neglecting to observe or obey the terms of these by-laws, or of any by-law for the time being in force not inconsistent herewith applicable to the conduct of persons while on railway premises, or of any instructions issued for the guidance of Porters generally, or in connection with the particular station, or of any determination come to direction given or instruction issued to any Porter by the Stationmaster, or of any direction that he may have received from the Platform-Inspector or Head Porter as to working any particular platform, the Stationmaster may forthwith suspend such Porter, and report such suspension to the Traffic Manager.

**16. Upon suspension, Porter shall cease plying his calling.**—Upon notification of such suspension by the Stationmaster, the Porter so suspended shall cease to ply his calling, and if so required shall quit the

station premises, and shall not again ply his calling or resort to such station while such suspension remains in force.

**17. Traffic Manager to deal with report notifying suspension.**—Upon receipt of a report notifying the suspension of a Porter, the Traffic Manager shall consider the same, and may thereon with or without further inquiry either remove such suspension, or may direct that such suspension shall remain in operation for a time to be fixed by him, or may revoke the Porter's licence.

Except in the case of a revocation of a licence when the amount shall *ipso facto* become forfeited to the Commissioner, the Traffic Manager may in any case of suspension adjudge that the whole or such part of the deposit lodged in connection with the issue of a licence as he may fix, be, and the same or such part shall thereupon be forfeited to the Commissioner.

**18. Upon expiry, &c., of licence same to be returned to Stationmaster with cap and badge.**—Upon the expiry of a licence by effluxion of time, or upon its surrender or withdrawal, or in the event of its being revoked, the person named in the licence shall forthwith without demand return or cause to be returned to the Stationmaster the licence form and the cap with the badge supplied to him by the Commissioner.

**19. Complaints of Porters aggrieved by direction of officials, &c.**—If any Porter consider himself aggrieved by any decision, direction, or instruction given by the Stationmaster, not being one where by these by-laws his decision is made final and conclusive, or given by a Platform Inspector or Head Porter under the provisions of these by-laws, or if he be otherwise dissatisfied with any matter in connection with or incidental to or arising out of his employment, he may by writing signed by him make complaint if it be with respect to some decision, direction, or instruction of the officer appointed to the position of

Stationmaster or Acting Stationmaster, or to some matter where the officer so appointed is concerned, to the Traffic Manager, or if it be with respect to some decision, direction, instruction, or matter where the officer appointed to the position of Stationmaster or Acting Stationmaster is not concerned, to the officer so appointed.

**20. Complaints how to be dealt with.—**

The officer so appointed Stationmaster or Acting Stationmaster, or the Traffic Manager, as the case may be, shall consider such complaint, and may thereon give such direction or relief as in his opinion the justice of the case may require.

**21. Appeal to Traffic Manager in certain cases if dissatisfied with ruling on a complaint.—**

In the case of a complaint to the officer appointed Stationmaster or Acting-Stationmaster not being a matter where, by these by-laws, the decision of a Stationmaster is made final and conclusive, the Porter, if dissatisfied with such officer's ruling thereon, within seven days from the date of such ruling being communicated to the Porter, may in writing appeal therefrom to the Traffic Manager, who shall consider such complaint, and may thereupon give such direction or relief as in his opinion the justice of the case may require.

**22. Decision of Traffic Manager final.—**

In connection with any matter or thing by these by-laws left to be considered, determined, or dealt with by the Traffic Manager, whether acting under an original or appellate power, the determination, decision, ruling, finding, or other exercise of power by such Traffic Manager shall be final and conclusive.

## BY-LAW No. 163.

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**W**HEREAS under the "Railways Act 1890" it is among other things provided that the Commissioner may from time to time make by-laws for regulating the duties and conduct of Porters (not being employes of the Commissioner) employed at any station vested in the Commissioner, and fixing the charges to be paid to them for carrying any passengers' goods, articles, or things from or to the same, now therefore under the powers in that behalf vested in him doth make the by-law following for regulating the duties and conduct of Porters aforesaid employed at the several stations vested in the Commissioner, and the charges to be made by them for their services.

**1. No person to ply as Porter without licence.**—No person shall ply for hire as a Porter at or in connection with any station vested in the Commissioner unless duly licensed by the Traffic Manager for that purpose.

**2. Application for licence.**—Applications for a Porter's licence shall be in the handwriting of, and signed by, the applicant, and addressed to the Traffic Manager, and shall give particulars of the candidate's age and previous employment, with any references or copies of testimonials as to character and fitness that the applicant may think fit to supply or submit.

**3. Qualifications of person applying for licence.**—Applicants for a licence shall not be under the age of eighteen years nor more than fifty years of age, and shall be persons of good address, sober habits, and moral character, and be able to read and write with facility.

**4. Issue of licences.**—If the Traffic Manager approve of any candidate's application he may issue to him upon payment of a fee of ten shillings a licence or renewed



licence (as the case may be) in the form or to the effect of that in the schedule hereto, to be available for a period of twelve calendar months from the date thereof (unless sooner determined or revoked as hereinafter provided) at the station therein mentioned.

**5. Payment of fee and deposit required.**

—Before, or at the time of, the issue of any licence or renewed licence the applicant for the same shall, in addition to the payment of the prescribed fee, deposit with the Traffic Manager a sum of ten shillings as security for the due and faithful performance by him of the duties of his calling.

**6. Porter to wear cap and badge.**—Every Porter shall, during the time he is on duty in connection with his calling, wear the cap, with the badge as lettered and numbered, supplied to him by the Commissioner, and shall be clean in his person, and tidily and suitably dressed.

**7. Porters to observe by-laws and directions.**—Every Porter shall observe, obey, and be bound by all general by-laws for the time being in force applicable to the conduct of persons while on railway premises not inconsistent with this present by-law as well as any instructions for the time being in force issued generally to Porters by the Stationmaster, and any instruction given to him specially by the Stationmaster, and shall observe, obey, and be bound by any directions that he may from time to time receive from the Platform-Inspector or Head or Senior Porter for the time being on duty at the station as to working any particular platform or platforms.

**8. Duties of Porters in connection with luggage intended to be despatched by trains.**—Every Porter for a single payment in respect of each trip or article carried, on being engaged by the person having control of luggage intended to be despatched by train or placed in the parcels office, shall forthwith take such luggage from the vehicle by which it was brought to the station, or from the person engaging him as the case may

require, and place the same in the railway carriage or on such part of the station as his employer may indicate, or take such luggage to the parcels office if so directed by such employer, subject, nevertheless, so far as regards luggage intended to be despatched by train, to the following proviso, that is to say, if the luggage is intended to be carried in the luggage van of any train, or if the luggage is not of a kind, or is in quantity in excess of that permitted to be carried free by the passenger or passengers concerned, having regard to the class and train by which such passenger or passengers propose to travel, the Porter shall take such luggage into the station hall or place appointed and hand the same over to the proper officer of the Commissioner to be dealt with by such officer. If any such luggage, after being weighed or checked and the charges or excess fare (if any) paid, is intended to be carried in the carriage with a passenger, the Porter, if the proper officer sanction his so doing, shall without claim for further fee or payment on request of his employer place the same in the carriage selected, or on such part of the station indicated by the employer.

Save in this clause expressly provided no Porter shall further or otherwise interfere with or handle any luggage that may be intended to be conveyed in a luggage van.

**9. Duties of Porters in connection with luggage arriving by trains.**—Every Porter for a single payment in respect of each trip or article carried, on being engaged by the person having the control of luggage arriving by passenger train, shall take charge of all such luggage entrusted to his care carried in the carriage with a passenger, or handed to him by his employer, or for which checks have been handed to him to claim at the van or elsewhere on the station, and shall forthwith convey and place such luggage in the vehicle indicated by his employer, or, if so directed, in the parcels office, or place it on such part of the station as the employer may direct, or, in the

case of a Porter licensed for Prince's Bridge or for Flinders-street Station, if required by his employer, convey such luggage either to Flinders-street Station from Prince's Bridge Station, or to Princes Bridge Station from Flinders-street Station, as the case may be, and there deposit it as the employer may direct.

**10. Rates of charges.**—Each Porter shall be entitled to claim and be paid by the person employing him in respect of his services at the following rates and no more—

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|---|-----|
| (A) When a single article of luggage only has to be transported ... ..  | 3d. |
| (B) When there are more articles than one to be transported, <b>for each trip</b> necessarily undertaken by the Porter in transporting such articles to or from, from or to, the cab, tram, vehicle, railway carriage, parcels office, or part of station directed or appointed as the case may be ... .. | 6d. |
- (Maximum, 1s.)

**11. Lost luggage to be taken to Lost Luggage Office.**—Any Porter into whose hands any luggage or other property may come, which is not duly claimed, or any Porter finding or noticing any luggage in a railway carriage or on the station apparently overlooked by the owner, shall forthwith convey the same to the Lost Luggage Office, and hand it over to the officer there in charge.

**12. Porter on suspension to hand licence, cap, and badge to Stationmaster if required.**—Upon the suspension of a Porter, or at any time while such suspension remains in force, the Porter, if required by the Traffic Manager or Stationmaster, shall hand to the officer requiring the same his licence and the cap with the badge supplied to him by the Commissioner, to be retained until such suspension ceases to be in force or licence revoked.

**13. Licence subject to be surrendered or withdrawn on notice in writing.**—Any Porter may surrender or the Traffic Manager may withdraw any licence issued under these by-laws, by the Porter or Traffic Manager, as the case may be, giving to the other of them one calendar month's written notice, and after the expiration of one calendar month from the receipt of such notice by the person for whom it was intended the licence to which it applies shall cease to be in force.

**14. Upon expiry of licence deposit to be returned.**—Upon the expiry or other sooner determination of a licence otherwise than by revocation for misconduct, the person named in the licence, or his executors, administrators, or assigns, shall be entitled on demand to have returned the deposit money lodged by such person in connection with the issue of the licence to him, or if the same has been reduced by any adjudication or suspension as hereinbefore provided, any balance thereof in the hand of the Commissioner.

**15. Interpretation.**—In these by-laws the following words and expressions, unless repugnant or inconsistent with the context, shall include the meanings hereby assigned to them:—

“Luggage” includes any goods, articles, or things, belonging to or over which any passenger or intending passenger by such train has any control, carried or intended to be carried by a passenger train.

“Porter” means a Luggage Porter duly licensed under these by-laws.

“Stationmaster,” when used without words of limitation, includes, in addition to the officer appointed Stationmaster or Acting Stationmaster, the officer for the time being on duty in charge of the station in the absence of the Stationmaster or Acting Stationmaster.

“Traffic Manager” shall mean the Chief Traffic Manager of Victorian Railways or such other officer as may be nominated from time to time by the Victorian Railways Commissioner as the officer for the time being to issue or deal with the case of Porters licensed under these by-laws.

**W. FITZPATRICK,**

COMMISSIONER.

SCHEDULE.

VICTORIAN RAILWAYS.

BY-LAW No.....

LUGGAGE PORTER'S LICENCE.

19..... No.....

.....of.....  
 is hereby licensed under and subject to the By-laws made in that behalf by the Victorian Railways Commissioner to ply the calling of a Luggage Porter at and in connexion with the ..... Railway Station in the.....  
 for a period of twelve calendar months from the date of this licence unless the same be sooner determined or revoked under the provisions of the said By-laws.

Dated at.....this.....  
 day of.....19.....

.....  
 Chief Traffic Manager,