

1883.  
—  
VICTORIA.

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VICTORIAN RAILWAYS.

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ABSTRACT OF DEPARTMENT REGULATIONS.

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PRESENTED TO BOTH HOUSES OF PARLIAMENT BY HIS EXCELLENCY'S COMMAND.

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By Authority:

JOHN FERRES, GOVERNMENT PRINTER, MELBOURNE.

APPROXIMATE COST OF PAPER.

										£	s.	d.
Preparation—Not given												
Printing (760 copies)	..	..	..	..	..	..	..	..	..	6	10	0

# ABSTRACT OF DEPARTMENT REGULATIONS.

## RULES OF GENERAL APPLICATION.

1. The slightest insobriety in any official when on duty, or on the railway line or premises, will be followed by immediate suspension and subsequent dismissal, in addition to such punishment as may be incurred under the 42nd clause of "*The Railways Act 1863*," to which clause the attention of all servants is directed. Punishment for insobriety.
2. No person in the employment of the Board is allowed to trade, either directly or indirectly, without the special permission of the Secretary. Servants of Department not to trade.
3. Any servant using improper language, or entering into an altercation with the public or his fellow-servants, whatever provocation may be given, absenting himself without leave, being guilty of disobedience of orders, negligence, or other misconduct, or being incompetent, will be liable to immediate dismissal, in addition to any punishment he may incur under "*The Railways Act 1863*." Causes of dismissal.
4. The acceptance of any fee, gift, or gratuity is strictly forbidden under any pretence whatever, under pain of fine or dismissal. Acceptance of gratuities forbidden.
5. Any employé who is found to be a member of a political association of any kind will be required to sever his connexion with the service. No employé can be a member of any political body.
6. No officer or servant will be allowed to leave his office or work during the hours prescribed for duty, except on official business or by permission of the permanent head of his branch. Permission must be obtained before any employé can leave work during working hours.
7. All officers will be required to attend at their offices for such period beyond the ordinary working hours as may from time to time be required for the completion of arrears of work or in consequence of any departmental or public exigency. Overtime.
8. Except in cases of sudden illness or other emergency, which shall be immediately reported to the head of the branch, no officer or servant shall be absent without leave from his office or place of business or from the district to which he is appointed. Absence from office or district.
9. Employés addressing communications in connexion with their public duties or positions in the service, other than through their superior officers, will be fined for the first offence, and will be liable to dismissal for a repetition of such transgression. Employés to communicate to the Minister through the superior officers.
10. Employés using or obtaining outside influence, either directly or indirectly, to represent their requirements to the Minister will be fined not less than one day's pay. Employés are not to obtain outside influence.
11. Officers or servants of the Department are not to communicate directly or indirectly with the public press, or any person or persons, on matters connected with the Department without first obtaining instructions from the Secretary through their immediate branch. To apply for instructions in all doubtful cases.
12. Each officer or servant is required to report to his superior officer (in the form provided to him for the purpose, where a form is in use) every instance of damage, derangement, or irregularity, or violation of rules of any kind whatsoever that may come under his notice. Reports of irregularities, &c.
13. The pay of all officers and servants will be stopped from the moment of their being suspended, and the pay will not be allowed except in the event of entire acquittal of the charge for which the person was suspended, or on approval of the Minister. Pay stopped during suspension.
14. The Board reserve the right to deduct from the pay any fine imposed for neglect of duty; they also reserve the right to deduct rent from the pay due should the person be a tenant of the Board; and no officer or servant must during suspension enter upon any part of the railway offices or perform any duties thereof. Right to deduct fines from pay due.
15. No officer or servant of the Board, unless temporarily employed, will be allowed to leave the service without giving one month's previous notice in writing of his intention to do so, under pain of forfeiting any salary or wages which may be due. He will likewise be held liable for any loss, damage, inconvenience, or expense which may be occasioned by his leaving without giving such notice. Not to leave the service without giving proper notice.
16. No servant, on leaving the service of the Board, is to be paid any money due to him until he shall have delivered in his uniform, signals, books, and other property of the Board in as clean and perfect condition as the period that he has had them will allow. When any man is suspended for misconduct or other cause, he must, immediately on his suspension, hand in all his uniform to the person in charge of the station at which he is located. Servants on leaving to deliver up all railway property.
17. If any such article shall have been improperly used or damaged, a deduction from any pay due to the man will be made sufficient to cover the damage or supply a new article; or, if the pay due be insufficient for that purpose, he will be liable to make good the same. Pay to be deducted for loss of railway property.
18. Any officer or servant who has cause to complain of or make a report against his superior, shall make the complaint through the officer at the head of the branch to which he belongs within seven days, if possible, after the occurrence of the matter so reported by him, otherwise such report will be regarded as the result of malice, and not from a conscientious desire to advance the interests of the public service. Reports against superior officers to be made within seven days.

- Right of appeal.** 19. Every person who may consider himself aggrieved has the right to appeal to the Minister, which he must do by letter, through his immediate superior, who will transmit it in the usual course.
- Salary orders.** 20. Assignments of salaries, wages, or superannuation allowances on the part of officers or servants of the Department will not be recognised.
- Employés travelling without pass or ticket.** 21. Salary orders from employés will not be recognised by the Accountant, unless in cases of sickness, or when, from unavoidable causes, the claimant cannot be present to receive his pay.
- Reporting cases of intoxication.** 22. Any officer or servant found travelling without a ticket or pass is to be at once suspended by the head of his branch, and the circumstance reported to the Secretary, who will obtain the Minister's decision as to whether the offender shall be allowed to resume duty or be fined. Should his services be dispensed with, prosecution may follow.
- Employés not to sign public petitions.** 23. Any officer or servant seeing another officer or servant intoxicated, must, in addition to reporting the circumstance to the head of his branch, draw the attention of some other person to it, so that corroborative evidence may be given.
- Employés forbidden to take part in Parliament elections.** 24. Officers and servants of the Department are to abstain from signing public petitions.
- Non-reporting of irregularities.** 25. 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.
- Employés exempt from jury service.** 26. Officers, in the event of any irregularity which may come under their notice not being reported to the proper authorities, will be dealt with as if they were parties to the irregularity committed.
27. All officers and servants regularly engaged in the Department are exempt from serving on juries. If summoned, they should inform the summoning officer of the fact of their being so employed.

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#### SPECIAL CARRIAGE OR TRAIN.

The Minister may at any time direct that a special carriage be attached to any train, or that a special train be run for his use or that of the Government.

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#### REGULATIONS FOR PASSES.

##### A.

The persons undermentioned will be allowed passes, viz.:—

- (1.) Members of the Legislature of Victoria.
- (2.) Executive Councillors.
- (3.) Members of the Legislatures of New South Wales, South Australia, Queensland, Tasmania, and New Zealand, on exhibition of the Passes issued to them in their own Colonies.
- (4.) Wives of Ministers of the Crown and of Members of Parliament of adjacent Colonies.
- (5.) At the Opening and Prorogation of any Session of Parliament, two Passes for each Member of Parliament.
- (6.) Members of the Board of Land and Works.
- (7.) The Clerk to the Executive Council.
- (8.) The Clerk of the Legislative Council and the Clerk of the Legislative Assembly.
- (9.) The Commandant Local Forces.
- (10.) Officers of Her Majesty's Naval and Military Services.
- (11.) The Deputy Master of the Mint.
- (12.) The Governor's Aide-de-Camp, Private Secretary, and Butler.
- (13.) The Commissioner and the Engineer-in-Chief of New South Wales Railways.

##### B.

- (1.) The Deputy Postmaster-General, the Chief Inspector of Postal and Telegraph Services, and two (2) Inspectors of the latter Branch, as per current agreement.
- (2.) Germain Nicholson, Esq., J.P., late Director of the Melbourne and Hobson's Bay United Railway Company.
- (3.) The Directors, Secretary, and Traffic Manager of the Deniliquin and Moama Railway Company, for Echuca line only.
- (4.) Officers of the Victorian Naval and Military paid Forces for a period not exceeding one month in each year, on application of the Senior Commanding Officers.
- (5.) Officers (1st class) and other Employés (2nd class) of Parliament, with their wives only, one month in each year, or two passes for the period if divided.
- (6.) Agents of the Peninsular and Oriental Steam Navigation, Orient Steam Navigation, and Messageries Maritime Companies.
- (7.) Mail Contractors during the currency of their contracts, but only on lines with which they have connexion by such business.

- (8.) Victoria Racing Club and Victoria Amateur Turf Club Handicappers and Secretaries.
- (9.) Australian and Victoria Coursing Clubs' Secretaries (limited to 25 miles from Melbourne).
- (10.) New South Wales Border Officers in charge.
- (11.) Carrying Agents whose business of the previous year with the Department reached the sum of £12,000 sterling.
- (12.) Railway officers and servants (with their wives) of all colonies which reciprocate.
- (13.) Railway pensioners and officers who have retired after 15 years' service. No more than four passes to be issued in a year, nor for a longer period than 14 days each. The concession to extend to their wives.
- (14.) The Teacher of the Blind.
- (15.) Newspaper reporters when attending the opening or prorogation of Parliament, the opening of new railways, or the delivery of Premiers' speeches.
- (16.) Fish Acclimatising Societies of Victoria, for attendants conveying ova or fish for stocking rivers, creeks, or lakes.
- (17.) Petty officers or police of Her Majesty's Navy, when it is certified that they are travelling on duty, and seamen under arrangement with commander.
- (18.) Aborigines, on requisition of Secretary to Aborigines Board only.
- (19.) Charitable Institutions, viz. :—Deaf and Dumb and Blind Asylums, for children and attendants when going to their friends on yearly leave; Melbourne and Catholic Orphan Asylums, in connexion with boarding out children; Infant Asylum, for conveyance of children adopted; Sick Children's Hospital, for transit of patients whose parents are unable to pay railway fare; Ladies' Benevolent Societies, to convey their protégés who are to be admitted into refuges, &c.; and discharged prisoners, under the Prisoners' Aid Society, when they are going into the country.
- (20.) Destitute persons, who will require to make a declaration that they are unable to pay fare and can get work on arrival, or be taken care of by friends, also on requisition of any president or secretary of a recognised charitable institution or a paid magistrate; but no pass is to issue to any able-bodied man.
- (21.) No pass under this subdivision is to be given without the name of the person in whose favour it is granted being on it, and each pass must be for a definite period.
- (22.) The passes to which these regulations refer are to be issued from the Secretary's office, and the interpretation of such regulations is left to the Secretary or his deputy.

## C.

*Suburban Lines.*

- (1.) The owner, master, and clerk of steamer plying between Sandridge and Williamstown.
- (2.) Captain Kenny.
- (3.) Three (3) officers of police.
- (4.) Engineer of Harbour Trust.

## CLASSIFICATION OF STATION-MASTERS.

1. All salaried Station-masters (H. B. lines excepted) are divided into eight classes, Classification of  
Station-masters.  
as under :—

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.

2. 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 therein will be £12 10s. for two years. Vacancies and pro-  
motions of Station-  
masters.

REGULATIONS AS TO ADMISSION OF CLEANERS AND PROMOTION  
TO FIREMEN AND DRIVERS.

1. Candidates for employment must be able to read and write correctly, pass a medical examination, and be not less than 5 feet 6 inches in height. Qualifications of  
candidates.
2. No person under 20 or over 28 years of age will be eligible for employment as Age.  
Engine-cleaner unless he has already received a skilled training.

Rate of wages for Cleaners.	3. Wages will commence at 5s. per diem, and rise according to the efficiency of the employé at the rate of 6d. per diem per annum until 6s. 6d. is reached, which is the maximum limit of pay for Cleaners.
Rate of wages for Firemen.	4. Cleaners, when advanced to the foot-plate as Firemen, will be ranked as third-class Firemen, and receive 8s. per diem. 5. Firemen of the third class will be eligible for promotion to the second class, at 9s. per diem, after they have worked twelve months in the class below. 6. Second-class Firemen will be eligible for promotion to the first class, at 10s. per diem, after they have worked two years in the class below. 7. Firemen advanced to driving will be ranked as fifth-class Drivers, and receive 11s. per diem.
Rate of wages for Drivers.	8. Drivers of the fifth class will be eligible for promotion to the fourth class, at 12s. per diem, after they have worked 365 irregular days or fully twelve months in the class below. 9. Fourth-class Drivers to the third class, at 13s. per diem, after two years in the class below. 10. Third-class to the second class, at 14s. per diem, after three years in the class below. 11. Second-class to the first class, at 15s. per diem, after four years in the class below.

### LOCOMOTIVE WORKSHOPS' EMPLOYÉS.

Entry of workmen.	1. Before any person is employed on the works he must procure a certificate of good character from his last employer. If this be satisfactory, and his employment is sanctioned, he will receive a copy of rules, which he will be bound to observe during his employment in the Government service. The amount of his wages will be determined upon after one month's trial. Any applicant for employment may be required to submit to a medical examination if it be considered necessary.
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### ADMISSION AND EMPLOYMENT OF APPRENTICES IN THE RAILWAY WORKSHOPS.

Qualifications.	Applicants must produce a certificate from a State school, or other educational establishment, that they can read, write, and understand arithmetic.																																																	
Age.	Candidates must not be under fourteen, nor over sixteen years of age.																																																	
Seven years to be served.	Apprentices will be required to serve seven years, at any trade.																																																	
Rate of wages.	Remuneration will be in accordance with the following scale :—																																																	
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6th "	...	...	...	...	4s.	"																																												
7th "	...	...	...	...	4s. 6d.	"																																												
	Improvers will not be admitted.																																																	

### HOURS OF WORK AND OVERTIME.

Officers and clerks.	1. Officers and Clerks (except in the Traffic and Locomotive Branches) are to be at their business from 9 o'clock a.m. until 4 o'clock p.m., and they will be allowed half-an-hour for lunch; but when unusual pressure of business or new work requires their continuous attendance beyond such time, overtime may be allowed, but special application must be made through the Secretary to the Minister, whose authority for such allowance it will be necessary to obtain in the first instance.																												
Inspectors, artizans, gangers, platelayers, and telegraph staff.	2. Engineers Inspectors, Artizans, Gangers, and Platelayers, and the Telegraph Staff will be allowed time and a half when they work more than eight hours a day.																												
Station-masters and other traffic employés.	3. Station-masters and Traffic Employés (not specially mentioned) whose duties are exceptional, must be on duty during such hours as may be determined by the Traffic Branch, taking into consideration the nature of the duties in each case.																												
Drivers and firemen.	4. Drivers' and Firemen's time will be allowed, in accordance with the running of trains, as follows, viz.:—																												
	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 10px;">1</td> <td style="padding-right: 10px;">day</td> <td style="padding-right: 10px;">if they run</td> <td style="padding-right: 10px;">100</td> <td style="padding-right: 10px;">or up to</td> <td style="padding-right: 10px;">124</td> <td style="padding-right: 10px;">miles.</td> </tr> <tr> <td><math>1\frac{1}{6}</math></td> <td>"</td> <td>"</td> <td>125</td> <td>"</td> <td>149</td> <td>"</td> </tr> <tr> <td><math>1\frac{1}{2}</math></td> <td>"</td> <td>"</td> <td>150</td> <td>"</td> <td>174</td> <td>"</td> </tr> <tr> <td><math>1\frac{3}{4}</math></td> <td>"</td> <td>"</td> <td>175</td> <td>"</td> <td></td> <td>miles.</td> </tr> </table>	1	day	if they run	100	or up to	124	miles.	$1\frac{1}{6}$	"	"	125	"	149	"	$1\frac{1}{2}$	"	"	150	"	174	"	$1\frac{3}{4}$	"	"	175	"		miles.
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$1\frac{3}{4}$	"	"	175	"		miles.																							
Departure from rule.	In cases in which this rule cannot be strictly adhered to, the Locomotive Superintendent may make such arrangements as in his opinion are reasonable.																												
Workshops' employés.	5. Workshops' employés will be allowed time and a quarter for the first two hours after working eight hours a day; but if they work more than two extra hours, rate and a half will be given. Double time will be granted for Sunday work, but in no case is overtime to be allowed to an employé unless he has worked a full week.																												
Gatekeepers.	6. Gatekeepers in special cases, except on country lines, will be allowed time and a quarter if they work more than eight hours a day.																												

*Punishments.*

1. Employés found guilty of disobedience, negligence, or other misconduct will be punished by their being fined, disrated, or dismissed, according to the nature and degree of the offence.

## REGULATIONS FOR LEAVE.

	No of Days allowed per annum.
1. Officers over 2 years on salaried list ... ..	21*
2. Line Overseers and Instrument Makers ... ..	21
3. Running Foreman ... ..	21
4. Guards over 7 years running ... ..	21
5. Drivers over 13 years' service ... ..	18
6. Drivers and Firemen over 10 years' service ... ..	15
7. Guards over 2 and up to 7 years running ... ..	15
8. Officers under 2 years on salaried list ... ..	14*
9. Clerks and Operators over 7 years' constant service on daily pay ... ..	14
10. Employés on survey parties... ..	14
11. Timekeepers ... ..	12*
12. Storemen ... ..	12†
13. Other Traffic Employés over 7 years on staff ... ..	12
14. Firemen and Cleaners over 7 years' service ... ..	12
15. Guards less than 2 years running ... ..	10
16. Other Traffic Employés over 3 and under 7 years on staff ... ..	9
17. Store Labourers ... ..	8†
18. Traffic Labourers over 5 years constantly employed ... ..	8†
19. Greasers and Fuelmen, Melbourne, extra day for Cup day ... ..	8
20. Clerks and Operators over 1 year's constant service on daily pay ... ..	7
21. Fireman and Cleaners under 7 years' service ... ..	7
22. Greasers and Fuelmen, country ... ..	7
23. Artisans, Gangers, Repairers, and Gatekeepers ... ..	One week
24. Other Traffic Employés under 3 years on staff ... ..	6
25. Acting Porters, Gatekeepers, and others over 1 year's service, not on staff ... ..	4
26. Temporary Clerks (engaged as required) ... ..	Gazetted holidays only
27. Williamstown, Newport, and Sandridge Workshops' Employés :— 1st January, Good Friday and following Saturday, Easter Monday, Eight Hours Day, Queen's Birthday, Cup Day, Prince of Wales' Birthday, Christmas and Boxing Days.	
28. Country Mechanics (Loco. Branch) same as previous except Cup Day and Eight Hours Day, unless a demonstration is held on the latter.	
29. Leave will be granted as may be convenient, but not in the Traffic Branch during November, December, and January. All applications (to be endorsed by the officer in charge) must reach head-quarters in sufficient time to be dealt with before the leave is actually wanted. Heads of branches may instruct employés to take their leave whether required at the time or not, and, if declined, the privilege will be forfeited.	Arrangements as to leave.
30. All leave will lapse at the end of each year if not previously applied for.	Leave lapsing.
31. Leave will not be divided, and applicants must therefore apply for the full period to which they are entitled.	Leave not to be divided.
32. When compatible with railway requirements, employés will be allowed leave for a day or two (if necessary), with pay, to vote at elections.	Leave to vote.
33. Applications for leave of absence on the ground of illness must be supported by a medical certificate to the satisfaction of the Minister that such leave is necessary, and, if desired on the ground of other pressing necessity, the request must be supported by reasonable proof of such necessity existing.	Leave through illness.
34. Any officer or servant being unable through sickness or accident to attend to his duties must forward a weekly certificate from a properly qualified medical man to the head of his branch, and when duty is resumed report the fact at once, stating the period he has been off. If the sickness be not of a sufficiently serious character to need the services of a doctor, and the absence only extends over one day, leave for that period may be granted by the applicant's immediate superior officer. Employés not observing this rule will be treated as absent without leave.	Sick leave.
35. Volunteers obtaining leave of absence for the purpose of attending drill, shooting matches, &c., shall have the period so absent deducted from their annual leave, or shall have such leave granted, business permitting, without pay.	Volunteers belong- ing to Department.

The Common Seal of the Board of  
Land and Works was hereunto  
affixed on the thirtieth day of  
October, One thousand eight  
hundred and eighty-three, in  
the presence of

D. GILLIES,  
Vice-President.

A. MORRAH,  
Member.



\* Exclusive of gazetted holidays.

† Inclusive „ „