

**VICTORIAN RAILWAYS**

A. 837/67

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**LIVE STOCK  
TRAFFIC**

**The enclosed instructions supersede  
page 397 to 413 inclusive of the  
General Appendix, and will apply from  
1st JULY, 1967**

Spencer St.,  
Melbourne,  
5th June, 1967

T. A. JAMES,  
Chief Traffic Manager.

## LIVE STOCK TRAFFIC

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Live stock in these instructions shall mean, all the common herbivorous animals, i.e. sheep, neat cattle, horses, pigs, donkeys, camels, elephants, and bees.

A list of stations equipped with live stock facilities is shown in the Directory of Stations.

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**Live stock must be given preference over all other loading.**

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### APPLICATIONS FOR LIVE STOCK VANS AND ACCEPTANCE THEREOF.

1. The Station-master must give live stock traffic his personal attention.
2. (a) Applications for vans to carry live stock may be lodged with the Live Stock Agent or at any station.  
(b) They may be received by telephone, but as early as practicable the prescribed form and deposit should be obtained from the applicant. (See Goods Rates Book, Volume I, regarding deposits).  
(c) Completed forms shall be filed for a period of 12 months.
3. Applications should be lodged three clear days before the date on which live stock is to be loaded, but may be received subsequent to this time, and, if practicable, will be accepted.
4. Applications lodged at stations shall be immediately wired to the Live Stock Agent in accordance with the following example :— “ Evot one cattle van load horses Echuca to Dandenong, Jones to Brown, No. 114 Monday, 3rd July ”.  
Applicants must not be informed of the acceptance of orders until authority is obtained from the Live Stock Agent, who will promptly telegraph acceptance or otherwise.
5. Applications lodged at stations between the hours of 4.51 p.m. (11.30 a.m. Saturdays) and 8.30 a.m. must be wired to the Live Stock Agent as usual, but will be dealt with at the Chief Train Controller's Office if necessary.
6. In cases of urgency, Station-masters may accept applications for vans without the prior consent of the Live Stock Agent, but in every such instance they must first obtain authority from the Depot concerned, who must take such action as may be required to supply the vans and for the despatch of the consignment, including selection of most suitable trains to the destination. If any delay be involved in transit the applicant must be so advised. Station-masters must not decline such applications without referring to the Depot (Control) for a decision. Particulars of the arrangements made shall be immediately telegraphed by the loading station to the Live Stock Agent, destination station, and any other stations concerned.
7. All four wheeled and bogie type cattle vans are boarded to a height of 5 ft. 4 ins. from the floor. Eleven four wheeled vans, Nos. 143, 253, 516, 534, 537, 566, 588, 637, 678, 679 and 773 have specially raised roofs for the conveyance of camels and elephants. They are, however, available for cattle and horses.

**S.P. (Stock Particulars) NOTICES.**

S.P.'s mean the Live Stock loading and transit circulars issued by the Live Stock Agent, and which show particulars of accepted orders, vans to be loaded each day, and trains by which such vans when loaded are to be carried to destination stations.

1. Full details of all accepted orders will be shown on the S.P. Notices issued to Depots, Sub-depots, and Stations concerned as under :—

Day of Issue	Original S.P.'s for Vans to be Loaded on—	Supplementary S.P.'s for Vans to be Loaded on—
Monday ..	Saturday ... ..	Tuesday*, Wednesday*, Thursday* and Friday*
Tuesday ..	... ..	Wednesday*, Thursday*, Friday* and Saturday*
Wednesday ..	Monday ... ..	Thursday*, Friday* and Saturday*
Thursday ..	Tuesday and Wednesday ... ..	Friday*, Saturday* and Monday*
Friday ..	Thursday and Friday ... ..	Saturday*, Monday*, Tuesday* and Wednesday*

\* To facilitate the early distribution of empty vans, the Live Stock Agent will on day of issue telegraph to the Depots and Sub-depots a summary of the orders with which they are concerned as shown on these S.P. Notices. This summary must be checked with the S.P. Notices when latter are received by train and particulars of any discrepancy at once wired to the Live Stock Agent. Details of the orders on the other S.P. Notices will be wired by the Live Stock Agent to the Depots and Sub-depots concerned if the S.P. Notices will not arrive by train in time to permit of satisfactory arrangements being made to supply the vans.

2. Details of orders accepted too late for inclusion on supplementary S.P. Notices will be issued per wires addressed to all concerned.

3. Any form of advice of the acceptance of live stock orders must on receipt be immediately examined by the staff concerned at the Depots and Sub-depots who will be responsible for :—

(a) Seeing that arrangements are made for obtaining and supplying the necessary empty vans at the proper time, for the despatch of loaded vans as specified on the S.P. Notices, and for seeing that such action as may be required at their station or stations in their section is thoroughly understood by the staff concerned.

(b) Maintaining an up-to-date record of the orders for vans to be loaded to and from stations in their sections, of the empty vans on hand, and of the movements of empty vans to and from stations in their sections.

(c) Seeing in respect of their section, that empty vans are moved to best advantage from station to station including the avoidance of unnecessary haulage and shunting.

4. The Chief Train Controller at Spencer-street and the Senior Train Controller at Depot Stations must see that the Train Controllers and other Officers under their supervision are properly informed of their obligations in respect of the live stock traffic.

5. Copies of S.P. Notices and advices of late orders not included on such notices, will be sent by the Live Stock Agent to loading stations, and the Station-master concerned must examine these S.P. Notices and advices on receipt and take such action as may be necessary at his station and at stations under his supervision to ensure that information desired by consignors is readily available, and that the staff are fully informed and that proper arrangements are made for the placing of the empty vans, yarding, loading and despatch of the consignments.

6. S.P. Notices are issued in numerical order and acknowledgement of their receipt is not necessary. Depots and Sub-depots are responsible for obtaining a copy of each S.P. Notice by the first available train after issue, and if any such notice be missing, or if one be not received at the usual time, the Live Stock Agent must be immediately advised.

### DISTRIBUTION OF EMPTY VANS.

1. The distribution of empty vans required for the transport of live stock must be arranged by Depots and Sub-depots as shown in the undermentioned list :—

Vans must not be moved from one Depot to another without the authority of the Live Stock Agent, Spencer Street, nor from a Sub-depot's section without the Depot's authority. The Live Stock Agent will supply vans to the Depots and the latter must supply Sub-depots. The Live Stock Agent will advise the Depots of arrangements made to supply empty vans required as set out in the "On Section" report (see page 5). Depots must promptly wire the Live Stock Agent for vans required for late orders accepted after the "On Section" report is transmitted; similarly Sub-depots must wire Depots in respect of vans required for late orders.

Depot	Sub-depot	Responsible for the Distribution of Live Stock vans on the undermentioned sections—
Control at :—		
Bendigo	...	Bendigo to Echuca, Cohuna, Swan Hill, Korong Vale, Wedderburn and V.I.M.A. Siding
"	Echuca	Echuca to Deniliquin and Balranald.
"	Swan Hill	Swan Hill to Kooloonong
"	Korong Vale	Korong Vale to Robinvale and Kulwin
Ballarat	...	Ballarat to Ouyen, Arnold, Campbell, Avoca, Waubra, Newlyn, Buangor, Skipton and Ballarat Cattle Yards
"	Ouyen	Ouyen to Yelta, Meringur and Pinnaroo S.A.
Seymour	...	Seymour to Benalla and Tocumwal
"	Wodonga	Wodonga to Cudgewa
"	Springhurst	Springhurst to Wahgunyah
"	Wangaratta	Wangaratta, Bright and Peechelba East Lines
"	Benalla	Benalla to Wodonga and Oaklands
"	Numurkah	Numurkah, Cobram and Picola Lines
"	Shepparton	Shepparton to Katamatite
"	Toolamba	Toolamba to Koyuga
"	...	Girgarre and Colbinabbin Lines
Ararat	...	Ararat to Dimboola, Warracknabeal and Strathkellar
"	Dimboola	Dimboola to Serviceton, Yaapect and Yanac
"	Horsham	Horsham to Kanagulk and Carpolac
"	Lubeck	Lubeck to Bolangum
"	Hamilton	Hamilton to Portland, Casterton, Coleraine and Balmoral
"	Heywood	Heywood to Mt. Gambier. In this connection Heywood is a sub-depot to Hamilton
Geelong	...	North Geelong to Port Fairy, Yatchaw, Tatyoon, Yendon and Queenscliff
"	Camperdown	Camperdown, Mortlake and Timboon Lines
Live Stock Agent	...	Melbourne to Golden Square, Shelbourne, Daylesford, Sunshine-Newport Loop, Yea, Warrenheip via Ballan, Corio, Traralgon, Morwell, Korumburra, Wonthaggi, Port Melbourne, Mornington, Stony Point, Glen Waverley, Alamein, Upper Fern Tree Gully, Lilydale, Hurstbridge, Upfield, Altona and Williamstown Pier
"	Yea	Yea to Mansfield and Alexandra
"	Wallan	Wallan to Heathcote

Depot	Sub-depot	Responsible for the Distribution of Live Stock vans on the undermentioned sections—
Live Stock Agent	Traralgon	Traralgon to Bairnsdale (both routes).
..	Bairnsdale	Bairnsdale to Orbost
..	Morwell	Morwell to Mirboo North
..	Moe ...	Moe and Yallourn
..	Korumburra	Korumburra Cattle Sdg. to Yarram
..	Lilydale	Lilydale to Healesville

2. To ensure that there will be no mistake, it is necessary, in the event of empty vans being supplied later than usual, that the Depot and the Sub-depot inform the Station-master concerned, who must see that this information is obtained.

3. The Depot and Sub-depot concerned must make local arrangements to supply at the proper time any goods wagons including louvres listed to load as per S.P. Notices. If necessary, a requisition for wagons required must be wired to the Live Stock Agent.

4. Empty live stock vans must not be sent away from any station without the authority of the Depot or the Sub-depot as the case may be. Whenever practicable, vans moved from one station to another must be waybilled (free waybill G.F. 12 to be used, except as shown in clause 5), and the Guard must obtain such waybill or other authority.

Whenever empty stock vans supplied to a station to meet S.P. orders are not loaded, the Live Stock Agent must be advised daily on form TR. 73C.

T.R. 73C reports must include particulars of every van supplied empty for orders and not loaded, including empty vans supplied for orders which were subsequently cancelled, but cancellation notice given too late to stop supply.

A carbon copy must be retained for station reference.

Nil return is not required.

5. If empty live stock vans be attached to a train for distribution the Guard must be given instructions as per example hereunder, and he must see that such vans are included in his train load, and placed at the specified stations.

.....Station

.....Date

Guard of train No.....on.....

Please supply—

Kyneton           1 sheep

Sunbury,           2 cattle

Clarkefield,       1 sheep, 1 cattle.

and clear 1 sheep, 1 cattle from Riddell and place at Castlemaine.

Unless otherwise instructed, Guards must see that empty and loaded live stock vans detached at stations are placed on the siding serving the loading race and in the proper position for hand-shunting; the direction of the grade to be considered.

Empty Live Stock vans must not be detached from trains to make room for ordinary loading without the authority of the Depot or the Sub-depot.

6. (a) If live stock offer for transport at any station and there be an insufficient number of vans on hand, the Station-master must immediately take action to obtain the requisite vans and promptly advise the Depot or Sub-depot and the Live Stock Agent. If sheep or pigs be concerned, the Station-master may, with the concurrence of the consignor, use wagons, but in such cases the arrangements should include provision for the consignment to be reloaded, where practicable, into sheep vans.

(b) If the type of van specified on the S.P. Notice be not supplied, another type of vehicle must not be used unless the consignor agrees in writing and accepts the risk of transporting the animals in the available substitute vehicle.

(c) Except in cases of urgency, wagons must not be used for live stock unless authorised by the Live Stock Agent. If goods vehicles (including louvres) be used for live stock, the Station-master at loading station must see that the floors are clean and in good order, and the Station-master at destination station must see that the floors are swept clean before the wagons are allowed to again go into ordinary traffic. Goods wagons released after carrying coal; must not be supplied or used for live stock.

(d) If it be necessary in cases of urgency to use cattle vans for the carriage of sheep or pigs, the Depot or the Sub-depot and the Station-masters at loading stations must see that vans with clean floors are supplied and that vans with openings between the floor boards are not used.

7. If an empty van develops a hot box or other defect and be taken out of traffic at a station other than a Depot or Sub-depot, the Station-master must immediately advise the Depot or Sub-depot, who must take such action as may be necessary to provide a substitute van and so advise the loading station. If the defective van be detached at a No-one-in-charge or Caretaker Station, the Guard must promptly notify the Station-master at the first available station. (See also page 370, General Appendix).

### DAILY ADVICE OF VANS ON HAND AND REQUIRED.

1. Depots and Sub-depots must prepare a summary ("On Section" report) at 9.0 a.m. daily of the vans loading from and into their Section, empty vans in their Section, empty vans required and empty vans spare. These particulars must be wired to the Live Stock Agent not later than 10.0 a.m. daily. See sample "On Section" report hereunder. Sub-depots must also address their "On Section" report to the Depot concerned.

#### ON SECTION REPORT AT 9 A.M., 1.7.67

Echuca

.....Name of Depot or Sub-depot.

To Stock—

Spencer Street

Control. Bendigo

(a) Number of last S.P. received—123

(b) Number of last train to arrive 99

—	Number of Sheep Vans		Number of Cattle Vans	
On section ... ..	(c)	42	(d)	41
Loading to-day ... ..	(e)	23	(f)	23
" to-morrow ... ..	(g)	Nil	(h)	Nil
" next day ... ..	(i)	46	(j)	11
" in to-day ... ..	(k)	5	(l)	9
" , to-morrow ... ..	(m)	Nil	(n)	Nil
" " next day .. ..	(o)	Nil	(p)	Nil
Spare ... ..	(q)	Nil	(r)	16

(s) Empty van requirements (show here how many, and by what train and day, vans are required after making due allowance for loaded in vans becoming available):—

8 sheep per No. 49 to-day.

19 sheep not later than No. 45 Monday.

(t) Remarks.—5 sheep vans loading in to Niemur to-day not available until Tuesday.

From .....

Time Lodged .....

Time Sent .....

..... Date.

It is not necessary to separately specify on the "On Section" report—

(i) Bogie vans each of which shall be counted as 2 (sheep or cattle vans as the case may be).

(ii) Goods vehicles (including louvres) listed to load live stock.

When wiring the "On Section" report, and on all other occasions when wiring particulars of live stock vans (Daily Rolling Stock Return T.R. 61 excepted), such vans must be referred to as "Sheep" or "Cattle" vans and the class letters L, LL, LF, LP, M, MM, MF must not be used.

2. On receipt of the "On Section" report, the Live Stock Agent will carefully examine the empty van position in respect of each Depot and take such action as may be necessary to ensure the best possible arrangements being made; Depots must similarly act in respect of "On Section" reports received from Sub-depots.

3. The total number of each class of van on hand at Stations must be accurately shown in the proper column provided on the daily Rolling Stock Return (TR. 61); L, LF, LL, LP, M, MF, MM, FP to be separately specified thereon. Station-masters must advise the Depot or Sub-depot not later than 9.0 a.m. daily the total number of each class of van on hand at their station and at stations under their supervision.

### CLEANING OF LIVE STOCK VANS.

1. Equipment is available at Brooklyn, Ballarat and Bendigo for washing out stock vans and, as far as practicable, the floors of all sheep and cattle vans passing through these centres must be washed out.

2. In every instance, only vans which have been thoroughly washed must be supplied for carriage of show exhibits.

3. (a) Station-masters at loading stations must inspect all sheep and cattle vans as they are supplied and arrange for dirty vans to be hand-cleaned.

(b) In the case of vans loaded inwards and not required for outwards use, any dirty vans should be cleaned before they are despatched empty if there be time between the discharging of the stock and the despatch.

4. (a) At certain stations, contractors are employed on a regular basis to hand clean dirty sheep and cattle vans, and instructions shown in sub-clauses (b) to (e) shall apply at stations where contractors are appointed.

(b) Contractors will require to clean only those vans which, in the opinion of the Station-master, require cleaning. Care must be exercised to see that the contractor is not asked to attend to any van which is in a reasonably clean condition for loading.

(c) Contractors must arrange for the prompt removal of the manure, and Station-masters must see that the point selected for cleaning the vans is reasonably suitable for the purpose, i.e., where a nuisance or obstruction will not be created.

(d) A daily record of the number of each sheep and cattle vans cleaned must be maintained by the Station-master.

(e) Payment for cleaning vans shall be made by L2 account, to which must be attached a statement, furnished by the Contractor showing particulars of the vans cleaned, also the Station-master must certify, on the form, that the statement is correct.

5. At any station at which a contractor is not employed, the Station-master must arrange to employ labor to clean any dirty vans at whatever cost may be involved within reason; if this work be performed by the sender, the Department will defray the cost.

6. The Station-master must give his personal attention to these instructions so as to ensure that vans be in a clean condition for loading and to avoid complaints being received regarding supply of dirty vans.

### DIMENSIONS, ETC., OF LIVE STOCK VANS.

Class of Vans	Class Letter	Number of Vans in Class	Number of Compartments	Number of Tiers	Internal Measurements			
					Length		Width	
					ft.	in.	ft.	in.
			(Total)					
<i>Broad Gauge</i>								
Four-wheeled sheep vans	L	1,007	4	2	20	0	7	8 $\frac{1}{4}$
Bogie	LF	7	8	2	35	11 $\frac{3}{4}$	8	5 $\frac{1}{2}$
"	LL	32	8	2	35	11 $\frac{3}{4}$	8	5 $\frac{1}{2}$
"	LP	10	8	2	35	11 $\frac{3}{4}$	8	5 $\frac{1}{2}$
Four-wheeled cattle vans	M	567	1	1	17	9 $\frac{3}{4}$	7	11
Bogie	MF	7	2	1	35	9 $\frac{3}{4}$	7	10 $\frac{3}{4}$
"	MM	18	2	1	35	9 $\frac{3}{4}$	7	10 $\frac{3}{4}$

### BOGIE VANS.

1. (a) Care must be exercised to see that bogie sheep and cattle vans are supplied for a bogie van lot, or alternatively for two single van lots for the same destination. In the latter case each lot must be separately consigned, carded, and waybilled, also the numbers of the compartments of the van in which each lot is loaded must be plainly endorsed on the van cards and waybills.

(b) If a bogie van with two or more consignments each of which has been loaded in separate compartments, be detached for discharging at a station *en route* account interval between trains, animals travelling badly, van defect, etc., each consignment must be independently unloaded into individual holding yards and separately reloaded so as to ensure each lot being correctly delivered at the destination. In every such instance, the reloading staff must see that the numbers of the compartments of the bogie van in which each lot is reloaded are plainly endorsed on the van cards and waybills, or alternatively, if it be necessary for the consignments to be reloaded into two 4-wheeled vans the particulars of the lot in each such van must be plainly shown on the waybills and cards.

2. If two single van lots for different destinations in the same direction are to be despatched and only a bogie van is available, the consignments may be loaded into the bogie van. In such a case, however, the Station-master at the loading station must immediately wire the particulars to the Depot or Sub-depot Station who must arrange for reloading, without delaying the consignment, into four-wheeled vans. A copy of such wire must also be addressed to the Live Stock Agent.

### CARDING OF VANS.

1. Station-masters at loading stations must see that live stock van cards showing particulars of consignments are affixed to each side of every loaded van; two cards must be used for a four-wheeled van and four for a bogie van.

2. If consignments for two or more consignees be loaded in one van the number of head of pigs, calves, horses or cattle for each consignee must be shown on the cards and waybills.

3. If it be arranged for the load of a van to be altered *en route*, i.e., to pick up or set down animals, van cards and waybills must be plainly endorsed by the waybilling station with the names of all stations concerned.

If a van be loaded with live stock both to Newmarket and for a station beyond, or to spell at Newmarket *en route*; the loading station must card and envelope the van to Newmarket and show the name of the final destination station on the backs of the cards. When the stock is reloaded at Newmarket that station must prepare fresh van cards and envelopes showing the final destination station.

4. Guards must see that vans attached to their trains are carded on both sides before the train leaves the station at which vans are attached, and they must carefully read the live stock cards and waybills, note any endorsements thereon concerning the picking up and setting down of live stock *en route*, and see that such arrangements are observed.

5. In the case of alteration of the load of a van *en route*, the Guard must endorse in the space provided on the waybill the number of animals picked up or set down at each station, and whether the van was detached from the train. He must see that the destination on the waybill, van cards and waybill envelope is correctly shown in regard to the animals picked up *en route*. At manned stations, the staff concerned must see that this information is correctly shown on the waybill and van cards.

### LOADING AND UNLOADING OF LIVE STOCK.

1. It is very important that great care be exercised by all concerned to avoid any mishandling in the yarding, loading, unloading and delivery of live stock.

Station-masters and others concerned, including contractors employed by the Department to assist with the handling of live stock, are expected to see that, as far as possible, the undermentioned obligations are observed, and owners and their representatives should be persuaded, where considered necessary, to avoid any injurious practices:—

Don't load vans unnecessarily early or too late.

Don't overdrive stock to and from the loading yards.

Don't use dogs that bite.

Keep stray dogs out of the yards.

Don't put cattle or horses in sheep yards or tie these animals to sheep fences.

Yard stock in good time to give the animals a chance to rest, cool off, settle down before trucking, and to drink if water be available.

See that the yard gates are properly secured by the fastenings provided, and in addition locked if necessary to ensure the safe custody of live stock awaiting loading or delivery.

Don't overcrowd in yards when animals are likely to be held there for a lengthy period.

Don't grasp sheep by the wool.

Don't prod any animals with sticks or subject them to similar ill-usage.

Don't overcrowd animals in vans.

Allow ample truck room for all animals, particularly those in a weak condition, heavily woolled sheep, and ewes with lambs at foot.

Be extra careful in handling ewes in lamb so as to reduce possibility of lamb sickness.

Tie bulls to the sides of vans. This need not be done when a bull is loaded by itself.

Consignors must supply the ropes. Railway lashings must not be used.

Don't load horses with collars on.

Don't load oversized calves in sheep vans.

Not more than 40 small calves shall be loaded in a compartment of a sheep van, and less than this maximum number must be loaded per compartment if large calves be included in the consignment. The staff are authorised to so regulate the loading irrespective of any protest from senders.

If a mixed consignment of calves, sheep, and pigs be loaded in a sheep van, keep each class in a separate compartment.

Whenever practicable keep animals of a uniform size together.

If sheep, cattle, horses, or pigs be loaded together in a cattle van, keep each class separate with a substantially constructed hurdle, which must be effectively secured and be provided by the consignor; nails must not be used in securing the hurdles.

See that the loading races, yards, gates, lighting, and watering facilities (when available) are maintained in good order.

Immediately report any defective van doors, fastenings, floors, or partitions; van number to be given.

Don't allow vans to move too quickly to and from loading races served by a graded siding, and don't allow loaded vans to collide forcibly with other vehicles.

Properly close and secure the doors and fastenings of vans on opposite side to race before loading commences and on the race side when loading or unloading is completed. See that vans to be unloaded are promptly placed and the animals discharged without delay.

See that gang boards are properly fixed for unloading and that animals do not fall from the boards or are roughly put out of the vans.

**Mishandling of live stock interferes seriously with the aim for safe and speedy transport of consignments, causes bruising, over-heating, maiming, etc., and generally produces conditions which are a menace to the important Live Stock Industry.**

2. Live stock must not be consigned until loading is completed.

3. (a) If the loading of vans as accepted be in any way departed from, such as change of destination, altered number of vans loaded, train arrangements not adhered to, live stock consigned to a different agent at Newmarket than specified, etc., the Station-master at the loading station concerned must immediately wire the particulars to the Live Stock Agent, Depot, Sub-depot, and destination station. In the case of vans not loaded, an explanation should be obtained from the owner or agent concerned and such particulars included in the wire to the Live Stock Agent.

(b) If arrangements be made to despatch live stock by a train other than shown on S.P.'s, or if the running of the scheduled train be altered, the Officer authorising the change of service must at once advise the staff concerned, including the loading station, who must immediately notify the sender of the altered loading time—such advice to be given by postal telephone if necessary.

(c) If vans be not loaded on the day arranged, and a consignor desires to load on the next or following day, the authority of the Depot or the Sub-depot must be obtained and the Live Stock Agent advised.

4. (a) Except as provided in sub-clause (b) hereof, loading and unloading of live stock must be performed by the consignor and consignee, who will also be required to hand shunt the vans in connection with the loading and unloading operations and attend to all door fastenings. Whenever practicable the staff at stations must assist in this work.

(b) If many vans are to be handled, the Depot must, if necessary, arrange for engine power to move the vans in connection with the loading and unloading operations and provide labour to attend to the door fastenings. At Newmarket, Wodonga, Tocumwal, Deniliquin, Bendigo, Ballarat, and other large live stock centres where specially authorised, the Department will provide labour to assist with loading and unloading of live stock.

(c) If the number of vans to be loaded for any train exceed the capacity of the stock siding, the Station-master must at once obtain a direction from the Depot, if satisfactory local arrangements cannot be made to place and load all the vans so as to avoid inconvenience to loaders and delay to train.

5. **If the loading of live stock be not completed in time**, fast goods trains must not, in any circumstances, be detained more than five minutes, and a goods train (including Live Stock Specials) must not be detained more than twenty minutes unless special circumstances justify further detention.

In such instances Station-masters must, whenever practicable, consult the Train Controller and subsequently wire the Live Stock Agent and the Depot particulars of consignments concerned, time live stock yarded, loading commenced and completed, name and address of consignor and his explanation, and action taken to prevent a recurrence.

6. In order that the loads of stock vans will be evenly distributed when full van lots are not being conveyed the following must be observed :—

(a) In the case of four-wheeled sheep vans and only one tier lot is to be loaded the two compartments of the bottom tier must be used. In the case of a bogie sheep van when a single van lot is to be despatched the four compartments of the bottom tier must be loaded. When the loading is to be completed *en route*, Officers in Charge of Stations and Guards in charge of trains conveying such stock must arrange so that the bottom compartments will be loaded first, then each top compartment. As far as practicable, the first compartment to be loaded should be at the leading end of the van.

(b) When a bogie cattle van is to be used for a single van lot the loading must be divided as equally as possible and both compartments used.

7. Calves must not be accepted for despatch in sheep vans if they exceed the following heights :—

	inches
Loaded in bottom tier ... ..	33
Loaded in top tier ... ..	36

Larger calves must be loaded in cattle trucks.

8. When old or poor conditioned sheep, cattle or horses are tendered for despatch to boiling down works, etc., the Station-master must first satisfy himself that they are in a reasonably fit state to travel.

If it be considered that any such animals are unfit to travel they should not be accepted and the Claims Agent and the Live Stock Agent must be promptly advised by telegram.

9. The Station-master at any station from which goods trains, including a Live Stock Special, starts, must instruct the Guard respecting any loaded live stock vans to be picked up at roadside stations, and the Station-master at the loading station or Supervising Station-master for Caretaker and No-one-in-Charge Stations must advise by wire the Train Controller or the station responsible for the working of the train, as to the number of vans to be forwarded and the trains by which they are to be despatched.

10. (a) The Station-master at a station where live stock is listed to be picked up or set down while the train waits must, if this work is to be performed at the passenger platform or at any other point at the station, see that satisfactory arrangements, including the stoppage of the train at the proper point and a clear understanding with the consignor or consignee are made in advance for prompt loading or unloading as the case may be. In such cases Train Controllers must, in good time, check up with all concerned with a view to seeing that such action as may be required is thoroughly understood by the staff.

(b) If difficulty be experienced in loading restive animals, passenger, or fast goods trains by which they are to be forwarded must not be delayed longer than 5 minutes waiting completion of loading. If such animals are not loaded within the time stated they must be left behind and the Live Stock Agent and Train Controller advised.

11. Station-masters, Guards, and other employes concerned must immediately report in writing, or by wire when necessary, any unusual incident associated with the yarding, loading, shunting, transit, unloading, and delivery of stock. For example :—

Yards requiring attention.

Overloading of vans stopped.

Animals travelling badly.

Consignment arriving in unsatisfactory condition.

12. Before any shunting is done with live stock vans, the doors of cattle vans must be securely fastened, and the flap doors and gang boards in the sheep races or any other fitting that would foul the movement must be moved clear. Gates at cattle or sheep yards which open outwards towards the line must, when not in use, be closed clear of the line, and properly secured in that position. At any place where provision is not made for securing the gates or where the fastenings are defective, the matter should be brought under the notice of the Live Stock Agent. District Officers must whenever opportunities offer, make a point of examining such gates in order to see that this instruction is complied with.

13. Sheep unloading ramps, operated on a small rail track, are provided throughout the length of the discharging platforms at Newmarket Cattle Yards on the Flemington Racecourse Line, and at Borthwick's Meat Works on the Newport-Sunshine Loop Line. These ramps are within the standard clearance and the staff concerned are warned to exercise care when shunting on the siding serving the discharging platforms.

### CONSIGNMENTS EX SALES.

1. Station-masters may arrange for vans allotted as per S.P.'s for ex sales orders to be used as required provided the consignments be despatched on day of sale or, unless otherwise instructed, on the following day.

2. Prior to the day of sale, the Station-master must consult the local Selling Agent to ascertain if the vans allotted will reasonably meet the prospective requirements. If there be any doubt then the Live Stock Agent and the Depot must be immediately advised.

3. Whenever practicable the Station-master or an employe deputed by him should attend sales to solicit business and secure early information as to the actual van requirements.

4. Immediately after the sale is finished, the Station-master must arrange to ascertain particulars of the consignments to be loaded, including destinations, and at once notify the Depot, who should be consulted as to the despatch arrangements.

Particulars of the consignments despatched shall be wired, on night of sale, to the Live Stock Agent, Depot, and the destination and other stations concerned.

5. At the time the van requirements are known, the Station-master must see that the most suitable trains are selected for prompt transport of the consignments right through to destinations, and if there be any doubt, the Train Controller must be consulted. If any consignments will be involved in delay, *en route*, the consignor and destination station must be so advised.

6. If additional vans be required to complete the loading, Station-masters must in conjunction with the Depot take such action as may be necessary to supply the vans.

### TALLYING OF CONSIGNMENTS.

1. Except at Caretaker and No-one-in-charge stations all consignments of cattle and horses, lots of up to 35 head of sheep, calves, or pigs must be tallied at loading and destination Stations. It will not be always possible to tally such consignments at Caretaker and N.C. stations, but whenever practicable, it must be done.

2. It is not necessary for consignments of over 35 head of sheep, calves, or pigs to be tallied, although it is expected that occasionally such consignments will be checked to verify the number of head consigned and delivered.

### ATTENTION TO LIVE STOCK IN TRANSIT.

1. No person must be allowed to go on the roof of any van within the electrified area. Guards and other employes are also cautioned, and they must warn drivers and others of the danger of allowing whips or rods, etc., to make contact with the overhead wires or their connections.

2. If a loaded live stock van develop a hot box or other defect necessitating its being carded for repairs, the Station-master at the station at which the van is detached must arrange for the consignment to be reloaded into available vans including goods vehicles, or if none available, for particulars to be immediately wired to the Depot, who must take such action as may be necessary.

3. If live stock be delayed in transit through any cause such as defective van, loaded van wrongly detached from train, animals travelling badly, missing connecting train (including cancellation of a train by which live stock is listed for despatch), destination altered &c., the Station-master where the consignment is detained must arrange for the animals to be promptly unloaded and given the best possible attention including water and feed and for subsequent despatch by the first available train. The Train Controller must be consulted where practicable as to the altered movements of the consignment. If any animals be unfit to travel, a direction as to disposal must be obtained from the Live Stock Agent, and waybill and van card must be endorsed showing the action taken, including the number of animals which have been removed from the van, also the name of the reloading station.

Particulars of the arrangements made must be wired to the Live Stock Agent and the Depot, also to loading and destination stations who must promptly advise the consignor and the consignee respectively.

4. The Department will bear the cost of feeding or other attention necessary in respect of consignments delayed through van defects, missing connecting trains, and van wrongly detached, but in the case of animals travelling badly or delayed through altered plans of the owner, the cost of feeding must be re-charged to destination station for collection from the consignee, and the destination station must be advised by wire of this extra charge.

5. (a) (i) Station-masters must arrange for S.P. Notices to be carefully examined at the time of receipt in respect of vans listed for discharging and reloading at their stations and must take the necessary action to ensure that this duty is properly carried out by the staff concerned. In every instance the animals must be watered and fed, the cost of feeding recharged to the destination station for collection from the consignee, and the destination station **advised by wire of this extra charge.**

(ii) Unless otherwise instructed, when live stock in transit is detained for 6 hours or more at a junction or other station *en route*, the Station-master at such station must arrange for the animals to be promptly discharged, watered and fed, and reloaded at the latest possible time before the connecting train is scheduled to leave; the cost of feeding to be charged to the consignee as per previous paragraph.

(iii) If it be arranged that the feeding of live stock in transit is to be carried out by the Owner or his Agent, the Station-master at the feeding station must see that the stock is promptly fed and watered by the person responsible. If such attention be not at once given, the Station-master must arrange for the animals to be fed and watered without delay, and the cost of feeding charged to the consignee as per first paragraph.

(b) If a consignment be listed for discharging and reloading account waiting for a scheduled train and arrangements are made for a special train to run earlier, the consignments must be despatched by such special train, and the loading and destination stations and the Live Stock Agent advised by wire of the altered arrangements. On receipt of such advice the destination station must notify the consignee as soon as possible of the change of arrival time.

**The Train Controller must also closely watch this class of traffic so that any advantage in transport will not be overlooked.**

(c) In respect of live stock listed to be discharged and reloaded *en route*, particulars must be endorsed on the face of the waybill by the sending station. At the reloading station this endorsement must be crossed out and another entry made to show that the animals have been attended to, and the time and date of reloading. Van cards in the first instance must be prepared to show the station where the stock is to be discharged, and the final destination must also be endorsed on the reverse side of the cards. When reloading is completed, fresh cards must be prepared to show the final destination and the reloading station name on the reverse side.

6. (a) Great care must be taken to prevent injury to live stock during transit. Engine Drivers must use every care in the shunting, starting, running, and stopping of trains by which live stock is conveyed.

(b) Loaded vans must not be shunted unless it is unavoidable, and if shunting be necessary it should be done as gently as possible so that the animals will not be knocked about or caused to fall. Shunting for a prolonged period must not be carried out with a van loaded with live stock attached to the engine.

7. (a) Station-masters, Guards, Shunters, and other employes concerned must carefully examine loaded vans from time to time and satisfy themselves that the animals therein are travelling safely.

(b) If any animals are found down in vans or require attention, action must be taken to have them put right as soon as possible, and if necessary they must be discharged and reloaded at first available station where proper facilities are available.

8. (a) Fast goods trains must not be detained more than 5 minutes, and goods trains, including live stock specials, must not be detained more than 20 minutes waiting for live stock found down in trucks to be put right or reloaded. If the stock cannot be attended to in that time or if the animals be unfit to travel, the van must be left behind and sent on by the next available train—an extra van, if available and considered advisable, may be supplied to ensure safe carriage for the balance of the journey. Any extra vans so used are to be charged for unless authorised to the contrary by the Live Stock Agent.

If delay to a train be involved, the Train Controller must, wherever practicable, be consulted, and the Station-master must subsequently wire the Live Stock Agent, the Depot and loading and destination stations, the particulars of the consignment concerned and action taken.

(b) If the Train Controller, or Station-master where the Train Controller cannot be communicated with, decide that any train must proceed on its journey without waiting for completion of reloading operations, thus involving vans with animals down being left behind, such decision must, without doubt, be final, notwithstanding any protest from drovers who may be accompanying the consignment.

(c) If stock be found down in vans on a train conveying a bulk consignment of live stock for agistment, the Train Controller may authorise delay exceeding 20 minutes to permit of the animals being put right, provided that the detention will not seriously interfere with other Departmental obligations, such as prevention of delay to market live stock.

9. (a) If the Guard or other employe or a drover travelling with live stock make an inspection of the animals, the Guard is specially enjoined to see that during such inspection no brake-pipe cock handle is inadvertently altered in position and that the continuity of the air brake is not interfered with.

(b) The Guard of a train by which drovers are travelling in charge of live stock must have a clear understanding with the drovers when they leave the van to examine the consignments as to the approximate time the train will be stopped, and care should be taken before signalling the Driver, to see that drovers have regained the van before train is started.

10. At Seymour and Bendigo and other stations where trains are sometimes divided, the splitting of a consignment comprising more than one van should as far as possible be avoided, but when this is impracticable and vans of live stock forming one consignment are forwarded by different trains, the waybill must be sent with the first portion of the consignment and an astray freight waybill made out and forwarded with the remainder.

11. Station staffs and Guards must see, as far as practicable, that there is no unauthorised interference with live stock consignments during the time they are in the care of the Department.

12. Station-masters at junction and other stations where live stock is listed to be transferred from one train to another must see that proper arrangements are made for the vans to be attached to the specified connecting train. Supervision in this regard must also be exercised by the Train Controller concerned.

### INWARDS TRAFFIC.

1. (a) Copies of S.P. Notices and advices of late orders will be sent by the Live Stock Agent to destination stations, and Station-masters must examine these S.P. Notices and advices on receipt and take such action as may be required at their station and stations under their supervision to ensure that information desired by consignees is readily available, that the staff are fully informed, and satisfactory arrangements are made in advance for the handling of the loaded vans on arrival, delivery of the consignments, and disposal of the empty vans. If inwards consignments be not received by the proper train, the Live Stock Agent and Depot must be immediately advised.

(b) When stock is unloaded from goods wagons (including louvres), the Station-master at the destination station must arrange for such wagons to be thoroughly swept out.

2. If any consignment of live stock be found in bad order when unloaded at the destination Station, the Live Stock Agent and the Claims Agent must be wired full particulars.

3. Whenever delivery of a consignment of live stock has not been effected within a reasonable time, or in any instance in which it is considered there is a likelihood of the consignment remaining on hand, the consignee or his local agent must be immediately advised, by telephone if practicable, or if not, by telegram, that the consignment is waiting delivery. In every such case the Station-master must arrange for the animals to be promptly unloaded and watered and fed. The loading station and the Live Stock Agent must be wired particulars of the arrangements made.

### INTERSYSTEM LIVE STOCK TRAFFIC.

1. Vans must be applied for and loaded in accordance with the instructions prescribed in respect of Victorian traffic.

For instructions about consigning and waybilling, see Goods Rates Book and General Orders Book.

For conditions under which live stock is allowed to enter or leave Victoria, see General Orders Book.

2. The Station-master, Wodonga, must arrange, after the unloading of consignments ex New South Wales is completed, to promptly despatch to Albury the empty New South Wales vans and to so advise the Station-master Albury; also ensure that New South Wales vans are supplied at the proper time for the despatch of consignments to be loaded.

3. The Live Stock Agent and Depot Stations must arrange for empty South Australian live stock vans released after unloading in Victoria to be promptly returned to the border stations. Wherever practicable, such vans should be utilised to meet orders for stock to South Australia.

Particulars of live stock forwarded from South Australian Stations to Victoria will, where possible, be listed on S.P. Notices similarly to Victorian consignments. The Station-masters at Serviceton, Heywood and Murrayville must wire the Live Stock Agent, Depot and Sub-depot concerned, particulars of Victorian empty live stock vans being returned from South Australia. This information, which must include the total number of sheep and cattle vans, times due to arrive and leave Serviceton, Mt. Gambier and Pinnaroo, must be wired immediately advice is received from South Australia.

Train Controllers, Station-masters, Guards, Shunters and others concerned must see that loaded vans from Victoria to South Australia and vice versa are forwarded via Serviceton, Mt. Gambier or Pinnaroo in accordance with the listings. The route in every instance must be plainly endorsed on the waybill, waybill envelope and van cards by the loading station.

4. The authority of the Live Stock Agent, must be obtained before animals in crates are accepted for despatch to Intersystem Stations.

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### UNAUTHORISED USE OF RAILWAY FACILITIES.

The staff must see that road transport carriers, engaged in live stock business on purely road journeys, are not permitted to use Departmental trucking yards and platforms for loading and unloading animals into and out of their road vehicles. This restriction does not apply where live stock is carried by road vehicles to and from stations in conjunction with a rail journey.

Should any unauthorised use of railway facilities take place before the staff can prevent it, the minimum hiring charge, (Goods Rates Book, Vol. I.) shall be collected and the circumstances reported by telegram to the Live Stock Agent and the District Superintendent.

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### ANIMALS IN CRATES.

1. The Live Stock Agent must be advised by wire immediately an enquiry is received for transport of sheep, pigs, cattle, and horses in crates, so that arrangements may be made for listing and despatch by specified trains.

2. If crated consignments be consigned without previous notice, they may be despatched, but the loading station staff must be satisfied that through transport is available and at once wire the particulars of the consignment and the train despatched by to the Live Stock Agent so that instructions may be issued for the latter portion of the journey.

3. The crates must be of a strength and thickness suitable for carrying the animals, otherwise the consignment must not be accepted for despatch. The authority of the Live Stock Agent must, **WITHOUT DOUBT**, be obtained before this class of traffic is accepted for despatch interstate.

4. Pigs in crates must not be accepted for despatch if the weather be very hot, i.e., exceeding 90 degrees Fahrenheit at the time of consigning at the sending station, or if it can be reasonably anticipated similar very hot weather is likely during transit.

The staff are authorised to exercise their judgment and, if they decide that crated pigs cannot be accepted because of the hot weather condition, their decision must be final irrespective of any protest from the sender.

The Live Stock Agent must be advised whenever consignments are refused.

### **ORDERING, DISTRIBUTION, LOADING, UNLOADING, AND CONVEYANCE OF HORSE BOXES.**

1. The instructions on pages 1 to 14, referring primarily to live stock forwarded in cattle, sheep and goods vehicles shall be observed where applicable in respect of cattle and horses forwarded in horse boxes. In addition, the following special instructions shall apply to horse box traffic.

2. **Ordering and distribution of horse boxes.**—(a) Applications for horse boxes and acceptance thereof shall be dealt with in accordance with the instructions for live stock on pages 1 and 2. The number of animals to be carried should be stated, and applications wired to the Live Stock Agent or the Station-master Spencer Street.

Acceptance of applications and distribution of boxes will be dealt with by the Live Stock Agent between 8.30 a.m. and 4.51 p.m. Mondays to Fridays and 8.30 a.m. and 11.30 a.m. Saturdays, at all other times the applications should be addressed to the Station-master, Spencer Street who will arrange the supply.

(b) Station-masters at stations where horse boxes are on hand must wire daily to the Depot and the Live Stock Agent the number of each horse box on hand.

3. **Loading and unloading.**—(a) Doors and partitions, including fastenings, of horse boxes must be properly secured after loading or unloading. Guards in charge of trains to which horse boxes are attached must see that this instruction is observed.

(b) When two or more horses are being conveyed in the same horse box, they must, as far as possible, be distributed evenly over each bogie.

(c) When horses are loaded together for different destinations, or when there are different consignments for the same station, and the animals are not accompanied by attendants to identify them, an addressed label must be attached to the halter of each animal. In addition consignors must provide separate halters, i.e. independent to those fixed to the head stalls.

(d) Care must be taken to load horses into horse boxes in order so that, on the journey, one horse will not have to be transferred to unload another.

(e) The waybilling staff must see that in every instance the number of the horse box in which the consignment is loaded is shown on the waybill.

5. **Lighting of Horse Boxes.**—Lighting is not provided in Victorian Horse Boxes.

6. **Attention to Horses in Transit.**—(a) The Guard of any train conveying empty or loaded horse boxes is responsible for seeing that all doors are securely locked from the point where such vehicles are attached to the train until their destination is reached.

(b) At attaching stations, and wherever practicable during the journey, the Guard must enter every loaded horse box on his train in which no attendant is travelling, and satisfy himself that the animals are in the same position as when loaded, and that they are properly secured.

(c) Should a horse be found injured or down or in any unusual position or to have slipped his head stall, the attention of the Station-master must be drawn to the fact and the animal attended to.

7. **Cleaning of Horse Boxes.**—When a horse box is unloaded it must be properly cleaned, and the groom's compartment dusted before it is again used or despatched. Before horse boxes are loaded they must be examined and, if found to be dirty, arrangements must be made to have them cleaned.

