

Yard Orders

for the

Guidance of Employes

in the

Melbourne Yards



*Effective as from 12th May 1964, and until
further notice.*

*The instructions contained herein supersede all others
of prior date that are contrary thereto.*

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THE instructions contained herein do not relieve the employes concerned from complying with the Rules and Regulations, also the additional instructions contained in the General Appendix.

YARD ORDERS

General

1. Every employe under the supervision of the Superintendent of Melbourne Yards must be supplied with a copy of these orders (hereinafter referred to as Yard Orders), and must make himself thoroughly conversant with all orders affecting his particular duties, and with any amendments or additions that may at any time be made thereto.

Any employe who loses his copy of the Yard Orders must promptly notify the Superintendent of Melbourne Yards, and obtain another copy, and any employe who is transferred from the Melbourne Yard, or whose services are terminated, or who resigns his position, must return his copy of the Yard Orders to his supervising officer.

2. The advice of a supervising officer must be obtained in all cases of doubt, or in matters of exceptional urgency or importance.

3. Unless specially exempted, each employe must, before commencing duty, sign his name in the Duty Book, and on finishing each shift, or portion of a broken shift, sign his name in ink and enter the time of ceasing duty in the column provided for the purpose. When commencing and finishing duty he must report in person to the Clerk in charge of the Duty Book.

4. Every employe after signing on duty must be at his appointed place of duty in Melbourne Yard or elsewhere within the prescribed time ; he must not loiter in the vicinity of the office, locker rooms etc.

He must not leave his pilot engine or place of duty before the completion of his rostered shift, unless authorised to do so by his Supervising officer.

5. Under no circumstances must permission be given an employe to leave his place of duty, for the purpose of collecting his pay during his rostered hours of duty, without authority from this office and in the event of such authority being given, the Paymaster must be advised of the circumstances.

6. Before commencing and after finishing each shift, or portion of a broken shift, every employe must examine the

Duty Book, and each weekly notice, circular, and the orders in the order case. He must also ascertain before leaving duty each day whether he will be needed for further duty that day, and the duty he will be required to undertake on the following day. A cross (X) placed against the name of an employe will indicate that he is required for further duty the same day, and in such case another entry giving particulars will be found elsewhere in the book.

7. On each occasion on which an employe signs on in the Duty Book he must show his time-book number in front of his signature, *e.g.*, "10. J. Smith".

A list showing the time-book number of each employe is posted in a case in the lobby of the Yard Office.

8. Melbourne Yard Staff Office is open continuously. Telephone numbers are Auto. 1561 or 1752.

9. Any officer or employe who is unable to attend for duty at the rostered time, owing to illness or injury, must notify the Superintendent of Melbourne Yards at least two (2) hours before the time he was due to report, and specify the nature of illness or injury which prevents him attending. If he fails to do so, he will be regarded as absent without leave.

(a) With regard to members of the staff rostered to attend for duty **between 6.10 a.m. and 7 a.m. only**, the provisions of clause 9 will be complied with, provided advice of inability to attend is received by 8.30 a.m.

(b) With regard to Guards rostered for duty between 12.1 a.m. and 5 a.m.—advice of inability to attend will be accepted if received at least one hour before the guard's rostered time of reporting.

(c) Advice of inability to attend for duty for shifts rostered to commence at other than the times specified in (a) or (b) must be furnished at least two (2) hours before the appointed time of commencing duty.

10. Any employe from whom notification is received that he is absent from duty on account of illness in family may be required to furnish satisfactory evidence that it was necessary for him to be absent on that account.

11. Any officer or employe who has been absent from duty in consequence of illness or injury, or has been on extended leave of absence, must notify the Superintendent of Melbourne Yards of his intention to resume duty, and must ascertain the time he will be required to report for duty. The time for such notification to be given is as follows :—

- (a) If due for day shift, notification must be received before 3 p.m. on the day preceding that on which he intends to resume ;
- (b) If due for afternoon shift, notification must be received before 9 p.m. on the preceding day ;
- (c) If due for early morning shift, notification must be received before 10 a.m. on the preceding day ;
- (d) If due for night shift, notification must be received before 10 a.m. on the intended date of resumption ;
- (e) If due for shift on Sunday and/or Monday, notification must be received before 11 a.m. on the preceding Saturday.

12. The provisions of Regulation 76 in regard to forwarding medical certificates on form G.1 must be strictly complied with.

These provisions require a medical certificate to be furnished as follows :—

- (a) If absent from duty for more than one day on account of injury arising out of or in the course of employment.
- (b) If absent from duty for more than two days due to illness.

13. Applications for payment for sick leave must be made on form G. 215, which is available at the Staff Office. The whole of the relevant information must be inserted on the application form by the employe, before it is handed in.

14. No employe may alter his hours of duty or exchange duty with any other employe without the authority of the Superintendent of Melbourne Yards, or the Senior Assistant Superintendent. In the event of such authority being granted, the actual times of attendance are to be recorded in the Duty Book. Should an employe be unable to perform the duties

allotted to him, or to carry out any of his instructions, he must so advise the Assistant Superintendent or the Yard Foreman, without delay.

15. Each member of the staff must peruse the instructions posted in the order cases on the ground floor and in the guard's room on the first floor, and in addition, he must peruse the order book to keep himself acquainted with working time-table amendments etc. which are posted therein. Working time-tables and amendments are available on application to the Storeman.

16. Each employe, before going on or off duty daily, must examine the correspondence rack and clear all letters and correspondence addressed to him, also examine the list posted of employes who are required to obtain and sign for correspondence. Correspondence sent to an employe for report must be replied to within (2) two days, or, if a reply be required earlier, within the stated period. An employe submitting a special report in regard to an irregularity or accident, or any case that requires immediate attention, must hand such report direct to the Clerk in charge of the Yard Office.

17. When leaving or entering the platforms at Spencer-street, or any platform at North Melbourne, employes must pass through the barrier gate at the station, unless they are on duty and such duty necessitates their entering the platform from the yard.

18. If a message be transmitted to the Yard Office by telephone, it is necessary for the employe concerned, or the person speaking on his behalf, to obtain the name of the Clerk who receives the message and note the time and date the message is transmitted.

19. Any employe requiring the use of the Bicycle Room at the Yard Office must obtain the key from the Shift Clerk, sign for it in the book provided for the purpose, and promptly return it to the Shift Clerk.

20. In order to obtain his fortnightly pay at the Pay Office, each employe must be in possession of his numbered pay token which will identify the employe to whom payment is due. The token number corresponds with the employes 'sign on' and pay-roll number. Each employe must make

personal application and sign for his pay token in a book kept for the purpose. He must ensure that he receives the proper token corresponding with his sign-on number and he will be responsible for its safe custody until handed to the paying officer when collecting his pay. When attending at the paying point, each employe must hand the pay token to the paying officer and clearly announce his name and token number.

Signature books for pay tokens are located in the Staff Office and signatures must be obtained each time a token is issued ; care to be taken that employes sign their names in the correct column, for the appropriate pay period. Pay tokens and signature books must be properly safeguarded and when not in use are to be secured in the staff office safe.

If a pay token be lost or mislaid the loss must be immediately reported—orally and in writing—to the issuing clerk, who is to at once advise the Paying officer.

Pay tokens for signalmen and block recorders in Melbourne Yard Signal-boxes and at North Melbourne, Arden Street Kensington and South Kensington will be forwarded by the Paymaster to Melbourne Yard in packages properly addressed and the correct package will be delivered to the Signal-boxes concerned and a receipt obtained.

21. In cases where the sobriety of an employe is in doubt, the matter must at once be brought under the notice of a responsible Supervising Officer. Under no circumstances must such an employe be allowed to commence duty, unless on the authority of the responsible Officer concerned.

22. The Officer responsible for seeing and initialling the duty book, also the outside supervising staff, must observe employes prior to commencing duty, and whilst on duty, with a view to detecting signs of intoxicating liquor.

23. Unathorised persons must not be permitted on the Melbourne Yard Office premises or in the Yards.

24. Every employe must furnish his address to the Clerk in charge of the Yard Office, and any change of address must be at once notified.

25. Before going on leave, every employe must advise the Staff Clerk the address at which he may be communicated with.

26. Any officer or employe who is booked on annual leave or who is likely to be off duty for an extended period, must hand his departmental property to the Storeman, prior to going off duty.

At the expiration of annual leave, passes must be placed in the correspondence box.

27. It is suggested that any employe engaged in shunting duties should wear boots or shoes from which the feet may be quickly withdrawn.

28. Lockers are provided for each member of the staff ; only one locker is to be occupied by each officer or employe, in which to deposit his departmental property when off duty, or not being used whilst on duty. The Storeman is in charge of the allocation of lockers and employes must not change occupancy unless permitted to do so. Padlocks are not provided but it is suggested each member of the staff should procure a suitable padlock with which to secure his locker door.

When a locker has been forcibly opened by an unauthorised person and departmental property is found to be missing, the occupant should at once report the incident to the Clerk in charge and request an inspection ; a report in writing should also be furnished.

' D ' type departmental padlocks must not be used to secure locker doors.

29. **Jury service.** All officers and employes are liable to Jury service. Immediately on receipt of a summons for Jury service an employe must submit an application for the necessary leave of absence to attend the Court ; he should **also** produce the " Summons as Juror " card for inspection. When leave of absence is approved, the applicant will be issued form G. 260 on which he must obtain certification by the Court Sheriff, of attendance. Form G. 260 must be returned to the Staff Clerk in order that the difference between payment for Jury service and the normal rate of pay may be authorised.

AMBULANCE, FIRST AID ARRANGEMENTS AND ACCIDENTS

1. In order that prompt and effective assistance may be rendered in cases of personal injury, it is desirable that every employe in and about the Melbourne Yard should be competent to render "First Aid to the Injured".

Every employe who is instructed to do so shall attend the class of instruction in "First Aid", and every such employe who fails to attend such classes regularly, or to make a reasonable effort to qualify in "First Aid" will be subjected to such discipline as may be deemed necessary by the Head of his Branch.

2. Ambulance Boxes and Stretchers are available at the following places :—

Senior Assistant Superintendents office—

(Ambulance Room) ... Melbourne Yard

Casualty Room—

Melbourne Goods	...	South End No. 3 Shed
No. 4 Shed, Melbourne Goods		Foreman's Office
No. 3 Shed, " "	...	Foreman's office
No. 2 Shed, " "	...	Foreman's office
No. 1 Shed, " "	...	O.I.C's office (box only)
No. 1 Shed, " "	...	Sub-Foreman's office (stretcher only)
Cowper St., " "	...	O.I.C's office
" B " Siding, " "	...	Checker's office (stretcher only)
Ballarat Platform, Melbourne Goods		Foreman's office
Gippsland Platform, Melbourne Goods		Foreman's office
Electric Crane, Melbourne Goods		Foreman's office (stretcher only)
Ice Works, Melbourne Goods	...	Checker's office (box only)

No. 1 Road, Centre Yard	...	Train Examiners' Cabin
Gravitation Signal Box	...	Melbourne Yard
Dudley St. Signal Box	...	(stretcher only)
New Yard	...	Yard Foreman's office
Car and Wagon Shops	...	Ambulance Room
Loco. Depot, North Melbourne		Ambulance Room
North Melbourne Signal Box	...	Box only
Weighbridge Junction Signal Box		
South Kensington Signal Box		
Carriage Shelter Shed	...	Ambulance Room
Passenger Yard	...	Supervisor's office
Passenger Yard	...	Foreman's office
No. 1 Signal box	...	Box only
Auxiliary Box, Spencer St.		
Victoria Dock	...	Railway office
Dynon	...	Outwards & Inwards Goods
South Dynon Goods	...	Box only

3. When an Ambulance is ordered it must be directed to the scene of the accident in accordance with the directions on the card "Ambulance Zone—Melbourne Yard Area," a copy of which is posted in the Senior Assistant Superintendent's Office, Gravitation Signal Box, Yard Foreman's Office, New Yard ; Passenger Yard Foreman's Office at North end of No. 2 platform, Spencer Street also Office of the Superintendent of Melbourne Yards.

4. In all instances where it is necessary for an injured employe to be conveyed to his home or a hospital, or from the hospital to his home, the Victorian Civil Ambulance, (Telephone 34 5151) must be first called upon to undertake the work, and only in the event of that service not being available should any other conveyance be requisitioned.

5. In the event of serious accident to an employe, necessitating his removal to and detention in hospital, prompt measures must be taken by the Supervising staff to notify the Welfare Officer, Mr. W. P. Bowe, departmental telephone

number, 2124, (private telephone number, 68 1688, between 5.0 p.m. and 8.30 a.m.). It is imperative that the Welfare Officer be IMMEDIATELY advised so that he may advise the relatives of the injured employe, and, when necessary, arrange for their conveyance to the hospital; he will also make arrangements for the conveyance of an injured employe from hospital to his home.

6. In the event of a serious overnight accident (or illness) to an employe and the Welfare Officer cannot be contacted within a period appropriate to the circumstances, the Senior Assistant Superintendent must delegate an officer, not lower in status than Assistant Superintendent (or person acting in that grade) to personally and promptly notify the employe's next-of-kin.

7. Transport is to be arranged for the officer selected, preferably from the Batman Avenue Depot (telephone 1428, or after 5.15 p.m., telephone 1111) and, if the employe's relatives so desire, he is to convey them to hospital.

If departmental transport is not readily available a vehicle may be obtained from Embassy Hire Car service (telephone 34 0255). The employe for whom the Hire Car was engaged, must sign his name, grade, departmental number and branch on the car driver's docket.

8. It is essential that the Welfare Officer be duly notified of all instances of injury or illness, but in the case of minor occurrences such advice may be deferred until office hours, if the employe concerned does not consider it necessary for his home to be advised.

9. In every case of accident involving personal injury occurring in Melbourne Yards, the Assistant Chief Traffic Manager (Auto. 1665) Chief Train Controller and the Superintendent Melbourne Yards must be promptly informed.

10. In every case of personal injury, the employe concerned, (or if he be unable, his work-mates) must bring the matter under the notice of the Sectional Yard Foreman, who must furnish his report before leaving duty. In addition, the injured man, if he be able to do so, must furnish particulars of the accident on form G. 3 and **hand the form to the clerk in charge at the Staff Office.** On no account is

a G. 3 accident report to be placed in the correspondence box. The Clerk receiving the G. 3 report must endorse thereon the time and date it was received, and when practicable obtain reports from witnesses.

All reports are to be left for the Staff Clerk, for finalization.

To lessen the likelihood of foreign bodies entering the eyes of employes working out of doors, departmental hats or caps must be worn when on duty.

11. The General Instructions in Regard to Reporting Accidents outlined on pages 13-15 of General Appendix must be strictly complied with.

12. It should never be lost sight of that promptitude in obtaining assistance and rendering "First Aid" may often be the means of saving an injured person's life.

13. Tilley Storm Lamps for use in cases of serious accidents have been placed at Gravitation, Dudley Street, and Weigh-bridge Junction Signal Boxes and are to be used only in case of extreme emergency.

They must not be used for any other purpose.

14. Ambulance Room :—It is the duty of the employe rendering First Aid to enter in book, A.O. 27 particulars of cases treated, in addition to recording particulars of materials used, in the small note book supplied for the purpose. The weekly return, A.O. 39, must be furnished regularly and it is to be compiled on each Tuesday for the week ending the previous Saturday, by the day shift Clerical Assistant in the Senior Assistant Superintendent's Office and forwarded to the Superintendent of Melbourne Yards. Care must be exercised to ensure adequate lighting is maintained in the Ambulance Room, spare globes are provided in the Senior Assistant Superintendent's Office and are to be reserved for the Ambulance Room.

15. It is imperative that the Ambulance Box be replenished when any of the contents are used and a daily inspection must be made by the Senior Assistant Superintendent's Clerical Assistant who must bring under notice replenishments required.

16. The Leading Hand Point Cleaner must collect the ambulance boxes from the following locations on the days

specified, take them to the Ambulance Office, Spencer Street, and there exchange them for other ambulance boxes which must be conveyed to the locations from which the boxes handed in were withdrawn.

Senior Assistant Superintendent's Office	...	Monday
No. 1 Signal Box	Monday
Weighbridge Junction Signal Box	Tuesday
Passenger Yard Supervisor's and Yard Foreman's Offices		Tuesday
Gravitation Signal Box	Wednesday
Yard Foreman's Office, New Yard	Thursday
Senior Assistant Superintendent's Office (Emergency Box)	...	Friday

As each ambulance box is booked to a set location, it must not be moved to another place without authority.

INSTRUCTIONS IN THE CASE OF FIRE.

In the event of an outbreak of fire taking place in the Melbourne Yard, the employe discovering it must immediately notify the Metropolitan Fire Brigade from the nearest telephone point to the outbreak, irrespective of the extent of the fire or steps taken locally to subdue it.

TELEPHONES AUTO. 1637, 63 1106 and FB 1106.

All employes must make themselves acquainted with the location of fire fighting appliances, which are situated as under :—

Boxes painted red, each containing a standard pillar hydrant, and a length of hose and fittings for use in case of fire, are provided at the undermentioned places :—

Adjacent to Senior Assistant Superintendent's Office

At Dudley Street Signal Box.

At North End of Shed Roads.

Adjacent to Gravitation Signal Box

At Cowper Street platforms.

North side of Shelter Shed, Passenger Yard.

East side of Shelter Shed, Passenger Yard.

West side of Shelter Shed, Passenger Yard.

Opposite No. 1 Signal Box, Passenger Yard.

Near Oil Store, Receiving Depot, Passenger Yard.

Bank Sidings, between Latrobe and Dudley Streets Passenger Yard.

At the Amenities Block, Car and Wagon Shop.

At the Carriage Shop—No. 5 Road.

At the Lifting Shop—No. 8 Road.

At the Paint Shop.

At Car and Wagon Shop Dining Room.

On East side of Car and Wagon Shops.

At Spray Painting Shop (Car and Wagon Shops)

At No. 1 Gravitation Road, South side Coal area.

The hydrants provided in the Shelter Shed can be used either outside or inside the Shed.

In case of fire the hoses, which are fixed to the hydrants, must immediately be brought into use. If they are not long enough to reach the seat of fire, a second length can be secured from the nearest unused hydrant.

In addition to the standard appliances, chemical fire extinguishers are placed in the Yard Office, and in the various Offices in the Shelter Shed, Passenger Yard, and in all Signal Boxes. They must be kept in good working order and ready for use in case of emergency.

If the outbreak be a small one, the chemical extinguishers which will be found in every van and in the various offices should be quickly brought into use, followed by the use of the hoses and pillar hydrants mentioned above when necessary, and used freely until arrival of the Fire Brigade.

Should the fire take place in any vehicle beyond the range of the hoses referred to above, the vehicle or vehicles must be hauled into position within easy reach of the nearest fire hydrant, having due regard to the safety of other vehicles and buildings in the proximity.

ON NO ACCOUNT ARE BURNING VEHICLES TO BE DRAWN
PAST THE FIRST FIRE HYDRANT AND HOSE.

When it is necessary to cross any of the tracks with hoses to reach a fire, the hoses must be protected by detonators and stop signals in order to prevent them being severed by moving vehicles or locomotives.

Whenever practicable to do so, the hose should be laid under the rails.

A member of the Metropolitan Fire Brigade will visit each Signal Box daily, sign the attendance-book, and show the time of his visit. Any information regarding the use of the fire appliances at or in the vicinity of the Signal Box may be obtained from him.

A fire must not be lighted, nor maintained, at any unauthorized location, particularly on the Gravitation Section, between the Receiving and Wharf Roads adjacent to the Shunters' cabin.

Fires in trucks loaded briquettes :—

When trucks loaded briquettes are reported on fire, advice of such is to be telephoned to the State Electricity Commission representative whose telephone number will be advised from time to time. In addition the Fire Brigade is to be called ; particulars of the nature of the fire, also risk to other vehicles, etc., are to be given the Brigade, so that the necessary firemen and equipment, may be provided. As fires in trucks of briquettes seldom burst into flame, the trucks should be placed under water cranes only in cases of necessity. Discretion is to be used in handling individual fires.

After the fire has been dealt with locally, or by the Fire Brigade, the briquettes are to be sent to Newport Power House or to Maribyrnong Goods, as advised by the State Electricity Commission representative.

FOG-SIGNALLING

1. Every employe must thoroughly acquaint himself with all regulations, orders and instructions relating to Fog-signalling.

A copy of the fog-signalling arrangements concerning the employes under the Superintendent of Melbourne Yards is at all times available for inspection in the Yard Office.

2. In the event of a fog being declared on, the Clerk at the Senior Assistant Superintendent's Office must immediately proceed to the Refreshment Rooms, Spencer-street, and take charge of the ordering and despatching of meals to the Fog-signalmen.

Between the hours of 9 a.m. and 5 p.m. the Assistant to Superintendent will give instructions regarding the calling of Fog-signalmen when necessary.

The Senior Assistant Superintendent on duty must make the necessary arrangements for the calling of Fog-signalmen when required between the hours of 5 p.m. and 9 a.m. He must keep in close touch with the Clerk in charge of the Yard Office and arrange for the latter to advise, by the most expeditious means, all stations who have men to call in the Metropolitan area, see that all Fog-callers on duty are promptly released, and a messenger despatched to call Fog-callers off duty.

When from indications, it appears reasonable to anticipate the approach of a fog, the Senior Assistant Superintendent on duty, must arrange to have a messenger in readiness to be despatched for the Fog-callers off duty in the event of their services being required.

3. On any occasion on which it is necessary to call out Fog-signalmen between the hours of 5 p.m. and 8 a.m., the Superintendent of Melbourne Yards must be advised at his private residence by telephone.

4. Whenever necessary during a fog, one man may be taken from each of the regular pilots and sent where his services are most urgently required.

5. During a fog, the Fog-signalmen must be at their posts at Dudley-street, North Melbourne Junction and Viaduct Junction, whether the passenger traffic has ceased for the night or not.

6. Each meal conveyor will receive from the Clerk at the Refreshment Rooms a book showing the names of the Fog-signalmen to be supplied with meals, also their locations. In such book an entry showing the time each meal is delivered and his signature must be obtained from each Fog-signalman concerned.

The meal conveyor will also be responsible for the collection of plates, cutlery, etc., and for their prompt return to the Officer in charge of the Refreshment Rooms, from whom he must obtain a receipt for the articles.

7. Any Guard, Shunter, or other employe in the Melbourne Yard when required to undertake Fog-signalling duty must furnish himself with Form G 65. Such form, which must be signed by the Station-master or Signalman if the Fog-signalman desire him to do so, must, when completed, be handed into the Yard Office.

8. Employes appointed as Fog Signalmen booked off duty on account of overtime, Sunday time, etc., must report for fog signalling duty when required to do so.

DERAILMENTS AND IRREGULARITIES

1. Whenever a derailment or irregularity of any description occurs in the area controlled by the Superintendent of Melbourne Yards, the Senior Assistant Superintendent must be immediately advised. The Senior Assistant Superintendent must in turn advise the Superintendent Melbourne Yards.

2. In the event of any derailment or irregularity of a serious nature or where employes of more than one Branch are involved, the Senior Assistant Superintendent in the absence of the Superintendent or Outdoor Senior Assistant Superintendent must arrange for the Assistant Superintendent to take over his duties and immediately proceed to the scene of the derailment or irregularity and take charge of operations in co-operation with officers of other Branches until the tracks have been cleared or the irregularity rectified, or until he has been relieved. In the case of minor derailment or irregularity where the presence of the Senior Assistant Superintendent is not necessary, the Assistant Superintendent must act in the manner set out for the Senior Assistant Superintendent.

3. The Senior Assistant Superintendent, in conjunction

with Officers of other Branches concerned, must make a preliminary investigation in an endeavour to ascertain the cause of the derailment, irregularity etc., and to fix responsibility for the incident.

4. The Senior Assistant Superintendent must personally arrange for the despatch of "Branch" telegrams. The Assistant Superintendent, Sectional Yard Foreman and Shunters concerned with a derailment, irregularity, etc. must furnish a detailed report on form T.R. 42. prior to ceasing duty.

5. In any case where a derailment or damage has been caused by a vehicle overtaking or fouling another, the number and class of both vehicles must be stated, and if the accident occurred on the Gravitation, a copy of the card showing the "drops" being dealt with at the time must be attached to the report.

6. When a casualty is ascribed to a defective brake on a vehicle, the Shunter concerned must take the number of the vehicle, and report the facts to the Yard Foreman and the Train Examiner in charge of the section in which the mishap occurred.

7. The Shunter in charge of an engine concerned in a derailment must inform the Yard Foreman and the Train Examiner of the facts without delay, and must see that "Repair" cards are affixed to the vehicles involved.

8. The Leading Hand Train Examiner must be promptly informed in every instance in which, during the absence of himself or his men, the Steam Crane is utilised for the purpose of re-railing or removing vehicles.

9. When necessary, the Steam Crane may be utilised to take damaged empty vehicles or damaged vehicles containing loading of a non-urgent nature, to the Car and Wagon Shops for repairs.

10. A derailed vehicle must not under any circumstances be re-railed without the use of ramps, unless the Yard Foreman or Assistant Superintendent is present and authorises the work. The Yard Foreman must take steps promptly to advise the Ganger of any derailment or damage to the permanent way or points, and must satisfy himself, before permitting

a derailed vehicle to be re-railed, that all reasonable precautions have been taken to prevent the points and crossings from being damaged.

11. When there is no one in attendance at the Office of the Superintendent of Melbourne Yards and it is necessary to obtain the services of a Ganger, telephone Auto 1283 and he will make the necessary arrangements.

PASSENGER YARD.

1. Passenger Rolling Stock must be handled with the utmost care. Before carriages are placed in the Shelter Shed the Shunter in charge must ascertain what room is available in the road that is to be occupied and he must see that the vehicles are brought almost to a stand as soon as the leading carriage reaches the Shed entrance. The Driver must then go DEAD SLOW until he receives a stop Signal which must be given in sufficient time to permit of the movement being stopped before the leading vehicle reaches the buffer stops or any intervening vehicle. In every case the Shunter in charge must instruct the Driver how to act before giving him the signal to set back.

2. Passenger vehicles must not be allowed to stand outside the shed if there be room inside. In any instance in which wagons have been placed in No. 9 or No. 10 Road to be unloaded, they must be removed as soon as the work has been completed, and the roads made available for the accommodation of passenger trains.

3. All empty and loaded wagons in the Passenger Yard must be taken to the Goods Yard daily.

4. Carriages for repair and wagons loaded for the Repair Shops, must be placed in the Car and Wagon Shops by the Passenger Yard pilot.

5. Passenger vehicles when placed in the Shelter Shed must be coupled together so that in the event of fire they may be readily withdrawn from the Shed.

6. Joint stock carriages (V. & S.A.) must not be used on local Victorian trains unless specially authorised by the Superintendent of Train Services.

7. When a steel carriage is booked for repairs, the Car Allotment Officer (Telephone 1673) must be promptly advised so that suitable arrangements may be made for a replacement on important trains.

8. Owing to the slightly falling grade from the buffer stops on the roads in the Centre Yard, in Spencer Street Passenger Yard, it is possible for a vehicle, not properly secured to move. When vehicles are left standing in these roads, particular care must be taken to see that hand brakes are applied. Should it be necessary for vehicles not equipped with hand brakes to be left standing open on these roads, they must be coupled to a vehicle equipped with a hand brake which should be properly applied.

9. If a vehicle equipped with a hand brake is not available, one rear wheel of the leading bogie of the carriage standing open in the road must be secured with a Sprag in the manner described on pages 244-245 of the General Appendix.

10. In any instance in which a gassed carriage on a train is replaced by one that is not gassed, the Shunter who makes the change must notify the employe responsible for the gassing of carriages.

11. The kicking off of carriages in any of the Bank Sidings, No. 1 to No. 17 inclusive, is strictly forbidden, except where there are other vehicles, properly secured, available to act as buffer-stops, and in no case must the distance between the vehicles used as buffers and the position of the carriage to be kicked exceed three lengths. When the distance is greater than three carriage lengths, the Shunter must not kick the vehicle, but must set back with it. Before commencing the movement, the employe responsible for the operation must test the Air or Hand Brake (whichever is required to stop the vehicles to be shunted), by personally operating the cock which discharges Train-pipe pressure, or by applying the Hand Brake, and see that the Brake Blocks are, thereby, pressed firmly on the wheels.

12. Whenever the Commissioners' Special is scheduled to run from Spencer Street to Flinders Street, it must be placed open in a convenient position adjacent to the Dining Car Depot for the train engine to pick up.

13. When shunting movements are being carried out in the Bank Sidings, Passenger Yard, during foggy weather, the Shunter in charge must advise the Signaller, No. 1 Box, when the last vehicle is clear of the interlocked points. The telephone in the Shunter's Cabin must be used for this purpose.

14. At night or during foggy weather, a red tail-light must be attached to the trailing vehicle in any instance in which vehicles are being taken via the engine road between No. 1 and Dudley Street Signal Boxes from the Passenger Yard to the Goods Yard or *vice versa*.

15. The Shunters employed in the Passenger Yard must "double couple" all trains.

16. Shunters working in the Passenger Yard in the vicinity of the platforms must not go on to the platforms unless absolutely necessary.

17. The Passenger Yard Foreman must arrange to have the vehicles cleared from No. 15 Road, Gravitation, daily and placed in the Passenger Yard.

The Shunter who clears the vehicles from the Passenger Yard and from No. 15 Road Gravitation to the Passenger Yard, must supply the Passenger Yard Foreman with the number of the vehicles cleared from each section daily.

18. No louvre vans, except those that can be padlocked, must be placed for parcels loading.

19. In any instance in which a train which is being transferred from the Passenger Yard to the Goods Yard, or *vice versa*, is being propelled, the Shunter, whether the train is accompanied by a Guard or not, must signal to the Driver with a hand-lamp at night.

During foggy weather, when the fixed signals cannot be plainly seen, the engine must in every case be on the front of the train. The Yard Foreman must depute a Shunter to accompany each train when being transferred.

20. The West Yard Sidings must not be used for the storage of trains or Goods vehicles, but must be reserved for the accommodation of Passenger vehicles only.

21. In order to avoid the risk of accidents to Car Cleaners, through coming in contact with overhead electrical equipment, when watering or cleaning fanlights, trains must be placed in the Shelter Shed, or other recognised road, for attention. If, on account of late running, it be not practicable to so place the train, it must be placed on another suitable road.

22. During the night when the Yard Foreman is not on duty, the Leading Shunter must immediately inform the Senior Assistant Superintendent in the event of any mishap or irregularity, giving full particulars.

23. The Shunter in charge of an engine working in the Shelter Shed must arrange for a warning to be given to all employes working on or around carriages, before any vehicle is shunted into the Shed. (See Regulation 131).

24. Vehicles must not on any account be kicked on to a road upon which other vehicles with a red flag attached, are standing.

25. The Yard Foreman in the Passenger Yard must furnish daily a list of all trains that depart late from the Passenger Yard, and in all cases of late docking, a memorandum must be attached giving full particulars of the causes that led to the late docking.

SHUNTING AND WORKING OF TRAFFIC.

1. When an employe is booked to relieve another, the exchange of duty must be effected at the appointed place.

2. In any instance in which a pilot engine is required for more than one shift, and it is necessary to provide a relief engine, the Shunter in charge commencing his shift will be responsible for effecting the change of engines. The Shunter in charge, finishing duty, must hand his pilot engine over to the employe who relieves him, and such employe must retain it until another engine has been provided. A Shunter must not allow an engine under his control to go over the pit without the authority of the Senior Assistant Superintendent.

3. All concerned must be particularly careful to avoid rough shunting. It is detrimental to the goods entrusted to

the care of the Department, involves the Department in claims, and causes severe wear and tear on the rolling stock.

4. Before any shunting movement is commenced, the Shunter in charge must satisfy himself that the men under his supervision clearly understand what is intended to be done, and are conversant with the working of the points and the lay of the roads in the section of the Yard in which the work is to be carried out.

5. Before any employe gives the signal to a Driver to start his engine in order to carry out a shunting movement, he must satisfy himself that the movement can be carried out with safety.

6. Guards and Shunters, when making up trains on a road in which a crossover road exists, or moving vehicles from any such road, must see that the points lie in the correct position for the train or vehicles to run safely out of the road. They must also satisfy themselves that the points leading from an adjacent road through the crossover are set in position to prevent any vehicle, when shunted on or across such adjacent road, from entering the crossover through the road on which the train or vehicles are standing.

7. A Shunter in charge of a pilot engine, with vehicles attached, proceeding from one section of the yard to another, must make the necessary arrangements for his engine to be switched to the correct road. If the locomotive be propelling the vehicles, he must ride on the leading vehicle, but if the vehicles be hauled, he must ride on the locomotive, to be in a position to ensure that the points are correctly set for the intended movement.

8. Sufficient clearance must be allowed to prevent vehicles coming in contact with other vehicles standing in other roads that require to be passed. The width of vehicles and the nature of loading must be carefully observed, and all movements must be carried out with the greatest care especially in cases where there is a doubt whether the clearance is sufficient.

9. The Yard Foreman, or a competent Shunter nominated by him, must satisfy himself that every precaution is taken to ensure the safe passage of trains departing from the Lower

Level. In order to do this, he must station himself at or close to the neck of the Lower Level whilst trains are departing.

10. The speed of vehicles going into any of the roads must, whenever necessary, be sufficiently reduced by the Shunters whose duty it is to attend to the braking of vehicles, to prevent damage to either the rolling stock or the loading. Under no circumstances must vehicles be allowed to bump with the object of forcing vehicles in. It is also the duty of such Shunters to see that all vehicles carrying overhanging loads are provided with safety vehicles.

11. An employee, when holding points, should not stand with his back to the intended movement, but should in every case face it, so that he may be able to avoid being struck by an open door, overhanging loading, etc.

12. Number Takers, Messengers, lads under 19 years of age, and other unauthorised persons, must not be permitted to couple up trains, nor to assist in shunting operations, nor to hold points. Any infringement of this order must be reported, in writing, to the Superintendent of Melbourne Yards.

13. Vehicles placed on a road with a falling grade must be properly secured by the Shunter in charge, who must also satisfy himself that any vehicles already standing in the road are secure before he allows the vehicles that he is placing to touch them. He must also see that the vehicles are attached to the engine before pushing them into any such road.

14. The instructions in Regulation 131 must be strictly complied with before an engine is permitted to move any vehicles standing in any of the following places, viz. :—

“ B ” Siding, No. 1 Centre Yard ; Long Road ; Ice Road ; No. 5 Road, Lower Level ; No. 8, Middle Road, “ A ” Shed ; Nos. 9, 10, 16, 22, and 24 Roads ; Weighbridge Road ; Nos. 28, 29, 30, and 33 Gravitation Roads ; Cowper St. Roads and any other roads where loading or discharging of vehicles takes place.

15. Any vehicle that is being dropped or shunted into any of the abovementioned places must be effectively braked to prevent it from impacting any other vehicle already standing there.

16. When a train with the engine unattached is being pushed into a road or siding equipped with buffer-stops, or when any train is being set back into any such road or siding, care must be taken to avoid damage to the buffer-stops. The Guard or Shunter must see that no undue force is used, and must exhibit the danger "Stop" signal to the Driver in sufficient time to permit of the train being stopped before it reaches the buffer-stops or any intermediate vehicle already standing in the road.

17. The class of locomotive to run any train may be ascertained on application to the Senior Assistant Superintendent's Office.

18. In the event of it being necessary to keep a locomotive overtime in the Yard, the Driver must be informed of the probable duration of such overtime so that he may apply for relief if necessary. After arrival, train engines must not be used for further work without consultation with and permission from the Chief Foreman, Dynon Loco. Depot.

19. In any instance in which an engine has not been supplied by the time required, the Yard Foreman must immediately be notified, and inquiries made from the Loco. Depot in regard to the delay.

20. Engine-drivers and Firemen are expected to prevent the unnecessary emission of steam or smoke from their engines whilst in the Goods or Car Sheds, or in the vicinity thereof, and if they fail to exercise proper care in this respect, the Leading Shunter must at once communicate with them with a view to having the nuisance stopped.

21. Every Shunter placed in charge of an engine, whether it be a rostered pilot or spare engine, must supply a Shunting Sheet (Y43) which must be handed in at the Melbourne Yard Office upon completion of his shift.

22. Shunters must show on Shunting Sheets (Y43) the actual time they take charge of a pilot engine and when pilot engines are late supplied they must promptly advise the Senior Assistant Superintendent.

23. Every shunter or guard in charge of a pilot engine which places at, or clears vehicles, from the Inner Yard (East,

West, Gravitation and New Yard) to or from Victoria Dock Shipping Berths, Appleton Dock Coal Berths, Cool Stores Weighbridge Junction and Dynon or to or from any location in those areas, must supply a Truck Sheet showing the numbers of each loaded and empty vehicle so placed or cleared and the time and date.

24. On each occasion on which vehicles are cleared from a siding, shed or road, the Leading Shunter in charge of the pilot must show on his Shunting Sheet the name and number of the siding, shed or road (as the case may be), the time the clearance was made, and to what section of the Yard the vehicles were transferred.

25. In the compilation of the Shunting Sheet, the actual time occupied in doing the work at the various sidings must be shown, and care taken to show accurately all other particulars required.

26. In any instance in which a loaded vehicle is found in the Yard without card or waybill, the Shunter must advise the Yard Office, telephone 1232 and the Yard Foreman, stating its number, contents (if such can be ascertained without untying the cover), and location in the Yard.

In respect of any such vehicle dropped from the Receiving or Shed Roads on the Gravitation, the train and road from which it was dropped must also be stated.

27. "Tippler" vehicles loaded coal Yallourn to Newport Powerhouse and forwarded by through trains will not have truck-cards affixed. In the event of a loaded "Tippler" wagon, being detached from a through train a card showing the forwarding and destination stations must be placed on the wagon at the detaching station.

28. In any instance in which a Shunter, when clearing a road in any part of the Yard, finds among the vehicles removed by him a vehicle belonging to another road or section, he must correctly place such vehicle, and draw the attention of the Yard Foreman or the Leading Shunter to it. In the event of a Shunter being unable for any reason to correctly place any "foreign" vehicle handled by him, he must, before going off duty, hand to the Yard Foreman or to the "Report to Yard Foreman" Shunter a memorandum stating the number location contents and destination of such vehicle.

29. All Passenger Stock arriving in the Goods Yard must be transferred promptly to the Passenger Yard. Except when otherwise authorised, Passenger Stock must not be used on Goods trains.

30. The Shunter in charge of a Switching Engine must so place his men that they will be able to assist the Driver by applying the brakes to stop the train clear of any obstruction, or control any portion of the train in the event of its becoming detached on a falling grade.

31. On Monday, Tuesday, and Wednesday nights, assistance must be provided to help with pilots in charge of one man arriving at Newmarket livestock yards from the Melbourne Yard.

32. On Thursday, Friday, and Saturday nights when assistance is not provided at Newmarket, two men must be attached to each Newmarket Livestock Pilot.

33. Assistance must be supplied for the Shunter in charge whenever an engine is employed for Melbourne Yard work, the movements of which cover the breaking-up or assembling of rakes of vehicles.

34. For setting back movements through Dudley Street into either the East or the West Yard, assistance must be provided in every instance.

35. Whenever an engine with a rake of vehicles is standing on the Coburg or Main Line Departure Roads waiting to set back, the Shunter or Guard must exhibit a red light on the vehicle farthest from the engine so that the Signaller may be aware of the position of the vehicles.

36. Shunters in charge of the "A" Shed, Centre Yard, Gravitation, West Bank, New Yard and East Yard sections must see that "foreign" loading is promptly removed, and satisfactorily disposed of.

37. The Roads in the East Yard must be utilised as directed by the Senior Assistant Superintendent or the Yard Foreman.

38. In order to reduce the movements at Dudley-street, and facilitate the arrival of trains between the hours of 3 p.m. and 5 p.m., arrangements may be made by the Senior Assistant Superintendent, for suitable trains to be brought from Viaduct Junction direct into the East Goods Yard, instead of via Dudley-street.

39. The Senior Assistant Superintendent must ascertain from the Train Controller particulars of the trains which, it is anticipated, will arrive in Melbourne via the viaduct between 3 p.m. and 5 p.m., and then determine which trains are suitable for arrival in the East Yard, notify the Signalman Viaduct Junction to divert them accordingly, and arrange for a competent Shunter to be in attendance to see that they are safely disposed of.

40. The "Report to Yard Foreman," Shunter must telephone the Signalman at the Gravitation Signal-box particulars as follows of all trains ex the Viaduct arriving on the Shed Roads.

Such information must be telephoned as soon as possible after the arrival of the train :—

- (a) Train and time of arrival ;
- (b) Number of vans of perishables ;
- (c) Number of vans of stock ;
- (d) Number of wagons and vans of export loading ;
- (e) Number of wagons and vans of ordinary loading ;
- (f) Road train is set back on.

41. The Signalman at the Gravitation Signal-box must record the particulars received on the "Return of Arrival Trains and Roads Dropped".

42. The No. 1 Leading Shunter on the Gravitation on each shift must advise the Gravitation Signalman the time perishables are dropped, and also the time the balance of the train is dropped.

43. The Signalman, Dudley Street, must advise the Gravitation Signalman the name of every train being set back on to the Shed Roads.

44. The Engine Road which runs along the North side of the Locomotive Shed and around the Truck shops and New Yard forms a complete reversing loop, and must be considered a running loop line (in one direction only) for engines or trains from Dudley-street entrance. Under no circumstances shall a Driver be permitted to enter such road from the end where it forms a junction with the Wash-out Sidings.

45. Whenever it is shown in the Order Book that a train is required to clear loading from roadside stations, sufficient room must be left on the train to permit of the clearance being made *en route*.

46. Empty vehicles on outward trains will be shown on the "Guard's Instructions," unless they are intended for stations beyond the Guard's run, in which case they will be waybilled through to destination.

47. Empty special vans and wagons must be separately waybilled and carded to destination station.

48. Load Gauges are kept at the undermentioned places for use as required :—

- (1) Senior Assistant Superintendent's Office.
- (2) At Ice Works.
- (3) No. 1 Road, New Yard.
- (4) Gravitation Weighbridge.
- (5) Train Examiner's Cabin, Centre Yard.

49. Trains scheduled to depart in the early morning must be made up as far as practicable by the previous shift. When trains are being made up or reduced, preference must be given to loading which has been longest *en route*, unless the nature of the other loading prohibits it from being left behind. Rakes of loading should not be transferred to the New Yard section after the Saturday afternoon shift Shunters have ceased duty, until the Sunday night shift has commenced duty.

50. Any urgent loading for the New Yard Section required on Sunday nights, should be placed on No. 29 Road, Gravitation, for transfer with early morning shed loading.

51. In any instance in which a Shunter in charge of a pilot asks the Signalman at Dudley-street for a road, he must state whether it is required for a light engine or for a pilot with vehicles, and if the latter he must state the number of vehicles, as it may sometimes be possible to take an engine with a few vehicles but a longer rake cannot be taken.

52. Rakes longer than can be accommodated clear of the exit from the Loco. Shed should not be sent to the New Yard

at times likely to delay passenger engines, unless the Yard Foreman in charge of the New Yard has been first consulted.

53. Brake Vans must be placed each Sunday morning in the Wash-out Siding to be cleaned. They must not be allowed to remain there any longer than necessary after they have been cleaned, but must be suitably placed at the first opportunity. As many vans as can be spared are also to be placed daily for washing.

54. Nos. 6A and 7A Roads are not to be utilised for the storage of vehicles: —also vehicles must not be allowed to remain longer than is absolutely necessary in Nos. 39, 40 and 41 loops Gravitation and Nos. 3 and 4 loops West Yard.

55. When a brake on a truck is stiff, or otherwise difficult to apply, the employe concerned must notify the Train Examiner and submit a special report giving the truck number, its whereabouts, and particulars of the defect.

56. When " T " vans are supplied to the Metropolitan Sidings for loading of meat for the Victoria Dock, vehicles numbered 343 to 392 inclusive, must not be supplied, as on account of them being fitted with end ice bunkers their capacity is limited.

57. In the event of any carriages containing towels and other equipment, arriving in the Goods Yard from country stations the Officer in charge, Cloak Room, Spencer-street, must be informed at once by telephone, so that arrangements may be made for the equipment to be taken to the equipment store at Spencer-street Station.

A report must be furnished to Superintendent of Melbourne Yards giving particulars of the carriages and the station from which received.

58. Shunters taking " cards " of rakes of vehicles in the Melbourne Yard must specify on the cards vehicles containing loading of a fragile nature.

59. Wagons containing drums of tar, bitumen, oil and similar commodities requiring adjustment must be placed at the outside platforms and not in the Sheds.

60. Shunters placing stock at Melbourne Pig Dock must furnish a statement for all stock placed. Forms on which the

necessary information is to be supplied, are available at the Senior Assistant Superintendent's Office. Completed statements are to be placed in the Staff Office Correspondence box.

61. Shunters in charge of pilot engines must contact the Senior Assistant Superintendent regarding the disposal of their engines at the completion of their shift ; they must also inform him of the location of the pilot engine.

When the Senior Assistant Superintendent directs that the pilot engine is to go to the Pit, the shunter in charge must place it on a suitable Road for prompt dispatch to the Pit and inform the Signaller at Dudley-street. The shunter must endorse on his Shunting Sheet, the road on which the engine was placed and the time the Signaller was informed.

62. Modified Guards' kits of a suitable type to be conveniently carried, are available from the Storeman.

A Shunter when obtaining a kit, must give a receipt for it, which will be handed back to him when the kit is returned.

The Storeman must provide sufficient equipment to the Senior Assistant Superintendent's Office to meet any emergency.

Any neglect to return a kit must be specially reported by the Senior Assistant Superintendent or Clerk concerned.

63. Before moving rakes of vehicles including a proportion of automatically coupled vehicles, the following precautions must be adopted to guard against risk of the vehicles parting and getting out of control :—

- (a) The jaws of the automatic coupler must be in the open position.
- (b) The transition chains must be properly adjusted.
- (c) The side the brakes are on must be ascertained.
- (d) The shunting staff must place themselves so as to be able to promptly apply sufficient brakes to prevent runaway.

64. Vehicles loaded skins for Kensington, South Kensington, and Newmarket are ordered out of the Shed on separate Shed Orders. The Shunter who removes them from the Shed must place them on a suitable road and advise the

Leading Shunter on the Gravitation of their location in the Yard and their destination. He must hand the Shed Orders to the Yard Foreman, obtaining a signature for each, and the latter must see that they are delivered to the Guard or the Shunter in charge of the pilot by which the vehicles are taken to their destination.

65. Tarpaulins, bags of grain, chaff, or other goods found lying on or adjacent to the line must be promptly removed by the Shunters. If assistance be needed to remove any article a request must be made accordingly to the Assistant Superintendent, the Yard Foreman, or the Leading Shunter.

66. The vehicle number and the destination station should, if practicable, be shown on goods that have fallen from a vehicle. The Yard Office must be advised whenever goods are noticed to be lying about the Yard, so that the Goods Superintendent may be communicated with.

67. Loaded vehicles requiring adjustment of loading :— Sectional Yard Foremen must advise Melbourne Goods Superintendent the location at which a vehicle requiring adjustment of it's loading, will be placed. The Senior Assistant Superintendent must also be advised so that an entry may be made in the daily diary.

Vehicles arriving in the New Yard requiring the loading to be adjusted are to be placed on No. 1 Road to be adjusted by Melbourne Goods staff.

Hand-signal lamps are issued to members of the staff whose duties necessitate the use of such lamps. They are to be used with proper care to prevent damage.

68. Should a guard's reading lamp be damaged or lost, the employe concerned must so advise the Superintendent of Melbourne Yards by memorandum, stating the number of the lamp and the circumstances of the damage or loss.

69. In any instance when during a fog or darkness, a van is taken from a train on a receiving road, the Guard or Shunter must obtain from the Lamp Room a tail lamp to be placed on the last vehicle of the train. The tail lamp must not be removed from the van and used for this purpose.

70. Yard Foremen, Guards, and Shunters must bring under notice of the Train Examiner all cases where couplings

are stiff or in a dirty condition. Each case brought under notice of the Train Examiner must be reported by memorandum to the Superintendent of Melbourne Yards.

71. The Guard or Shunter in charge of a pilot must furnish a truck sheet for all vehicles placed or cleared from the Victoria Butter Factory, Pigott-street, and the Government Cool Stores.

72. The gates leading to Pigott-street, Victoria Dock, and Government Cool Stores are fitted with locks which can be operated from either side. The Guard or Shunter in charge of a pilot working at any of these places must be careful to see that the gates are properly opened before attempting to pass through them, and are again closed and locked after the pilot has passed through.

The Yard Foreman on the Gravitation must see that the gates are kept closed and locked at all times except when it is necessary for Shunters or Guards to use them.

73. Flashing Light Warning Signals, as described in clause 3, pages 178-179 General Appendix, are provided at the points where Cowper St., Dudley St. and Footscray Road cross the lines leading to and from Victoria Dock, Pigott St., Government Cool Stores, and Coal Berths, Appleton Dock.

Switch Boxes, the doors of which are secured by VR/5P Padlocks, are provided at each level crossing, to control the Flashing Light Signals. The Box contains two buttons one to start the Flashing Light Signal and one to stop it. When the engine or vehicles are to engage the crossing or when proceeding to or from the roads specified, the Guard or Shunter must press the **Start** Button. This will cause the Flashing Light Signal to function until the engine or vehicles have cleared the crossing. When the vehicles have cleared the crossing, the Guard or Shunter must press the **Stop** Button and the Signal will then cut out.

If, after the Flashing Light Signal has been started, the engine or vehicles do not engage the crossing, the Guard or Shunter may stop the signal by pressing the **Stop** Button.

Keys to operate the doors of Switch Boxes are available at the Gravitation Signal Box and at the Yard Foremen's Cabin, South Side.

74. The Yard Foremen and Leading Shunters must give the lighting arrangements close supervision, and see that all available lights are promptly brought into use when required, and extinguished when daylight renders them no longer necessary.

Every case of failure of the electric lights in the Yard must immediately be reported by the quickest possible means to the Clerk in charge of the Yard Office. In addition the Yard Foreman before leaving duty must furnish a report stating the location of the failure, the time the lights went out, and the time restored.

75. When a van-truck, the contents of which require to be discharged at stations *en route* is attached to a road-side train, the vehicle must be marshalled with others containing loading for the station shown last on the truck card attached to the van-truck.

76. When making up trains in the Wash-out Sidings, Shunters must do so in a suitable road to enable the Train Examiner to effect any light repairs to the undergear, etc., without having to carry out the work in a wet or manure-strewn road.

77. To prevent delays to engines from the Yard to the Pit, on account of cross movements at Dudley-street, the Yard Foreman and the "Report to Yard Foreman" Shunter must be on the alert in order to take advantage of the most expeditious route available, and, if necessary, work them across the Bank for direct despatch to the Loco. Depot, *via* No. 6 or 7 road, to the South side.

78. The Yard Foreman in charge of the section concerned must provide assistance to couple up Goods trains run by high capacity engines, when he considers such a course to be warranted on account of the length of the train. When any goods train is to be run by a Passenger Guard, the Yard Foreman must arrange for it to be coupled up. The Roster Clerk will inform the Senior Assistant Superintendent when a Passenger Guard is booked on such a train.

79. When trains are being belled out from the Yard and they are intended to clear empties or Down loading from Flinders-street Yard, Toorak, Malvern, Caulfield, or Oakleigh, the following information must be supplied to the Signaller at Dudley-street or Viaduct Junction :—

The scheduled departure time of the train ;

Destination of train ;

The stations it is intended to work at.

This is necessary to enable word to be passed along to the station concerned in order that through trains will not be stopped unnecessarily.

The Shunter in charge of the Footbridge Cabin and the East Yard Shunter must give close attention to this matter.

Telephones are installed at the following “ belling out ” points in the Melbourne Yard :—

Footbridge Cabin,

No. 5 Road, West Bank,

North end of Shed Roads,

Shipping Sidings, near Fixed Signal on Viaduct arrival,

Shipping Sidings, South end,

Newspaper train roads on the Lower Level,

Lower Level, at the entrance to Lower Level Departure,

South side of Coal Stage, near Shunters' Shelter,

North Melbourne Sidings, near Dynon Road Bridge, and they provide communication with the Melbourne Yard Office, the Senior Assistant Superintendent's Office, and the Dudley-street Signal Box.

SHED DESPATCH ORDERS and PINK ORDERS

1. The Melbourne Goods Superintendent issues Shed Despatch Orders for outward loaded vehicles from Melbourne Goods Sheds and Sidings. These orders must be delivered to the Senior Assistant Superintendent's office and signed for by him or his clerk.

Every such order must be entered in a book kept for the purpose by the employe who signs for it and the time of its receipt must be recorded therein. Each order must be carefully perused, anything requiring special attention noted, and one copy must then be delivered without delay to the Sectional Yard Foreman, who after perusing it, must hand it to the Leading Shunter in charge of the Section of the Yard from which the train concerned will start ; the other copy of the order being retained at the Senior Assistant Superintendent's office for checking. The time the order is so delivered must be entered in the book, and the signature of the Sectional Yard Foreman obtained therein. The Sectional Yard Foreman must, in turn, obtain a receipt in his notebook for each Shed Order delivered to a Leading Shunter. Each Order bears a distinctive number, and must be entered up and signed for accordingly.

2. In respect of vehicles ordered out for despatch by trains from the New Yard section, the Goods Superintendent supplies an extra copy of the Shed Order, which must be delivered promptly to the Yard Foreman in charge of that section. In the event of any vehicles shown on such order not being received in due course from the Inner Yard, the Yard Foreman in the New Yard must ascertain their whereabouts and arrange for them to be brought to the New Yard for despatch.

3. In the event of the non-departure by the scheduled train of vehicles shown on a Shed Order, the Leading Shunter must hand the Shed Order to his relief, and obtain a signature for it in his notebook. The Leading Shunter who last signs for a Shed Order will be held responsible for any delay to vehicles shown thereon.

4. Shed Orders given to Leading Shunters on Pilots must be handed by them to the Shunter in charge of the Section of the Yard in which the loading is placed, and a signature obtained in each case.

5. Communications from the Goods Superintendent in regard to loading must receive special attention. All loading ordered out from " A " (No. 2) and No. 4 Sheds and other loading points must be removed promptly.

6. The Yard Foreman on each section must personally arrange, on receipt of a Shed Order, for engine power to lift the loading. The Yard Foreman on the Lower Level will be responsible for the removal from " A " Shed of loading for trains starting from the Lower Level. The Yard Foreman on the Gravitation must arrange to clear any Shed loading for trains leaving from the New Yard.

7. Shunters responsible for the make up of trains must make sure that the loading assembled for despatch is checked up with the Shed Orders and see that all loading shown thereon has been duly assembled.

8. (a) The Clerk at the Senior Assistant Superintendent's Office must check all Shed Orders and, in the event of it being noted that vehicles have missed the proper connecting train, inform the Senior Assistant Superintendent of that fact, and hand him the Shed Order concerned for perusal. The Clerk must also draw the attention of his relief to any incompletd Orders. The Senior Assistant Superintendent must take steps to guard against further delay, endorse the Order as to action taken, and, if despatch be not effected up to the completion of his shift, draw the attention of his relief to the matter so that it may be followed up until satisfactorily disposed of. The Clerk on the next and successive shifts at the Senior Assistant Superintendent's office after receipt of the Shed Order in question, must check up at intervals and draw the attention of the Senior Assistant Superintendent on their shifts to any further delay.

(b) On Saturday when night shift Clerk is not employed at the Senior Assistant Superintendent's Office, the Clerk on the afternoon shift must draw the attention of the Senior Assistant Superintendent to any incompletd orders, and if despatch of the vehicles shown on such orders be not effected up to the completion of his shift, the Senior Assistant Superintendent must draw the attention of his relief to the incompletd orders and such relief must see that the orders are completed as far as practicable. In the event of any such

orders not having been completed by the time the night shift Assistant Superintendent finishes his shift on the Sunday morning, he must leave the orders endorsed as to the progress made, on the file provided for the purpose on the desk, for attention by the Senior Assistant Superintendent commencing duty Sunday Night. If there are no orders to be left for attention by the Senior Assistant Superintendent commencing duty Sunday night a statement to that effect must be left by the Assistant Superintendent who finishes duty on Sunday morning.

9. Shed Orders must be sent to the Superintendent's Office for final checking, but before doing so, the Senior Assistant Superintendent's Clerk must make sure that all "not gone" Orders are separated from the "gone" Orders, but this will not absolve the Truck Records Clerk from going through the bundle of "gone" Orders to ensure no "not gone" Orders have been misplaced.

10. The Records Clerk must then enter in the book provided for the purpose all "not gone" vehicles, and ascertain their whereabouts according to the Yard Checks. The Shipping Clerk must then promptly issue a "Pink Order" (Despatch Order for trucks delayed in the Melbourne Yard—form Y4) to all concerned so that the urgency of the vehicles will be appreciated and steps taken to prevent further delay. A "Pink Order" must be issued daily by the Shipping Clerk whether there are any urgent vehicles or not, and each Yard Foreman must see that he obtains a "Pink Order" daily whether it shows particulars of vehicles requiring urgent despatch or "nil".

11. In event of a "Pink Order" not having been received by the Sectional Yard Foreman at the usual time, he must so inform the Senior Assistant Superintendent so that a copy may be obtained and complied with.

12. The Goods Superintendent issues Shed Orders of a distinctive color (Pink form) for very urgent vehicles which are to be forwarded by first connecting train. On receipt of such Orders which will be in duplicate, the Senior Assistant Superintendent's Clerk, or when he is not on duty, the Senior Assistant Superintendent must arrange for immediate delivery of one copy to the Sectional Yard Foreman concerned whose

personal signature must be obtained. The latter must make all arrangements necessary for the vehicles to be assembled and despatched.

13. The Senior Assistant Superintendent must keep the other copy of the Pink Shed Order before him and ascertain from the sectional Yard Foreman if the vehicles are on the train, and if not, again emphasise their urgency.

14. All vehicles shown on "Pink Orders" and on Special Orders, together with other urgent vehicles, must be included on the Sectional Orders relating to the make-up of trains and must also be shown on the instructions issued to the Guard of the train by which the vehicles are ordered forward. All "Pink Orders" and Special Orders must be sent daily to the Superintendent's Office for final checking as set out in clause 9 for ordinary Shed Orders.

15. Each Number Taker booked on the day shift must call at the office of the Senior Assistant Superintendent at noon daily (unless prevented from so doing by having to record the numbers of an out-bound train, in which case he must call as soon as possible after noon) to collect Pink Orders and then deliver to and obtain signatures for them from, the Sectional Yard Foremen on the form provided for the purpose. Such form must be handed into the Superintendent's office on the completion of each shift. The Shipping Clerk must maintain a check of signatures for the Pink Orders daily.

LIVE STOCK

1. Live Stock must be given preference over all other loading.

2. Live Stock waybills are now enclosed in "Live Stock" envelopes which are placed in the clip on the side of the sheep and cattle van.

3. In any instance in which a van of Live Stock arrives in Melbourne without a waybill or truck card, or incorrectly carded, a report, giving all particulars available, must be furnished to the Superintendent of Melbourne Yards.

4. A van containing Live Stock must not be allowed to leave the Yard without a waybill, unless it is plainly carded, and then only on the instructions of the Yard Foreman.

5. In the event of Live Stock, ex Newmarket, arriving in the Yard too late to be sent on by the train for which it was scheduled, and being despatched by a later train, or held in the Yard, the Senior Assistant Superintendent must notify the Chief Train Controller.

6. In the case of Live Stock from Newmarket, the vans should be marshalled so that those for trains going over the Viaduct will be together on one part of the train, those for South-Western and North-Western lines on another part, and those for the Northern and North-Eastern lines on another.

7. On market days stock for the New Yard section is, if possible, to be confined to a separate pilot.

8. As far as practicable, Live Stock must be forwarded by the trains by which it is scheduled to go. If it arrives too late to permit of this being done, and it is necessary to despatch it by a later train, or by another route, care must be taken to see that a connection can be made. In all such cases the Chief Train Controller must be advised, and a report left by the Senior Assistant Superintendent when going off duty.

9. Live Stock loading at Newmarket for Wodonga lines and branches and for Goulburn Valley lines must be completed three (3) hours prior to the scheduled departure time of trains from Dynon. Live stock loading for other trains must be completed $2\frac{1}{2}$ hours before the scheduled departure times of the trains from Melbourne. These instructions are difficult to maintain, so far as the early afternoon down country trains are concerned as very often sales are not completed in time; discretion should be exercised in certain cases and whenever there is any doubt, the matter should be referred to the Chief Train Controller or the Live Stock Agent for a decision.

10. Live Stock for Newmarket must be despatched in the order of its arrival, preference being given in every case to stock longest on hand.

11. The duties of Yard Foremen booked to supervise the Live Stock traffic at Newmarket are:—

- (a) Arrange for the prompt clearing and placing of stock vans at the Platforms, and submit a return at the completion of the shift showing the times of clearance and placing of each rake.
- (b) Arrange for engines to be returned promptly to Weighbridge Junction or Melbourne Yard, as the case may be, keep in close touch with the Yard Foremen at those points, and generally supervise the work at Newmarket.

12. Vehicles containing pigs or other stock for the Pig Dock, Melbourne, must be placed promptly on arrival.

13. When Live Stock specials for Newport-Sunshine Loop line are arranged, the Officer in charge, Tottenham, must be advised so that proper staff arrangements may be made.

14. Sectional Shunters handling live stock which does not belong to their sections must place it on a suitable road, where it will be readily accessible, and must call the Yard Foreman's attention to it. If any delay should arise in connection with its removal, it must again be brought under the notice of the Yard Foreman.

15. Live Stock listed to be discharged and reloaded at Newmarket, is entered in the Live Stock Diary in the Senior Assistant Superintendent's Office. It will be necessary for the Senior Assistant Superintendent on each shift to furnish the Yard Foreman on the Gravitation and at Weighbridge Junction with a list of all transfer stock, and the Yard Foreman, after noting such list, will require to hand it to No. 2 Shunter on the Gravitation in order that he may know in what direction to divert the vehicles. No. 2 Shunter must carefully peruse the list, and act upon it, being careful to see that vehicles listed to go to Newmarket for reloading are dropped down accordingly even though they are carded otherwise ; the list to be retained for reference.

16. Transfer stock NOT entered in the Live Stock Diary must be despatched by the first connecting train after arrival, unless such would involve the consignments being heavily delayed unattended at a station *en route*. In such cases the

circumstances must be brought under the notice of the Senior Assistant Superintendent, who will direct how the stock is to be disposed of.

17. The Leading Shunter on the Gravitation must drop out vans containing Live Stock as promptly as possible, and in the case of transfer stock not listed to go to Newmarket, he must keep it separate from the Newmarket stock. In the event of any delay in clearing such transfer stock, he must bring the matter under the notice of the Yard Foreman or Senior Assistant Superintendent.

18. The Senior Assistant Superintendent must maintain a check on the movements of transfer stock, and, in addition to including it on the transfer list, show it on the sectional orders and Guard's instructions, also confer with the sectional Yard Foreman regarding its despatch.

19. The actual despatch of transfer stock listed in the Live Stock Diary must be specified therein. Such entries must be made progressively by the Senior Assistant Superintendent's Clerk on each shift, as the truck sheets are received.

20. In the event of stock not being forwarded by the proper train, the attention of the Senior Assistant Superintendent must be immediately drawn to the circumstances.

21. All empty stock vans must be placed in the Wash-dock and cleaned before being again placed in traffic.

Whilst vans are being washed and it is possible for other vehicles to be pushed against them, a red flag by day and a red light by night must be fixed on the end of the vehicle against which any other vehicles might be shunted. If it be possible for vehicles to be shunted against both ends of the vans which are being washed, a red flag or red light as the case may require must be fixed on each end.

22. Live Stock vans carded for repairs must be placed in the Wash-out Sidings, and after being cleaned, promptly placed into the Car and Wagon Shops.

23. On no account are "repair" Live Stock vans to be placed in the Car and Wagon Shops until they have been washed.

24. Vans of pigs for Dandenong must not be forwarded per 12.50 p.m. Eastern ; if received too late for despatch per 5.45 a.m. down they should be held at the Pig Dock and forwarded per 8.10 p.m. South Eastern goods.

25. The following ' M ' cattle vans Nos. 143, 253, 516, 534, 537, 560, 588, 637, 678, 679 and 773 have specially raised roofs and are used when required for the conveyance of elephants, etc.

HORSE BOX TRAFFIC

1. Bogie horse boxes Nos. 7, 10, 12 and 13 F.P. are equipped with passenger bogies and automatic couplers and may be used for traffic on express and passenger trains.

2. In every instance in which a Horse Box (loaded or empty) is about to be transferred from the Spencer-street Passenger Yard across the Viaduct for despatch to a Suburban or Country station, the Yard Foreman at Spencer-street must advise the Signaller at No. 1 Box and the Yard Supervisor, Flinders-street, of the destination station and the train by which the box is to be forwarded.

3. The Yard Foreman in the Goods Yard must give similar particulars to either the Signaller at Dudley-street or Viaduct Junction and to the Yard Supervisor Flinders-street in regard to Horse Boxes being despatched from the Goods Yard.

4. In connection with the arrival and departure of Horse Boxes at Spencer-street Passenger Yard, the Senior Assistant Superintendent and Passenger Yard Supervisor must, on receipt of advices respecting the Horse Box traffic, confer so as to make sure that each is fully acquainted with the traffic arrangements.

5. The Guard or Shunter in charge of an engine transferring Horse Boxes from Spencer-street, the Goods Yard, Flinders-street, or Newmarket must prior to his departure notify the Signaller concerned of the destination of the

Boxes in his charge, and of the trains by which they are to be forwarded. In the event of being delayed he must bring under the notice of the Signaller and the Yard Foreman the importance of obtaining prompt despatch.

6. If delay be likely to arise by using the Goods lines the Passenger lines must be used for the despatch of light engines going to Newmarket or Flinder-street for Horse Box or Live Stock traffic.

7. Every Horse Box arriving in the Goods Yard must be sent to the Passenger Yard for gassing and cleaning before being despatched by goods train.

8. A Horse Box supposed to be empty must not be shunted until the Shunter in charge has personally examined it, and satisfied himself that it is empty.

9. When it is intended that a train engine conveying Horse Boxes which arrives at Spencer-street, is to take the Horse Boxes to Newmarket, the Shunter-in-Charge must instruct the Driver accordingly before the engine is detached.

MELBOURNE PIG DOCK

1. When vehicles containing stock for Melbourne are placed at the Pig Dock, Shunters-in-charge of Pilot engines placing the stock must furnish a statement showing the required information. Forms on which the information is to be supplied, are available at the Senior Assistant Superintendent's Office and when completed are to be placed in the Staff Office correspondence box.

2. Vehicles containing pigs for Melbourne must be placed promptly after arrival, particularly during hot weather.

3. If a Checker is not in attendance at the Pig Dock when vans of stock are placed there for delivery, the Shunter in charge of the vehicles so placed must advise the Officer-in-Charge, Perishable Shed, accordingly by telephone.

4. A hand locking bar is placed at the South end of the Melbourne Pig Dock to secure the points to lie for the Pig Dock Loop, during loading, unloading and adjusting of live stock.

PERISHABLE TRAFFIC

1. Inward vehicles must be placed in the Perishable Shed without delay.

2. The Leading Shunter on the Gravitation must see that a Shunter accompanies each vehicle or rake of vehicles dropped down to the Perishable Shed.

3. The Leading Shunter on duty on the Gravitation at the time of arrival of perishables must personally inform his relief of any vehicles it was impracticable to drop out, and in addition, enter such vehicles with a remark showing the cause of the delay, on the list furnished by him to the Yard Office.

He must record on the prescribed form particulars of perishables dropped on the day and afternoon shifts, when the Number Taker is not provided for the purpose.

4. Vehicles arriving for the Perishable Shed must be dropped into Nos. 22 and 24 Roads and stopped clear of points leading to No. 23 Road in proper sequence of arrival, and Roads must be filled in rotation.

From Nos. 22 and 24 Roads the vehicles will be placed at the platforms in the Shed by tractor or engine power as may be necessary.

5. The Foreman at the Perishable Shed must confer with the Leading Shunter in charge of the Gravitation Neck and reach a complete understanding regarding safety precautions to be taken whilst tractor shunting movements are in progress and also as to times of commencing and completion of such tractor movements.

6. Empty vehicles from the Perishable Shed will be cleared through the crossover and along No. 23 Road, which must be left clear for all outgoing vehicles.

7. Shunters lifting vehicles from Nos. 22, 23 and 24 Gravitation Roads, from both inside and outside the Perishable Shed, must furnish particulars of such vehicles on form Y63.

8. The normal lie of points at North end of Perishable Shed from Nos. 22 and 24 Roads towards the Shed is for No. 23 Road, whilst the normal lie of the points off No. 23 Road towards the Shed is for the straight Road.

9. The Perishable Shed Foreman must keep closely in touch with the Senior Assistant Superintendent to ensure that the best possible arrangements are adopted for the observance of these directions.

10. The Shunter booked to attend perishables on the night shift must take up a position which will enable him to control and secure all vehicles dropped from the Gravitation into either No. 22 or 24 Road clear of the points outside and leading into the Shed, also protect the movements from No. 23 Road into Nos. 22 and 24 Roads, and from Nos. 22 and 24 Roads when clearing vehicles from the Shed *via* No. 23 Road.

11. Shunters in charge of engines must not allow them to enter or leave the platform Roads in the Perishable Shed until permission has been obtained from the "11.59 p.m. Perishable Shunter," who alone will be held responsible for authorising movements from the platform Roads to No. 23 Road and *vice versa*, and must first see that all necessary precautions are taken for safety.

12. The Perishable pilot must not be used for yard work, if by so doing the placing of Perishable loading would be delayed.

13. If at any time it be impracticable, on account of late loading or other causes, to despatch outgoing perishable traffic by the train by which it is ordered, suitable arrangements must be made to ensure the proper connections being made. In all such cases, the Chief Train Controller must be advised, and a report giving full particulars left by the Yard Foreman concerned.

GOVERNMENT COOL STORES

1. The works at the Government Cool Stores are open continuously and the key of the gates is in the care of the Signaller in the Gravitation Signal Box. The traffic to and from the Stores is conducted from the Gravitation, and the Yard Foreman there will be responsible for the prompt placing of inward loading and clearance of outward loading. Instructions in respect of clearing outward loading in "T" vans, will be issued by the Superintendent of Freight Operations (Room 77) who will also issue instructions regarding the

placing of empty " T " vans at the Cool Stores. Empty " T " vans must not be placed at the Stores without his authority.

2. Shunters in charge of pilots placing or clearing loaded vans from the Cool Stores, must examine the Seals to ensure they are intact ; should a seal be missing or broken the matter must, at once, be reported to the Yard Foreman and a report setting out the vehicle number, station from and to and contents, must be furnished.

3. The public crossings and roadways provided for the use of private firms doing business with the Cool Stores, must be kept clear.

4. Vehicles containing rabbits for the Cool Stores must be placed on the extreme right-hand siding nearest Dudley-street, unless otherwise directed.

5. After the completion of shunting at the Cool Stores and Victoria Dock the gates must be secured by the Shunter in charge of the pilot.

6. Vehicles loaded for and enveloped to Victorian Butter Factory and/or Government Cool Store should be dropped for and placed directly at those locations instead of being placed in the Perishable Shed.

7. Empty " T " vans despatched to country stations must be waybilled " urgent ".

8. Truck sheets, setting out vehicle numbers stations from (or to) and contents must be furnished in respect of loaded vehicles, and the vehicle numbers in respect of empty vehicles, placed at or cleared from the Government Cool Stores.

FRESH AND FROZEN MEAT AND BUTTER TRAFFIC

1. Suitable truck cards are supplied to the managers of the works at Newport South, Borthwick's Siding, and Smorgon's Siding. The Guard, or Shunter removing loading from the works must obtain the cards and see that the necessary particulars are filled in, and that the destination is clearly shown in every case. Each van before being taken from the works must have a card attached.

2. Each Guard who runs a trip to and from any of the following places viz. :—Angliss' Siding, Borthwick's Siding, Smorgon's Siding, or South Newport Freezing Works, must furnish the Superintendent of Melbourne Yards with a running statement showing :—

- (a) Time of departure from the Melbourne Yard.
- (b) Time of arrival at destination.
- (c) Time of departure from destination.
- (d) Time of arrival in the Melbourne Yard ; and
- (e) Cause of detention (if any) at destination.

3. Any Guard or Shunter who runs a trip to or from the Government Cool Stores, or the Victorian Butter Factory must furnish the Superintendent of Melbourne Yards with a truck sheet showing the numbers of all vehicles placed or removed. The destination stations must also be shown.

ICED VAN TRAFFIC

1. A waybill will be placed on each iced van by the employe in charge of the Ice Storage Depot before its removal from the Depot. The Guard must see that a waybill is attached to all iced vans placed on his train, and in any instance in which a waybill is not affixed the matter must be brought under the notice of the Senior Assistant Superintendent or Yard Foreman, who must at once arrange to have a waybill supplied.

2. Vehicles must not be dropped on to other vehicles standing in the Ice Road, nor may any such vehicles be moved until the Shunter in charge has personally satisfied himself that there are no men engaged in transferring ice into the ice troughs, or working in other positions where they might be injured by the moving of the vehicles. (See Regulation 131).

3. All orders from the Superintendent of Freight Operations for iced " T " vans must be filled as quickly as possible. If there be insufficient iced vans available at the time, spares on hand must immediately be taken to the Ice Depot, and, after being iced, placed where required.

4. Empty " T " vans to be placed at the Ice Depot are to be sorted and placed as follows :—

12 ton capacity—No. 10 Road.

15 ton capacity—No. 11 Road.

5. " T " vans to be iced for despatch empty to loading stations, are to be placed at the Ice Depot, only as ordered.

EXPLOSIVES TRAFFIC

1. Loaded Powder Vans must be dealt with promptly, and handled carefully.

2. The Guard of a train by which a loaded Powder Van arrives in the Yard must promptly notify the Yard Foreman of the number and destination of such van.

3. When a train by which explosives are to be forwarded is being made up, the Powder Van and the Guard's Van must be placed next the buffers, and, in order to prevent the Powder Van from being struck, the vehicles intended to go next must be stopped some distance short of it, and the brakes firmly applied. When completed the train must be pushed gently together.

4. Unnecessary shunting must be avoided, and that required must be done with the utmost caution.

5. Yard Foremen and Shunters, especially those on Nos. 1 and 2 sections, Gravitation, must closely observe trains arriving, and, when Powder is on them, arrange to drop out the Powder Van promptly. If any difficulty be experienced in so doing, the Senior Assistant Superintendent of Melbourne Yards on duty must be informed ; the latter to arrange to make necessary arrangements to ensure prompt despatch. Care must be taken to see that consignments are despatched as scheduled.

6. Loaded Powder Vans for Melbourne when being dropped from the Receiving Roads must be accompanied by No. 3 Section Shunter until brought to a stand on the Middle Road leading to " A " Shed. Subsequent drops on to the Middle Road must be stopped, and brakes applied at a sufficient distance from such loaded Powder Vans as will prevent any impact with them.

7. When loaded Powder Vans are marked off for repairs, the Yard Foreman or Shunter in charge of the section must advise the Superintendent's Office without delay for the purpose of arranging with the Rolling Stock Branch to have the repairs effected promptly.

8. The maximum weight of explosives to be allowed on any one goods train shall not exceed $37\frac{1}{2}$ tons net in a maximum of 8 explosives vans, subject to marshalling instructions on pages 349-350 of Transportation of Goods Book.

SHIPPING

1. The Senior Assistant Superintendent must personally examine the Order Book, ascertain the number of vehicles containing shipping and other urgent loading, and make arrangements for its clearance from Kensington, Newmarket, South Kensington, Victoria Park and Arden-street, and its early despatch to its destination. If it be impracticable to clear the loading by the regular trains, Specials must be put on at suitable times. Arrangements should be made for pilots and trains conveying shipping or urgent loading mixed with ordinary loading and empty vehicles, to arrive on the Gravitation Receiving Roads, where they must be promptly dealt with.

Shipment loading for Port Melbourne, Victoria Dock, Appleton Dock and Williamstown must be expedited.

COAL TRAFFIC

1. Engines booked out to attend to Coal Boats or to work at the Coal Yards must be promptly sent to perform the work for which they are intended. Under no circumstances are they to be detained in the Yard without special instructions from the Superintendent or Senior Assistant Superintendent.

2. Whenever it is necessary for the purpose of Coal Traffic to work across the public thoroughfare at Dudley-street or Footscray Road the Shunter in charge of the engine must safeguard the public traffic, and prevent any person or vehicle from crossing whilst an engine with or without wagons is approaching the crossings.

APPLETON DOCK

1. Appleton Dock Sidings are connected by a road leading from the South Side of the Coal Stage passing over Moonee Ponds Creek, towards South Dynon Sidings, thence crossing Footscray Road level crossing, at which Flashing Light Signals operated by track circuit, are provided.

2. Gantry cranes are provided over the Coal Berth Sidings, on the water-front, from the up end of the Coal Berth Sidings to the Down end of the Sidings in front of the cargo Sheds. Coal hoppers are provided with the gantry cranes operating on the Siding on the water-front opposite the coal berths. There is a vertical clearance of only ten (10) feet under the coal hoppers, and Shunters must therefore ensure that all ridge stanchions at the ends of wagons are down ; all wagon doors are properly fastened and that no partially erected gearing or other obstruction exists. Care must also be taken to see that empty vehicles do not contain tarpaulins and lashings.

3. When moving vehicles on the Dock Wharf they must not be loose shunted, neither must vehicles be loose shunted on to the wharf.

4. When vehicles are being pushed to or from Appleton Dock, a shunter must ride on the leading vehicle, and during darkness and in foggy weather he must, when so riding, exhibit a red light.

5. The gate across the line on the South Side of Footscray Road level crossing must be kept closed and locked except when required to be open for the passage of Railway vehicles.

6. When vehicles are to be pushed or hauled between Melbourne Yard and Appleton Dock, a train examination by the Driver is not necessary, but to ensure the safety of the movement over the Public Road and on the Dock, the following

instructions, in addition to those laid down on pages 301-302 and 605-606 General Appendix, must be observed :—

7. (a) When the engine is attached to the vehicles, the Shunter must couple up the Air Brake which must be continuous throughout the train.
- (b) When the air is turned through the train and the auxiliary reservoirs are charged, the Driver must apply the brake and then walk along the vehicles and see that sufficient brakes are operating to control the train during the movement. The leading vehicle during a propelling movement, and the last vehicle in a hauling movement, must be fitted with air brake apparatus, which must be in operation.
- (c) When the Driver returns to the engine he must release the brake and observe the release on the vehicle next the engine.
- (d) Before performing any local movement over a public road within the Appleton Dock, it will not be necessary for the driver to examine the brakes, as set out in clauses (b) and (c) but the Air Brake must be continuous throughout the train and the Shunter in charge of the movement must test the continuity of the Air Brake by opening the cock in the brake-pipe at the rear of the last vehicle.

8. The maximum speed of any engine or train, when passing over level crossings between Melbourne Yard and Appleton Dock must not exceed five (5) miles per hour.

9. In every instance of wagons having been damaged by grab buckets, etc., at the wharves, etc., full particulars must be immediately telephoned to the office of the Superintendent of Freight Operations ('phone 1422) so that arrangements may be made to ensure collection of the cost of repairs.

Any damaged wagon irrespective of whether loaded or empty, must be retained in the locality until a direction is issued from the office of the Superintendent of Freight Operations as to disposal.

10. Shunters, when removing empty wagons from the Coal Stage, must examine them and must not allow any that

are marked for repairs to pass into traffic, but must sort them out and place them for removal to the Car and Wagon Shops.

11. Before a coal pilot is placed at 7 South Side, or any other location, the Signalman-in-charge, Dudley-street must advise the Senior Assistant Superintendent that a coal pilot is being supplied, and the latter must check his pilot return to ensure that such pilot has been ordered and is required for Coal Traffic.

VICTORIA DOCK

1. If at any time the necessary clearance be not provided at Victoria Dock to permit of the free working of engines and vehicles, the Guard or Shunter in charge must interview the Stevedore in charge of the work, and have the obstruction removed before the engine is allowed to move. He must promptly advise the Superintendent of Melbourne Yards, by telephone, of the circumstances.

2. The public crossings must not be blocked by vehicles being allowed to stand on them.

3. Vehicles containing goods that are liable to be pillaged must not be allowed to remain at the Victoria Dock on a Saturday night, but must be brought into the Melbourne Yard, and returned to the Dock on Monday morning.

When there are seven or more such vehicles on hand on a week night, the Goods Superintendent must be advised with a view to a Watchman being employed to safeguard them, but if the number be less than seven they must be brought into the Melbourne Yard, and returned to the Dock the following morning.

4. No goods other than grain for export and Wool for Stevedore Sheds may be placed in Pigott-street Siding without special authority.

5. The gates across the rails leading towards Pigott-street and Victoria Dock are secured by VR 6P type padlocks and guards and shunters required to place or clear vehicles, at or from those locations, must obtain a key to operate the padlocks. The gates must be kept closed and secured, (except when required to be opened for the passage of railway vehicles) so

that unauthorised persons will be prevented entering or leaving the Harbour Trust Area.

6. Any employe who discovers that the lock of the Victoria Stevedore Shed gate or of the Victoria Dock gate or of any of the Harbour Trust gates is missing or damaged must promptly notify the Superintendent of Melbourne Yards accordingly.

7. High-sided vehicles, such as louvre, cattle vans, etc., must not be placed on that portion of the Victoria Dock used as Coal Berths, as there is a danger of them coming in contact with the overhead trollyways.

8. In order to prevent vehicles being forced over the sea end of the Wharf, the Shunter in charge must see that every care is exercised during shunting operations in that area.

Should any vehicles be in close proximity to the sea end of the Wharf, the brakes of such vehicles must be securely applied before any movement is performed on to them. A Shunter must always take up a position where he can properly control the movement and prevent forcible contact with either the stationary vehicles or the buffer beam, and when vehicles are being pushed, a sufficient number of hand brakes must be applied on the leading vehicles.

9. When vehicles are being taken across Cowper-street, Victoria Dock, or Dudley-street roadways, the air brake must be connected and in operation throughout the rake. (See page 606, General Appendix.)

10. A lock has been provided for the gate leading from Cowper-street to the Gas Works Siding, and the Shunter in charge of engines working there must see that the gate is closed and locked immediately each movement is made through it.

The key is in charge of the Signalman, Gravitation, to whom application must be made for it by the Shunter concerned, who must sign for it in each instance.

11. Guards or Shunters running Meat Specials for the Victoria Dock, must place the vans of meat on arrival at the boats concerned, and under no circumstances must a Guard or Shunter leave a train until he has either placed the vans himself, or made arrangements with a responsible Officer to provide for their being placed without delay.

12. Guards or Shunters working the points operated by chains at the Victoria Dock, must always set them for the intended movement, otherwise when trailed through they remain open and are unsafe.

13. Vehicles must not be left standing at Pigott-street beyond the points leading to the Harbour Trust Crane or foul of the roadway crossing the line at the entrance to the Victorian Butter Factory.

14. A space of at least 75 feet must be left clear between railway vehicles at either side of the road vehicular crossing opposite The Harbour Trust Workshop, Pigott-street, so that drivers of road vehicles may have a clear view of any railway movements about to take place.

15. Guards or Shunters placing at or clearing vehicles from The Harbour Trust 60-ton crane, North Wharf Road, must furnish Running Statements and Truck Sheets in respect of any such placings and clearances. The times of departure and arrival on the forward and return trips between Melbourne Yard and The Harbour Trust crane and the reason for any detention at the crane, must be shown.

16. Examination of vehicles leaving Victoria Dock :—

When an officer of the Harbour Trust calls upon Railway Shunting staff to bring a rake of vehicles to a stand to allow of them being examined by Customs or Harbour Trust officers, the request must be complied with.

A suitable entry must be made on the Truck Sheet, indicating the time, from and to, occupied at the examination.

17. Vehicles must not be permitted to stand on the wharves at the Victoria Dock when not being used to receive or discharge cargo.

SHED AND SIDING ARRANGEMENTS

1. The Leading Shunter must ascertain that the roads are clear before permitting vehicles to be pushed into " A " Shed.

2. When an engine is in any part of the Goods Sheds for the purpose of clearing loading, the Leading Shunter may go on the platform in order to examine seals, and to ascertain

the destination of vehicles, etc. Any other Shunter, however, must remain on the "pit" side, and carry out his duties from there.

3. The Yard Foreman on the Gravitation will be responsible for a "break" being made between vehicles standing at the entrance to "A" Shed at night after the loading gangs have ceased work. He must also see that vehicles for "A" Shed are placed clear of points, so that tractor shunters may be able to deal with vehicles as required after 8 a.m.

4. Each order from the Goods Superintendent for the supply of louvre vans to stations must be signed for by the employee receiving it, and entered by him in the proper place in the Senior Assistant Superintendent's Order Book. If it be impracticable to supply all the vehicles ordered, the reason for the shortage must be shown opposite the entry in the Order Book, and the order passed on by the Senior Assistant Superintendent to his relief. When all vehicle requirements have been met, the order must be handed in to the Yard Office.

5. Louvre vans must only be supplied for loading in No. 5 Road, Lower Level, No. 1 Centre Yard, No. 4 Shed and elsewhere as ordered by the Goods Superintendent.

6. All loaded inwards vehicles must be placed as quickly as possible after their arrival in the Yard. Those containing goods to be transferred in Melbourne must receive special attention.

Loaded brake vans must not under any circumstances be discharged in the Yard, but must be placed in the Shed for that purpose.

7. When empties are dropped into No. 29 Road, Gravitation, they must be pushed up to crossover leading towards No. 4 Shed, and as far as possible No. 30 Road must be kept clear for the reception of the transfers and Louvres for No. 4 Shed, which must be stopped at the Shed end of latter Road.

8. Vehicles containing Melbourne transfers are to be placed promptly after arrival, and the Senior Assistant Superintendent and sectional Yard Foreman are to co-operate to see that this is done. In the event of the train arriving on the West Bank, the Yard Foreman in that section will be held

responsible for any delay that may be caused in placing, and he must advise the Senior Assistant Superintendent of action taken.

9. Similarly the Gravitation Yard Foreman will be held responsible for any delay after the vehicles arrive in his section. He must advise the Senior Assistant Superintendent when the vehicles are placed, and, in regard to transfers ex Sunshine, endorse on the truck sheet for the train, the time the vehicles are placed at the disposal of the Goods Superintendent.

10. Melbourne "A" Shed transfers are to be dropped into the Middle Road.

11. After newspaper train loading is lifted from either No. 9 or 10 Road prior to 8 a.m., care must be exercised not to drop any transfers on to Live Stock temporarily dropped into these roads.

12. Vehicles in the West Bank and East Yard sections for the delivery Sidings and platforms in those sections must be placed direct and not transferred to the Gravitation with rakes for sorting.

13. Foreign loading or vehicles for repair must not be placed or permitted to remain in the Long Road, or at the Main line platforms or in No. 5 Road, or in "A" Shed Road. Any such vehicles standing in these places must be removed before 7 a.m. daily.

14. Vehicles for stations on lines on which a weekly or other limited service only is provided must be despatched from Melbourne by trains suitable to form connections at junction stations, as ordered by the Goods Superintendent.

15. A loaded vehicle from the Goods Sheds or Sidings must not be taken on any train unless the Guard has received a waybill for it. In the absence of a waybill, the Guard must advise the Yard Foreman, who must promptly notify the Goods Superintendent that a waybill is required.

16. The night Yard Foreman on the Lower Level section is responsible for seeing that No. 5 Road and No. 1 Centre Yard are fully supplied with empties.

17. The Gravitation Yard Foreman must see that " A " Shed and No. 4 Shed are fully supplied with empties.

18. The Night Shift West Bank Yard Foreman is responsible for seeing that the requirements of the Gippsland Platform, Main Line Platform, Electric Crane and the Long Road are fully met and his relief must arrange for any additional orders to be promptly fulfilled.

19. As there is a danger of the brake handle on the 40-ton open bogie South Australian " O " class wagon striking the Platform of " A " Shed, this class of vehicle must not be placed into " A " Shed. It must be placed at the North end of No. 5 Road for loading.

20. South Australian vehicles must, in every case be treated as urgent. Empty S.A.R. vehicles, except live stock vans and other special type vehicles which should be returned empty (unless directed otherwise) should be placed at loading points in Melbourne to load for South Australian stations or Victorian stations on the direct line.

21. In any case in which covers or lashings on a loaded outwards vehicles are not secure, the Shunter in charge must secure them, and report the circumstances to the Superintendent of Melbourne Yards.

22. When an endorsement " Sealed " is made on a Goods Despatch Order, shunters clearing the loaded vehicles from the loading points, must make an examination of the seals to ensure they are intact. Should any irregularity be observed it must be immediately reported and arrangements should be made for the contents of the vehicle to be examined and for fresh seals to be affixed by an Investigation officer or an employe from Melbourne Goods.

23. Guards and Shunters in charge of an engine which places vehicles at or clears from Kenstore, must furnish an extra copy of Running Statement and Truck sheet, which must be placed in the correspondence box, before ceasing duty, so that the appropriate charges may be raised.

24. Hand Locking Bars :— To afford protection for Melbourne Goods Staff during loading and unloading operations,

hand locking bars have been placed at various locations to secure the points leading towards the following loading roads :—

Lower Level	... North end of No. 5 Road.
” ”	... North end of Ice Road.
Centre Yard	... North end of No. 1 Road.
Gravitation	... North end of the undermentioned Roads— “ B ” Siding ; No. 28 Road ; No. 33 Road ; No. 16 Road.
West Bank	... At points leading from No. 8 West Bank towards Main Line and Ballarat Platform.
Gippsland Platform	... Points at Junction of Platform Road and Loop.
Long Road	... Points at Junction of Long Road and Loop.
New Yard	... At Junction of Nos. 1 and 2 Roads to lie for No. 2 Road.
Melbourne Pig Dock	... At Junction of Pig Dock and Pig Dock Loop.

Before loading or unloading operations commence the locking bars will be secured on the points by Goods Shed staff and remain secured until loading operations for the day have ceased. Should it be necessary to enter one of the roads to clear loaded vehicles or replenish empties, application should be made to the Goods Checkers in charge of the respective roads for the locking bars to be opened.

GRAVITATION ORDERS

1. The following is a list of the roads on the Gravitation and the purpose for which they are used :—

“ Ice ” Road.—Icing “ T ” vans.

“ Ice ” Loop.—Overflow of “ T ” vans.

No. 1.—To make up trains.

” 2.—To make up trains.

- | | |
|-----|--|
| No. | 3.—To make up trains. |
| " | 4.—To make up trains. |
| " | 5.—Outward loading for Goods Sheds. |
| " | 6.—Loading dropped off Gravitation for all Northern
and Midland lines and branches. |
| " | 7.—Loading for North-Eastern and Goulburn Valley
Lines and branches. |
| " | 8.—Servicing bogie goods brake vans. |
| " | 9.—North East side of " A " Shed—For switching
engines to get in and out to lift loading. |
| " | Middle Road " A " Shed—Empty vehicles and
transfers. |
| " | 10.—Main Line Side of " A " Shed—For switching
engines to get in and out to lift loading. |
| " | 11. } |
| " | 12. } Loading for Centre Yard. |
| " | 13. } |
| " | 14.—Loading for Burnley. |
| " | 15.—Vehicles for Passenger Yard. |
| " | 16.—Loading for Mildura Express Goods train. |
| " | 17.—Loading for Electric Crane and Sidings. |
| " | 18.—Kensington Loading. |
| " | 19.—As directed by Gravitation Yard Foreman. |
| " | 21.—Loading for Port Melbourne. |
| " | 22 and 24.—Inward loading for Perishable Shed. |
| " | 23.—Clearance from Perishable Shed. |
| " | 25.—Repair vehicles. |
| " | 26.—Loading for Arden-street and Macaulay. |
| " | 27.—Loading for Maribyrnong Goods. |
| " | 28.—"B" Siding { Special Inward Loading, Furniture,
Wine etc. for Melbourne. |
| " | 28A.—Outward Gippsland loading. |
| " | 29.—Loading for New Yard and clearance from No.
5 Shed. |
| " | 30.—Empties for No. 5 Shed. |
| " | 31.—Loading for New Yard Section. |

- No. 32.—As directed by Gravitation Yard Foreman.
 " 33.—Melbourne Goods Outward loading.
 " 34. } Loading for Spotswood, Newport and Williams-
 " 35. } town.
 " 36.—Loading for Tottenham, Glenroy and Broad-
 meadows.
 " 37.—Loading for New Yard Section.
 " 38.—Loading for Grain Shed.
 " 39.—Loading for Spion Kop, South Dynon, Kensing-
 ton and South Kensington.
 " 40.—Loading for Victoria Dock.
 " 41.—Empty Returns for Melbourne.
 " 42.—Loading for Cowper-street.
 " 43.—Standby road and for butter, etc. for Govern-
 ment Cool Stores.
 " 44.—Loading for Pigott-street and Victorian Butter
 Factory.

2. Guards and Shunters in charge, before commencing shunting operations which would involve the crossing or fouling of any of the roads leading from the Gravitation to any sorting road at the foot of the Gravitation, must inform the Leading Shunter on the Gravitation of the nature and extent of the work it is desired to carry out and obtain his permission to proceed with it. On giving such permission, the Leading Shunter will be responsible for seeing that no conflicting movement is allowed to take place from the sections controlled by him or his assistants.

3. Every precaution must be taken to ensure that movements conducted on the Gravitation will be carried out safely and no movements must take place from or through the neck unless authorised by the Leading Shunter in charge there.

In the event of the Yard Foreman or another responsible Yard Officer desiring that a certain movement be made, the Leading Shunter in charge of such movement must first obtain permission from the Leading Shunter in charge of the neck of the Gravitation and the Yard Foreman or other responsible Yard Officer concerned, must before directing that the movement be performed, satisfy himself that such permission has been obtained.

4. The duties allotted to the Shunters occupying the

different positions on the Gravitation are as follow :—

No. of	Position	Duties
No.	1.—Leading Shunter in charge of the Gravitation.	
”	2.—Take cards of trains and drop out.	
”	3.—Assistant Dropper Out.	
”	4.—Is responsible for all facing points between the Gravitation Cabin and Nos. 61 and 62 Signal Posts, and must, whenever necessary, drop brakes on vehicles passing through his section.	
”	5.—Is in charge of Roads No. 6 to No. 14 inclusive.	
”	6.—Is in charge of Roads No. 15 to No. 26 inclusive, and will be held responsible for braking or riding perishable vans down into Nos. 22 and 24 Roads, when necessary. In addition, between the hours of 7 a.m. and 11.59 p.m. or when another Shunter is not booked on duty for this purpose, it will be his duty to bring all vehicles dropped into Nos. 22 and 24 Roads to a stop before reaching the crossovers outside the Perishable Shed, or before reaching any vehicles or obstruction in those roads.	
”	7.—Is in charge of Roads No. 27 to No. 36 inclusive.	
”	8.—Is in charge of Roads No. 37 to No. 44 inclusive, and will be held responsible for the safety of the Pigott-street Gates.	
”	8A.—Is responsible for controlling vehicles containing wine, beer, honey, tiles, and other fragile and valuable loading for “ B ” Siding, No. 28 Road and for the Sorting Roads for transfer to other sections of the Yard. He must accompany the vehicles from the Hill and properly control them to prevent impact with vehicles standing on those roads below the Gravitation Neck. He must furnish a truck sheet before ceasing duty showing the vehicle numbers and time all such vehicles are ridden into “ B ” Siding, No. 28 Road or other sorting roads.	

No. of
Position

Duties

- 9.—Assistant Dropper Out.
 - ” 10.—(Night shift only). Attends perishables. Is to take up a position which will enable him to control and secure all vehicles dropped from the Gravitation into either No. 22 or 24 Road clear of the points outside, and leading in to the Perishable Shed, also protect the movements from No. 23 Road into Nos. 22 and 24 Roads, and from Nos. 22 and 24 Roads when clearing vehicles from the Shed *via* No. 23 Road.
 - ” 11.—(Night Shift only). Release air brakes on trains arriving on the Gravitation.
5. In addition to the foregoing a Shunter is booked on at 10.30 p.m., Monday to Friday inclusive, whose first duty after signing on is to proceed to the Passenger Yard and transfer vans of parcels for despatch by the 1.30 a.m. Bendigo and 1.50 a.m. Ballarat Paper trains to the despatching point in the Goods Yard with a Passenger Yard pilot.
- He is then to proceed to the Gravitation to release and expedite to the Loco. Depot the engines off arrival trains.
6. Notwithstanding the foregoing, it is necessary that the Shunters should assist each other whenever possible, and when any Shunter is aware that he will have no “ drops ” in his section for some time, he must go at once to the busiest of the other sections and assist the Shunter there.
7. The maximum space between drops on the Gravitation Hill is to be three (3) wagon lengths, approximately 25 yards. The Supervising staff must see that this direction is carried out, and in the event of a Shunter employed “ dropping out ” vehicles from the Hill exceeding the limit of spacing prescribed above, the matter must be immediately brought under notice.
8. Shunters in charge of engines must not allow them to enter or leave the Platform Roads in the Perishable Shed until permission has been obtained from the “ 11.59 p.m. Perishable Shunter,” who alone will be held responsible

for authorising movements from the Platform Roads to No. 23 Road and *vice versa*, and must first see that all necessary precautions are taken for safety.

9. In any instance in which the sections on the Gravitation are rearranged, or the duties of the Shunters altered, a report giving full particulars must be furnished by the Yard Foreman or the Leading Shunter to the Superintendent of Melbourne Yards.

10. In order to prevent a collision between vehicles or trains breaking away off the Receiving Roads, and the trains departing from the bottom roads on the Gravitation, the following instructions must be observed :—

- (a) No 2 Gravitation Shunter must secure each part, *i.e.*, Live Stock, Perishables, ordinary loading, etc., of all trains arriving on Roads " A " to No. 5 inclusive, and No. 3 Gravitation Shunter must secure each part of all trains arriving on Roads No. 6 to the Engine Road inclusive.
- (b) When only one man is employed dropping out, he will be responsible for securing all trains from " A " Road to the Engine Road inclusive.
- (c) The instructions contained in sub-clause (a) will not apply to trains dealt with by the " Report to Yard Foreman " Shunter, who will be responsible for securing each such train by putting down sufficient brakes to hold it while it is intact. Similarly, when vehicles are left on the Shed or Gravitation Roads, the employe placing them there must drop sufficient brakes to secure them, and the Gravitation Shunter or other Shunter who drops out any of the vehicles must secure the remainder.

11. Before permitting vehicles to be dropped on to the Lower Level, the Leading Shunter must be assured that the operation can be carried out with safety. He must satisfy himself that a Shunter is in charge of the points at No. 6 Road, and that the Shunter in charge of " A " Shed pilot or any other pilot or engine on the Lower Level Roads has been instructed to keep clear of the intended movement, or that such movement is protected by hand signals.

12. The Engine Road and Wharf Loop on the Gravitation, also the Low Level Siding west of the Engine Road must, as far as practicable, be kept clear for the departure of trains, and to allow engines to go over the Pit. They may, however, be used for the purpose of transferring loading from the Gravitation to the New Yard, North Melbourne. Trains must not be allowed to arrive on these roads without instructions from the Senior Assistant Superintendent. Any arrival train which it may be necessary to place there must be cleared at the first opportunity.

13. The Shunter taking cards of trains must be on the alert for vehicles containing Furniture, Eggs, Wine or Earthenware Pipes, and show the word "Furniture," "Eggs," "Wine," "Tiles," "Earthenware Pipes" and other fragile loading on the card of drops for the information of the Leading and Sectional Shunters, who must prevent such vehicles impacting other vehicles or *vice versa*.

14. The doors of No. 4 Shed will be closed after the last lift is made, and care must be exercised by the shunting staff to prevent the doors from being damaged.

15. Any damage discovered on an examination of the buffer-stops, doors, or gates, must be brought under the notice of the Yard Foreman and Leading Shunter. In addition, a report on the matter must be furnished to the Superintendent of Melbourne Yards by the employe who detected the damage, and also by the Leading Shunter on the Gravitation and by the Yard Foreman before going off duty. The Leading Shunter on the Gravitation booked on the night shift on Saturday nights, must depute one of his gang to inspect all buffer stops on Lower Level, Group and Gravitation Sections at the commencement of the shift, and furnish particulars as to their condition.

16. The Shunter booked on No. 2 position on the Gravitation must promptly obtain cards of all roads to be dropped and examine the North end of the roads for perishables and loaded vans that may have been misplaced or delayed.

When taking the cards of the roads he must be particularly careful to examine each train as promptly as possible after arrival, furnish a card of the road to the Leading Shunter, and

call the attention of the latter to any Live Stock or Perishable or Export loading that may be attached.

In addition, he must specify on the card of drops against the number of the road into which the vehicles are to be dropped any loading of a special or fragile nature.

He must also keep a good lookout for dislodged or leaking loading, promptly notify the Gravitation Yard Foreman of any such case and submit a written report on the matter to the Superintendent before going off duty.

17. The Shunter booked on No. 3 position on the Gravitation must remove tail and side lamps which are attached to the rear vehicles on the Shed and Receiving Roads, other than the brake van and extinguish side and tail lamps on brake vans immediately before the vehicle or brake van is dropped out. Lamps must be placed in the "6 foot" to be collected by the Lampman.

18. Shunters in charge of Nos. 5, 6, 7 and 8 sections on the Gravitation must take particulars of the number of any engine working in any of the roads in the section controlled by them. This is necessary to enable correct particulars to be obtained in the event of a derailment, buffer locking, or damage.

19. Gravitation Shunters in charge of Nos. 5, 6, 7 and 8 sections are to examine the buffer stops, shed doors and gates in their respective sections; in addition No. 8A is to examine the buffer stops on Cowper-street roads. Any instances of buffer stops damaged, shed doors damaged or vehicles derailed, are to be immediately reported to the Yard Foreman and a written report furnished before ceasing duty.

20. The third man on each of "A" Shed, West Yard, East Yard, and Electric Crane Pilots, is to examine the buffer stops on the Lower Level, Centre Yard, Bank and Electric Crane sections, respectively, and if they be damaged (or any vehicles be derailed) he must submit a written report before ceasing duty.

21. The Leading Shunter must keep a record on the "Roads Lifted" return showing the name of the Shunter in charge of each pilot clearing loading from the Gravitation Sorting Roads, the time such clearances were made, and the road from which the loading was lifted.

22. The Yard Foreman or, in his absence the Leading Shunter, on commencing his shift each day must inspect the points at the neck of the Gravitation, and whenever necessary arrange for them being cleaned.

23. When it is necessary for the purpose of removing or placing more loading on any of the Gravitation or Shed Roads, or on any road on a falling gradient, the Guard or Shunter in charge of the movement must see that the vehicles standing on such road are firmly secured before the engine or any vehicle attached to the engine is allowed to come into contact with them. He must then couple up the rake attached to the engine, to the standing vehicles, and before the engine is uncoupled see that the whole of the vehicles in the road are secured.

24. The brakes of any—

Wagon loaded with railway wheels ;

Vehicle containing fragile loading or Show exhibits ;

Loaded horse box ; or

Powder van,

must be tested before the vehicle is detached from the train on the Gravitation. If the brakes are found to be effective the Shunter who cuts off the vehicle must ride it down to a stop on the road on which it is intended to go. If doubt exists as to the efficiency of the brakes on any such vehicle, one or two other suitable vehicles must be dropped with the vehicle so that it may be kept under control.

Any such vehicle dropped into a road must be stopped before it reaches another vehicle standing in the same road, and similarly any vehicle dropped into the road behind it must be stopped in time to prevent impact, however slight.

25. The brakes of any bogie vehicle (loaded or empty) must be tested before being detached from a train on the Gravitation, and when being dropped off the Shed or Receiving Roads towards the bottom roads of the Gravitation or the Lower Level it must be ridden down to the neck of the Gravitation by the Shunter booked on No. 3 position and handed over to the Shunter in charge of the section into which the vehicle is being dropped. No. 3 position Shunter must ride

the vehicle to such a spot as will admit of the Sectional Shunter being able to take charge of it without risk to himself. In the event of the road containing a number of vehicles, and it is not reasonable to expect the Sectional Shunter to mount the vehicle and control it before it reaches those standing in such road, the No. 3 position Shunter must remain in charge of the vehicle until it is brought to a stand in the road.

26. Vehicles containing Furniture, Wine, Eggs, or Earthenware Pipes must be similarly ridden down under control by No. 8A Sectional Shunter and protected from heavy impacts.

27. Any Shunter who handles one of the vehicles as set out in the previous clauses must inspect it, and if any damage be noticed he must immediately notify the Yard Foreman and before going off duty must report the matter in writing to the Superintendent of Melbourne Yards. The Yard Foreman must endeavour to fix responsibility for the damage before going off duty.

28. A Shunter on dropping a brake van from the Receiving Roads must ride it down until it has been taken charge of by a Shunter below the neck of the Gravitation.

29. The Shunter taking the cards on the Gravitation Roads must clearly show each " drop ", and in addition must chalk on the end of each vehicle the necessary particulars for the information of the Shunters in the Sorting Roads at the foot of the Gravitation.

30. Before vehicles are dropped from a train on any of the Gravitation Roads the train must be brought in steadily under control towards the neck, so that vehicles after being detached will not gain too much momentum before reaching the Sorting Roads at the foot of the Gravitation Neck.

31. Vehicles loaded with motor cars, for Melbourne Goods must be dropped into No. 39 Road for transfer to Dynon.

32. The Leading Shunter in charge of the Gravitation must keep the Senior Assistant Superintendent advised of the roads that are clear, to enable him to direct the Signaller at Dudley-street where to place incoming trains.

33. The Signalman at the Gravitation Box must record the following information in the "Remarks" column of the "Return of Arrival Trains and Roads Dropped" :—

- (a) In the event of a Road not being available for the reception of a train, the time request is made for the road ;
- (b) The time a Road became available and the time the Signalman, Dudley-street, was so advised.

34. Train engines must be promptly released on arrival, and worked as quickly as possible to the Loco. Depot. Unless due to some special circumstance, train engines should be released to the Loco. Depot within 20 minutes of arrival, failing which the reason for the delay must be furnished by the Sectional Yard Foreman, prior to ceasing duty.

35. The North end of "A" Shed must be kept clear of vehicles.

36. Before vehicles are dropped from the Gravitation towards an engine which is to propel them, the Shunter must see that the brakes are effective. The Shunter who is to subsequently control the vehicles must see that the brakes are applied in time to prevent impact with the engine.

37. An automatic telephone (No. 1947) has been placed on the outside of the office on No. 32 Road platform—about 100 yards north of No. 4 Shed, and in the vicinity of the buffers of Nos. 33, 34, 35 and 36 Roads. It is available to guards of trains departing from those roads.

NEW YARD, NORTH MELBOURNE

1. The Yard Foreman on each shift will be responsible for the proper performance of the work in the New Yard, in the Wash-out and North Melbourne Sidings, Truck Shops, and Pig Dock. All orders for Special trains and engine power must be given by him to the Senior Assistant Superintendent with whom he must confer regarding the make-up and starting point of any Special train to be run over the Viaduct lines, the supply of empty Live Stock and Special vehicles, or any entries in the Order Book and Live Stock Diary affecting the work of the New Yard.

2. When loading is being transferred to the New Yard the Leading Shunter must satisfy himself that for each thirty vehicles at least ten vehicles are connected by Westinghouse brake with the engine, and must before leaving the bottom of the Gravitation or any other part of the Yard notify the Driver of the engine the number of vehicles so connected.

The Leading Shunter or his assistant must in every case ride on the last vehicle.

3. The instructions contained in Gravitation Orders, relative to handling bogie vehicles, fragile loading, powder vans, etc., are applicable also to the New Yard, and must be strictly complied with.

4. The duties allotted to Shunters occupying positions in the New Yard are as follows :—

No. of Position	Duties.
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- | | |
|--|--|
| 1.—Leading Shunter-in-Charge. | |
| 2.—Dropping out. | |
| 3.—In charge of Roads 1 to 12 inclusive. | |
| 4.—In charge of Roads 13 to 17 inclusive, and attends to points at junction of 1 and 12 Roads. | |
| 5.—In charge of Roads 18 to 28 inclusive. | |

This does not absolve the sectional Shunters from assisting each other as required but Shunters-in-Charge of the respective sections will be held responsible for accounting for any damage to loading, buffer-stops, etc., which may take place during the course of their respective shifts.

5. The Yard Foreman, or in his absence the Leading Shunter, must advise the Shunter at the Footbridge Telephone Cabin whenever he is prepared to receive any loading, and on what roads it should be drawn.

6. When a pilot engine has a long rake of vehicles attached, arrangements must be made to pull them in clear of Dudley-street points, in order to avoid interference with the crossing movements of engines to and from the pit.

7. The Yard Foreman or the Leading Shunter must also advise the Shunter at the Footbridge Telephone Cabin of the roads on which the engines for the various trains should be placed, and when the trains are ready to leave.

8. When any Suburban train departing from the New Yard does not leave on time, the Yard Foreman in that section must confer with the Train Controller concerned and advise him when it is anticipated the train will depart, so as to facilitate the working of the train through the Suburban area.

9. Loading despatched by the 9.45 a.m. Hawthorn—Darling goods is to be marshalled as follows :—Brakevan, Tooronga loading, Darling loading, Brakevan, Hawthorn loading, Engine. The Hawthorn portion must be limited to 18 vehicles ; Darling portion to the capacity of the Siding at Tooronga. The combined total of vehicles already standing in the Siding and those for Darling line on train must not exceed the equivalent of 31 vehicles in order that the train may be side tracked at Tooronga on the Down journey.

10. Wagons of timber from Healesville to Camberwell and wagons of coal for Mitcham are urgent and must be despatched by the first connecting train after arrival in Melbourne Yard.

11. Dandenong loading must not be despatched on through Eastern or South-Eastern trains but must be sent forward on roadside trains, unless otherwise directed.

12. Examination of Buffer Stops, New Yard :—No. 3 Section Shunter—Nos. 1 to 12 roads ; No. 4 Shunter—Nos. 13 to 25 Roads ; No. 5 Shunter—all roads so equipped in New and Old Washout Sidings. Reports regarding the condition of buffer stops, (and of any vehicles found derailed) must be supplied by each Shunter.

13. The purposes for which the roads in the New Yard are to be used are as shown hereunder :—

- | | |
|-----|--|
| No. | 1—Adjust loads and Gravitation. |
| „ | 2—Mentone loading. |
| „ | 3—Mitcham, Croydon, Bayswater. |
| „ | 4—Warragul to Bairnsdale. |
| „ | 5—Camberwell, Box Hill and Blackburn. |
| „ | 6—Eastern Line loading. |
| „ | 7— „ „ „ |
| „ | 8— „ „ „ |
| „ | 9—Lilydale and Healesville. |
| „ | 10— |
| „ | 11— |
| „ | 12— |
| „ | 13—South Eastern loading. |
| „ | 14—Windsor and Middle Brighton. |
| „ | 15—Eastern and South Eastern Roadsides. |
| „ | 16—Hawthorn, Darling and Heidelberg. |
| „ | 17—Caulfield, Oakleigh and Dandenong line. |
| „ | 18—South Eastern loading. |
| „ | 19—Various. |
| „ | 20— „ |
| „ | 21— „ |
| „ | 22—Victoria Park. |
| „ | 23—Fairfield. |
| „ | 24— „ |
| „ | 25— „ |
| „ | 26—Various and Repairs. |
| „ | 27— „ „ „ |
| „ | 28— „ „ „ |

14. In any instance in which loading not intended to be despatched from the New Yard is taken there in error, it must be returned at the first opportunity by the Shunter who dealt with it, or by his relief, to the Shed Roads, or, if practicable, placed in the proper section of the Yard. The Senior Assistant Superintendent must be informed of the destination of such vehicles to ensure that further delay will be avoided.

15. To assist in safeguarding train movements from the New Yard via the turnout to the Reversing loop, between Signal posts Nos. 89 and 89B, a notice board, lettered as shown hereunder and illuminated at night, is erected on an adjacent electric light pole ; the lettering on the board is to face drivers of locomotives departing from the New Yard—

NOTICE. Movements from the New Yard via the Reversing Loop to post No. 89, must not pass this board until authorised by the Footbridge Shunter.

16. The Shunter in charge of the Footbridge Telephone Cabin must—

(a) Advise the Signalman, Dudley-street, of engines or trains that are waiting to depart from the New Yard, Truck Shops, or Wash-out, North Melbourne, or Weighbridge Junction sidings ;

(b) Ascertain from the driver of each up pilot and suburban goods train, the class of loading and the number of vehicles on his train and repeat such information, together with the class and number of the locomotive to the Senior Assistant Superintendent and the Gravitation Signalman ;

In respect of each Main Line goods train arriving, inform the Senior Assistant Superintendent and the Gravitation Signalman, the name of the train and the class and number of the locomotive ;

(c) Be prepared for all movements of pilots, trains, etc., to and from the New Yard, Wash-out, or North Melbourne Sidings, and satisfy himself that when more than one engine or train is waiting to pass out towards Dudley-street Signal Box the signal given is taken by the Driver for whom it is intended.

When trains are departing from the New Yard via the Loop, he must reverse the W.S. points at No. 2 road so that a parallel route will be set whilst such trains are departing, and he must not depend solely on the drivers stopping clear ;

- (d) Carry out any instructions received from the Signalman at Dudley-street or the Senior Assistant Superintendent in regard to the order of precedence of any particular train or movement ;
- (e) Inform the Senior Assistant Superintendent whenever any engine or train, whether coming from the Truck Shops, New Yard, Wash-out, or North Melbourne Sidings, or on Up roads, is unduly delayed waiting for the signal ;
- (f) See that pilots do not foul the exit from the engine Loop, New Yard, or Wash-out Sidings. He must also prevent any movement taking place from the Engine Road or other parts of the Yard to the Receiving Road, New Yard, until he has satisfied himself, by inquiry from the Yard Foreman or the Leading Shunter, New Yard, that the movement is a safe one ;
- (g) Turn each engine towards the Yard from which it is intended the train will start, and promptly notify the Signalman at Dudley-street the number, class, and destination of each train engine coming off the Loop ;
- (h) During each shift record on the form provided for the purpose, every detention which occurs to engines coming out of the Reversing Loop, to rakes of vehicles arriving for the New Yard, or to trains departing from the New Yard, Wash-out Sidings, or Weighbridge Junction, specifying the cause of such detention ;
- (i) Make a note on the form provided for the purpose, of all arrival engines, and, if they be detained, account crossing movements, or, by fixed signals, show the time of arrival and advise the Signalman at the same time as the engine is being belled out ;
- (j) Ascertain from the Yard Foreman or the Leading Shunter, Weighbridge Junction (Spion Kop), and enter on the form provided, the numbers of the roads from which it is intended to make up, and despatch the various trains from Spion Kop, to enable the information to be supplied to Guards *en route* to Spion Kop to pick up their trains ;

- (k) Inform the Signaller, Dudley-street immediately an engine arrives at the Footbridge Cabin, *via* the Reversing Loop, giving the engine number and the train for which it is intended ;
- (l) Record on the form provided for the purpose, particulars of all trains or pilots arriving at the Footbridge from Weighbridge Junction ;
- (m) Keep in touch with the Train Controller on the Selector Telephone regarding the running of important trains, and advise him particulars of any undue delay in admitting them into the Yard and the cause thereof ;
- (n) See that unauthorised persons are not admitted to the Footbridge Cabin which must be kept as private as possible ;
- (o) See that Loco. reliefs are not effected at the signals in the vicinity of the Footbridge Cabin without authority ; he must not arrange for an engine crew to be relieved without authority from the Senior Assistant Superintendent ;
- (p) On night shift arrange as far as practicable for rakes of empty live stock vans arriving from Newmarket to be placed in Nos. 3 and 4 old Wash roads, for cleaning ;
- (q) Furnish on each shift a return, on the proper form, of arrivals and departures of all trains ; pilots and engines at the Footbridge Cabin.

CAR AND WAGON SHOPS.

1. Vehicles containing loading for the Car and Wagon Shops (Truck Shops) must be kept together and placed near the Store.

2. All repair vehicles from the North Melbourne and Wash-out Sidings, No. 9 Centre Yard and No. 25 Road Gravitation must be placed in the Shops each night by the Shunter in Charge of a pilot as arranged. The Yard Foreman must arrange during the day to place all repair vehicles from the Wash-out Sidings, West Bank, and East Yard.

3. The making up of trains in the Shops, or interference of any kind with the work there, is prohibited.

4. The Shunter in charge of day shift special pilot must see that sufficient vehicles for repairs to meet the requirements of the Shops Manager are placed daily, if available.

All vans for repair must be placed on No. 2 Road, Car Shops side.

5. All cars coming out of the Shops for traffic must be placed in the Passenger Yard and not taken into the Goods Yard.

6. The Shunter in charge of a pilot clearing repaired vehicles from the Repair Shops must, whenever practicable, keep the different classes of vehicles together on rakes of empty vehicles, so that when they reach the Gravitation they can be disposed of expeditiously. He must also transfer the loaded vehicles which have been released from the Repair Shops to the New Yard, or the Inner Yard as the case may be, to ensure despatch by the first connecting train.

The Yard Foreman, New Yard, must see that this is done.

7. Sorting out must not take place in the "Outs" roads, between the hours of 7.30 a.m. and 5 p.m. (week days), and 7.30 a.m. and 12 noon (Saturdays).

8. Live Stock Vans for "repairs" must be placed at the Washout Sidings before being placed at the Car and Wagon shops.

WEIGHBRIDGE JUNCTION.

(SPION KOP)

1. Weighbridge Junction is used as an auxiliary to the Inner Yard as traffic conditions warrant.

2. The Yard Foreman, particularly on Live Stock nights, must keep closely in touch with the Chief Train Controller regarding the running of trains, and make arrangements for their prompt reception.

3. Stock for Newmarket must be detached without delay from incoming trains, and the balance of the train sent on to Dudley-street as quickly as possible ; special attention being paid to trains conveying perishable loading.

4. A close check must be kept with Newmarket and the Yard Supervising Staff regarding the use of Live Stock pilots, so that they will be advantageously employed, and be in position when and where required to dispose of stock without delay.
5. Rakes of empty Live Stock Vans may be stored there to avoid overtaking the Wash-out Sidings, and during peak periods to ease congestion at Dudley-street Junction.
6. High and high-loaded vehicles must not be allowed to stand in No. 1 Road.
7. Whenever it is necessary to detach Live Stock from a train which has been stopped at the Home Signal on the Main line, the train must be uncoupled next to the stock, and the engine with any ordinary loading attached, sent ahead clear of the crossover, and the stock afterwards dropped through the crossover into the Weighbridge Junction Yard. In every such case the Driver must be advised of the intended movement and the rear portion of the train secured by applying a sufficient number of brakes.
8. The Yard Foreman or Shunter in charge must make out the Arrival and Departure Sheets for all Live Stock arriving and departing for Newmarket.
9. The Shunter in charge must see that his Shunters make proper blocks at the South end of all sorting roads by applying the hand brakes of the first six vehicles dropped into each road, and he must satisfy himself that all subsequent "drops" into each road are properly braked.
10. The instructions contained in the Gravitation Orders, relative to the handling of bogie vehicles, fragile loading, powder vans, etc., are also applicable to the Weighbridge Junction Sidings.
11. The Shunters' Cabin must be kept in a clean and tidy condition, and when not in use must be locked and the key handed to the Signaller at Weighbridge Junction for safe keeping.
12. In any instance in which Shunters from other sections of the Yard clear the sorting roads at the South end of the Yard, the Shunter or Guard in charge of the pilot doing the work must advise the Yard Foreman or Leading Shunter

in charge of Weighbridge Junction, either personally or by means of the Telephone at the foot of Dynon-road Overhead Bridge, of the roads that have been cleared.

13. These Sidings are also used daily for the make up and despatch of Ballast trains, and all Ballast wagons arriving in the Inner Yard must be transferred to Weighbridge Junction without delay. The staff employed on Ballast trains are under the Way and Works Branch.

14. Light engines for the Loco. Depot, or engines conveying trains or portions of trains to the Inner Yard despatched *via* No. 8 Road towards Dudley-street Junction :— In every such case the Driver and Guard must be informed of the road they are being sent forward on, and advice sent at the same time to the Signaller at Dudley-street and the Shunter in charge of the Footbridge Cabin, both of whom must also be informed whether they may expect a light engine or an engine with vehicles. In the latter case, the number of vehicles and the class of loading attached for transfer to the Inner Yard must be specified. In any instance in which two or more trains are to be so dealt with, the Driver and Guard of the second and each successive engine and train must be advised of the previous movement.

15. Movements from Weighbridge Junction Nos. 1 to 14 Roads via crossover to No. 15 Road.

Trains or engines proceeding from Weighbridge Junction and requiring to enter No. 15 Road, must stop clear of the Crossover on the Up side of Dynon Road overhead bridge. The Guard or Shunter must, from that point, obtain permission by telephone to enter No. 15 Road, from the Shunter in charge of the Footbridge Cabin. In addition, before permitting the crossover to be fouled, the Shunter in charge of the movement must see that no conflicting movement is taking place.

DUTIES OF YARD FOREMEN.

1. Yard Foremen are responsible for the general working of their sections under the supervision of the Assistant Superintendent.

2. Each Yard Foreman must take steps to ensure that each employe under his supervision performs in a satisfactory manner the duties allotted to him, and he will be responsible for the maintenance of order and discipline amongst such employes. If, in his opinion, any employe be incompetent or in any way unsuitable for the position occupied, he must so advise the Superintendent of Melbourne Yards, stating in what respect the employe is incompetent or unsuitable.

3. The Yard Foremen in each section will have control of the engine power allotted for Yard work, and must see that it is distributed to the best advantage. The necessity for economy in this respect, consistent with efficiency of service must be kept in mind. He must make arrangements with the Senior Assistant Superintendent for the running of special trains, whenever necessary ; determine where the various trains are to leave from, and nominate employes to make them up. He will also be responsible for the supply of empty and special vehicles to stations, sidings and depots.

4. **Each sectional Yard Foreman must :—**(a) Furnish a return on form Y/d 68 of all trains departing from his section during the currency of his shift. The causes of the late departure of any train must be clearly shown on such return. Keep in touch with the Senior Assistant Superintendent and Train Controller in respect of anticipated late departures when it is found that trains will not be despatched according to schedule.

(b) Obtain a copy of the Special orders issued by Superintendent of Melbourne Yards at 5 p.m. daily (12 noon Saturdays). Each order is to be closely checked up, carried out as far as possible, and those which are not completed handed over to his relief and endorsed to show how far they have progressed.

(c) Check the loading at his disposal when commencing duty and maintain a progressive calculation of any loading which comes to hand during his shift so that train requirements may be determined and trains arranged.

(d) Advise the Yard Foremen in the respective despatching sections of the loading available for transfer thereto, and the approximate time it will be available. As soon as the tonnage can be calculated advise the Senior Assistant Superintendent, the latter to determine the train arrangements at the earliest possible moment, and advise all concerned promptly.

(e) Inform the Senior Assistant Superintendent at 7.30 p.m. daily the number and class of horse boxes standing in his section, and the Senior Assistant Superintendent must transmit the necessary information to the Stationmaster, Spencer-street, by 8 p.m.

(f) Advise the Senior Assistant Superintendent and Train Controller in all cases where Live Stock, Furniture, or Shed loading listed to go forward by certain trains, is despatched by a later train.

(g) Examine the Fire Extinguishers in brake vans for the purpose of ascertaining whether they are in good order, and promptly bring under notice of the Superintendent of Melbourne Yards any that are damaged or require recharging.

(h) In the event of vehicles loaded at Melbourne Goods being despatched by an earlier train than that ordered on the Shed Despatch Order, or the train being ready to depart earlier than the scheduled time, he must inform the Goods Superintendent's staff in sufficient time for the waybills to be attached to the vehicles on the train.

(i) Night Shift :—Take a complete check of the tonnage in his section and supply the information to the Senior Assistant Superintendent before ceasing duty each morning.

(j) On night shift the Lower Level Yard Foreman must give personal supervision over the despatch of Newspaper trains from his section and, in the event of late departure of any of them, furnish a report giving full particulars as to the cause and also furnish the Newspaper Return.

(k) Brake vans for newspaper trains departing from the Lower Level or Centre Yard Sections, must be placed by 10 p.m. whenever practicable so that early papers may be loaded direct from the Newspaper Road Motor vehicle to the brake van instead of being placed on the ground.

5. Gravitation section. The Yard Foreman must.—(a) Furnish a return on the prescribed form accounting for delays in excess of 30 minutes in dropping perishables. (Night shift only).

(b) Furnish a return showing the time of pilots going to or from the Government Cool Stores, Victorian Butter Factory, Pigott-street, and Gas Company's Siding.

(c) Give particular attention to the Melbourne transfer vehicles received in his section and make arrangements as will ensure them being placed promptly.

(d) See that vehicles are not allowed to remain longer than is absolutely necessary in Nos. 39, 40 and 41 loops.

(e) See that the gates leading from the Melbourne Yards to the Victoria Dock, Harbour Trust, Cool Stores and Pigott-street are closed when not required for train movements. The afternoon shift Yard Foreman on Saturdays must furnish particulars on the "Gate Return" regarding inspection of gates to and from Melbourne Yard and Harbour Trust Compound, Victoria Dock, and after completing his portion hand it to the 11 p.m. Yard Foreman for completion.

6. The day shift Yard Foreman in charge of the Coal and Dock traffic before finishing duty each day must furnish particulars on a Return provided for the purpose, setting out the anticipated programme for the following day's work.

7. The Bank Yard Foreman must see that all Melbourne transfer vehicles which arrive in his section are shunted out and placed on to a suitable road to provide for them reaching the Shed or Siding promptly, and are not sent to the Gravitation included in rakes to be sorted out; he must inspect the Lamproom during his shift and ensure that a proper degree of safety and cleanliness is maintained ; any neglect in this regard is to be brought under notice.

8. The Yard Foreman in the New Yard must arrange for the "Bags on the ground and Foreign loading". Return to be completed and see that the vehicles shown thereon are forwarded to their proper sections for despatch. At the commencement of each shift he must examine the Ambulance equipment in the New Yard and record on the return above mentioned the condition of such equipment.

9. The Yard Foreman in charge of the West Yard must see that vehicles are not allowed to remain longer than is absolutely necessary in Nos. 3 and 4 loops.

10. The Yard Foreman in each section of the Yard must inspect the Cabins at least once during the currency of his shift, and see that they are kept clean.

11. When a mishap occurs in the Yard, the Yard Foreman in charge of the section concerned must promptly notify the Senior Assistant Superintendent, the Ganger and Train Examiner. Mishaps and irregularities occurring on roads between the Suburban lines and the Engine Road, including the North end of the Receiving Roads, in the area extending from Franklin Street signal box to the Standard Gauge overpass are to be reported by the Bank Yard Foreman whilst, mishaps and irregularities occurring between the Suburban lines and North Melbourne Loco. Depot, in the area extending from the Standard Gauge overpass, inclusive, to signal post No. 105 are to be reported by the Yard Foreman, New Yard Section.

DUTIES OF "REPORT TO YARD FOREMAN" SHUNTER.

1. The "Report to Yard Foreman" Shunter will act under the direction of the Yard Foreman. He must promptly advise the Yard Foreman of the movements of trains or pilots, and of messages or orders received from the Yard Office, Signal Boxes, or elsewhere.

2. The "Report to Yard Foreman" Shunter whilst on duty must be present on the West Yard and prevent, as far as practicable, any train or pilot movement that will conflict with outgoing trains. He must not under any circumstances absent himself from the West Yard without permission of the Yard Foreman. In any case in which such permission is given, the Yard Foreman must remain personally in attendance, or, if this be impracticable, must see that a competent Shunter is placed on the West Yard to perform the duties of the "Report to Yard Foreman" Shunter during his absence.

3. The "Report to Yard Foreman" Shunter must "Bell out" all outgoing trains and Yard movements. He must

see that engines for trains departing from the Lower Level, Gravitation, etc. are not blocked on the West Yard or Shed Roads.

4. The "Report to Yard Foreman" Shunter on the 11 p.m. shift will be responsible for a clear road being kept for the engines for Newspaper trains. He must examine all facing points and satisfy himself that the roads are in good order for outgoing trains.

5. When engines are despatched to the Pit from the West Bank, the "Report to Yard Foreman" Shunter and Leading Shunters must see that they are disposed of in the manner most convenient for the Signaller, Dudley-street, to deal with them expeditiously.

6. The "Report to Yard Foreman" Shunter or Assistant, must telephone the Signaller at the Gravitation Signal-box the following particulars of all trains ex the Viaduct arriving on the Shed Roads.

- (a) Train and time of arrival ;
- (b) Number of vehicles of perishables ;
- (c) Number of vans of stock ;
- (d) Number of vehicles of export loading ;
- (e) Number of vehicles of ordinary loading ;
- (f) Road on which train is set back

7. The "Report to Yard Foreman" Shunter must obtain from the Reconsigning Return in the Senior Assistant Superintendent's Office particulars of vehicles to be reconsigned, which will arrive on trains dealt with by him. He must see that a Truck Sheet is received by him from the Guard of every train arriving *via* the viaduct, and must promptly hand such Truck Sheet to the Clerk in the Senior Assistant Superintendent's Office. In the event of a Truck Sheet not being received for a train, the "Report to Yard Foreman" Shunter must check the train to see whether any vehicles for reconsignment are on it, and advise the Clerk accordingly.

INSTRUCTIONS TO EMPLOYEES LEARNING SHUNTING DUTIES.

1. Every employe appointed to learn shunting duties must attend at the Staff Office to sign his name on the Duty sheet and receive instructions regarding the general procedure to be followed.

2. Employes without previous experience, appointed to learn Shunting duties, will be given preliminary tuition in the rudiments of the duties, by a Yard Foreman. The instructions will cover all phases of shunting duties and will include coupling and uncoupling of vehicles ; operation of vehicle brakes ; types and operation of hand points ; use of hand and fixed signals, etc., and the general layout of Melbourne Yard and sidings under the control of the Superintendent Melbourne Yard.

3. After the period of preliminary tuition, the learner will be rostered to learn the duties performed by shunters working with pilot engines and in gangs. He must not take part in the performance of the work except under the direction of a Yard Foreman or Leading Shunter, who must be satisfied the learner is capable of undertaking the task allotted.

4. A learner must exercise every care to prevent accidents or injury to himself and others. He must not attempt jump on or off vehicles in rapid motion and when riding on pilot engines or vehicles during shunting operations, he must not project himself in a manner likely to be struck by overhead structures, Signal posts, discs or vehicles on adjoining tracks.

5. When going between vehicles to couple or uncouple he must adopt the precaution of stooping below the level of buffers. He must also exercise special care when going between two vehicles, when either (or both) is fitted with an automatic coupler; never stand in line with the automatic coupler.

6. Accidents have occurred through Shunters getting their feet caught between the rails and men engaged in shunting are recommended to wear a boot or shoe of a type that in the event of it becoming caught, the foot can be withdrawn.

7. At the expiration of the learning period the learner will be examined in his knowledge of the duties, by the Senior Assistant Superintendent.

8. The General Instructions on pages 3 to 15 of this book, are applicable to employes appointed to learn.

INSTRUCTIONS TO GUARDS.

1. Each Guard, when signing on duty, must obtain from the Clerk in charge of the Staff Office any circulars or special notices referring to his train or to Special trains running on the same line.

2. Immediately after signing on duty to run a train from Melbourne Yard, Dynon or Weighbridge Junction (Spion Kop), each guard must report at the Senior Assistant Superintendent's office for his instructions.

3. Every Guard must be in attendance at his train at least forty-five minutes before starting time, unless specially instructed to the contrary. His first duty will be to couple up the train, so that testing of train can be proceeded with as soon as the engine comes out. After testing has been completed, the train must be reduced if necessary.

4. If a Guard on arrival finds that his train has not been pushed together, he must couple it up as far as practicable, and request the Yard Foreman or Leading Shunter to have it closed up. If there be any delay in having this done, the facts must be shown on the Guard's Running Statement, and the matter reported by memorandum to the Superintendent of Melbourne Yards.

5. In every instance in which a train is delayed or is likely to be delayed in consequence of not having been dealt with by the Train Examiner, or owing to the engine not coming out on time, the Guard must immediately notify the Sectional Yard Foreman or Senior Assistant Superintendent, and must also show on his Running Statement the time lost and the cause. If the engine be one hour or more late for his train, the guard must also communicate with the Roster Clerk, so that adjustments may be made to his roster.

6. Before departing from Melbourne Yard, Guards must examine all vehicles which are supposed to be empty on their trains to definitely ascertain that such vehicles do not contain any covers, lashings, wooden standards or other loading.

If any such equipment or loading be found in supposed empty vehicles the Yard Foreman in charge of the section must be notified at once.

7. Guards running Passenger trains from Spencer-street, in addition to signing on at the Melbourne Yard Office, must sign on at the Stationmaster's Office, Spencer Street, and obtain from the Officer-in-Charge, Outwards Parcels Office, before departure of train, all waybills and value letters, and clear the correspondence box.

8. Guards running Passenger trains from and to Spencer Street must supply Stationmaster Spencer Street a copy of the Running Statement in order that a record of the passenger vehicle stock may be maintained.

9. The Guard of a train conveying newspapers must obtain the newspaper slips when the papers have been loaded. In any instance in which he is unable to do so, he must promptly report the matter to the Superintendent of Melbourne Yards.

10. The slips must be checked with the parcels received, and if correct, initialled by the Guard. They must not be put out with the parcels at roadside stations, but must be delivered to the Terminal Station. On "change over" trains, the attention of the relief Guard must be drawn to the slips.

11. In any instance in which slips are not received with the newspaper parcels, the Guard must so inform the newspaper representative before the departure of the train.

12. On early morning newspaper trains, the following is the order of precedence :—Brakevans and carriages, Live Stock vans (loaded), perishables, Live Stock vans (empty), and urgent goods.

13. The Guard running the 1.30 a.m. Down Bendigo train must sort out and check the newspaper parcels for the various lines beyond that station.

Before departure he must advise the driver at which stations the speed is to be reduced to 25 M.P.H. to enable newspaper parcels to be thrown out, as per W.T.T.

14. In any instance in which a parcel of newspapers appears to have been tampered with, the Guard must direct the attention of the staff at the receiving or transfer station to the matter.

15. In the event of newspapers for roadside stations not being correctly stowed, or not on hand in accordance with the

newspaper slips, the Guard must furnish a full report to the Superintendent of Melbourne Yards prior to the finish of his shift.

16. Drivers must not be allowed to travel by the Paper trains without special authority.

17. A guard booked on a Ballast train must ascertain from the Assistant Superintendent the road on which his train is standing, and, on arrival at the train, he must look on the brake van for the instructions left by the Supervising Ballast Guard as to the destination and composition of the train.

18. Any Guard, after arriving in the Yard with a train, and is utilised by the Yard Foreman or Assistant Superintendent must obtain docket (T.R. 70a) certifying to the time employed. The docket is to be attached to the running statement.

19. The instructions contained in the General Appendix, relative to the relief of Guards, must be strictly complied with.

20. On every occasion on which a Guard telephones direct to the Yard Office for relief, he must obtain and record the name of the employe who receives the message.

21. Copies of all Signalling Diagrams issued are inserted in special folder located in the Guards' Writing Room, and it is the duty of each Guard to peruse them.

22. Running Statements must be furnished by Guards and Shunters for all trips Down and Up run by them to and from all outside locations.

23. The whole of the required information must be inserted in detail on the Running Statement by the guard.

24. When running trains, both regular and special, over sections which involve more than one Train Control district (the districts are set out on pages 204-205 of the General Appendix) separate running statements must be compiled and handed out for each Control district through which the train runs.

25. **Standard Gauge Trains—Running Statements.**

The Guards' Running Statements to be used for all Standard Gauge Trains are New South Wales Railway Forms X 709 or X 711 for Passenger trains and X 710L for Goods Trains.

They are known as "Guards' Journals". Guards must compile these Guards' Journals *en route*, entering thereon the time of arrival and departure for each station, at the time. The form is a running statement with particulars of the make-up of the train on the back.

Six copies of the applicable Guards' Journal are required. These are to be prepared in two sets of three each to ensure all carbon copies are legible.

In the case of goods trains, in addition, three copies of Victorian Guards' Truck Sheet (T.R. 44) must also be compiled by use of carbon paper. Abbreviations must not be used for station names and description of loading.

26. Victorian Guards on arrival at Albury must:—

Leave in the brake van for the New South Wales Guard, two copies of Guards' Journal completed on both sides for the journey Melbourne to Albury, and in the case of goods trains, in addition, one copy of Victorian Truck Sheet. Hand one copy of Victorian Truck Sheet to the Supervising Officer at Albury. Retain one copy of Guards' Journal and forward it to his Timekeeper. Place in the receptacle provided for the purpose at Albury **all remaining forms including the originals.**

27. Victorian Guards taking over a train at Albury will receive from the New South Wales Guard two copies of Guards' Journal, and in the case of goods trains also one copy of New South Wales Truck Sheet (X 2010) for the journey to Albury. From the information on the New South Wales forms, the Victorian Guard must prepare Victorian Truck sheets in *triplicate*, and progressively compile six copies of the Guards' Journal for the journey Albury to Melbourne. On arrival at Melbourne, all journals and truck sheets must be placed in the receptacle provided at the Sign Off point, with the exception of one copy of the Guards' Journal for the Victorian journey which is to be retained by the Guard and forwarded to his Timekeeper.

In the case of Standard Gauge trains originating at Albury for Melbourne, the Guard must compile truck sheets in the normal manner and will use New South Wales Guards' Journal forms (six copies) as Running Statements.

28. Each Guard must supply a Truck Sheet and Running Statement in respect of all trains run by him. A separate Running Statement and Truck Sheet must be compiled for each Down and Up train ; vehicles to be entered in consecutive order from the brake-van to the locomotive. Guards must specify on Truck Sheets opposite the corresponding entry, vehicles containing consignments " To Weigh " ; loaded vehicles without waybills and envelopes and vehicles for repairs.

29. The road on which each train or pilot arrives, and the time of arrival, must be shown on the Truck Sheet furnished by the Guard or Shunter in charge.

30. Guards running Ballast trains departing from the Weighbridge Junction must place a copy of the Truck Sheet for the Down journey in the Truck Sheet box in Melbourne Yard office when signing off duty.

31. In the event of a Guard or Leading Shunter returning to Melbourne as a passenger or the engine returning " light " after running a down trip this information must be endorsed on the Down Truck Sheet supplied to the Yard Office.

32. On arrival with trains in Melbourne Yard, Guards must dispose of their Truck Sheets and Running Statements as under :—

(a) To Senior Assistant Superintendent's Office—One copy of Truck Sheet.

(b) To Yard Office :—

(i) Original Truck Sheet and Running Statement.

(ii) Copy of Truck Sheet.

(iii) Copy of Running Statement on file on counter.

It is imperative that all the abovementioned forms be correctly placed in their respective places before the Guard ceases duty.

33. Guards of Up goods trains must endorse on the Truck Sheet, the exact position of Perishables and Live Stock, on his train on arrival in Melbourne.

34. Guards exhibiting a Signal for a goods train to depart from No. 3 Road Dandenong, when the brake-van is standing near the Down end of the platform, must display the Signal from

the Driver's side of the brake-van or must proceed towards the centre of the train, at the same time exhibiting the starting signal to the Enginemen.

35. When crossing a train from the running line to the shunting Sidings at Tottenham, and the train is protected by fixed signals in accordance with the Regulations, it will be the duty of the Guard to turn the train from the running line to the Sidings and the Shunter in charge will be held responsible for the safety of the shunting operations.

36. Sidelights of brake-vans on incoming trains must not be extinguished until the trains have come to a standstill on the Graviation. Tail lights on trains arriving must not be extinguished during darkness or foggy weather.

37. Guards of trains arriving at Melbourne Yards must leave the doors of the train brake-van unlocked, so that shunters may operate the hand brake, when the brake-vans are 'dropped'.

38. In any instance in which it is necessary to set back a train, arriving off the Viaduct, into the Shed Roads, the Guard must not leave the train until it has been brought to a stand, safely clear of all other roads, or has been handed over to a responsible Shunter.

39. The Guard must satisfy himself, by examination, that there are no covers or lashings in any vehicles supposed to be empty on his train. When covers or lashings are removed from vehicles, they must be placed where they will not be a danger to employes, or liable to be damaged.

40. He must also examine the interior of the brake-van before departure to ensure that the floor is in such condition that consignments loaded will not be soiled or contaminated.

41. The Guard of any train, whether special or ordinary, must make a remark on both his Running Statement and Truck Sheet, showing whether his engine returned light, and, if so, at what time. If the engine was stabled, the depot must be shown.

42. A reading lamp must not be allowed to remain alight in a brake-van during the absence of the Guard, unless such absence is of brief duration. Should a reading lamp tend to flicker violently and persistently such flickering is a prelude

to the failure of the lamp and to prevent it bursting into flames it should at once be extinguished. Should it be necessary to re-use the lamp before a replacement is available, it should be allowed to cool and the wick be trimmed before re-lighting; thereafter the lamp should not be left alight and unattended for more than a few minutes.

43. In any instance in which the engine of a train is detained waiting for loading at a freezing works or other place, the Guard must record in his train book the time delayed, and have the entry initialled by the Clerk or other responsible person at the works or other place, as the case may be.

44. When vehicles containing frozen produce are entered on Truck Sheets, it must be shown whether they are from the Victorian Butter Factory or the Government Cool Stores. In addition, Guards or Shunters clearing vehicles from or placing them at the Victorian Butter Factory, or Government Cool Stores, must furnish a Truck Sheet showing the numbers of the vehicles, the starting point, and the destination.

45. Guards running Suburban Goods trains must endeavour to bring their brake-vans into the Yard empty.

When it is necessary to pick up van goods, the best use should be made of lightly-loaded vehicles, or a spare empty on the train may be used. In every such case care must be taken to protect the goods from the weather.

46. Goods Trains from Melbourne Yard to Port Melbourne should have a brake-van at each end to obviate the necessity for a full brake test at Jolimont Yard.

47. Guards of Up Port Melbourne goods trains must prior to departure, hand a copy of the Truck Sheet to the Officer-in-Charge, Port Melbourne, so that particulars of the load may be telephoned to the Senior Assistant Superintendent.

48. When a Guard is booked to learn the sidings and work performed by Guards of Suburban goods trains, but on account of late running or for some other reason, he does not learn the sidings ordinarily worked, he must bring the failure to learn the work under the notice of the Guards' Roster Clerk.

49. Guards in charge of trains by which mails are conveyed, must prepare Train Mail Docket (M123) showing the number of mails to be discharged and hand it, with the mails to the person authorised to receive them.

50. In every instance of level crossing accident the Guard of the train concerned, must, as soon as possible after the accident, surrender his Train Book to the Officer-in-Charge at his home station and obtain a new book to replace the one handed in.

51. When Shunters are rostered to couple up trains this arrangement does not relieve a Guard of the responsibility for seeing that his train is properly prepared.

52. Guards in charge of trains to Suburban Stations, not required to return with an Up load, must unless otherwise directed, return at once to their home station for further instructions, and must not take twenty minutes for lunch.

53. Empty S.A.R. vehicles are urgent and must not be left at Suburban Sidings. They must be cleared in preference to Victorian vehicles.

54. Loading from Up goods trains to be detached at Jolimont Yard :—The attention of Guards is directed to the instruction in clause 2 (a) on page 617 General Appendix.

55. Guards in charge of trains arriving at Newport on Saturday nights when the Shunting staff is not on duty, must ascertain from the Signaller at "A" Box what roads are available for the reception of their train.

56. When it is not practicable to attach a brake-van to the engine of a train originating from a location outside Melbourne Yard, during the hours Suburban traffic is not running, the Guard will be required to travel by the 'light' engine to the originating point of the train. In regard to terminating at locations outside Melbourne Yard, when Suburban traffic has ceased running, the Guard, unless required to transfer a 'rake' to Spion Kop or the Inner Yard, must return by the first available means, either by 'light' engine, goods train or parcels coach.

57. Guards of trains by which sealed vehicles are conveyed must examine the seals on both sides of the vehicles, before commencing the journey also on arrival of the train at

destination station, and in the event of any seal being found imperfect, must furnish a detailed report to the Officer-in-Charge. Guards must write the word "sealed" opposite the entry for each sealed vehicle on the Truck Sheet.

58. Outside station limits in emergency, and at Caretaker and N.C. stations, the Guard in charge of the train may break a seal, but in such event he must endorse the vehicle envelope and make a suitable entry on his Truck Sheet.

59. Inward goods and parcels for No-one-in-Charge stations must be placed in the Shed unless a consignee is in attendance to sign for the consignment. Goods, such as tobacco, spirits, explosives, and parcels or cardboard boxes which might contain suits of clothes, ladies dresses, hats, or other articles of value must not, however, be left, but must be taken on or returned to the Supervising or other station, where there is an employe in charge.

60. Guards who receive parcels for despatch at unattended stations must mark the name of the sending station on the package, to enable the destination station obtain a debit waybill.

61. Guards in charge of up Mildura Express Goods trains arriving in Melbourne, must leave waybills for all consignments (including van goods) in a prominent position in the brake-van, so that they will be immediately available to the Perishable Shed discharging staff. The whole of the train, including the brake-van, is placed in the Perishable Shed after arrival in Melbourne.

62. When Down goods trains are discharging van goods at Beaconsfield, Guards must ensure the pedestrian crossing is not blocked.

63. Particulars of repairs required to brake-vans should be brought under notice by Guards.

64. Guards in charge of an engine which places vehicles at or clears Kenstore, must furnish an additional copy of Running Statement and Truck Sheet, which are to be placed in the correspondence box, prior to ceasing duty, so that the appropriate charges for the service may be raised.

65. When an unusual circumstance of any kind occurs during his shift, a Guard must, before leaving duty, furnish

a special report, in accordance with Regulation 216. Guards must also furnish reports, on the prescribed forms in accordance with the provisions of pages 368-370 of General Appendix.

66. Assistance must be rendered by Guards in shunting trains of which they are in charge, even though Shunters may be on duty at a station.

67. Guards must see that passengers travelling in the brake-van of their train are in possession of a proper ticket or other authority to travel, any offence against the By-laws must be reported on form P. 170.

68. The attention of Guards of trains conveying explosives is directed to the instructions on pages 347-352 of Transportation of Goods Book. Attention is also directed to the instructions in circular A.272/60 amending clause 23 page 364 of that book.

69. Guards rostered to run 7 a.m. Woodend—Melbourne passenger train must 'dock' that train, and during the foot-warmer season are to distribute footwarmers in the compartments of the carriages prior to departure from Woodend.

70. At Parwan, when it is necessary to cross a Down train consisting of 43 or more vehicles, the train in No. 2 Road is to be divided and the front portion pulled ahead clear of the level crossing roadway. Guards of such trains brought into No. 2 Road must report to the Officer-in-Charge as quickly as possible after arrival for instructions.

71. The Guard running the 12.15 a.m. Down Eastern Goods train must see that side and tail lamps on brake vans are filled with oil prior to departure from Melbourne Yard, and, after detachment of rear brake-van at Warragul he must light the side and tail lamps of the brake-van remaining on the train.

72. When engines requiring to place vehicles at, or clear from Angliss Company Siding, are delayed on account of the cyclone gates across the line at the entrance to the works not being promptly opened, Guards must show on the Running Statement the time the engine is delayed so that the necessary detention charges may be imposed.

73. Guards in charge of trains arriving on the West Road or Dock Road at Williamstown Pier standing across Cecil-street Road Crossing, must, when the Shunters are elsewhere engaged, ensure that a break of at least two wagon lengths is left clear of the crossing to permit Fire Brigade vehicles to cross the railway tracks.

74. When Guards of trains, placing live stock at Austral Siding, do not enter Newport Yard, they must hand a copy of the Truck Sheet and Running Statement, to the Signaller at Newport South for transmission to the Officer-in-Charge, Newport Goods.

75. Guards of Upfield goods trains are to prepare an additional copy of Running Statement and Truck Sheet for Down and Up journeys and hand the copies to the Officer-in-Charge at Upfield.

76. Guards in charge of trains arriving at and departing from Paisley must supply a copy of Running Statement and Truck Sheet to the employe in charge when he is in attendance; otherwise the copies are to be left in the Telephone Cabin at Paisley.

77. Guards running No. 77 (11.25 a.m., 2.15 p.m. or 2.30 p.m.) No. 139 (5.45 p.m. or 6.0 p.m.) and No. 101 Serviceton fast goods trains are to prepare extra copies of Truck Sheets which are to be handed out at Ararat for the Train Controller who advises Serviceton and Murray Bridge details of the loading.

78. An extra copy of the Truck Sheet is to be prepared by the Guard of No. 75 (8.55 p.m.) or No. 79 (9.15 p.m.) Mildura fast goods and the copy is to be handed to an employe who will wait at "A" Signal Box, Ballarat, to receive the sheet whilst the train is passing.

79. The Guard rostered to run 7.5 p.m. Bendigo passenger train, change over with 6.40 p.m. passenger train ex Bendigo, on Sundays, must, after arrival at Spencer-street, proceed by taxi cab to South Dynon (Goods Yard) and run 10.5 p.m. empty S.G. carriages South Dynon to Spencer-street.

80. Guards of Down goods trains arriving at Bendigo, are to place the copies of Running Statements and Truck Sheets in a white box fixed to the down side brickwork of the

three arch bridge over the tracks near the Yard Foreman's office.

81. Guards of Down and Up Fairfield goods trains must prepare a copy of the Truck Sheets and hand them to the Officer-in-Charge on arrival on Down journey and before departure on the Up journey.

82. Guards of trains placing vehicles at, or clearing from Sidings on the Newport-Sunshine Loop line must supply copies of Truck Sheets to the Officer-in-Charge at Brooklyn.

83. Loaded vehicles (including "To weigh") for West Footscray from stations on Northern, North Eastern and Western Lines must be detached at Tottenham.

84. When waybills are not attached to vehicles loaded at South Australian stations but are in the custody of the Guard, he must hand them in at the Senior Assistant Superintendent's office on arrival in Melbourne.

85. Guards rostered to run electric suburban trains must furnish Electric Train Waybill (T.R. 34) before ceasing duty on the day of running.

The numbers on the outside of carriages are to be inserted on Train Waybills in the order carriages are marshalled on the train.

A separate Train Waybill is required for trips run on each section, and section numbers (and roster numbers) are to be inserted. Train numbers and mileages are to be entered opposite each trip. Completed Train Waybills must be left at the Indicator Cabins on Nos. 11 or 13 platforms, Spencer Street.

86. A copy of Truck Sheets must be supplied to Station-master Nyora by Guards of Down and Up trains shunting at that station.

87. Guards running Down passenger trains to Geelong must compile three (3) copies of Running Statement which are to be placed in the box provided in the Guards' Room at Geelong or handed to the Leading Station Assistant.

88. After completing a short trip Guards must report to the Roster Clerk to ascertain whether their services are further required.

89. Guards running Diesel Rail Car or Rail Motor trips must furnish "Tally of Passengers" statement to Stationmaster, Spencer Street. The blank forms are to be obtained at the Stationmaster's office when "Signing On" in the attendance book, at that office.

DUTIES OF STOREMAN

1. The Storeman is in charge of all the stores, stationery, and lamps at the Melbourne Yard, and must keep a close check on all articles received and issued, also assist with the cleaning operations in the Offices of the Superintendent of Melbourne Yards.

2. Between the hours of 7.45 a.m. and 3.45 p.m. Monday to Friday and 7.45 a.m. and 11.45 a.m. on Saturday all employees requiring stores, lamps, etc., must make personal application to the Storeman. Between the hours of 3.45 p.m. and 7.45 a.m. Monday to Friday and after 11.45 a.m. on Saturday, application for stores, etc., must be made to the Clerk in Charge of the Guards' Duty Book at the Staff Office. The Storeman must arrange, before ceasing duty, to place the necessary stores, lamps, etc., to enable the Clerk to meet requirements until the store is re-opened.

3. The Storeman must take charge of all uniform clothing, hats and caps received from the Stores Branch or elsewhere, and must obtain a signature for any article of clothing issued by him.

4. Guards' kit equipment must not be supplied to any employee without the authority of the Staff Clerk.

5. The Storeman is responsible for the control and supply of all Guards' Reading, Hand, Side, and Tail Lamps. He must see that the stock is kept up to requirements, and keep a record showing to whom any such lamps have been supplied. The Lampman must advise him daily whether there is a shortage of lamps in any section, and if at any time there are insufficient on hand and an adequate supply cannot be obtained from the Workshops Manager, Spotswood, the Storeman must promptly advise the Superintendent of Melbourne Yards.

All lamps in need of repair must be handed to the Storeman, who must send them to the Workshops Manager, Spotswood, for attention. He must keep a record of all lamps so dealt with, showing the dates they were sent to the Workshops Manager, Spotswood, and the dates returned to him.

6. Stores for Signal Boxes must be supplied quarterly upon receipt of a requisition from the Signaller in charge.

7. The Storeman must make a monthly inspection of the Guards' kits held by employees at the Melbourne Yard, and furnish a return on the 15th of each month of any discrepancy reported.

8. A return of kerosene issued and on hand must be made out on the form supplied for the purpose, for the information of the Chief Traffic Manager.

9. The Storeman must not allow any unauthorised person in the Store room, and employees must not be allowed to remain in the Store room after they have been supplied with the articles required.

On no account is the door of the Store room to be left unlocked during the absence of the Storeman.

10. Before a new Guards' Train Book is supplied to a Guard the old book must be handed in, or a special report obtained from the Guard explaining the cause of his old book not being available.

11. The Storeman must check the Weekly Notice and make whatever amendments are necessary to the General Appendix, Book of Rules and Regulations, Book of Signals and Transportation of Goods Book, which are in the office of the Superintendent of Melbourne Yards.

12. The Storeman must keep all Stock Books and Cards up-to-date. He must also make a daily check of the equipment in the Sleeping Rooms.

DUTIES OF POINT CLEANERS

1. Each Point Cleaner will be held responsible for the cleanliness of all points in his section, and must immediately bring under notice of the Superintendent of Melbourne Yards any defect observed by him in the points or connections.
2. Supplies of oil when required must be obtained by the Point Cleaners from their Leading Hand.
3. Point-scrappers must not on any account be cleaned on the Stock-rail.
4. The Point Cleaner on the North Melbourne section, in addition to his ordinary duties, must clean and fill the signal lamps at Weighbridge Junction (Spion Kop).
5. The Leading Hand Point Cleaner must maintain a record of bracket lamps placed in the brake-vans of trains. He must also keep a record to ensure the lamps are returned. When bracket lamps are not promptly returned the matter is to be reported to the Superintendent Melbourne Yards.
6. Commencing on 15th September each year he is to arrange for brake-vans to be equipped with fire beaters—two beaters to be placed in each brake-van ; from 15th May, each year, the beaters must be withdrawn and suitably stored until required for use during the next season.
7. Each morning Monday to Saturday, the Leading Hand Point Cleaner is to collect Melbourne Yard telegrams at the Telegraph office, Spencer-street, and hand them to the Shipping Clerk.

INSTRUCTION TO LAMP MEN

1. Signal lamps must not be extinguished during foggy weather. When a fog occurs, each Lampman must, as quickly as possible, light the lamps in his section, irrespective of the time at which they are usually lit, and he must see that they are kept burning during the continuance of the fog.
2. The Lampman coming on duty for the afternoon shift must see that sufficient tail lamps, but not more than six, are left in the Lamp Room, trimmed in readiness to be used to protect trains on the Receiving Roads, from which brake-vans have been removed. He must keep the Lamp Room in a clean and tidy condition during his shift.

3. The supply of kerosene for the use of Guards, Shunters, and Number Takers must be kept in a drum on the bench in the Lamp Room, and in no other place, unless otherwise authorised.

4. The Leading Hand Point Cleaner must see that the supply of kerosene in the drum is maintained.

5. Lampmen must record the number of any brake-van in which a lamp is found in a damaged state, and furnish a report in writing before leaving duty.

6. The 11.40 p.m. Lampman, in addition to his ordinary duties, must clean the lavatory attached to the Senior Assistant Superintendent's office and the lavatories at the Receiving Roads.

The 11.0 p.m. Lampman must attend to the cleaning of the lavatories at the New Yard and at Weighbridge Junction (Spion Kop), in addition to his ordinary duties.

7. All tail, side, and roof lamps left lying about the Yard, North Melbourne Sidings, etc., must be collected by the Lampmen daily and taken to the Lamp Room.

8. Each Lampman engaged in cleaning brake-van lamps must keep a record on a return provided for the purpose, showing the number of each brake-van dealt with, and the time the lamps were attended to. The return must be placed in the correspondence box at the Yard Office by the Lampman when going off duty. He must also obtain on the above-mentioned return, the initials of the Yard Foreman in each section of the Yard at the time he enters such section.

9. The Afternoon and Night Shift Lampmen must contact the Senior Assistant Superintendent at intervals of two hours during their shifts to receive any special instructions, for attention to signal or brake-van lamps.

10. Both Night Shift Lampmen must, after signing on duty, at once report to the Senior Assistant Superintendent for initial instructions.

11. During fine weather, side and tail lamps must not be cleaned and filled inside a brake-van. In wet weather, however, the lamps need not be taken out of a brake-van, but in every case in which this is done, some suitable material must be placed on the platform of the canopy, to prevent its being soiled whilst lamps are being attended to.

12. The Leading Hand Lampman must see that the Lamp Dumps and Lamp Room are kept clean and free from any accumulation of rubbish, oil-saturated waste, kerosene cases, or other inflammable material and that a kerosene tin containing sand or friable earth is kept in a handy position for use for extinguishing burning oil.

13. He must arrange for collection of all spare lamps from each section of the Yard, clean and properly equip them, and must place daily 9 sets of brake-van lamps, cleaned and fully equipped in the Cabin provided for the purpose at the New Yard, 3 sets in the Cabin in the East Yard, and 9 sets in the Cabin near the ice storage depot.

All damaged lamps must be collected and handed to the Storeman daily.

14. If there be a shortage of lamps, fonts, or burners, etc., a report in writing must be furnished to the Superintendent of Melbourne Yards.

15. The 11.40 p.m. shift Lampman will be held responsible for the necessary attention being given to all brake-vans Inwards and Outwards, on the Gravitation and Receiving Roads, Lower Level, West Yard, East Yard, Centre Yard, and Shipping Sidings. The 11 p.m. Lampman will be held responsible for attending to all brake-vans in other sections of the Yard not mentioned above.

16. A record must be maintained of the movements of all kerosene bracket lamps and Lampmen must record the number of each bracket lamp placed in a brake-van—date, name of train, and brake-van number. Bracket lamps arriving in brake-vans of goods trains must be collected by the Lampman on duty and a record showing the date, lamp number and brake-van number, furnished for the Leading Hand Point Cleaner, daily. The Leading Hand Point Cleaner is to advise the Yard office daily the movements of bracket lamps.

SPECIAL YARD CHECKER.

1. The Special Yard Checker is responsible for the compilation of the Yard Check of all vehicles standing in Melbourne Yard. He is to issue the Yard Check Sheets and boards to the Number Takers and is to ensure that the Yard Check is compiled for all sections. He must summarise the completed Yard Check Sheets and compile the Goods Rolling Stock Return (Y36) together with the other returns and statements, as required.

He must examine fire extinguishers in all brake-vans standing in Melbourne Yard and is to comply with the instructions on page 80 of General Appendix. The result of the examination of the fire extinguishers must be furnished on form R.S. 288B. which must be forwarded each month to the Chief Mechanical Engineer.

DUTIES OF NUMBER TAKERS

See also instructions under "Reconsigning of Vehicles" and "Yard Check"

1. Each Number Taker must record on Truck Sheets the vehicle number and class, station from, station to, contents and tonnage of each vehicle on all goods trains, departing from Melbourne Yard, during his shift. The engine number and class and guards name must also be shown. The numbers and classes of the vehicles must be recorded from the vehicles; they must not be obtained from, (nor furnished to) a guard, by a Number Taker.

2. Truck Sheets must be compiled in duplicate, by means of carbon paper; the carbon copy is to be delivered to the Clerk at the Senior Assistant Superintendent's office and the Original to the Records Clerk.

3. Truck Sheets are to be delivered to the respective clerks not later than thirty (30) minutes after the departure of each train but, if that be impracticable owing to later train departures from a section, the Clerk in the Senior Assistant Superintendent's office must be promptly advised by telephone the loads of the trains—perishable, urgent and ordinary loading and tonnage being stated separately; the Truck Sheets must however be delivered at the first opportunity.

4. Each Number Taker, must, as far as practicable, record on Truck Sheets the vehicle numbers on trains scheduled to

depart during his shift, but if unable to do so, owing to trains not being assembled or departing late, he must inform his relief which trains have not been recorded and the relieving Number Taker must compile the Truck Sheet.

5. Each Number Taker must peruse the Guards' duty book when commencing duty, and at intervals during his shift, to ascertain what trains are booked to depart during his hours of duty. He must also make enquiries from the Yard Foreman in charge of his section, to ascertain the numbers of the roads on which trains are being assembled. A perusal of the Notice Board at the Senior Assistant Superintendent's office will indicate from which section trains will depart.

6. Number Takers must record on Truck Sheets, vehicles on trains departing from the section in which he is compiling the Yard Check, even though he may not be rostered for that section. The Number Taker's name must be inserted at the top right-hand corner of Truck Sheets.

7. The sending and destination stations of vehicles must be those shown on the waybill envelope, not the stations shown on the Truck Card. If however, the waybill envelope be missing Number Takers must obtain the necessary information from the Truck Card. The Shipping Clerk and the Yard Foreman must be informed when waybill envelopes are missing from vehicles ; the stations from and to, and the date shown on the card, must be stated.

8. Wagons loaded with Loco. Coal, and Oil Tankers of Loco Oil on outgoing trains must be so indicated on Truck Sheets.

9. When a vehicle is loaded for several stations, the most distant station must be shown on the Truck Sheet as the destination station ; on roadside trains, however, each station at which consignments are to be discharged from the vehicle, must be shown on the Truck Sheet.

10. A detailed Hours and Duty Roster is issued to each Number Taker by separate Yard Instruction and the directions contained therein are to be strictly complied with.

11. Each Number Taker must show on his Yard Check Sheet—Y36—the condition of the buffer-stops on every road of the section in which he compiles the Yard Check.

12. Cleaning duties as shown hereunder are to be performed by Number Takers.

Location	Duties	To be performed by Number Taker rostered to
Senior Assistant Superintendent's Office "	Wash out and clean windows daily Sweep daily	Day Shift Senior Asst. Supt's Office Afternoon and Night Shifts Snr. Asst. Supt's. Office
Ambulance Room West Yard	Wash out daily Clean windows Tuesdays	Day shift Senior Asst. Supt's. Office Day shift Group
West Yard Yard Foremans' Meal Room	{ Sweep daily Clean windows Tuesdays	Afternoon and Night Shifts Group Day Shift Group
West Yard Shunters Meal Room	Clean windows Tuesdays Sweep daily	Day Shift Group Night Shift Group
Gravitation Yard Foremen's Office	Clean windows Tuesdays Sweep daily	Day Shift Gravi- tation Night Shift Gravitation
Gravitation Shunters Meal and Locker Cabin	Clean windows and empty rubbish bin Sweep daily	Day Shift Gravitation Night Shift Gravitation
New Yard Yard Foremen's Office	Clean windows Sweep daily	Day shift New Yard Night Shift New Yard
New Yard Shunters' Meal Room	Clean windows Sweep daily	Day Shift New Yard Night Shift New Yard

Yard Foremen's rooms and Shunters' meal rooms at Gravitation West Yard, New Yard, South Side, Spion Kop and Passenger Yard Sections are to be washed out daily by an office cleaner rostered for that duty.

RECONSIGNMENT OF VEHICLES

1. Each Number Taker when commencing duty and also frequently during his shift must examine the Reconsigning List in the Senior Assistant Superintendent's Office, and reassign any vehicles that require to be so dealt with, and at the conclusion of his shift he must hand in to the Yard Office a return of all the Reconsigning Orders then on hand.

2. All Inwards Truck Sheets (which are kept on a file in the Senior Assistant Superintendent's Office) must be carefully examined so that vehicles for reassignment may not be overlooked. Inquiries must also be made from the Clerk in charge of the Record Book in the Yard Office.

3. (a) The West Yard Number Taker will require to attend to the reassigning of vehicles before they are shunted out or dropped from the Gravitation Receiving Roads (provided the entry is made prior to the arrival of the vehicle). In the event of the vehicle having been shunted out or dropped before it has been attended to by the West Yard Number Taker, the vehicle must be reassigning by the Number Taker responsible for taking the numbers of the trains in the section where the vehicle has been placed.

(b) If the vehicle has arrived in the Yard previous to the entry having been made in the Reassigning List, the vehicle must be located, and if on the Receiving Roads, West Yard, East Yard, Centre Yard, or Shipping Sidings, it is to be attended to by the West Yard Number Taker ; if on Bottom Roads of Gravitation, by the Gravitation Number Taker ; if on Lower Level, by the Lower Level Number Taker ; if in New Yard, Wash-out Sidings, or North Melbourne Sidings, by the New Yard Number Taker.

(c) In the event of a vehicle for which a reassignment order is held, being then on a Down train still in the Yard, the Number Taker taking the numbers of the train must arrange to reassign the vehicle and inform the Sectional Yard Foreman.

4. If at any time, a Number Taker considers it impracticable for him to reassign a vehicle on account of the pres-

sure of work, or from any other cause, he must immediately advise the Shipping Clerk at the Yard Office, or in his absence, the Senior Assistant Superintendent's Clerk who will arrange for the vehicle being attended to, or instruct the Number Taker to remain on duty after his relief has reported to attend to the reconsigning.

5. In any case in which a vehicle for reconsignment cannot be found, the Yard Check must be scrutinised, and if this does not reveal the location of the vehicle, a report on the matter must be lodged in the Yard Office by the Number Taker before he goes off duty.

6. When reconsigning a vehicle, the destination shown on the envelope and waybill is to be struck out and the new destination written in. The Number Taker must also write across the body of the waybill "reconsigned at Melbourne Yard" and initial same.

In addition, full particulars must be supplied on the prescribed form (G.F. 37) regarding all vehicles reconsigned, which form must be handed into the Yard Office when going off duty.

7. The Senior Assistant Superintendent's Clerk is to maintain a check on inward Truck Sheets for vehicles to be reconsigned and arrange for reconsignment to be effected before the vehicles are dropped out. He must also see that all reconsignments are promptly effected.

8. The Shipping Clerk must maintain a check on all reconsigned vehicles to ensure they will not be unduly delayed.

9. In the event of a reconsigning order being lodged during the hours the Head Office is closed, the name, address and telephone number (if any) of the person lodging the order is to be obtained and recorded. Full particulars must be left for the Shipping Clerk at the Yard Office, who is to advise the Officer dealing with reconsignments at Head Office. In every instance the person lodging the order is to be requested to confirm it in writing by first post to the Assistant Chief Traffic Manager.

COMPILATION OF YARD CHECK

1. Each employe before commencing to compile the Yard Check must obtain the Yard Check Sheets (Y 60L) and a Stockboard from the Yard Checker at the Yard Office. The Stockboard and completed Yard Check Sheets must be returned to him immediately on completion of the Yard Check.

2. The employe recording the vehicles on the Gravitation Roads must commence his section with the train that is being dropped out at the time by the Gravitation Shunters, and then continue on the other roads. He must show all vehicles arriving up to 8 a.m.

3. The Yard Check must be commenced at the time directed and continued until each person has completed his section. All vehicles on a train leaving the Yard whilst the Yard Check is in progress must be recorded on the Yard Check Sheet by the employe from whose section the train starts.

In the case of vehicles moving from one section to another, care must be taken that the numbers are not taken twice, nor missed altogether. Shunters in charge of pilots must be informed when the vehicles attached to their engines have been included on the returns, so that duplication may be prevented.

4. Loaded vehicles for Melbourne must be distinguished from empty vehicles on the Yard Check by the addition of a dot after the class letter. For example, an empty vehicle should be shown thus, 1727 " I " E and a loaded vehicle thus, 1727 "I." ●

5. (a) In the case of a vehicle loaded for a station other than Melbourne, the destination must be shown.

(b) For vehicles loaded for Melbourne transfer, the word " Transfer " must be shown after the dot following the class letter.

(c) Wagons containing loco. coal must be so defined on the Yard Check. Wagons containing rubbish, ashes, or earth must be so shown, and in the case of Departmental loading the name of the Roadmaster, Works Foreman or other Officer to whom it is consigned must be stated. Vehicles for repairs must be distinguished by a cross thus, 1727 " I " X.

(d) Any passenger carriages standing in the Goods Yard must be recorded on the Yard Check, but only the Goods vehicles in the Passenger Yard must be shown.

6. The attention of the Yard Foreman must be drawn by employees making the Yard Check to any vehicles that have apparently been misplaced or that contain perishable or urgent loading and are standing in remote places of the Yard where they are liable to be overlooked.

7. In any instance in which a vehicle is found without a card or waybill, particulars thereof must be shown at the foot of the Yard Check, and the Yard Office Auto 1232, promptly advised by telephone and also by memorandum at the completion of the stocktaking. In every such case the class of loading must be stated, if it can be ascertained without the doors of the vehicle being opened or the cover untied.

8. Each person compiling the Yard Check must furnish the Senior Assistant Superintendent with a summary of empties standing in the section taken by him, as near to 8 a.m. as possible.

9. Every employee compiling the Yard Check must show on the top of the Yard Check Sheet, the condition of the buffer-stops on all roads of the section in which the check is made by him. If buffer-stops be damaged or any vehicles be derailed the Sectional Yard Foreman must be informed as well as a written report being furnished.

DUTIES OF OFFICE AND CABIN CLEANERS

1. The Office and Cabin Cleaners must attend to the general cleaning duties at Melbourne Yard Office building and at the Yard Foreman's and Shunters' cabins and meal rooms at the Gravitation, West Bank, South Side (Coal area), New Yard, Weighbridge Junction and Passenger Yard. Each office and cabin is to be thoroughly washed out daily.

2. The Cleaner working No. 1 Shift is to convey the attendance books and Guards Running Statements to the Timekeeper's office, each morning. He must, also thoroughly wash out the Sleeping Rooms daily, and must change the mattress covers and pillow cases as required. The dirty articles are to be exchanged at the Departmental Laundry for clean mattress covers and pillow cases.

INSTRUCTIONS RELATIVE TO WEIGHING

1. Except where otherwise provided, all goods on which freight charges are computed by weight, shall be carefully weighed on weighbridges at the forwarding or destination station or on a weighbridge *en route*, to determine the correct weight to base the freight charges.

2. When vehicles bearing "To Weigh" envelopes are not weighed before arrival in Melbourne Yard they must be weighed over the Gravitation Weighbridge, except in the case of vehicles *en route* through Melbourne to a station equipped with a wagon weighbridge.

3. After being weighed the waybill and envelope must be stamped "Weighed at....." over the words "To Weigh" and the actual weight must be shown in the space provided on the envelope and the estimated weight, shown by the forwarding station, struck out.

4. The instructions prescribed hereunder are to be observed by weighing stations, in regard to the disposal of weighbridge tickets.

When Melbourne is the forwarding and weighing station

One ticket is to be gummed to the waybill and the other forwarded to the Waybilling office under the Melbourne Goods Superintendent.

When Melbourne is the *en route* weighing station

One ticket to be gummed to the waybill and the other forwarded, under cover, to the forwarding station.

When Melbourne is the destination and weighing station

One ticket to be gummed to the waybill and the other to be forwarded, under cover, to the forwarding station.

Weighbridge tickets must be gummed on the waybills in such a manner that the figures and other essential information will not be obscured.

5. A vehicle to be weighed must be examined before being placed on the weighbridge, care being taken to remove any water that may be lodged on tarpaulins. The vehicle must be uncoupled and brought to rest on the weighbridge platform and must not be in contact with other vehicles when being weighed. It must be moved on or off the weighbridge by hand, or if necessary by pinch bar and not bumped off by the following vehicles.

The pinch bar provided at the Gravitation Weighbridge must be kept in the Cabin when not in use. The Weighbridge Cabin door must be locked when the Weigher is not in attendance.

6. In any instance in which a vehicle is found on the Gravitation Weighbridge Road without a waybill or card, the Weigher must immediately inform Melbourne Yard Office, telephone 1232, stating the vehicle number and contents. A record of all such vehicles must be kept and submitted before completing duty. Vehicles containing goods which are usually weighed, must be weighed before despatch.

7. Each Weigher before commencing weighing duties must ensure that the platform is swept clean and that a clear space is maintained between the platform and the frame. He must observe whether there is an accumulation of water in the pit, and if so, must pump it out so that the working of the weighbridge will not be interfered with.

8. When a vehicle (other than one loaded meat) on being weighed is found to be overloaded in excess of the permissible overload set out on page 355 of General Appendix and amendments thereto in Weekly Notices 45/58 and 47/58, it must be placed at Cowper-street for adjustment and the Weigher must telephone the necessary particulars to the Officer-in-Charge Cowper-street and report the matter immediately to Superintendent Melbourne Yard.

9. Any vehicle containing meat (other than for the Government Cool Stores or Victoria Dock) overloaded, must be placed in the Perishable Shed for attention. The Weigher must immediately advise the Officer-in-Charge of the Perishable Shed and report the matter in writing to the Superintendent of Melbourne Yards.

10. Before a vehicle is placed for adjustment, the Weigher must stamp the waybill "Load to be Adjusted," affix the weighbridge ticket to the waybill, and enclose it in the original waybill envelope, the latter to be stamped on the right-hand side :—

Vehicle Number

Load to be Adjusted

Weigher

Time

Date

and enclose in a plain envelope, which must be similarly stamped and affixed to the vehicle.

11. Traction engines, boilers, and other articles which are too heavy to be weighed over cart weighbridges, and goods in wagon loads for the Victorian Stevedoring Company, must be weighed over the Gravitation Weighbridge before being placed for delivery.

12. All export grain for Pigott-street Siding, Victoria Dock and Appleton Dock must be weighed by the Yard Staff, whether the vehicles bear "To Weigh" envelopes or not.

13. A Guard must not take on a train leaving the Melbourne Yard any vehicle bearing a "To Weigh" envelope if the vehicle has not been weighed, unless there be a weighbridge at the destination. In every instance in which a vehicle is put off an outward train in order to be weighed, the Guard must so advise the Leading Shunter, and, in addition, notify the Yard Office by telephone, stating the vehicle number, contents and destination.

14. The words "To Weigh" must be shown by the Guard on his Truck Sheet against each vehicle on his train that requires to be weighed.

15. In any instance in which a loaded vehicle without an envelope is received in the Yard, the Leading Shunter on the Gravitation must ascertain from the Yard Foreman's Office, or the Clerk on the Record Book in the Yard Office, whether the Truck Sheet shows that the vehicle requires to be weighed.

16. When other enclosures in waybill envelopes are handled by Weighers they must be carefully replaced in the envelopes, and the latter securely reaffixed to the vehicles.

17. A record of all vehicles weighed must be entered on the Weighing Returns, the entries being made in the order in which the vehicles are weighed.

18. Particulars of all weighings must be entered on Form G.F. 128.

19. Whenever a van of meat is weighed, the name of the consignor must be shown opposite the entry on the Weighing Return.

The Weighbridge ticket for meat for export must be endorsed under the heading marked "Goods," thus :—

Frozen lambs ; Frozen sheep ; Frozen mutton ; or Meat sundries, as the case may be.

20. With the exception of Form G.F. 125 (Test Tender Return) all weighing returns must be sent promptly to the Weights Clerk, "A" Shed, Melbourne Goods.

21. Weighbridge tickets must be compiled immediately each vehicle is weighed. The actual time and date of weighing must be shown, also the kind of waybill used and its number must be endorsed on the Weighbridge ticket as follows :—

Charged waybill..... W.B.

Waybill note..... W.N.

Astray Freight waybill..... A.F.

22. Wagons containing spalls or pitchers from Suburban stations must be weighed at Melbourne. Road metal, metal screenings, stone dust, and toppings are NOT to be weighed.

23. Wagons containing coke, ex the Metropolitan Gas Works Siding, Spencer-street, must be weighed prior to despatch.

24. Vans containing meat from Melbourne or Victoria Dock for Darling Harbour must be weighed prior to despatch.

25. When the road below the Gravitation Weighbridge is ready to be lifted the Weigher must so advise the Senior Assistant Superintendent or the Yard Foreman, Gravitation Section.

26. Wagons loaded barley from South Australian stations to Moreland must be weighed at Melbourne if not weighed en route.

27. Vehicles must not be allowed to stand on the Weighbridge except during weighing operations.

28. The Weigher must bring under the notice of the Yard Foreman any vehicles containing export or other urgent loading immediately they are weighed.

29. The weighing duties at Gravitation Weighbridge are performed by Weighers under the control of the Melbourne Goods Superintendent. A Weigher will be available for weighing duties between 7.45 a.m. and 5 p.m. on Week days and between 7.45 a.m. and 12.30 p.m. on Saturdays ; he will not be in continuous attendance at the Weighbridge. After weighing the vehicles standing on the Weighbridge Road at 7.45 a.m. he will proceed to No. 3 (Perishable) Shed for duty but before doing so, he will so advise the Gravitation Yard Foreman. He will be available for further weighing duties, as required, on application to the Officer-in-Charge, No. 3 (Perishable) Shed. During the time the Weigher is not in attendance at Gravitation Weighbridge, the shunters in charge of the section embracing the Weighbridge Road must bring all vehicles to be weighed, to a stand before passing over the Weighbridge.

TEST TENDERS

1. Test tenders must be placed over the Weighbridges once monthly—on the first ordinary working day of each month. If the test tender is temporarily removed for repair, or other purposes, an empty vehicle must be weighed in place of the tender. The monthly weighing must be reported by Memorandum, headed "Result of monthly weighing of Test Tender" with the following information :—

Date Weighed

Test Tender No. (or vehicle No.)

Stencilled weight on tender (or empty vehicle)

Vehicle weighbridge test weight

2. In the event of the Test Tender not being suitably placed to be passed over the Weighbridge, the Weigher must so inform the Yard Foreman. The Gravitation Yard

Foremen must specify on the Cool Stores Return, the Weighbridges over which the Test Tender has been placed each month.

3. The weights recorded for Test Tenders, vehicles utilised in lieu of Test Tender, or vehicles weighed for test purposes, must be entered on Form G.F. 128, in the order in which the weighing is done.

4. Form G.F. 125, showing the result of test weighing of Sealed Tenders, must be forwarded to the Supervisor of Weighing. A "Nil" return must be supplied if the Test Tender has not been weighed. The Weigher is responsible for the compilation and supplying of the G.F. 125 return.

5. The Weigher must show on the special form provided for the purpose, whether or not the Weighbridge has been tested.

VEHICLES FOR REPAIRS OR ADJUSTMENT OF LOADS

1. In any instance in which a loaded vehicle labelled with a "red card" requires to be discharged, but it is not practicable owing to the pressure of work or exceptional circumstances to suitably place it without delay, the Leading Shunter must furnish the Yard Foreman with particulars, and the latter must take steps to have the vehicle placed at the first opportunity.

2. Empty vehicles marked for repairs must be dropped off the Gravitation into No. 25 Road.

3. All empty vehicles carded for repairs must be promptly placed in the roads set apart for their reception in the various sections of the Yard, and subsequently transferred to the Truck Shops.

4. All loaded vehicles for stations other than Melbourne except those loaded with Loco. coal, red-carded "Not to go," must be dealt with as follows :—

If the nature of the defect necessitates the discharge of any vehicle before repairs can be effected, this

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must be arranged as soon as possible, and the Yard Office advised.

If the loading be unimportant, and can be transferred readily by hand into another vehicle the damaged vehicle must be placed in a suitable road where the work can be carried out with safety, and a suitable vehicle placed on the adjoining road or on either end of the damaged vehicle to receive its contents.

If, however, the loading requires crane power or platform conveniences it must be placed as directed by the Yard Foreman, who should first ascertain where the transfer can be effected with the least delay.

5. In cases where vehicles are carded "Not to go" in consequence of being overloaded or of the loads requiring adjustment, they must be promptly placed for attention by the Goods Sheds Staff, as under :—

- (a) For vehicles standing on roads from No. 1 Centre to No. 44 Gravitation Road and the Cowper-street Roads, the Goods Foreman at Cowper-street should be contacted (telephones 1321 or 1723).
- (b) For vehicles standing on roads in the Bank Area and East Yard, the Goods Foreman, Grain Shed should be contacted (telephone 1920).
- (c) Vehicles standing in the New Yard, Spion Kop and South Side areas are to be dealt with by two Melbourne Goods employees located at the New Yard. Should the adjusting of loading in vehicles in these three locations be beyond the capacity of the two Goods employees, additional staff should be called for from the Special Goods Foreman, Dynon (Telephone 2161).

6. It is essential that, when making application to the Goods Foreman, for Shed staff, full information regarding the vehicle No., contents, location of vehicles and nature of adjustment, be given, so that the adjusting staff may be provided with the necessary equipment to perform the work.

7. Goods Shed staff are available from the locations specified from 7 a.m. to 4.30 p.m. Mondays to Fridays; outside these hours the Officer-in-Charge, Perishable Shed is to be contacted.

8. The Yard Foreman in each section and on each shift, must furnish a return giving particulars of loaded vehicles marked for repairs or adjustment of loads and showing action taken to have them dealt with ; a nil return to be furnished if no such vehicles.

9. The Shipping Clerk must see that all returns are furnished, undue delays investigated, and outstandings urged on.

10. Vehicles for repairs containing perishable or urgent goods or shed loading of any kind must not be permitted to stand unattended in the Yard, but must immediately be placed in either the Perishable Shed or "A" Shed as the urgency of the case demands.

11. "Repair" vehicles containing unimportant loading for stations other than Melbourne, when the nature of the defect does not necessitate their being discharged, must be promptly placed in the Repair Shops, and must not be permitted to remain in the Wash-out or North Melbourne Sidings.

12. Vehicles containing Loco. coal and red-carded "Not to go," must be promptly placed on the North Melbourne South Side for discharge.

13. In every case where a vehicle red-carded "Not to go" has been placed for discharge the Yard Foreman must advise the Shed concerned, and also the Yard Office, and furnish a report stating the circumstances, the time of placing the vehicle, the position it was placed in, and the names of the employees advised that it was so placed.

EXAMINATION OF BUFFER-STOPS

1. Buffer-stops in all sections of Melbourne Yard must be examined daily, at the commencement of each shift and if any

be damaged (and or vehicles be derailed) the shunter responsible for the examination must, at once, inform the Sectional Yard Foreman, and, in addition furnish a report, in writing, before ceasing duty.

2. Gravitation Sectional Shunters Nos. 5, 6 and 7 must examine the buffer-stops in their sections whilst Gravitation Shunter No. 8 must examine the buffer-stops at Cowper-street roads.

3. In the New Yard section No. 3 shunter is to examine the buffer-stops on Nos. 1 to 12 Roads inclusive ; No. 4 shunter to examine those on Nos. 13 to 28 Roads inclusive and No. 5 Shunter is to examine the buffer-stops on all roads so equipped in the New and Old Wash-out Sidings.

4. In the Lower Level, Group, Bank and Electric Crane sections the third man on " A " Shed pilot, Group, East Yard and Electric Crane pilots, respectively, must examine the buffer stops at the commencement of each shift and in the event of any stops being damaged (and/or vehicles derailed) the Sectional Yard Foreman must at once, be informed, and a written report must be furnished by the Shunter making the examination before he ceases duty.

5. Each employe when compiling the daily yard check must indicate on the Yard Check Sheets (Y. 60L) the condition of the buffer-stops on all roads in the section in which he compiled the check.

LOADING FOR MONDAY (EARLY MORNING) SUBURBAN TRAINS

Loading for Monday (early morning) Suburban Goods trains which arrive in Melbourne on Saturday, afternoon and night shifts, must be despatched by those trains.

Yard Foremen and Leading Shunters are to make arrangements to ensure that the vehicles will be dropped out, transferred to the despatching sections, and assembled on the trains as far as possible on the afternoon shift on Saturday, and that the work will be completed before the Yard closes down on Sunday morning.

ENGINES STALLING

In every case where an engine stalls in the Yard, the Leading Shunter or Yard Foreman must ascertain the tonnage and in the event of it being within that authorised the cause of stalling is to be ascertained from the Driver concerned.

Every case of an engine stalling must be reported in writing to the Superintendent of Melbourne Yards, specifying the number of engine and class, name of Driver and tonnage conveyed.

SLEEPING ACCOMMODATION

1. Employees under the control of the Superintendent Melbourne Yard, whose hours of duty commence after 1.30 a.m. or cease prior to 4.30 a.m., and Guards from outside depots who are booked off duty, but who are unable to return to their homes, may, on application to the Shift Clerk, obtain a rug and pillow and be allotted a bed in the Sleeping Rooms on the first floor of the Melbourne Yard office building.

2. Any such employee who has been allotted a bed and has been issued a rug and pillow will be called by the Shift Clerk on time for his train.

A number is placed at the head of each bed and the employee, before retiring to sleep, must advise the Shift Clerk the number of the bed he will occupy, so that the right man will be called.

3. The rug and pillow must be treated carefully by employees to whom they are issued and must be returned by each employee, personally, to the Shift Clerk.

4. The Shift Clerk must obtain a signature, in a book provided for the purpose, for rugs and pillows issued and must make a suitable entry in the book when the articles are returned. The Signature book and the rugs and pillows must be locked in the cabinet provided, when not in use. Any failure by employees to return a rug or pillow issued, must be brought under notice.

5. The Sleeping Rooms must be thoroughly washed out daily by the Office Cleaner working No. 1 shift. He must also change the mattress covers and pillow cases as required

and exchange the dirty articles at the Departmental Laundry for clean ones.

Any discrepancy in the Sleeping Room equipment must be immediately reported to the Superintendent.

SPECIAL INSTRUCTIONS ARDEN-STREET AND MACAULAY

The following instructions must be observed in respect of the work of the 4.30 a.m. Arden-street—Macaulay pilot—
The order of placing is to be :—

Loading for public consignees at Arden-street.

Loading for Macaulay.

Departmental loading on return from Macaulay.

On arrival at Arden-street, the pilot must marshal the Macaulay loading, place it at the respective sites as quickly as possible and then proceed with the usual work of clearing the Macaulay and Arden-street Sidings.

Loading for the Victorian Producers' Co-operative Co., Ltd., and the Commonwealth Wool and Produce Co. Ltd. at Macaulay must be placed by 8 a.m.

Before shunting is commenced at Macaulay the Guard or Shunter in charge must ascertain from the Stationmaster, Macaulay, what vehicles are to be cleared, and how they are to be placed for loading and unloading.

Lunch time must not be taken until after loading offering for Macaulay has been placed.

Wool offering for Macaulay from Melbourne Goods up to 1 p.m. daily must go forward by the afternoon pilot, also vehicles consigned direct which arrive after despatch of the 4.30 a.m. pilot.

When vehicles are taken to Arden-street on Saturday afternoons or holidays and the Officer-in-Charge or his representative is not in attendance, the Shunter in charge of the pilot must arrange for the waybills and envelopes to be taken from the vehicles and placed in the slot in the door of the Weighbridge.

Owing to the Staff at Arden-street finishing duty prior

to the arrival of the pilot on Saturday afternoons, instructions as to the work to be performed will be left with the Signalman, Arden-street Box, and the Shunter in charge of the pilot must call there and obtain them.

When a trip is to be run to Arden-street on the day shift, the Yard Foreman concerned must so inform the Officer-in-Charge, Arden-street, and instruct the Shunter in charge of the pilot to place the loading if required to do so. On arrival there the Shunter in charge must report to the Officer-in-Charge, Arden-street, for instructions. Pilots working at Arden-street must bring in any loading offering for clearance when directed to do so by the Officer-in-Charge.

The Construction Siding must only be used for vehicles consigned to the Construction Branch.

When vehicles are placed at the Construction Branch Shop, they must not be left across the path to the clock point. A break must be made between them so that the Watchman may perform his duties without having to crawl under the vehicles.

When vehicles consigned to the Scrap Depot, Arden-street are placed by an engine, the Shunter in charge of the engine must see that they are placed up to the buffer-stops as the grade prevents them being hand-shunted to that position.

The Shunter in charge of a pilot which works at Arden-street must show on the bottom of his shunting sheet particulars of the time occupied with the engine clearing and placing vehicles for the Way and Works Branch.

NEWMARKET LIVE STOCK AND GOODS SIDINGS

The special instructions on pages 649-650 of General Appendix are to be strictly observed in connection with movements to or from and at the Sidings.

A North-Eastern train, after putting off Live Stock at Newmarket on a Live Stock night, must not, if it is conveying Live Stock or Perishable goods for another place, or if a Yard Pilot is available to do the work, be detained there in order to pick up empty vehicles.

All loading for Dalgety and Company must be placed at the

Company's Siding as early as possible and all other loading, other than for Dalgety's must be removed therefrom not later than 7 a.m. daily.

On arrival at Newmarket, the Guard or Shunter in charge must satisfy himself that the appropriate Signal is placed at stop to protect his train. If the Yard Foreman be engaged elsewhere, the Guard or Shunter must personally place the signal at stop.

The Guard or Shunter in charge of a pilot running to Newmarket must show on his Running Statement the actual time of arrival at and departure from that station, and how the time has been occupied. The employe sent to Newmarket to act as Yard Foreman must keep a similar record in a book provided for the purpose, and at the completion of his shift must hand the book in to the Officer-in-Charge, Newmarket.

Tail and side lamps removed from vehicles at Newmarket must be placed at the Foreman's Office at Newmarket.

The Shunters booked to assist with Live Stock Traffic are to travel to Newmarket station thence walk to the Siding and immediately report to the Yard Foreman for instructions regarding their duties.

Shunting movements are not to be permitted over the crossing at the Ascot Vale Road gates until all the gates have been securely fastened clear of the running roads.

When staff under the control of Melbourne Goods Superintendent are not in attendance, the gates at Ascot Vale Road crossing are secured by chains and padlocks across the rails and shunters in charge of pilots requiring to cross Ascot Vale Road, must, before a movement is commenced, open the gates across the roadway and after the passage of the pilot ensure that all gates, including the gates across the Refuge Siding (known locally as Joe's Loop) are securely locked across the rails.

Vehicles must not be "kicked" into the Public Siding, but placed there with the engine, which must be attached to them until they are secured in the Siding.

Unloading ramps on wheels and rails have been provided at the discharging races at Newmarket, and as these ramps

are within the standard clearance, Guards and Shunters must keep a sharp look-out and exercise care when conducting shunting operations at the discharging platforms.

Guards and Shunters in charge of pilots clearing loaded stock vans from Newmarket must see that the waybills and cards are placed in the clip on the vehicle before removal.

SOUTH KENSINGTON

Loading for the Australian Mercantile Land and Finance Company, for the New Zealand Loan and Mercantile Agency Company and for J. Minifie and Company must be placed at the respective sidings at South Kensington. If the Companies request that the different classes of loading be sorted and replaced by the engine, the Guard or the Shunter in charge must keep a correct record of the time occupied in performing the work, and before leaving duty must furnish the Superintendent of Melbourne Yards with the particulars.

The Guard or Shunter on arrival at South Kensington must obtain from the Goods Checker a Shed Order in respect of loaded and empty vehicles that require to be cleared, and also an order showing the vehicles that require to be moved from one Siding to the other. All such orders after having been dealt with must be handed in to the Yard Office.

The New Zealand Loan and Mercantile Agency Company's Siding can be reached only from the Kenstore line on a rising grade. The engine must not be given more loading than it is capable of pushing back from that line. If there are more vehicles to be placed than can be dealt with in one lift the surplus must be left in the Australian Mercantile Land and Finance Company's Siding, for subsequent placing.

When a doubt exists as to whether an engine is capable of lifting the load attached to it from the South Kensington Yard over the South Kensington Gravitation Yard Bank, the Guard or Shunter in charge must request the Signaller at South Kensington to despatch the train to Melbourne via the North Melbourne Junction.

KENSINGTON

All vehicles loaded for Kimpton & Sons, Kensington, must, if possible, be placed in the Siding next to the Main line and clear the crossover. Vehicles that cannot go into the Siding must be placed in the dead end opposite the Signal Box, and if necessary on the arrival road clear of the points leading to the Weighbridge.

Loaded vehicles for Younghusband Ltd. must be placed at that Company's siding platform.

ANGLISS' SIDING

One Scotch Block secures the three roads at Angliss' Siding. It is fixed in the neck common to the three roads and the Guard or Shunter, as the case may be, is responsible for its security.

Great care must be exercised whilst shunting at Angliss' Siding on account of the limited space between the rails and the Sidings and Platforms adjacent thereto.

The Guard or Shunter in charge must see that all vehicles left at Angliss' Siding have the brakes applied, and are secured inside the Scotch Block, which must be locked across the line.

A loaded vehicle must **NOT** be removed without a waybill which should be supplied by the Stationmaster, Footscray. Waybills for vehicles "loaded out" which may be cleared during the night when Footscray station is closed, will be left with the Signaller.

Vehicles for Angliss' Siding must be shown on the Truck Sheets as for that place and not for Footscray.

A Truck Sheet giving the following information in respect of each vehicle placed at or removed from Angliss' Siding must be delivered by the Guard or Shunter in charge to the Stationmaster, Footscray :—

- (a) Number of vehicle ;
- (b) Whether loaded or empty ;
- (c) Destination in the case of a vehicle loaded outward.

Waybills for vehicles placed at Angliss' Siding must be handed by the guard or shunter in charge to the Stationmaster, Footscray, when on duty, and to the Signaller, "A" Box, Footscray, when the station staff are not on duty.

When a detention occurs at Angliss' Siding waiting for vehicles to be loaded, the initials of the man in charge of the loading operations employed by Angliss and Company must be obtained in the Guard's book by the Guard concerned against the entry respecting the time delayed. In addition a summary of the shunting movements made at the Siding must be recorded on the Guard's Running Statement.

A cyclone gate, which closes across the siding, is located at the Up end of the trestle bridge, over which the entrance to the siding is constructed. Employees of the company are responsible for the opening and closing of the gate as required but the Guard or Shunter in charge of a train working at the Siding must see that the gate is open for the passage of vehicles during shunting operations. Any delay to trains, due to the gates not being opened, must be indicated on Running Statements, by Guards and Shunters, so that detention charges may be imposed for any period of delay.

FOOTSCRAY GOODS

(MARIBYRNONG RIVER GOODS).

To prevent delay at South Kensington, it is necessary before a pilot is despatched from Melbourne to Maribyrnong for the Senior Assistant Superintendent to confer with the Officer-in-Charge, Maribyrnong, and Signaller, South Kensington to ascertain whether it can be despatched from South Kensington without delay.

The lead to the Colonial Gas Association's Spur Siding is on a sharp curve and two or more bogie vehicles coupled together, or two vehicles automatically coupled and having side buffers, must not be permitted to run round the curve. There is, however, no objection to the vehicles referred to being taken around as single units, provided they are coupled by

means of the transition or ordinary link coupling to the draw-gear of the adjacent vehicles.

Six special hook and link couplings have been provided for use at Colonial Gas Company's Siding, and are on a stand erected inside the Company's gates, and must be used by Shunters when hauling vehicles to the straight road, as the curve is too sharp to permit of the ordinary couplings being used for safety.

When vehicles are pulled out to the straight road the Shunter must detach the special couplings, and return them to their stand, and in addition, he must make a thorough examination of his train before leaving the Gas Company's Siding and satisfy himself that all special couplings have been removed and returned to the stand.

An electric light is situated in the Colonial Gas Company's Siding just inside their gate and must be switched on and off by the Shunter as required.

A gate is placed across the line near the pits inside the works of the Colonial Gas Company, and in order that the gate may be operated, and to safeguard the workmen, a warning bell has been provided, the push button of which is situated outside the gate. Shunters must sound the bell and take all necessary precautions for safety when conducting movements into the Siding.

Particulars of loading and tonnage for various lines, cleared by Up trains and pilots must be given the Officer-in-Charge before departure, to enable the information to be passed to the Senior Assistant Superintendent in order that the train or pilot may be correctly routed on arrival at Melbourne Yard.

In order that Guards and Shunters in charge of trains may have access to the Goods Office to perform safe-working duties, or use the telephone, during the hours the Goods Staff is not on duty, a duplicate key to the Goods Office door has been placed in the custody of the Signaller at South Kensington, who will hand it to the Guard or Shunter requiring it to work at Maribyrnong.

The Key must be returned to the Signaller by the Guard or Shunter concerned on return to South Kensington.

NEWPORT POWER STATION LINE

The special instructions on pages 623-626 of the General Appendix, and additions and amendments thereto, are to be strictly complied with.

Guards are to ensure that when wagons are left in the Coal Sidings, they must be placed as near the Catch points as is reasonably practicable before the engine is detached. In addition, after the hand brake in the brake-van is applied, the doors must be locked to prevent interference with the hand-brake. Guards must also see that the hand-brake of every vehicle of a train left in the Coal Siding, is firmly applied.

WILLIAMSTOWN PIER GOODS

Guards in charge of goods trains arriving on the West Road or Dock Road and standing across Cecil-street roadway, must, when the Shunters are elsewhere engaged, ensure that a break of at least two vehicle lengths is left clear of the road to permit fire brigade vehicles etc., to cross the railway lines.

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