

Electricity Supply Department

TRAMWAY MAINTENANCE

NOTES

FOR

3RD ANNUAL CONFERENCE

MARCH-APRIL, 1953.

THESE NOTES CONTAIN

- (A) Summary of Action from 1952 Conference
- (B) Agenda for Meeting at Bendigo - Monday, 30th March, 1953.
- (C) Agenda for Meeting at Geelong - Monday, 13th April, 1953.

<p>1.0.1. Work Division to plan a 2 1/2 inch diameter gauge in thickness, indicating that rough turning be carried out leaving 1/16" on all diameters.</p>	<p>Work Division</p>	<p>2 1/2 inch diameter gauge with 2 1/2 inch diameter registration. However, drawing 7416/1 showing the 2 1/2" diameter gauge has been prepared and is to be used for future orders. Your next to be prepared under order of letter dated 28th September, 1952.</p>	<p>Further details of this item are contained in drawing 7416/1 which are sufficient to produce until June, 1954. Also information from letters to under-mentioned: Callers dated 28th July, 1952, and 28th August, 1952, and 15th October, 1952.</p>
<p>1.0.2. Callers to take 1 1/2 inch diameter gauge to Work Division for trial and to report on results.</p>	<p>Callers</p>	<p>to be prepared from 15th August, 1952.</p> <p style="text-align: center;">A</p>	<p>Nil</p>
<p>1.0.3. Work Division to ascertain whether it is possible to produce in relation to various diameters of 1 1/2 inch diameter gauge with 1 1/2 inch diameter hole in thickness of 2 1/2 inch, and to recommend this information to Branches together with suggested dimensions for the proposed gauge.</p>	<p>Work Division</p>	<p style="text-align: center;"><b>SUMMARY OF ACTION FROM 1952 CONFERENCE</b></p> <p>Details of the proposed gauge being prepared for trial to branches. The gauge is to be indicated by drawing 7416/1. The gauge is to be used for future orders. The gauge is to be used for future orders.</p>	<p>After letter is received branches to advise concerns regarding suggested gauges. If satisfactory they could be manufactured at Alibon.</p>
<p>1.0.4. Work Division to plan a 2 1/2 inch diameter gauge in thickness, indicating that rough turning be carried out leaving 1/16" on all diameters.</p>	<p>Work Division</p>	<p>2 1/2 inch diameter gauge with 2 1/2 inch diameter registration. However, drawing 7416/1 showing the 2 1/2" diameter gauge has been prepared and is to be used for future orders. Your next to be prepared under order of letter dated 28th September, 1952.</p>	<p>However, it could appear that there are relatively few patterns existing for switch tapers in service. Suggested drawings to cover additional tapers installed in the system.</p>

No.	Action To Be Taken (Refer 1952 Conference Summary)	Action By	Results	Remarks
1.A.1.	Works Division to place a bulk order for tyres on Thompsons, specifying that rough-turning be carried out leaving 3/16" on all diameters.	Works Division	Bulk order not proceeded with due to financial restrictions. However, drawing W416/1 showing the 3/16" on all diameters has been prepared and is the one to be used for future orders. Copy sent to branches under cover of letter dated 29th September, 1952.	Further pursuit of this item not necessary at present as there are sufficient tyre stocks until June, 1954. Stock information from letters as under:- Ballarat dated 24th July, 1952, Bendigo dated 8th August, 1952, Geelong dated 15th October, 1951.
1.A.2.	Ballarat to take tool manufactured by Works Division for trial and to report on results.	Ballarat	No information received from Ballarat as yet.	Nil
1.A.3.	Works Division to ascertain M. & M.T.B. practice in relation to minimum dimensions of tyre thickness and flange width and height, and to communicate this information to Branches together with suggested minimum sizes for the provincial city tramways.	Works Division	M. & M.T.B. use gauges to check tyre thickness but only visually inspect flanges. Details and sketches of suggested gauges being prepared for submission to branches. Minimum tyre thickness adopted by M. & M.T.B. is 1" and is indicated on some wheels by turning a shallow groove on the outer face at the minimum diameter.	After letter is received branches to advise comments regarding suggested gauges. If satisfactory they could be manufactured at Richmond.
1.C.1.	Works Division to prepare a drawing showing all switch blade patterns available from Richmond.	Works Division	Drawing No. W491 prepared and submitted to branches.	However, it would appear that there are relatively few patterns existing for switch tongues in service. Bendigo have prepared drawings to cover additional tongues installed in that system.
			Cover of letter dated 19th February, 1953.	Branches to advise on the most suitable for particular requirements.

Item No.	Action to be taken (Refer 1952 Conference Summary)	Action By	Results	Remarks
1.C.1.	All Branches to make a survey of special works to ascertain requirements over the next five years.	All Branches	Letters giving requirements received as under: (1) Geelong dated 22nd January, 1953 (2) Ballarat dated 9th October, 1952 (3) Bendigo dated 16th January, 1953.	Awaiting consolidation by Works Division.
1.C.3.	Branches to review rail requirements for a period of five years in order that Works Division can ascertain the possibility of placing a bulk order.	All Branches	Letter giving requirements received as under: Ballarat dated 25th July, 1952.	No replies received from Geelong and Bendigo.  An order already exists with the M. & M.T.B. for the following rail but delivery is indefinite: 102 lb. 45 ft. 132 lengths 102 lb. 40 ft. 10 lengths 102 lb. 35 ft. 4 lengths
1.C.3.	Supplies & Transport Officer to ascertain what size and type of rail being used at Yallourn, from whom it is purchased and where it is stored.	S. & T. Officer	Supplies & Transport Officer advised that rail at Yallourn is unsuitable for the tramways.	Nil.
1.C.4.	Works Manager to discuss with Engineer and Manager whether it is necessary to write to Councils and remind them of their obligations in relation to track maintenance.	Works Division	As the Departmental Tramway Superintendent has been in contact with the local Councils on other policy matters during the year, this item has been passed to him. Letter from Works Manager dated 26th February, 1953.	Nil.
1.D.1.	Works Division to make inquiries concerning putties for deep fillings, and advise Branches.	Works Division	Suggestions were forwarded under cover of letter dated 29th January, 1953.	Branches to choose the one most suitable for particular requirements.

Item No.	Action to be taken (Refer 1952 Conference Summary)	Action By	Results	Remarks
1.D.3.	Use of a central white panel as initiated by Geelong recommended for installation in all maximum traction cars.	All Branches	General installation not being carried out due to financial restrictions.	In special cases where it is considered that the new panel would be cheaper than scraping down and revarnishing one should be installed.
1.D.4.	Ballarat to cover the saloon floor of a single truck tram with rubber.	Ballarat	No action.	Not to be proceeded with at present due to financial restrictions.
1.D.4.	Geelong to cover the saloon floor of a single truck tram with rubber.	Geelong	No action.	Not to be proceeded with at present due to financial restrictions.
1.E.	After return of special sample trolley wheels to Richmond, Works Division to cut these into sections and send pieces to each Branch for comparison of profile.	Works Division	Trolley wheels received at Richmond were subsequently cut into sections and forwarded under cover of letter dated 29th January, 1953.	Profile to be studied in conjunction with text of letter. In the letter of 29th January, reference was made to the fact that Ballarat wheels were fitted to a light M. & M.T.B. trolley base, but a subsequent letter from the Branch referred to the fact that there are four types of bases in use at Ballarat and that these should bear no relation to wheel life. To be further discussed at 1953 conference.

Item No.	Action To Be Taken (Refer 1952 Conference Summary)	Action By	Results	Remarks
1.E.	Ballarat to send Branches a worn trolley wheel so that the degree of pitting can be compared.	Ballarat	Wheel from Ballarat was cut into sections and a piece forwarded to each branch.	To be further discussed at 1953 conference.
1.E.	Ballarat to advise Bendigo of size and type of bush used in trolley wheels.	Ballarat	It is assumed that this action has been taken.	Nil
1.F.	Branches to forward to Works Division lists of all tramway components held in Branch stores, together with card number and maximum and minimum holdings, to enable a consolidated list to be prepared.	All Branches	No action taken.	Lists not yet received from branches.
1.F.	Works Division to prepare a draft schedule giving standard nomenclature for all tramway items with a view to inclusion in the Stores Vocabulary. Draft schedule to be sent to each Branch for comment.	Works Division	No action taken.	Awaiting lists from each branch.
1.F.	When a branch requires an item such as electrodes, which is covered by an annual contract which does not include a brand or grade which has proved most suitable for the job, then the requisition should state that "it is the only type suitable" or "it is the most satisfactory."	All Branches	Only partly being observed.	Branches should adhere to this and the checking of technical requisitions as close as possible to ensure that the article as desired is obtained.

Item No.	Action to be taken (Refer 1952 Conference Summary)	Action By	Results	Remarks
1.G. (a)	Works Division to arrange for a daub of paint to be placed on castings to indicate position of inspector's stamp.	Works Division	Inspector's stamp now being placed on a white daub of paint.	Nil.
1.G. (b)	Works Division to give further consideration to the preparation of a standard specification list for castings.	Works Division	Specification list almost complete and will be forwarded in the near future.	No further action until letter is forwarded by Works Division.
1.H.	Sending of copies of drawings produced by any one Branch to the other Branches and Works Division should continue to be strictly adhered to, as this action is very valuable to all.	All Branches	Procedure being observed satisfactorily.	Nil.
1.I.	The inclusion of pattern numbers on new drawings (numbers obtainable from Richmond per phone) should continue to be strictly adhered to in order that the list may be kept up to date. Similarly, details of any new pattern produced in a Branch should be referred to Richmond.	All Branches	Procedure being observed satisfactorily.	To ensure proper pattern records Branches should continue to advise Works Division of any pattern however small, that is manufactured locally.
1.I. (a)	Works Division to advise all Branches periodically of any amendment or addition to the pattern list.	Works Division	Branches are periodically advised.	This procedure will be strictly adhered to.

No.	(Refer 1952 Conference Summary)	By		
1.1 (b)	Works Division, if requested, to forward patterns to Branches for checking.	Works Division	Patterns will be forwarded whenever requested.	Nil.
2	Branches to prepare a set of rules for shedmen and track men giving the principles rather than too much detail. After review and finalization, these rules to be included in the book of "Rules Governing Employees."	All Branches	Awaiting final approval from branches before inclusion in book. Section for traffic personnel is complete.	Initial replies and suggested amendments reviewed and the rules consolidated by Works Division. These then forwarded to D.T.S. for onforwarding for final branch approval. Because of the financial restrictions preparation of the booklet may be postponed.
2	Branches to forward new comments concerning the draft set of rules prepared by the Departmental Tramways Superintendent, in view of the discussion at this conference. D.T.S. to prepare new set of rules after Branches have further reviewed existing draft.	All Branches	Finalized as far as traffic section is concerned.	Nil
2	Geelong to advise Bendigo of the procedure adopted for testing line circuit breakers, sending copies to Ballarat and Works Division.	Geelong	Bendigo advised by Geelong under cover of letter dated 19th February, 1953.	Nil
1.1	Branches to arrange for standard forms to be checked every twelve months.	All Branches	To be dealt with by branches as required.	Nil.



No.	(Refer 1952 Conference Summary)	Action By	Results	Remarks
3	Branches to examine proposed annual report forms and advise Works Division of suggested amendments and/or additions or deductions.	All Branches	Letter received from Bendigo dated 16th December, 1952, approving of forms as submitted.	Awaiting replies from Ballarat and Geelong - no further action being taken until these are received.
	Branches to send Works Division sample copies of existing records in order that these can be analysed and consolidated in a form most suitable to all concerned.	All Branches	Samples received from Bendigo under cover of letter dated 16th December, 1952.	No further action at present due to absence of samples from Geelong and Ballarat.  reduced through the transfer of some samples via blind rollers from Ballarat to Bendigo.
4.A.	Works Division to forward amended duty schedule A, B and C, to Branches.	Works Division	Amended schedules forwarded under cover of letter dated 5th June, 1952. Additional item forwarded under cover of letter dated 28th July, 1952.	Nil
4.A.	Works Division to investigate in collaboration with Branches, the possibility of separating the duties of shedmen and shedmen's assistants.	Works Division	No action taken.	It was considered advisable to wait until effects of increased rates for certain duties were known. To be further discussed at 1953 conference.
4.A.	Works Division to ascertain the possibility of altering the title of "Shedmen's Assistant" to "Shed Assistant."	Works Division	Because this item was of an industrial nature, it was passed over to Departmental Tramway Superintendent to investigate. Letter from Works Manager dated 31st December, 1952.	Awaiting action by Departmental Tramways Superintendent.
4.A.	Branches to arrange for standard gauges to be checked every twelve months.	All Branches	To be dealt with by branches as required.	Nil

No.	(Refer 1952 Conference Summary)	By		
6.C.	Works Division, after further consultation with each Branch, to arrange for preparation of drawings showing standard settings for brake components on each type of tram.	Works Division	No action taken to date.	To be raised later in the year.
7.A.	Supplies & Transport Officer to make inquiries regarding availability of metal weather blind rollers, present requirements being: 48 - 15/16" dia. x 33" long rollers 36 - 1-1/4" dia. x 30" & 48" long rollers	S. & T. Officer	No action taken to date.	The urgency of this item was reduced through the transfer of some saloon sun blind rollers from Ballarat to Bendigo. However, Geelong still require weather blind rollers.
7.B. (i)	Works Division to ascertain the possibility of having white duck dyed before the blinds are made up.  Works Division to ascertain from the Tramways Board the material used for their blinds in the past and at present.	Works Division	Material can be dyed in the roll if necessary but there are now "stock" greens obtainable - Details forwarded with samples under cover of letter dated 13th January, 1953. Tramways Board now use the familiar brown and white stripe in stock weights obtainable from various Melbourne suppliers. No information available about early suppliers.	The use of multi-coloured material as favoured at Bendigo and Geelong should continue and Ballarat will see from the letter that "plain" greens are obtainable if they desire to use them in lieu of the brown and white stripe or the dyeing of the plain white.
	Supplies & Transport Officer to ascertain the availability of a new type broom which Geelong stated had given better service in the past.		Track cleaning in lieu of taking a new one for each purpose. A requisition later was raised for bass broom (which Geelong stated had given good service in the past) but pure bass brooms are not now available in the smaller carpet type only in large yard brooms.	

No.	(Refer 1952 Conference Summary)	By	Results	Remarks
7.B (11)	Works Division to ascertain the possibilities of getting the material with a different backing from the present white colour, or obtaining some suitable proofing solution, if after trial the material appears to be generally preferable to canvas.	Works Division	This refers to the sample blind manufactured from the plastic material "Poly-Vinylchloride". Refer page 41 of 1952 minutes.  It is suggested that this action has been taken.	Further inquiries held up pending results of trials of the sample plastic blind at each branch. Unless this material appears to be really outstanding for blind use, its cost over the canvas would not be justified. Sample was forwarded to Ballarat early in 1952. If the blind has not yet been forwarded from Ballarat for trial at Bendigo and Geelong this should be done as soon as possible.
9	Works Division to make inquiries regarding suitable poisons.	Works Division	Opinions from chemical suppliers rather varied, but details forwarded under cover of letter dated 19th February, 1953.	It was stressed that special care should be taken when using these deadly poisons.
10	Branches to keep check on broom usage and investigate the possibility of using the broom first for car cleaning and subsequently for track cleaning.  Supplies & Transport Officer to ascertain the availability of a pure bass carpet type broom which Geelong stated had given better service in the past.	All Branches	This matter was raised at the 1952 conference by S. & T.O. (page 42 of minutes) because of the alleged high usage rate of brooms and it was resolved that, pending availability of a better quality broom, the broom should first be used for car cleaning and subsequently for track cleaning in lieu of taking a new one for each purpose. A requisition later was raised for bass carpet brooms (which Geelong stated had given good service in the past) but pure bass brooms are not now available in the smaller carpet type only in large yard brooms.	Bendigo have advised that they favour the "Universal Montrose" for car cleaning and Geelong advised that both were unsuitable for track work.

Item No.	(Refer 1952 Conference Summary)	By		
10 (Cont'd.)			In lieu, bassine (substitute for bass) were offered and 3 of each of 2 sample brooms, viz. "Sweepall" and "Universal Montrose" were sent to each branch under cover of letter dated 30th October, 1952. The brooms did not appear very robust, but it is considered that they may be suitable for some special applications.	
11 (iii)	Ballarat to advise Bendigo of lubricant used in motorman's valves.	Ballarat	It is assumed that this action has been taken.	Nil.
11 (iii)	Geelong to advise Bendigo of lubricant used in motorman's valves.	Geelong	It is assumed that this action has been taken.	Nil.
11 (v)	Bendigo to inspect maximum traction cars and consider the fitting of an independent earth connection from the earth pin to the frame of the car.	Bendigo	It is assumed that this action has been taken.	To be further discussed at 1953 conference.
11 (v)	Geelong to inspect maximum traction cars and consider the fitting of an independent earth connection from the earth pin to the frame of the car.	Geelong	It is assumed that this action has been taken.	To be further discussed at 1953 conference.

Item No.	Action To Be Taken (Refer 1952 Conference Summary)	Action By	Results	Remarks
11 (vii)	Branches to advise Works Division of the minimum requirements of windscreen wipers.	All Branches	Requirements advised by branches were Geelong 6, Ballarat 3, Bendigo 3. However, as the shipment from overseas was then expected within a short period, no wipers were requested from M.M.T.B., it being decided to leave the outstanding requisitions as existing, i.e. 10 for Ballarat, 12 for Geelong and transfer some of these to Bendigo.	When the shipment did arrive in Melbourne, the quantities were less than anticipated and only 10 wipers were allotted to the S.E.C. the supplying firm sending all these to Ballarat. Therefore, there are 12 wipers still to be received but in the interim, if the necessity arises, some transfer between the branches may have to take place.
11 (viii)	Branches are advised to keep the matter of tail light batteries well forward in case the position in regard to the availability of batteries deteriorates.	All Branches	Batteries to be obtained by branches when required.	