

STATE ELECTRICITY COMMISSION OF VICTORIA

Depot Foreman

ACCOUNTANT

ELECTRICITY SUPPLY DEPARTMENT

WORKS SUPERINTENDENT

Date 25th September, 1958.

THL:MD

58/1292

ELECTRICITY SUPPLY DEPARTMENTCopy for DEPOT FOREMAN

MANAGER: BALLARAT BRANCH

26th September, 1958.

TO WORKS SUPERINTENDENT

RECORDING OF ACCIDENTS:

ed to:-

/S.,

/D.

Advice has been received from the Manager, Commercial Division, that as from 1st October, 1958, accident statistics and relevant information will be recorded on a Commission wide basis by means of punched cards.

To make this recording possible the present "Report of Accident" form (FTK18-60) will be replaced with one similar in every respect, but with the addition of a coding panel which will be completed by the Administrative Section. The officer responsible for originating a report, must ensure that it is forwarded on the same day on which the accident occurs, to the Administrative Clerk for encoding.

The Manager, Commercial Division, has once again placed emphasis on the need for a prompt completion of the white "Resumption Notice" copy of form FTK18-60 on the employee's return to duty.

Your co-operation with regard to the latter instruction and the one underlined would be appreciated.

The revised "Report of Accident" form (FTK18-60) will be issued to all sections immediately supplied are available.

(s) H. W. Linaker,

H. W. Linaker

STATE ELECTRICITY COMMISSION OF VICTORIA

Deputy Treasurer

ACCOUNTANT

ELECTRICITY SUPPLY DEPARTMENT

To WORKS SUPERINTENDENT

Date 25th September, 1958.

Subject -

OPERATION COSTS 1957/58 - BALLARAT BRANCH:

Hereunder are details of costs for month of June, 1958 and total to date in respect of Tramways Operations and Maintenance Functions, with which your are directly concerned.

	Total to May, 1958	June	Total 12 months ended 30/6/58
<u>OPERATION</u>			
<u>Cleaning & Oiling Trams</u>			
Labour	3,604	334	3,938
Material	255	26	281
Other Charges	3	1	4
	3,862	361	4,223
<u>Cleaning & Sanding Track</u>			
Labour	1,812	113	1,925
Material	28	4	32
Other Charges	15		15
	1,855	117	1,972
<u>General</u>			
Labour	742	66	808
Material	94	4	98
Other Charges	733	102	835
	1,569	172	1,741
<u>MAINTENANCE</u>			
<u>Land, Buildings & Improvements</u>			
Labour,	77	-	77
Material	13	185	198
Other Charges	60	-	60
	150	185	335
<u>Permanent Way</u>			
Labour	6,755	582	7,337
Material	1,347	50	1,397
Other Charges	1,454	143	1,597
	9,556	775	10,331
<u>Rolling Stock</u>			
Labour	8,291	783	9,074
Material	2,258	121	2,379
Other Charges	1,887	261	2,148
	12,436	1,165	13,601
<u>General Equipment</u>			
Labour	481	24	505
Material	109	12	121
Other Charges	321	15	336
	911	51	962

Mr. Kenner
2

WORKS SUPT.

Please Quote

File and Tel. Address:

DEPARTMENTAL

ECK:MLM

STATE ELECTRICITY COMMISSION OF VICTORIA

MANAGER, BALLARAT BRANCH

ELECTRICITY SUPPLY DEPARTMENT

DEPARTMENTAL

HWL:MLM 58/211

STATE ELECTRICITY COMMISSION OF VICTORIA

BRANCH MANAGER

ELECTRICITY SUPPLY DEPARTMENT

WORKS SUPERINTENDENT:

Date 15th May, 1958.

ect-

TRAMWAYS:

Will you please give early effect to the request contained in the following letter (AVM/EK) dated 13th May, 1958, from the Engineer and Manager :-

" It has been suggested that receptacles for used tramway checks be placed in tramcars in order to improve tidiness in the trams and streets and also to simplify car cleaning. We have agreed to try out the innovation, and suggest that suitable units be placed on the bulk heads adjacent to exits on one maximum traction type tramcar and on the bulkhead behind the driving platform or other suitable location on one single truck type tramcar in each system. Holders could be made up from pieces of masonite with wood spacer pieces and to facilitate emptying and safeguard against the inevitable cigarette butt, a light sheet metal container would be inserted. Will you please let us know when the above installation is made and forward a report on the results achieved after three months of service."

::: ::: :::

The expression "in each system" refers, of course, to Ballarat and Bendigo.

L.W. Smith

25 - Mon. 7th July.

STATE ELECTRICITY COMMISSION OF VICTORIA

MANAGER, BALLARAT BRANCH

ELECTRICITY SUPPLY DEPARTMENT

To MR. C. HODGSON

Date 26th August, 1958.

Subject -

P.M.G. TELEPHONES IN OFFICERS' RESIDENCES:

The following letter from the Manager, Commercial Division (WDC/EK 58/10702) dated 22nd August, 1958, is brought to your notice :-

" Information has been received that as the result of the P.M.G.'s programme for the installation of inter-exchange dialling facilities, charges for trunk calls will be eliminated as such, and will, therefore, be grouped with charges for local calls.

In this regard, would you please note that no variation to the existing ruling covering official telephones in private residences is considered necessary, as a result of the recently changed accounting procedure of the P.M.G.'s Department in not recording individual details of trunk calls between country exchanges from five to twenty miles apart, and grouping charges for such calls in with charges for local calls.

Under the Commission's existing ruling, officers are already required to keep a record of official trunk calls in order to obtain deductions from accounts for the cost of these calls. Under the new method of charging, the amount for "local" official trunk calls will simply be deducted from the charge for local calls instead of trunk calls before an assessment of an officer's liability is made.

It is realised that, under the new P.M.G. procedure, the Commission will have no option but to pay one-third of "local" private trunk calls, but in this regard it is felt that, in actual practice, the majority of officers originating only a limited number of official trunk calls, will not bother to keep a record of these calls, with the result that the two classes of calls will, generally speaking, cancel each other out."

::: ::: :::

In effect, the above ruling means that Officers with official telephones installed in their residences will have two alternatives, either to claim in respect of official calls or accept the above ruling that two-thirds of the cost of such calls will have to be met by the officer.

If it is decided to adopt the first alternative, it will be necessary for you to provide the Accountant with a list of official calls monthly in order that your telephone account may be calculated accordingly.

W. H. Penaker

AMW/ERA

57/15677
58/9425ELECTRICITY SUPPLY DEPARTMENT

Copy for

DEPOT FOREMAN

MANAGER, ELECTRICAL DEVELOPMENT
DIVISION

MANAGER, BALLARAT BRANCH

24th January, 1958.

BALLARAT BEGONIA FESTIVAL - FLORAL FLOAT:

Confirming Mr. A. M. Wilson's recent telephone conversations with you regarding the above, arrangements have been made for a suitable entry to be equipped to take part in the pageant.

As you are aware, the Honourable R. T. White, M.L.A., telephoned to the Secretary regarding our intentions in the way of entering a float. The Secretary transferred his telephone call to this Division. He was informed that we intended to enter a float in the pageant and to contact you for further details.

We are also entering a large float in the Moomba Pageant in Melbourne on the same date viz., 10th March.

Due to pressure of work in the Display Section at this time, we are arranging to prepare your float one week earlier. The finished float can then be stored in one of the tramway car barns until the day of the pageant.

We are not over-supplied with float materials at present but a nice entry will be prepared in keeping with the Queen Mother's visit. The arrangements are as follows:-

Motor Vehicle:

The Transport Officer is arranging for a 3 ton tray body (without sides) and a driver to deliver it to Ballarat, on Monday, 24th February,

The Transport Branch will arrange for the driver to return to Melbourne by train. After the pageant the vehicle will be collected for return to Melbourne on 13th March.

Work Plan:

The motor vehicle is to be loaded with all the equipment and decorations at Woolshed No. 30 Display Store, Fishermen's Bend on Friday, 21st February. Travel to Ballarat on Monday, 24th February, the driver to report to Mr. Demsey at the Branch Office for directions.

It is understood that you will provide covered space in the tramways car depot. Before the driver leaves the Branch Office for the car barn please see that petrol, oil and water are checked as the vehicle's next move will be on the day of the pageant.

The Assistant Display Officer will arrive in Ballarat on Monday, 24th February, to supervise the work of building and decorating the float.

(Cont'd.)

2.

Work Plan (Cont'd.)

A carpenter to be available at the car barn to construct framework on the float and to assist in the decoration. Painting to be carried out by the Branch painter as required.

All work to be completed by Friday, 28th February.

Float to remain in the car barn until the day of the pageant viz., 10th March.

Pageant Arrangements:

Branch driver to take float to assembly point one hour before the appointed time of starting. You will arrange transport for the staff of the float to and from the parade.

Float to be returned to the car barn after the parade and be dismantled by your staff in readiness for the Melbourne driver to collect on 13th March.

The loaded vehicle will then return materials to Woolshed No. 30 and the Transport Department will take delivery of the vehicle.

Staff for Float:

It is understood that you will arrange for an attractive girl to be a feature. Dress arrangements and other details will be confirmed later by the Display Officer.

Account Charge Number:

All expenses in connection with the above to be charged to account No. 2203/57.

(Sgd.) J. R. TAYLOR.

STATE ELECTRICITY COMMISSION OF VICTORIA

COPY

for

DEPOT FOREMAN

WORKS SUPERINTENDENT

WORKS PERSONNEL

6th March, 1958.

SICK LEAVE:IMPORTANT NOTICE TO CAR CLEANERS ALSO SHED ASSISTANTS:CLEANING OF TRAMCAR WINDOWS

Before cleaning commences all windows will be shut in a normal manner from the inside of the

tramcar.

The external closing of windows by means

of point hooks or similar tools, for obvious reasons, is strictly prohibited.

W. H. L.
Works Superintendent.

DEPARTMENTAL

STATE ELECTRICITY COMMISSION OF VICTORIA

MANAGER, BALLARAT BRANCH

To WORKS SUPERINTENDENT
Robert Foxman

Date 31st October, 1957.

SICK LEAVE:

Would you kindly bring to the notice of all personnel under your supervision, the contents of a circular, repeated below, relative to Sick Leave alterations promulgated by the Engineer and Manager on 24th October, 1957.

"The sick leave provisions of the Commission's Leave Regulations have been amended, with effect from 4th October, 1957, to provide for the following:-

- (i) conversion of officers' existing sick leave credits on half pay to an appropriate equivalent on full pay;
- (ii) granting of future sick leave credits for permanent staff on a full pay basis at the rate of 12 days per annum, in lieu of $7\frac{1}{2}$ days on full pay and $7\frac{1}{2}$ days on half pay.

(Provided that where an officer is on sick leave for a fortnight or more he may elect in writing to have the whole or any portion of the sick leave on full pay standing to his credit converted to sick leave on half pay - such conversion to be made on the basis that each credit of one day on full pay should be deemed to be a credit of two days on half pay, and the election of the officer to be made within one month of the first day of his absence on sick leave.)

- (iii) future sick leave credits for temporary staff to be at the rate of $4\frac{1}{2}$ days on full pay on appointment, in lieu of three days on full pay and three days on half pay, and $\frac{3}{4}$ day on full pay for each month of service after the first six months, in lieu of $\frac{1}{2}$ day on full pay and $\frac{1}{2}$ day on half pay;
- (iv) alteration to the existing provision in relation to special tuberculosis leave to provide for $7\frac{1}{2}$ months on full pay, in lieu of six months on full pay and three months on half pay.

Examples of Conversions

<u>Present</u>		<u>From 4/10/57</u>	
<u>full pay</u>	<u>Half pay</u>	<u>full pay</u>	
100	120	160	(100 + 60)
100	121	160½	(100 + 60½)
100	121½	161	(100 + 60½) whole number above
100	122½	161	(100 + 61½) whole number below
100	120	160	(100 + 60)
107½	127½ (Credits)	172	(+12)
106½	127½ (Absence)	171	(-1)

Rev. G. Baker

STATE ELECTRICITY COMMISSION OF VICTORIA

CAR DEPOT EMPLOYEES ADDRESSES

WORKS SUPERINTENDENT

ELECTRICITY SUPPLY DEPARTMENT

7th August, 1951.

FKM:MH

ADELAIDE PAINT FOR ROOF - TRAMS.

56 lb. Yellow Ochre.

3 lb. Venetian red.

3 lb. Beeswax

3 lb. Soft Soap

8 Galls. Boiled Linseed Oil.

Boil soft soap in 1/2 gall. water. Boil the Beeswax and Oil together, then mix while hot with the ochre and venetian Red.

STATE ELECTRICITY COMMISSION OF VICTORIA

WORKS SUPERINTENDENT

ELECTRICITY SUPPLY DEPARTMENT

DEPOT FOREMAN

Date 17th November, 1953.

CAR DECORATION - MATERIALS:

Further to our recent conversation regarding standardisation of car decoration and on perusal of Item 10, 1951 Tramway Conference, I have to advise the following list has been compiled to show the only material which may now be used on this particular class of work.

	<u>Paint</u>	<u>Purpose</u>
Item 1	Clear Dulux	Refresher coats
" 2	Tramway Green Dulux	External panels
" 3	Barkly "Cream"	Exterior and interior
" 4	White Dulux	Exterior and signs
" 5	Black Dulux	" " (Relative)
" 6	Chocolate Dulux	Seating
" 7	Grey surfacer Dulux	As required 885 or 2086
" 8	Cream surfacer Dulux	" "
" 9	Remix red lead	" "

H. W. Lazen.
Works Superintendent.

State Electricity Commission of Victoria
ELECTRICITY SUPPLY DEPARTMENT
BALLARAT BRANCH

CAR DEPOT EMPLOYEES ADDRESSES

F. Minns, The Lodge, New Cemetery, Phone 772.

T. Duke, Norman Street, Wendouree.

S. Lakey, 50 Victoria Street Sebastopol, Phone 2676 (Next Door).

~~N. Grant, 105 Howitt Street, Ballarat.~~

A. Edwards, 1139 Eyre Street, Ballarat.

L. Edwards, 141 Beverine Street, Sebastopol.

E. Romeo, 3 Nicholson Street, Ballarat.

~~R. Mason, 6 Haddon Street, Ballarat.~~

~~D. Bell, 43 Barkly Street South, Ballarat.~~

E. Wheeler, 5 Morres Street, Ballarat.

J. Myers, 24 Ascot Street North, Ballarat.

R. Dunn, 604 Ascot Street South, Ballarat.

W. Lyons, 116A Barkly Street, Ballarat Phone 1973.

E. Salter, 201 Yarrowee Parade, Ballarat Phone 2417 (Relative).

F. Spielvogel, 203 Rubicon Street, Ballarat Phone 2885 or 2086.

Description and Type

Where tested

Brinell
Hardness

Remarks

DEPARTMENTAL

HMcL:MLM

STATE ELECTRICITY COMMISSION OF VICTORIA

WORKS SUPERINTENDENT.

ELECTRICITY SUPPLY DEPARTMENT

Date 6th May, 1954.

NOT FOREMAN:

As from Monday, 1st October, 1954,

TRAMWAYS MAINTENANCE - OILS AND GREASES:

In accordance with the decision of the Tramway Conference, 3rd. May, 1954, the following schedule shows the only lubricating oils and greases (on depletion of present stocks) to be used in future for Tramway Maintenance:-

LUBRICANTUSE

KALIF EE

DTE Heavy Medium

Unedo No 3. Shell

DILOMA Shell Compound D

Crater Compound No. 5.


Armature, Suspension and Axle Bearings

Air Compressors

Trolley wheels Brake valves

Contacts

Gears


Works Superintendent.

21st September, 1956. MD.

State Electricity Commission of Victoria
ELECTRICITY SUPPLY DEPARTMENT
BALLARAT BRANCH

CAR CLENNERS

As from Monday, 1st October, 1956,
for a trial period of three months, Car Cleaners
will work a regular 5 day week, Mondays to Fridays
inclusive.

A. M. L. Owen

Works Superintendent

Description and Type

Where tested

Brinell
Hardness

Remarks

FSC 4-21

STATE ELECTRICITY COMMISSION OF VICTORIA

COPY

For... WORKS SUPERINTENDENT

MANAGER, BALLARAT BRANCH

14th November, 1955

RETIRING GRATUITY:

Your attention is directed to the following communication received from the Engineer & Manager relative to the increase in the retiring gratuity payable to wages employees :-

"The Commission has decided, as from 7th November, 1955, and subject to existing regulations, to increase the retiring gratuity for wages employees from £10/8/- to £15/-/- for each completed year of adult service."

... ..

10th July, 1956. MD.

State Electricity Commission of Victoria
ELECTRICITY SUPPLY DEPARTMENT
BALLARAT BRANCH

BRINELL HARDNESS TESTS OF BRAKE BLOCKS, TYRES AND RAILS

Description and Type	Where tested	Brinell Hardness	Remarks
Brake Block Driver	Face	252	
" " "	Side	252	
" " Pony	Face	276	
" " "	Side	272	
" " Birney	Face	276	
" " "	Side	266	
New Pony Wheel	Side	232	
" " "	Side	239	
" " "	Face	235	
" Driver Wheel	Side	225	
" " "	Face	223	
Old " "	Face	432	Work Hardened
" " "	Face	392	" "
" " "	Side	295	
New Rail	Ball	250	
" "	Ball	244	
" "	Side of check	235	
Worn Rail	Ball	334	Work hardened
" "	Ball	300	" "
" " Built up with stainless steel	Ball	297	" "

Order of Hardness, all parts new

- 1 Brake Block
- 2 Rail
- 3 Tyre

Order of Hardness after work hardening

- 1 Tyre
- 2 Rail
- 3 Brake Block (Work hardening does not effect Cast Iron)

able and Tel. Address:
ELECTRODIS"
ELBOURNE

CH OFFICES:
ROPOLITAN, 238 FLINDERS STREET
ARAT, WENDOUREE PARADE
HARDEN STREET



STATE

10th September, 1956. MD.

State Electricity Commission of Victoria
ELECTRICITY SUPPLY DEPARTMENT
BALLARAT BRANCH

TRAMWAYS DEPOT SUPPLIES

The following list contains painting materials normally used in redecoration of tramcars:-

Enamels -

Tramway Green Dulux
" Cream "
" White "
Chocolate "
Pale Gold "

Varnish -

Clear Dulux

Paints

Hight Stone Tip Top Finishing
Chassis Black
Red Solpar Paving

Primers, etc.

Grey Surfacer Dulux
Cream or Ivory " Surfacer
Remix Red head Primer
Seakrome Primer

Thinners -

Dulux Synthetic
Mineral Turps
Meth. Spirits

(Note: This circular should be displayed on all available notice boards, or otherwise brought to the notice of personnel.)

STATE ELECTRICITY COMMISSION OF VICTORIA

COPY

FOR

DEPOT FOREMAN

WORKS SUPERINTENDENT

NAGER, BALLARAT BRANCH:

7th June, 1956

TRAMWAY MAINTENANCE - DISABLED SINGLE TRUCK TRAMCAR NO. 19
5th JUNE, 1956 11.10 p.m. FROM SEBASTOPOL:

Further to my verbal report of the 6th June, 1956, the following are the details of times and events which lead up to the Depot Foreman being aroused from bed, and travelling to Sebastopol only to find the "stuck-up" tramcar proceeding under its own power, the defective "dropped" life guard having been secured in the "up" position by traffic personnel, with a piece of twine.

11.15 p.m. at the Depot a message was received by telephone by shed assistant Romeo from Inspector Lawrence, that car No. 19 was "stuck up" at Sebastopol and would he (Romeo) get assistance from the Depot Foreman?

11.20 p.m. Depot Foreman received message by telephone and due to the lack of concise information being available, he decided to get out with alacrity to Sebastopol.

11.30 p.m. Depot Foreman sighted two tramcars city bound near Bell Street, No. 19 was the leading car. Upon signalling this car to stop he had a word with the driver and made a superficial examination of the source of trouble - the lifeguard.

The lifeguard appeared to have struck an unknown object, which resulted in the suspension spindle being bent out of line by 30° approximately. It was secured in the "up" position by a piece of twine.

Advice was then given to the driver that as the guard appeared to be lower than normal to proceed with caution until Sturt Street was reached, where if required, the tram could be turned end for end, so that the defective guard would be in the trailing position.

The tracks and adjacent roadway between the cross-over and the Royal Mail were searched yesterday for the "unknown object" - but without result.

It was however, noted that the white warning sign located between the rails near the terminus was projecting 1½" above the level of the rails and although it is not considered that this projection was related to the incident, it was decided to have it rectified immediately.

In conclusion, it is considered that -

- (a) When Depot personnel are contacted after hours for assistance, the nature of the defect should be such that temporary repairs are beyond the capacity of traffic personnel.
- (b) That the nature of the defect be conveyed in reasonably precise language.
- (c) The request for assistance or advice is directed if possible to the particular officer

on availability

DEPARTMENTAL
STATE ELECTRICITY COMMISSION OF VICTORIA

- 2 -

duty. This information may be readily obtained from the Depot Availability Rosters, which are placed adjacent to telephones in both the Inspectors Room, City Office, and the Depot.

SALARIED STATE OFFICERS - MEDICAL EXAMINATION OF

The following circular letter (JWO/PO. - 2/12398) dated 27th May, 1936, was received this morning from the Acting Engineer & Manager :-

"As a service to staff Works Superintendent: decided that any salaried officer on duty the age of 50 years, and annually thereafter, may if he so desired attend the Commission's Medical Officer for examination.

"This service has been limited to officers of 50 years of age and over because an unrestricted service of this type would place an undue burden on the Medical Officer, and because it is generally accepted by the medical profession that 50-55 years is the age of onset of many common disorders, particularly those of the heart and blood vessels, which affect both the health of the individual and his ability to perform his work efficiently.

"The results of any such examination will be confidential as between the officer and the Medical Officer, and, in cases where further examination or treatment is considered necessary, the Medical Officer will advise the officer to consult his own medical practitioner.

"Appointments with the Medical Officer should be made through this office."

111 711

Will you please bring the attention of this service to the notice of all officers in your section who are in the '50 and over' category.

In the absence of a doctor in the workshop, it can be taken that, in urgent circumstances, any officer who wishes to have a consultation with the Commission's Medical Officer will do so in his own time and at his expense.

[Handwritten signature]

16th May, 1956-INT.

DEPARTMENTAL
STATE ELECTRICITY COMMISSION OF VICTORIA

HWL:WM 56/5772

MANAGER, BALLARAT BRANCH

WORKS SUPERINTENDENT

Date 30th May, 1956

SALARIED STAFF OFFICERS - MEDICAL EXAMINATION ON
ATTAINING AGE 50 YEARS:

The following circular letter (JWO/PG. - 2/2239P.) dated 25th May, 1956, was received this morning from the Acting Engineer & Manager :-

"As a service to staff, it has been decided that any salaried officer on attaining the age of 50 years, and annually thereafter, may if he so desires attend the Commission's Medical Officer for examination.

"This service has been limited to officers of 50 years of age and over because an unrestricted service of this type would place an undue burden on the Medical Officer, and because it is generally accepted by the medical profession that 50-55 years is the age of onset of many common disorders, particularly those of the heart and blood vessels, which affect both the health of the individual and his ability to perform his work efficiently.

"The results of any such examination will be confidential as between the officer and the Medical Officer, and, in cases where further examination or treatment is considered necessary, the Medical Officer will advise the officer to consult his own medical practitioner.

"Appointments with the Medical Officer should be made through this office."

::: :::

Will you please bring the availability of this service to the notice of each officer in your section who is in the "50 and over" category.

In the absence of advice to the contrary, it can be taken that, in normal circumstances, any officer who visits Melbourne to have a consultation with the Commission's Medical Officer will do so in his own time and at his expense.

H.W. Enck

16th May, 1956.LRT.

State Electricity Commission of Victoria
ELECTRICITY SUPPLY DEPARTMENT
BALLARAT BRANCH

TRAMWAY MAINTENANCE 6TH ANNUAL CONFERENCE

NOTES REGARDING ACTION REQUIRED BY BALLARAT BRANCH:-

Job	Progress Schedule
Forward to Bendigo details of Arrestors on signal lights.	Dr.No.BA.8765 despatched 4.5.1955 but not received. Another print of drawing being prepared.
Sleepers, Pinns Radiator	Letter to Engineer & Manager recommending 1,200 sleepers be placed on order for Sebastopol.
Availability of rail.	Belmont Bridge to terminus has to be lifted within the next 12 mths.- 1 mile.
Ballarat to make several welded joints.	Electrodes requisitioned 14.5.1956.
Ballarat to receive 50% of available 225 Armatures ex. Geelong.	-
Ballarat to test for Brinell Hardness (1) Rails (2) Tyres (3) Brake Blocks.	-
Ballarat to advise grade of THUBAN Compound.	<i>Mr 250</i> -
Brake rod ex.37 to be fitted to a double bogie tramcar. Replacement to be sent to Richmond for heat treatment.	<i>New to Stairs.</i> -
W.M.to obtain loan of a steam cleaner for use by Ballarat.	-
Ballarat to advise Bendigo regarding the position of grease nipples on brake gear.	-
Ballarat to advise W.M. of the number and type of wheels and axles required ex. Geelong.	-
No.37 Ballarat may now be used as spares for Ballarat.	-
General appearance of Trams does not warrant improvement. Manager suggested one double bogie should be equipped with guards.	-
Manager to investigate with B.T.S. desirability or otherwise of introducing the "Condition of Tram" Form.	-

(Cont'd)

	Job	Progress Schedule
	A minor repair in future will be up to £50. A major repair will be over £50.	-
	Ballarat to receive 2 sample trolley ropes - (a) M. & M.T.B. (b) Log line. Re ropes -Manager suggested plastic hose should be fitted or inverted cone to keep oxide off rope.	-
	Order 1 set of MET-L-CHEK from Richmond.	

ESTIMATED COST

OF TEMPORARY

ROAD REINFORCEMENTS:

At 154

7840

TOTAL ESTIMATED COST

OF ROAD REPAIRS

AND ROAD REINFORCEMENTS:

ESTIMATED COST OF

SIGNAL LENGTH OF

NEW RAIL AT

154 PER

7840

1