

State Electricity Commission of VictoriaELECTRICITY SUPPLY DEPARTMENT  
GEE LONG BRANCHESTIMATE OF COST OF RECOVERY OF TRAM RAILPOSITION: High Street, BelmontLENGTH: From Mount Colite Road to Belmont Terminus

3920 feet of single track

7840 feet of 90 lb. B.S.S. No. 1 Rail

ESTIMATED COST OFRAIL REMOVAL:

In N.S.W. the cost of removal of the track, i.e. rails and sleepers, varies from £15 - £28 per chain of single track. As we will be removing rails only this estimate is based on £15 per chain of single track.

\* \* Cost of removal of above mentioned length of rail

$$= \frac{3920}{1} \times \frac{1}{66} \times \frac{15}{1} = £890$$

ESTIMATED COSTOF TEMPORARYROAD RE-INSTALLMENT:

At 15/- square yard.

$$\frac{7840}{1} \times \frac{1}{1} \times \frac{1}{9} \times \frac{1}{4} = £1960$$

TOTAL ESTIMATED COSTOF RAIL REMOVAL& ROADS RE-INSTALLMENT:890  
1960

£ 2850

ESTIMATED COST OFSIMILAR LENGTH OFNEW RAIL AT£50 TON: $\frac{7840}{1}$  $\frac{1}{3}$  $\frac{90}{1}$  $\frac{1}{2240}$  $\frac{50}{1}$ 

= £5250



State Electricity Commission of Victoria  
ELECTRICITY SUPPLY DEPARTMENT  
GEEELONG BRANCH

SCHEDULE OF TRAM RAILS INSTALLED IN GEEELONG

| Route        | Type of Rail Installed                          | Date of Installation                           | Mileage of Rail Installed. Excluding Loops | Remarks   |
|--------------|---|--|--|---|
| East         | 80 lb. T.Rail BSS 801                           | 1923   | 5.86                                       | Check rail bolted on at Yarra St. and Bellerine St. Intersection and Guard rail at Garden St. curves.     |
| Eastern Park | Mixture of 80, 90 and a little 96 lb. Tram Rail | 1930   | 1.08                                       | Was originally 90 and 96 lb. rail. Practically 96 lb. rails have been removed for replacements on curves. |
| Belmont      | 90 lb. Tram Rail BSS No. 1                      | To Bridge 1912<br>From Bridge to terminus 1927 | (2.30<br>(2.24                             | 7840' of rail in fair order from Mt. Colite Road to Terminus, Original rails other than curves.           |
| North        | " " " " " " "                                   | 1928-1930                                      | 9.88                                       | " " " "   |
| West         | " " " " " " "                                   | 1912   | 3.46                                       | Original rail " " "   |
| Newtown      | " " " " " " "                                   | 1912   | 2.88                                       | " " " " "   |
| Chilwell     | " " " " " " "                                   | 1927   | 1.70                                       | 14 lengths of secondhand rail used (From Pakingston St. West)   |
| Beach        | " " " " " " "                                   | 1940   | 1.24                                       | Secondhand rail from Wharf Terminus   |
| Station      | " " " (Second Hand) " " " "                     | 1912   | .48  | Rail on concrete stringer.  |



Manager - Geelong Branch

Works Manager.

18th December, 1952.

TRAMWAY MAINTENANCE:

Further to my letter of the 14th October, 1952 regarding (Ref. EJP:VMB), I now submit information in regard to switch tongues installed in this Branch.

This amended information has been obtained from the detailed inspection of all special works.

Regarding Drawing No. W491 showing details of switch tongue patterns held at Richmond, I now advise that the following are those patterns that can be used for replacement tongues in this Branch.

| Pattern No. | Radius | Length of Blade | Hand | No. Installed |
|-------------|--------|-----------------|------|---------------|
|-------------|--------|-----------------|------|---------------|

|        |      |      |          |    |
|--------|------|------|----------|----|
| TP.191 | 100" | 7'6" | To right | 21 |
| TP.192 | 100" | 7'6" | To left  | 3  |

The following information is submitted in regard to switch tongues installed in this Branch for which apparently, no patterns exist.

| Radius | Length of Blade | Hand | No. Installed |
|--------|-----------------|------|---------------|
|--------|-----------------|------|---------------|

|                       |      |             |    |
|-----------------------|------|-------------|----|
| 300"                  | 10'  | To right    | 2  |
| 104'8 $\frac{1}{2}$ " | 7'6" | " left      | 21 |
| 104'8 $\frac{1}{2}$ " | 10'  | " "         | 2  |
| 104'8 $\frac{1}{2}$ " | 7'6" | " right     | 3  |
| 300"                  | 10'  | " left      | 4  |
| 300"                  | 7'6" | Equilateral | 7  |
| 72'7 $\frac{1}{2}$ "  | 7'3" | To left     | 3  |
| 60"                   | 5'   | " "         | 1  |

It will be appreciated that with a TOTAL: 67 and stock available in this Branch, and because of other calls on his services, the reconditioning and replacement of this special work is proceeding and will continue to proceed too slowly unless other arrangements are made.

A suggestion I submit in this report is that an effort should be made to see whether it would be possible for the track welder to obtain the loan for a few weeks at a time, of the track welder from either or both Ballarat and Bendigo Branches, thereby expediting the reconditioning of our special work. If this can be arranged, it will be necessary for the requisite additional provision in the Operation Budget.

Detailed results of this survey (which will include a large amount of typing) can be supplied if required.

T.A.F. (SIGNED)



MANAGER, GEELONG BRANCH

WORKS MANAGER:

22nd January, 1953.

TRAMWAY MAINTENANCE - 1952 CONFERENCE:ITEM 1.C. (1) - POINTS & CROSSINGS:

In connection with the 1952 conference decision regarding a survey of the condition of all special work in the permanent way, I wish to advise that this has now been completed in this Branch and I submit hereunder the summarised results.

| <u>Item</u>          | <u>In Good<br/>Order</u> | <u>To be<br/>Reconditioned</u> | <u>To be<br/>Replaced</u> | <u>Total</u> |
|----------------------|--------------------------|--------------------------------|---------------------------|--------------|
| Switch Blades        | 47                       | 20                             | nil                       | 67           |
| Switch Casting       | 7                        | 58                             | 2                         | 67           |
| Open Mate<br>Casting | 2                        | 60                             | 5                         | 67           |
| Crosses              | 7                        | 53                             | 5                         | 65           |
| Diamond Crosses      | nil                      | 3                              | 1                         | 4            |

The above results has been obtained by a surface inspection and sounding of all special work installed in the permanent way. No opening up of the roadway took place to inspect the buried sections of the castings.

In regard to the switch castings, open mate castings and crosses to be reconditioned, this involved minor build up in the groove of some, to complete heading of the treads with flat carbon steel in others.

Most of the items which are listed for replacement appear to have cracks right through the castings, and these are in such positions that repair does not seem practicable.

If the work as listed is carried out expeditiously, it is considered that with the exception of switch blades which will need replacement as worn out and attention to any other broken castings that become evident during the intervening period, the special work in the permanent way in the Branch would be in good condition for the next five years.

It will be appreciated that with only one welder and truck available in this Branch, and because of other calls on his services, the reconditioning and replacement of this special work is proceeding and will continue to proceed too slowly unless other arrangements are made.

A suggestion I submit in this regard is that enquiries should be made to see whether it would be possible for this Branch to obtain the loan for a few weeks at a time, of the track welder and truck from either or both Ballarat and Bendigo Branches, thereby expediting the reconditioning of our special work. If this can be arranged, it will be necessary for the requisite additional provision in the Operation Budget.

Detailed results of this survey (which will entail a large amount of typing) can be supplied if required.



DEPARTMENTAL

ECK:LRT. 55/4398

## STATE ELECTRICITY COMMISSION OF VICTORIA

STATE ELECTRICITY COMMISSION OF VICTORIA

THL:WM 55/4954

COPY

For WORKS SUPERINTENDENT

MANAGER, BALLARAT BRANCH

20th December, 1955

EMPLOYEES - RETENTION OF WAGES EMPLOYEES BEYOND THE AGE OF 65 YEARS:

Under date of 15th December, 1955, in his letter (DAK/MD), the Engineer and Manager advises as follows :-

"In accordance with my direction of 23rd December, 1948, it has been the practice to forward advice, six months in advance, of due dates of retirement of wages employees, and, unless representations were made for their retention, to give employees formal notice of retirement three months before their due retirement dates.

"In view of the requirement, in my letter of 29th July, 1955, for all personnel to pass a medical examination by the Commission's Medical Officer prior to further engagement, it is now necessary that employees being recommended for extension should be given formal advice three months before retirement date. This advice should indicate the Commission's policy to retire personnel when they attain 65 years and the date applicable in each case, but also advising that the employee's services will be further retained subject to a satisfactory report by the Commission's Medical Officer.

"This action is obviously necessary to ensure that normal notice of retirement has been given should an adverse medical report be received at a later date."

::: :::

*Mr. Lenaker*  
*[Signature]*

*Mr. Lenaker*  
*[Signature]*



DEPARTMENTAL ECK:LRT. 55/4398  
STATE ELECTRICITY COMMISSION OF VICTORIA

MANAGER: BALLARAT BRANCH

EMOL:PM

WORKS SUPERINTENDENT

Date 13th September, 1955.

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WORKS SUPERINTENDENT

FIRST AID ALLOWANCES:

17th November, 1953.

By letter of the 8th September, 1955, (EJJ/DLH 55/WO.480) the Engineer & Manager advises as follows:-

"Payment of allowances to certain Commission personnel engaged on part time first aid duties was authorised in my letter of 27th April, 1949.

In order to qualify for the allowances, personnel had to comply with the following provisions:

- (1) Hold a current St. John Ambulance Association First Aid Certificate or Medallion.
- (2) Attend a refresher course at least once every three years.

In respect of the refresher course it is now intended to amend the provision as follows:-

The employee must

- (a) Attend and qualify at a normal St. John Ambulance First Aid Class,

- (b) In cases where it is impracticable for a First Aider to attend a First Aid Class, as in remote country areas where such tuition is unavailable, he will sit for a short written examination (the paper for which will be set and corrected by the Commission's Medical Officer) and a practical test. This examination and test will be conducted by the First Aid Officer immediately at the termination of the annual instruction for employees covered by the provisions of the "Blue Book".

It will now be necessary to make provision in future annual lecture itineraries for these tests to be conducted."

....

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Note:

Would you please bring this matter to the notice of all concerned in your Section?

*W. L. Snodden*  
X



## WORKS SUPERINTENDENT

DEPOT FOREMAN

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    | " Cream "                        | Exterior and interior |
| " 4    | White Dulux                      | Exterior and signs    |
| " 5    | Black Dulux                      | " " "                 |
| " 6    | Chocolate Dulux                  | Seating               |
| " 7    | Grey surfacer Dulux              | As required           |
| " 8    | Cream surfacer Dulux             | " "                   |
| " 9    | Remix red lead                   | " "                   |
| 10     | LIGHT STONE EXT.<br>(ALT. WHITE) | ROOFS. (8.8.82)       |

*HMcL.*  
Works Superintendent.



STATE ELECTRICITY COMMISSION OF VICTORIA

*Mr Hodgson.*

SERVICE BENEFITS

On today's figures, a man who joins the Commission's service at 21 and retires when he is 65 will receive the following monetary benefits over and above award wages and conditions:-

|                          | £      | s. | d. |
|--------------------------|--------|----|----|
| <u>Service Grant</u> -   |        |    |    |
| 5/- per week for 2 years | 26     | -  | -  |
| 10/- " " " 2 "           | 52     | -  | -  |
| 20/- " " " 37 "          | 1,924  | -  | -  |
|                          | <hr/>  |    |    |
|                          | £2,002 | -  | -  |

Retiring Gratuity - 44 years @ £10/8/- £457 12 -

Long Service Leave - 12 months on full pay  
@ say \*£16/-/- per week (including Service Grant) less entitlement under State Act £416 - -

Annual Leave - one week's extra recreation leave for 41 years  
@ say \*£16/-/- per week £656 - -

Sick Leave -  $\frac{1}{2}$  week extra on full pay and  $1\frac{1}{2}$  weeks extra on half pay for 41 years (if all taken) £820 - -

TOTAL .. £4,351 or approx. £2/-/- per week for 44 years.

\* The average weekly wage paid to Commission employees for the year ended 30/6/55 was £16/1/-.

In addition, war disability sick leave, military leave, special leave (blood donors, death in family, repatriation, school attendance, etc.) payment of removal expenses to successful applicants for advertised vacancies, etc., give monetary benefits which are difficult to estimate.

4. The standard accounting procedure for the collection of amounts due from personnel will be followed. Claims in respect of official trunk line calls or phonograms, should be endorsed by the appropriate responsible officer."

*Mr. Hodgson*



## DEPARTMENTAL

THL:LRT.

STATE ELECTRICITY COMMISSION OF VICTORIA

MANAGER: BALLARAT BRANCH

**ELECTRICITY SUPPLY DEPARTMENT**

Date 22nd June, 1955.

WORKS SUPERINTENDENT

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EMPLOYEES - NEW AUSTRALIANS - REGISTRATION OF:

Would you please bring under notice of all concerned, the following circular from the Engineer & Manager, dated the 17th June, 1955:-

" The Commonwealth Aliens Act provides that all aliens 16 years of age and over, resident in Australia, must register with the Commonwealth Department of Immigration.

It is also required that all aliens must notify that Department of change of residence, change in occupation or employment and also any change in their conjugal condition.

In order to facilitate such registration, the Immigration Department has arranged that aliens who live more than three miles from the General Post Office in any capital city may notify changes at the nearest Post Office having money order facilities.

This will relieve them of the need to travel to a capital city."

It, however, the strict application of this ruling  
would cause real hardship to any individual, the  
Green Chapter or National Board is at liberty  
to recommend that the suspension of local calls  
be terminated, but the controlling authority is  
final. I would not like to give the impression that  
hardship is exceptional, i.e. that the average holder  
of local calls by any officer exceeds the limit of  
total calls. During periods of absence or busy  
service hours, local calls will continue to be the  
responsibility of the individual, whose interests  
in that regard will be safeguarded as a general rule.

should be advised accordingly.

4. The standard accounting procedure for the collection of amounts due from personnel will be followed. Claims in respect of official trunk line calls or phonograms, should be endorsed by the appropriate responsible officer."



DEPARTMENTAL

ECK:FMD

## STATE ELECTRICITY COMMISSION OF VICTORIA

MANAGER, BALLARAT BRANCH

MR. C. HODGSON

Date 1st July, 1955.

Subject:—

TELEPHONE SERVICES - OFFICERS' AND EMPLOYEES' PRIVATE RESIDENCES:

Your attention is directed to the following ruling by the Engineer & Manager:—

1. The Commission's practice regarding payment of charges in respect of official telephones installed in homes of certain officers and employees has been reviewed in the light of present conditions, and it has now been decided to abolish the present procedure of classifying services as either Class 1 or Class 2, according to the duties of the officer or employee concerned and to have, in lieu thereof, one class only.

2. Under the new ruling the Commission will assume liability for:—

(a) Rentals(i) Hand-Set Instrument

Rental of a service based on the provision of a table hand-set instrument.

(ii) Additional Appurtenances

As in the past, should any extra facilities be required on a service, the additional rental and installation costs incurred is to be borne by the officer concerned except in those cases where special facilities are provided at the request of the Commission.

(b) Calls

One third of local calls plus the full amount of any official trunk calls and phonograms.

If, however, the strict application of this ruling would cause real hardship to any individual, the Branch Manager or Divisional Head is at liberty to recommend that the proportion of local calls payable by the Commission on a particular account be increased, but before endorsing any such recommendation, I would need to be personally satisfied that hardship is occasioned, i.e. that the average number of business calls by any officer exceeds one third of total calls. During periods of absence on long service leave, local calls will continue to be the responsibility of the individual, whose indebtedness in this regard will be determined on a pro-rata basis.

3. The altered conditions will apply to all accounts rendered by the Postmaster-General's Department, after June, 1955, and officers and employees under your control with official telephones in their residences should be advised accordingly.

4. The standard accounting procedure for the collection of amounts due from personnel will be followed. Claims in respect of official trunk line calls or phonograms, should be endorsed by the appropriate responsible officer."

*Wm. Hodgson*



Treasury Gardens, Melbourne, C.2.

The Manager,  
State Electricity Commission,  
1-7 Wenderoo Parade

21st March, 1955.

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## STATE ELECTRICITY COMMISSION OF VICTORIA

COPY For WORKS SUPT.

ECK:WM

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MANAGER, BALLARAT BRANCH

22nd March, 1955

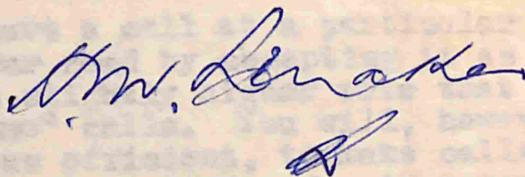
TELEPHONES:

The attached memo. from the Postmaster-General's Department relative to telephone calls is brought to your notice, and wherever practicable it is requested that the Department's wishes be complied with.

With regard to the personal booking of trunk telephone calls, however, this is not practicable, as it is necessary to record all telephone calls of this nature at a central point.

In order to avoid delay, it is requested that when trunk telephone calls are booked, the caller remain in attendance to accept the call immediately. If this is not possible, the telephonist will advise the caller exactly when the call will be available.

Your attention to these matters is requested.

Enclos.

please, and to bring the changes to the notice of your staff, particularly your telephonist? We appreciate very much the real aid you have given us in the past and look forward to your continued assistance so that we may give you even better telephone service in the future.

Yours faithfully,

(Sgd.) G. T. Chippindall.  
Director-General



The Manager,  
State Electricity Commission,  
1-7 Wendouree Parade,  
BALLARAT.

21st March, 1955.

Dear, Sir,

In recent months the Post Office has provided many hundreds of new trunk lines, built many new telephone exchanges and modernised others and has adapted to trunk line switching the principles of automatic telephony. The result is that the trunk line service has been greatly improved and today most calls are connected "on demand" although delays still occur on some overloaded routes. These are being given special attention.

Some changes in trunk line procedure have been made so that you and the Post Office may obtain the best results and this letter is to acquaint you, and through you, your staff, including your telephonist, with those changes which are of immediate and personal interest. We want to give the best possible service. Will you please co-operate with us?

First, we ask that callers book their own trunk line calls rather than through a telephonist. As we can give about an 80 per cent "demand" service, it is both unnecessary and uneconomic to hold trunk line channels while our telephonist or yours tries to locate and connect the caller. So that you will be able to follow your call, the telephonist will, if possible, leave you through on the trunk line while she is calling the wanted party. I am sure that once you become accustomed to this procedure you will not want to return to the old.

You probably know, too, that many people book trunk calls in advance of the time they are required, but perhaps you did not know that this gives no priority since the call is stored until the time specified and then connected in turn with others booked up to that time. This means that any call booked at, say, 6.50 p.m. could take precedence over one you had booked at 3 p.m. to be connected at 7 p.m. Now, because so many calls can be given on demand, it would be very helpful if you would refrain from booking calls until you are ready to take the service.

If, of course, you must have a call at a particular time, the Post Office will try to meet your need by accepting it as a "fixed time" call, which is charged at the slightly higher rate that has always been applicable to "fixed time" calls. You will, however, find it more economic, and usually just as efficient, to make calls at the time they are required because it is much quicker for the operator to give service while you are at the telephone than to call you back. Then again, callers, when booking in advance, tend to select the hour or half-hour thus concentrating traffic at a particular time, causing congestion and delays. It is impossible, for instance, for twenty people to all speak at once 6.30 p.m. over six lines but the same twenty people could each speak between 6 p.m. and 7 p.m.

One other point. When you make a "particular person" call and the wanted party is not available, our telephonist, if requested, will now tell the called number who is calling and ask that the wanted party call back as soon as he or she is available. Then we will connect the call to you and debit you with the usual charges. I am sure this is a service you will appreciate.

Would you be good enough to co-operate along these lines, please, and to bring the changes to the notice of your staff, particularly your telephonist? We appreciate very much the real aid you have given us in the past and look forward to your continued assistance so that we may give you even better telephone service in the future.

Yours faithfully,

(Sgd.) G. T. Chippindall.  
Director-General



DEPARTMENTAL

HMcL:MD

## STATE ELECTRICITY COMMISSION OF VICTORIA

WORKS SUPERINTENDENT.....

ELECTRICITY SUPPLY DEPARTMENT

Date 4th March, 1955.

Date 2nd February, 1955

DEPOT FOREMAN.....

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TRAMWAYS - EXPENSES 1954/55:

In order to comply with directive of Engineer and Manager "..... expenditure should be subject to the consideration that there is no worsening of the financial results compared with 1953/54!..... the following schedule shows the general position of the accounts up to January, 1955, which we are responsible.

|                           | <u>Total</u><br><u>July-Jan. 1955.</u> | <u>Total</u><br><u>1953/54</u> |
|---------------------------|--|--------------------------------|
| Cleaning and oiling trams | 2,399                                  | 3,776                          |
| Cleaning, sanding tracks  | 1,059                                  | 1,594                          |
| General                   | 859                                    | 1,498                          |
| Land etc.                 | 41                                     | 86                             |
| Permanent Way             | 5,222                                  | 9,870                          |
| Rolling Stock             | 6,989                                  | 13,000                         |
| General Equipment         | 544                                    | 1,111                          |



## STATE ELECTRICITY COMMISSION OF VICTORIA

MANAGER, BALLARAT BRANCH

ELECTRICITY SUPPLY DEPARTMENT

WORKS SUPT.

Date 2nd February, 1955

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INSURANCE - PRIVATE MOTOR VEHICLES  
USED ON COMMISSION BUSINESS:with copies  
r Acct.  
(K & S/C/A.)

Your attention is directed to the following advice received from the Manager, Commercial Division, under date of 27th January, 1955 :-

"A suitable form of insurance cover is not available for private vehicles being used on Commission business, and therefore no further action in this regard will be taken.

"As there will be no special insurance policy to cover an officer using his private vehicle on Commission business, less embarrassment will be caused to all parties if either a taxi or hire car service is used in lieu (vide letter from Engineer & Manager dated 31st August, 1954)."

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*Mr. L. L. L. L.*  
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DEPARTMENTAL

HMCL:LRT.

**STATE ELECTRICITY COMMISSION OF VICTORIA**

WORKS SUPERINTENDENT

ELECTRICITY SUPPLY DEPARTMENT

DEPOT FOREMAN

Date 3rd November, 1954.

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to:-

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COSTS OF MATERIAL FOR TRAMWAYS:

I have to advise the average monthly costs (July, 1953 - August, 1954) Permanent Way, Rolling Stock and General Equipment have been taken out, and are as follows:-

| <u>Permanent Way</u> | <u>Rolling Stock</u> | <u>General</u> |
|----------------------|----------------------|----------------|
| £98/10/-             | £173/-/-             | £17/10/-       |

To present a stable picture of material monthly costs to the Engineer and Manager and to safeguard against "over-spending our allocation of the Tramways Budget 54/55, it is most essential, within reason, to have materials charged during the month in which they are used. The figures shown above may be regarded as the maximum allowable to keep within the pre-determined available finance.

*A. W. Lacey*



~~DISTRIBUTION~~ FOREMAN

DEPOT.

State Electricity Commission of Victoria  
ELECTRICITY SUPPLY DEPARTMENT  
BALLARAT BRANCH

Friday, 13th August

TRAMWAYS DEPOT

The attention of all Depot personnel is drawn to the new Defects Cards, which have been specifically designed to increase maintenance efficiency by showing in a simple manner the complete history of every reported defect from the date of entry until completion of repairs.

No reported repair job may be regarded as complete until the final column "Job Completed and Date" has been automatically filled in.

Complete co-operation of all depot staff is essential and it is confidently expected that this will not be found wanting.

H. W. Lazenby



the "Ratchet Switch" which permits the use of an automatic "Line  
the center drop section of these

7th May, 1954.LRT.

State Electricity Commission of Victoria  
ELECTRICITY SUPPLY DEPARTMENT  
BALLARAT BRANCH

MOTORMEN & CONDUCTORS

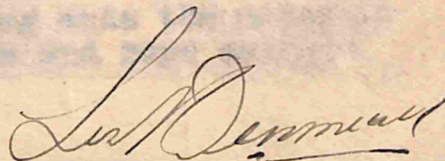
SMOKING SECTION IN BOGIE TRAMS : -

Bogie Cars Nos. 34,35,36,37,38,39 and 40 will be fitted out with "No Smoking" Notices, similar to those in Car No. 38, and will read as under:

SMOKING NOT PERMITTED IN FRONT SALOON.

This will permit smoking in the centre section and in the rear saloon.

Conductors are to acquaint Passengers of the altered section for smoking and not permit smoking in the front saloon.



Branch Tramway Superintendent



State Electricity Commission of Victoria.

BALLARAT TRAMWAYS.

DOUBLE BOGEY TYPE TRAMS.

The introduction of these trams (Nos. 15 and 22) requires that all Motormen become informed as to the following special features peculiar to this type.

CONTROLLER:

The G.E. 67 Controller is identical in general operation with those on the other trams, but includes a special attachment known as the "Ratchet Switch" which permits the use of an automatic "Line Breaker" which is installed under the center drop section of these trams. On each driving platform a small "Contactor Switch and Fuse" controls power supply to the Controller. This must be opened to "off" position when necessary to remove cover of the Controller. In operation the movement of the Controller handle to the first series notch position energises a relay coil in the Line Breaker per medium of the Ratchet Switch. The main circuit in the Line Breaker then closes and the first series notch of power is applied to the motors. Movement of the Controller toward the off position from any power notch trips the Ratchet Switch and cuts off the power by the opening of the Line Contactor. The Controller handle must always be moved back to the full off position before it is possible to again apply power. If the Line Breaker opens through overload or defective motor, the controller handle must be moved to off position to re-apply power. If the tram will not start on the first series notches, it is probable that the fuse in the canopy Contactor Switch has blown, and a spare carried on the tram should be inserted.

DOUBLE BOGEY TRUCKS.

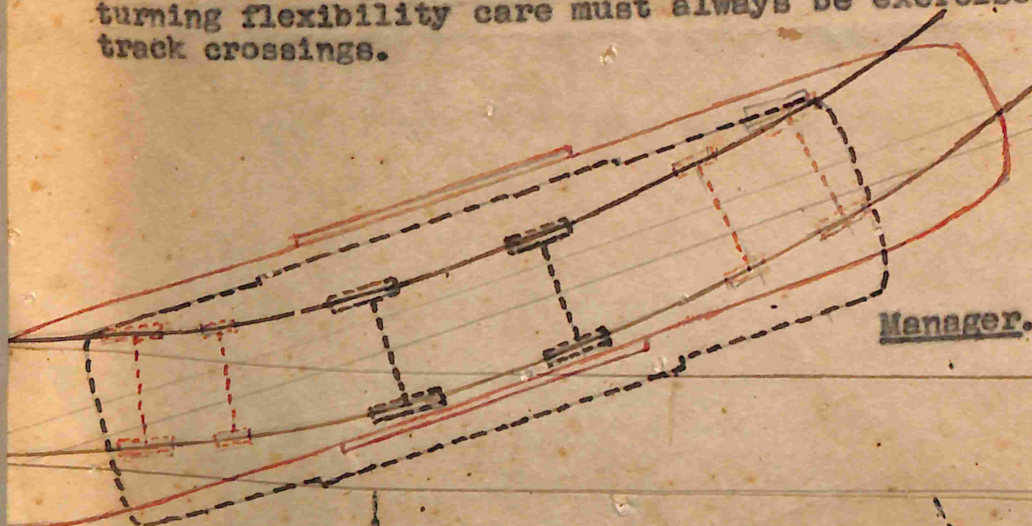
These trucks being free to turn in conformity with curves being negotiated, the body takes up a different position in relation to the rails by comparison with single truck trams. Projection of the front of the tram on the outside of the curve will be little different from single truck trams, but the center of the tram moves inwards considerably on the inside of the curve and ample room must be given at ends of loops and also to other vehicles on curves at intersections, etc. The diagram below illustrates this important characteristic of long double bogey type trams.

TROLLEY POLES.

Two poles are provided and when changing ends the motorman must ensure that the front pole is hooked down and rope secured before starting.

CARE ON POINTS AND CROSSINGS.

Since the trucks on double bogey type trams have considerable turning flexibility care must always be exercised on points and track crossings.





State Electricity Commission of Victoria

DEPARTMENTAL

FKM:IC

STATE ELECTRICITY COMMISSION OF VICTORIA

WORKS SUPERINTENDENT.

ELECTRICITY SUPPLY DEPARTMENT

Date 28th January, 1953.

DEPOT FOREMAN.

Subject -

Addressed to:-

APPOINTMENT OF DEPUTY WORKS SUPERINTENDENT:

F.  
F.  
F.  
A/W.  
During an ensuing period Mr. H. McLaren will, as Deputy Works Superintendent, deputise for and assist me in supervising all functions of the works section and any directions he may give are to be taken as carrying my authority.

Should, however, any of Mr. McLaren's directions appear to conflict with any standing instructions or established practises he will, I know, wish you to call his attention to this. I seek and confidently anticipate your co-operation in helping Mr. McLaren to become familiar with local conditions.



MANAGER.



DEPARTMENTAL

FEM:MH

# STATE ELECTRICITY COMMISSION OF VICTORIA

STATION & WORKSHOPS SUPERINTENDENT

ELECTRICITY SUPPLY DEPARTMENT

ACTING DEPOT FOREMAN

Date 29th August, 1950.

ect -

## EMPLOYEES - TIMES OF CEASING WORK.

ed to -

F.  
D.  
A.  
D/F.  
/F.

The Manager has expressed displeasure at having observed employees waiting at works entrances with bicycles in readiness to leave at times as early as 10 minutes to 5 o'clock. Although the offenders are not necessarily of your section I must nevertheless request that you ensure that no employee under your control indulges in such practices.

It must be remembered that, strictly speaking 5 o'clock is the time of ceasing actual work not of leaving the premises and although the privilege is granted of allowing some minutes for packing up and preparing to leave, this must be treated as such and not abused.



Station & Workshops Superintendent.