

**Melbourne and Metropolitan
Tramways Board**

Melbourne - Victoria - Australia



VACANCIES
for
**TRAM
CONDUCTORS**
in
**Melbourne,
Australia**



**CONDITIONS and ADVANTAGES
of EMPLOYMENT**

1964

SINGLE MEN ONLY

THE Melbourne and Metropolitan Tramways Board has vacancies for Tram Conductors in Melbourne, Australia. Here is an opportunity for **single** men desirous of migrating to Australia to secure regular employment under excellent conditions in the street transport service of Australia's second largest city, with a population exceeding two million, and applications are invited for these positions.

Application forms may be obtained on application to:—

The Agent-General for Victoria,
Victoria House,
Melbourne Place,
STRAND, LONDON, W.C.2

and any of the following Australian Migration Officers:—

The Chief Migration Officer,
Australia House,
STRAND, LONDON, W.C.2

The Australian Migration Officer,
Century Insurance Building,
11 St. Peters Square,
MANCHESTER, 2

The Australian Migration Officer,
9 Alva Street,
EDINBURGH, 2

The Australian Migration Officer,
47 Castle Street,
BELFAST

Applications, when completed, are to be returned to the Office from where obtained.

ACCOMMODATION

Accommodation at a reasonable tariff will be arranged at suitable boarding houses in the proximity of the Depots to which employees may be attached. Employees, however, will not be under any obligation to remain at such establishments, but will be free to subsequently arrange to board elsewhere should they so desire.

PHYSICAL STANDARDS

Conductors

	Minimum	Maximum
Height —	5 ft. 2 in.	5 ft. 11½ in.
Weight —	8 stone 7 lbs.	12 stone 7 lbs.
Age —	19 years	40 years

GENERAL WORKING CONDITIONS

FIVE-DAY FORTY-HOUR WEEK

SHIFT WORK

A.M. and P.M. Shifts. Penalty payment for overtime and spread-over shifts. Saturday work — time and a half; Sunday and Holidays — double time.

UNIFORMS

Provided free — Cap, Coat, Trousers, Shirts, Ties, Belt and Overcoat.

TRAVELLING

Free on all tram and bus routes operated by the Board



\$1.00 (10/- Aust.) = 9/4d. Sterling

TRAINING ALLOWANCE

All time occupied in training is paid for at Award rates, subject to commencing duty as a Conductor.

RATES OF PAY (AUSTRALIAN)

Grade	Minimum rate per week			
	1st year	2nd year	3rd year	Thereafter until 10 years completed
Conductor	\$41.20 (£20.12.0)	\$45.35 (£22.13.6)	\$46.55 (£23. 5.6)	\$47.75 (£23.17.6)
Tram Driver	\$46.85 (£23. 8.6)	\$48.05 (£24. 0.6)	\$49.25 (£24.12.6)	\$50.45 (£25. 4.6)
Omnibus Driver	\$51.15 (£25.11.6)	\$52.35 (£26. 3.6)	\$53.55 (£26.15.6)	\$54.75 (£27. 7.6)
Omnibus Driver (One man)	\$55.15 (£27.11.6)	\$56.35 (£28. 3.6)	\$57.55 (£28.15.6)	\$58.75 (£29. 7.6)

The actual weekly wage earned varies according to the work performed involving penalty payment such as overtime, Saturday, Sunday or Public Holiday duty, Shift Allowance, etc. The rates quoted are the minimum wages paid for a 40 hour week.

SERVICE INCREMENT

After 10 years' continuous service, an additional 7/6d. per week is paid, and a further 3/6d. per week after each additional 5 years' continuous service.

ANNUAL LEAVE

Annual Leave of 28 consecutive days is granted after each twelve months' service. Payment for annual leave is made prior to the commencement of same.

SICK LEAVE

One week's sick leave on full pay is granted each year. Any such leave not taken is carried forward from year to year. Accumulated sick leave may be allowed and paid for as recreation leave at the end of each ten-yearly period.

RETIRING AND DEATH GRATUITIES

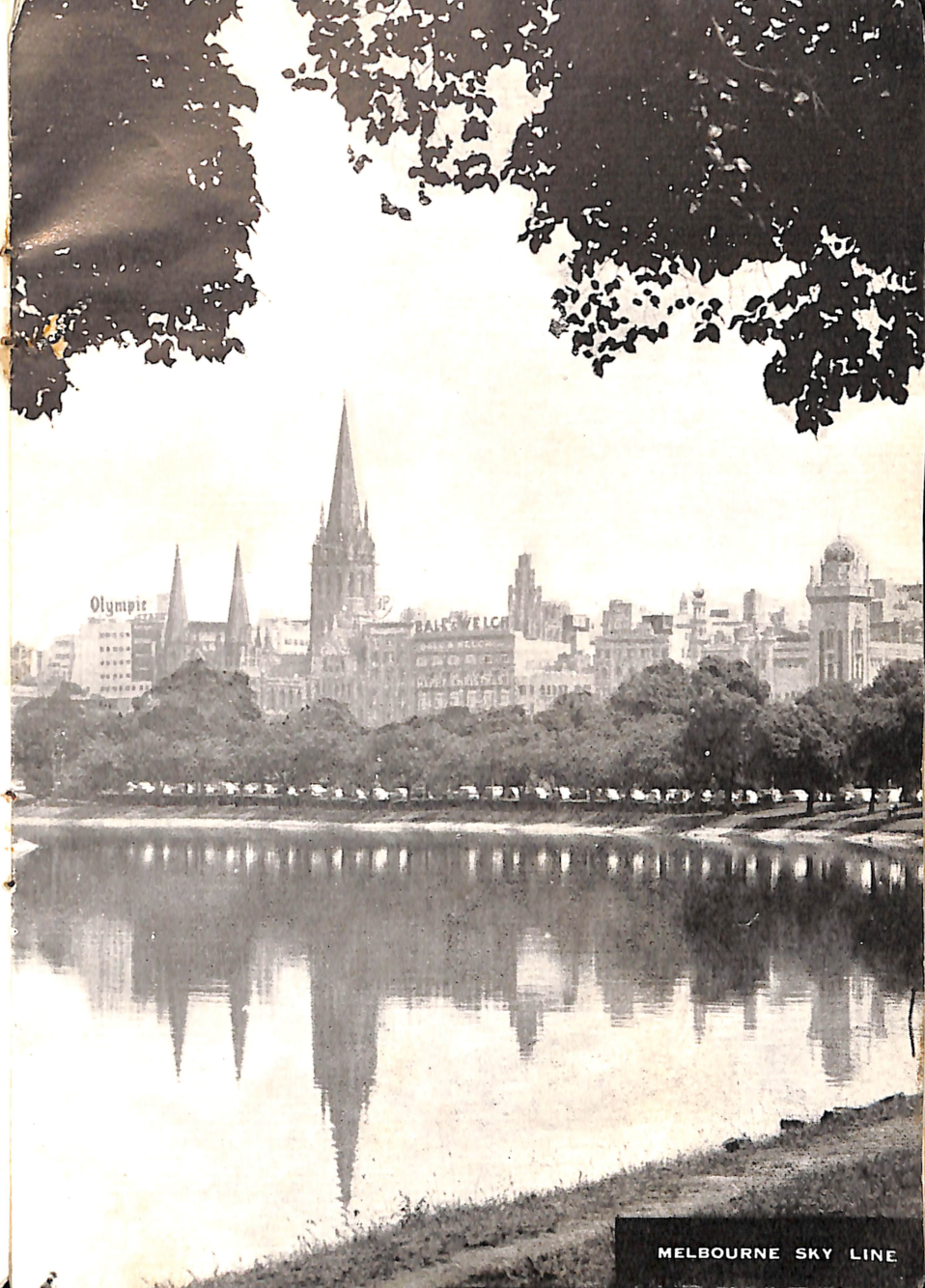
Details of the Board's Retiring and Death Gratuity Scheme are shown hereunder:

SCHEDULE

Years of Service	Scale "A"	Scale "B"	Scale "C"	Scale "D"	Scale "E"	Scale "F"
	Retirement at 65 Years	Retirement 60-64 Years	Total Incapacitation	Unfit for Usual Occupation	Resignation under 60 Years	Death
	Weeks Pay	Weeks Pay	Weeks Pay	Weeks Pay	Weeks Pay	Weeks Pay
10	20	20	20	10	—	20
11	22	22	22	11	—	22
12	24	24	24	12	—	24
13	26	26	26	13	—	26
14	28	28	28	14	—	28
15	30	30	30	15	—	30
16	32	32	32	16	—	32
17	34	34	34	17	—	34
18	36	36	36	18	—	36
19	38	38	38	19	—	38
20	40	40	40	20	12.5	40
21	44.1	42	42	22	13	42
22	48.4	44	44	24	13.5	44
23	52.9	46	46	26	14	46
24	57.6	48	48	28	14.5	48
25	62.5	50	50	30	15	50
26	67.6	52	52	32	15.5	52
27	72.9	54	54	34	16	54
28	78.4	56	56	36	16.5	56
29	84.1	58	58	38	17	58
30	90	60	60	40	17.5	60
31	96.1	62	62	42	18	62
32	102.4	64	64	44	18.5	64
33	104	66	66	46	19	66
34	105	68	68	48	19.5	68
35	106	70	70	50	20	70
36	107	72	72	52	20.5	72
37	108	74	74	54	21	74
38	109	76	76	56	21.5	76
39	110	78	78	58	22	78
40	111	111	111	60	22.5	111
41	112	112	112	62	23	112
42	113	113	113	64	23.5	113
43	114	114	114	66	24	114
44	115	115	115	68	24.5	115
45	116	116	116	70	25	116
46	117	117	117	—	—	117
47	118	118	118	—	—	118
48	119	119	119	—	—	119
49	120	120	120	—	—	120
50	121	121	121	—	—	121

Employees after 10 years' service qualify for Scale "A," "B," "C," "D," "E," and "F," and after 20 years for Scale "E."

Employees over 60 years of age and with 40 completed years of service may retire under Scale "A."



AN EXAMPLE OF ENTITLEMENTS ON RETIREMENT

Joining the service at 20 years of age and retiring at 65 years as a Tram Driver:—

GRATUITY:	116 weeks at \$53.65 (£26.16.6) per week	\$6223.40	(£3111.14.0)
SICK LEAVE:	(if not taken during service) 45 weeks at \$53.65 (£26.16.6) per week	\$2414.25	(£1207. 2.6)
LONG SERVICE LEAVE:	(if not taken during service) 58½ weeks at \$53.65 (£26.16.6) per week	\$3138.53	(£1569. 5.3)
		<u>\$11,776.18</u>	<u>(£5888. 1.9)</u>

LONG SERVICE LEAVE

Long Service Leave accrues on the basis of 26 weeks after each 20 completed years of service.

SICK BENEFITS

New male employees under 40 years of age are eligible for membership in the Tramways Mutual Benefit Society which is subsidised by the Board and provides full sick and medical benefits including hospital and surgical treatment in the Society's own hospital both for members and their wives and families at a very low cost. In addition, the services of Nose, Throat, Eye, Ear and Dental Specialists are provided free, together with a qualified Masseur; other special treatment is also available at the Society's Headquarters and Clinic.

New employees, over 40 years of age are eligible for medical fee benefits only.

SPORT

The Board does everything possible to encourage sport and recreational activities amongst its employees. In addition to donations to the football, cricket, golf, tennis and swimming clubs, etc., it provides trophies for competition, and makes liberal contributions towards the expenses of teams visiting other States for interstate competitions.

OPPORTUNITY TO BECOME DRIVERS

All male traffic employees join the service as Conductors, and after serving three months in this grade may be considered for driving.

Further information concerning working conditions, and the benefits of employment in the Board's service, is contained in the following pages.

BRIEF FACTS ABOUT THE BOARD'S UNDERTAKING

The Melbourne and Metropolitan Tramways Board operates 241 buses, mostly diesel engined, and 776 electric trams, over 242 route miles. It has extensive Workshops for the construction, overhaul and maintenance of trams and the building of bus bodies, has a large well-equipped garage for the repair, overhaul and maintenance of the Board's buses and its other motor vehicles. All uniforms issued to the staff are made by the Board's Tailoring Department in its own workrooms at Hawthorn. The Melbourne and Metropolitan Tramways Board also owns and controls Wattle Park — one of the most beautiful suburban parks in Australia — a sanctuary for native fauna and flora, as well as being an adequate sporting centre with children's playgrounds, tennis courts, a putting green, a nine-hole golf course and football and cricket grounds.

The staff employed in the Board's undertaking totals 5,000.

EMPLOYMENT IN TRAFFIC AS CONDUCTOR

Before commencing duty, prospective employees are required to undergo a course of training at the Board's School for Conductors. The course covers eight days, the Award wage being paid if the trainee commences work as a Conductor after completion of training. Two of these days are spent in the School and the remaining six on the Board's vehicles under the tuition of an experienced Instructor. Trainees are issued with a uniform, free of charge. Subject to vacancies, trainees are placed at Depots nearest their homes.

TYPES OF SHIFTS AND EARNINGS

In the Traffic Branch, A.M. and P.M. shifts are shared. Selecting a roster at random, a four-week schedule of duty would show shifts as follows:—



	Sign on	Sign off	Sign on	Sign off
1st Week	7.08 a.m.	10.29 a.m.	1.19 p.m.	6.04 p.m.
2nd Week	4.35 p.m.	9.15 p.m.	10.09 p.m.	12.44 a.m.
3rd Week	5.33 a.m.	9.39 a.m.	10.23 a.m.	2.25 p.m.
4th Week	4.44 p.m.	9.10 p.m.	9.50 p.m.	12.51 a.m.

While the five-day week provides two days off each week, the traffic rosters are arranged to give a percentage of 3-day and 4-day breaks of days off, such as Friday and Saturday at the end of one week and Sunday and Monday at the commencement of the following week, a break which is greatly appreciated. It will be realised that as employees work round the rosters, the two days off may be on any two days of the week. It is also necessary to understand, that if traffic requirements are such that the Depot Master is compelled to cancel an employee's day off, that either another day off is provided in the same week, or that the work done on the cancelled day off is paid for at time and three-quarter rates, if on week days, or at double time rates if on Saturdays, Sundays or Public Holidays. While many employees welcome the extra pay under this arrangement, it is used only in the case of necessity occasioned by either traffic demand or lack of staff.

TYPES OF SHIFTS AND EARNINGS

All other duty on Saturdays is paid for at time and a half rate, while for Sunday and Public Holiday work the rate is double time. If, therefore, the week's work of 5 days includes a Sunday, the employee gets paid for six days, the details being:—

First year as Conductor—weekly	\$41.20	(£20.12.0)
Sunday additional payment (approx.)	\$8.24	(£ 4. 2.5)
		<u>\$49.44</u>	<u>(£24.14.5)</u>

If Saturday has been worked as well as Sunday, the wage for the 40 hours would be approximately \$53.56 (£26.15.7) plus any additional amounts accruing through the penalty rate for a spreadover exceeding 9¾ hours or shift allowance. The average wage for a First year Conductor is \$48.15 (£24.1.6).

OPPORTUNITIES FOR PROMOTION

Promotion to the higher ranks depends upon a man's ability, adaptability, initiative and temperament. The road to promotion is open to all those who aspire to better themselves and who take pains to fit themselves for the higher posts in the Traffic Department.

WAGES AND CONDITIONS

Wages and conditions are fixed by the Commonwealth Conciliation and Arbitration Commission.

To conclude, the principal advantages of service with the Melbourne and Metropolitan Tramways Board may be summarised thus —

1. **Continuity of employment with good wages, working conditions and opportunities for promotion.**
2. **Free travelling on trams and buses which may be put down as the equivalent of \$2.00 (£1.0.0) per week.**
3. **Free uniform consisting of Cap, Coat, Trousers, Shirts, Ties, Belt and Overcoat.**
4. **Annual Leave—4 weeks per annum.**
5. **Long Service Leave—19½ weeks after each 15 years' service.**
6. **Cumulative Sick Leave.**
7. **Participation after 10 years' service, in a non-contributory Retirement and Death Gratuity Scheme.**



