

# PUBLIC TRANSPORT CORPORATION

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Melbourne, Victoria 3000.  
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Dear Mr Bui

## INTRODUCTION OF METTICKET

The introduction of MetTicket means that one-person tram operations will begin at Essendon Depot on 1 January 1990. As a result, your Tram Conductor position will become surplus.

You will still be employed after 1 January 1990. There will be no sackings or redundancy packages as a result of MetTicket.

You now have the chance to further your career by applying for another job. The career opportunities currently available are:

- Passenger Services Conductor (Metrover)
- Conductor Ticket Seller
- W Tram Conductor at Malvern or Glenhuntly depot
- Station Assistant

A brief description of some of these jobs has been provided on the information sheet included with this letter.

In addition you can also consider and apply for any other suitable jobs within the PTC or the Public Sector. Information on all jobs can be provided by the PTC's Careers Advisory Centre.

The attached information sheet also tells you how to find out more about all these jobs.

You will be given training in the duties of any new job before you start.

If you are unsure about which job to apply for, please call 610 6513, 610 6148 or 610 6150 any time between 8.00am and 6.00pm, Monday to Friday to arrange an individual career counselling interview with a trained career counsellor. You should call before 6.00pm on Friday 27 October 1989 to make an appointment for a career counselling interview. These interviews will be held away from your depot, and are to help you make up your mind about which job to apply for.



**The Met.**

When you are ready to apply for one of these jobs, please place a tick in the box on the form attached next to the name of the job you want and send the form to:

Public Transport Corporation  
Careers Advisory Centre  
15th Floor  
50 Market Street  
Melbourne 3000

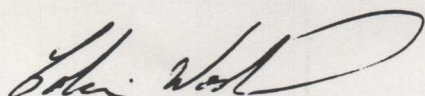
Please use the envelope provided and make sure it is posted by 2 November 1989 at the latest. You can send it earlier if you wish.

If it is not possible for you to return this form please call 610 6513, 610 6148 or 610 6150 any time between 8.00am and 6.00pm, Monday to Friday before 2 November 1989 and let the person you speak to know who you are and which job you want to apply for.

You will then be contacted and given details on how decisions will be made about your application for the job.

Every effort will be made to place you in the job of your choice, but this cannot be guaranteed.

Yours sincerely



COLIN WEST  
A/GENERAL MANAGER  
ORGANISATION DEVELOPMENT DIVISION

## CAREER OPPORTUNITIES

### CONDUCTOR TICKET SELLER

#### MAIN DUTIES

The Conductor Ticket Seller is based at a Tram Depot and works at busy loading points throughout the Tram and Bus network.

The position collects passenger fares and issues tickets for the services required by passengers. The position also provides on-the-spot advice in regard to ticketing, general service information and travel options available on the Met's Transport Services.

The Conductor Ticket Seller is required to provide advice and physical help to passengers, particularly the elderly and disabled.

The position deals extensively with the travelling public, with the objective of improving passenger services, advice and general assistance.

### PASSENGER SERVICES CONDUCTOR (MET ROVER)

#### MAIN DUTIES

The Passenger Services Conductor operates as a member of a small team which is responsible for providing advice and assistance to passengers who use the Public Transport Corporation services.

Passenger Services Conductor provides advice to the travelling public about ticketing, general service information, travel options and the regulations that apply to train, tram and bus travel.

The Passenger Services Conductor also provides advice and physical help to passengers, particularly the elderly and disabled.

The Passenger Services Conductor checks the validity of passenger tickets, reports any irregularities and issues infringement notices as required.

The position deals extensively with the travelling public with the objective of improving passenger services, advice and general assistance.

## STATION ASSISTANT

### MAIN DUTIES

The Station Assistant works under the direction of a Station Master or Station Officer to provide service to the travelling public.

The duties cover the following:

- Assist with ticket sales and passenger booking
- Perform cash balance for all ticket sales at the completion of each shift
- Attend to both personal and telephone enquiries by members of the travelling public
- Receive train running information from Metrol and relay to the public via public address announcements
- Attend to train running and barrier duties
- Assist with the receipt and despatch of parcels and corresspondence etc.
- Ensure correct indicators are displayed
- Attend to all cleaning duties in and around the station and it's precincts

### FOR MORE INFORMATION

If you want more information on any of these jobs, or about any other jobs you can apply for, please call 610.6153, 610.6148 or 610.6150 anytime between 8.00am and 6.00pm, Monday to Friday before 2 November 1989.

ORGANISATION DEVELOPMENT

ESSENDON DEPOT

EXPRESSION OF INTEREST

NAME: Mr Bui

I would like to apply for the following job:

Passenger Services Conductor (MetRover)

Conductor Ticket Seller

W Tram Conductor (Malvern)

W Tram Conductor (Glenhuntly)

Station Assistant

Other PTC job

Please place a tick next to the job you want to apply for.

Please return this form to

Public Transport Corporation  
Careers Advisory Centre  
15th Floor  
50 Market Street  
Melbourne 3000

Please use the envelope provided, and make sure it is posted by 2 November 1989 at the latest. You can send it earlier if you wish.

ORGANISATION DEVELOPMENT DIVISION

**PUBLIC TRANSPORT CORPORATION**

589 Collins Street,  
Melbourne, Victoria 3000.

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VICTORIA, AUST.  
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