

Founded 4th April, 1888.

**RULES**  
OF THE  
**Mutual Benefit Society**  
OF THE  
**Employees of the Melbourne and  
Metropolitan Tramways Board**  
MELBOURNE

Registered under the Friendly Societies'  
Act, Victoria,

—o—  
Head Office:

Tramway Buildings, Little Collins St., Melbourne.

—o—  
General Office,  
Operating Rooms,  
Electrical Rooms,  
Diathermy,  
Short Wave,  
Dental Unit  
Chiropody Section

} CAPITOL HOUSE.

} Phone: FA 8860

Secretary: JAMES V. O'CONNOR.  
Assistant Secretary: J. M. O'CONNOR.

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## Optical Benefits

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Special Prices for Tramway Employees and their Families

Nine Testing Rooms Equipped with the Latest Sight  
Testing Apparatus

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**COLES & GARRARD**  
370-2 Bourke St. (near Elizabeth St.) Melbourne

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# *The Mutual Benefit Society of the Employees of the Melbourne and Metropolitan Tramways Board Melbourne*

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## INTRODUCTION.

Anything that has for its object the advancement of human intelligence—anything that tends to ameliorate the condition of mankind, or to lessen the ills and miseries of human life—anything that draws closer the ties of mutual sympathy, and strengthens the bond of friendship and brotherhood between man and man—is not only worthy of approbation, but of warmest support and admiration.

These are acknowledged truths which none can deny.

This Society is desirous that afflicted members should be independent of charity by receiving, when sick or disabled, his weekly allowance from the funds he has been instrumental in creating by his weekly contributions in common with his fellow-members.

The care of the widow and the protection of the orphan is worthy of the consideration of every sensible-minded man.

JAMES M. O'CONNOR,  
Assistant Secretary.

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**NOTICE**  
to Members of

*The Mutual Benefit Society of the  
Employees of the Melbourne and  
Metropolitian Tramways Board*

—○—

**CAPITOL HOUSE FACILITIES :—**

HOSPITAL UNIT  
OPERATING THEATRE  
ELECTRICAL ROOMS  
EYE TESTING ROOMS  
DENTAL UNIT  
CHIROPODY SECTION

**Physio-Therapy Dept. includes :**

SHORT WAVE  
DIATHERMY  
INFRA RED  
HEAT TREATMENT  
GALVANIC  
SINUSOIDAL  
FERADIC  
BRISTOW  
ELECTRIC TREATMENTS

IONISATION AND  
VIOLET RAY  
ACTINOTHERAPY  
ULTRA VIOLET RAY  
SOLUX  
SHORT WAVE  
INFRA RED RAYS  
RADIANT HEAT  
MASSAGE

**Special Instructions to Members**

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- (1) When declaring on the Sick Funds, members must write their name and address on the Certificate, also state the Depot employed at. This will obviate trouble in confusing names, otherwise Sick Pay may not be made up for you.
- (2) No Sick Pay will be made to any member who neglects to forward his Certificate after a period of 3 days, and only a most reasonable excuse for delay may be accepted, if a Certificate be not received by the Delegate within 24 hours.
- (3) Members off sick and not confined to their bed, must call on their Representative to receive Sick Pay.
- (4) Power House employees when claiming Sick Pay may forward their Certificates to the officer in charge of the Power House, where they are employed, and must notify the Secretary by 'phone if able to do so.
- (5) Members claiming Sick Pay must forward promptly all Certificates declaring on and off the Sick Funds to the Representative at his Depot.
- (6) Members in receipt of Sick Pay must forward Fortnightly Certificates when due, otherwise Sick Pay will be forfeited.
- (7) Non-Medical Members when declaring on and off the Sick Funds, must send the Doctor's Certificate to this Society. Attach stamp and address of Secretary of their other Lodge. The Certificates will be posted promptly.
- (8) Rules governing Dispensaries are printed in your Dispensary Book.

- (9) If you wish to change Doctor or Dispensary, applications in writing on the forms supplied by your Delegate, must be received 14 days before end of Quarter, which ends as follows:—

February 28th, May 31st, August 31st, and November 30th.

- (10) The Tramways Board will not subsidise members' contributions who are on ordinary leave for one month or more.
- (11) It is imperative upon members to have a Rule Book. Read carefully the contents of same. The Delegate will furnish books on application.
- (12) All business with this Society at your Depot must be referred to your Delegate, who will report to the Committee.
- (13) We have a Benevolent Fund in conjunction with the Society. The Tramways Board subsidises this Fund. Ordinary and Non-Medical Members must pay 1/- per Quarter to this Fund.
- (14) Should you desire to communicate with the Secretary after office hours, 'phone his private house at any time, day or night.

#### SOCIETY CONTRIBUTIONS.

|                                  |     |           |
|----------------------------------|-----|-----------|
| Full Medical Members pay . . . . | 3/- | Monthly.  |
| Non-Medical Members pay . . . .  | 2/4 | „         |
| Outside Members pay . . . . .    | 6/- | „         |
| Benevolent Fund . . . . .        | 1/- | Quarterly |

And such Levy or Levies made for the advantage of Members.

The Tramways Board subsidises Ordinary, Non-Medical and Benevolent Fund. This applies to employees only.

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## PRIVATE OPERATING

### THEATRE

READ THE PICTORIAL BROCHURE THAT WAS ISSUED TO YOU, DESCRIBING THE FACILITIES FOR ALL SEMI-MAJOR OPERATIONS IN YOUR OWN ROOMS.

THIS SERVICE IS OFFERED TO MEMBERS OF THE SOCIETY AND THEIR FAMILIES

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No matter what your ailment might be, call at the office and have a chat about it to the Secretary or Assistant-Secretary—we can always help you.

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# Workers' Compensation Acts

The following is a brief summary of the provisions of the *Workers' Compensation Acts* as to payments of compensation, etc.:—

The definition of "worker" includes those persons whose remuneration does not exceed £750 per annum.

Provision is made for payment up to a total of £75—

1. Reasonable costs of Ambulance Service.
2. Reasonable costs of Medical Service.
3. Reasonable costs of Nursing Service.
4. Reasonable costs of Hospital Service—provided the treatment arose out of the liability of an Employer to pay compensation under any provision of the *Workers' Compensation Acts*.

## Workers' Compensation Act 1946

### SECOND SCHEDULE

(Substituted for and may be cited as the Fourth Schedule to the Principal Act.)

| Nature of Injury  | Amount of Compensation Payable   |       |
|---|--|-------|
|   | £  | s. d. |
| Total loss of the sight of both eyes . . . . .  | 1250   | 0 0   |
| Total loss of the sight of an only eye . . . . .  | 1250   | 0 0   |
| Loss of both hands . . . . .  | 1250   | 0 0   |
| Loss of both feet . . . . .   | 1250   | 0 0   |
| Loss of a hand and a foot . . . . .   | 1250   | 0 0   |
| Total and incurable loss of mental powers involving inability to work . . . . .                                   | 1250   | 0 0   |
| Total and incurable paralysis of the limbs or of mental powers . . . . .  | 1250   | 0 0   |
| Total loss of the right arm or of the greater part of the arm . . . . .   | 1000   | 0 0   |
| Total loss of the left arm or of the greater part of the arm . . . . .  | 937  | 0 0   |
| Total loss of the right hand or of five fingers of the right hand or of the lower part of the right arm . . . . . | 875  | 0 0   |
| Total loss of the same for the left hand and arm . . . . .  | 812  | 0 0   |
| Total loss of a leg . . . . .   | 937  | 0 0   |
| Total loss of a foot or the lower part of the leg . . . . .   | 750  | 0 0   |
| Total loss of the sight of one eye, together with the serious diminution of the sight of the other eye . . . . .  | 937  | 0 0   |
| Total loss of hearing . . . . .   | 750  | 0 0   |
| Complete deafness of one ear . . . . .  | 250  | 0 0   |
| Total loss of the sight of one eye . . . . .  | 500  | 0 0   |
| Loss of binocular vision . . . . .  | 500  | 0 0   |
| Total loss of the thumb of the right hand . . . . .   | 375  | 0 0   |
| Total loss of the thumb of the left hand . . . . .  | 325  | 0 0   |
| Total loss of the forefinger of the right hand . . . . .  | 250  | 0 0   |
| Total loss of the forefinger of the left hand . . . . .   | 200  | 0 0   |
| Total loss of the joint of the thumb . . . . .  | 200  | 0 0   |
| Total loss of the first joint of the forefinger of either hand . . . . .  | 100  | 0 0   |
| Total loss of the middle finger of the hand . . . . .   | 150  | 0 0   |
| Total loss of the little or ring finger of the hand . . . . .   | 137  | 0 0   |
| Total loss of the great toe of either foot . . . . .  | 250  | 0 0   |
| Total loss of a joint of the great toe of either foot . . . . .   | 125  | 0 0   |
| Total loss of any other toe or of a joint of a finger . . . . .   | 75   | 0 0   |
| Total loss of a joint of any other toe . . . . .  | 25   | 0 0   |
| Partial loss of the sight of both eyes . . . . .  | Such percentage of £1250 as is equal to the percentage of the diminution of sight measured without the aid of a correcting lens. |       |
| Partial loss of the sight of one eye . . . . .  | Such percentage of £500 as is equal to the percentage of the diminution of sight measured without the aid of a correcting lens.  |       |

## SECOND SCHEDULE (continued)

For the purposes of this Schedule—

- (a) the total loss of a limb hand foot finger thumb toe or joint or any part thereof shall be deemed to include the permanent total loss of the use of such limb hand foot finger thumb toe joint or part; and
- (b) where a worker habitually uses his left hand and arm to perform work usually performed by a worker with his right hand and arm the compensation payable for the loss of such left arm or the greater part of the arm or for the total loss of the left hand or of five fingers thereof or of the lower part of that arm or of a finger or part of a finger of the left hand shall be such amount as would have been payable for a similar loss in respect of his right arm or the part or parts thereof; but the compensation for the loss of the right arm or the greater part of that arm or for the total loss of the right hand or of five fingers thereof or of the lower part of that arm or of a finger or part of a finger of the right hand shall be such amount as would have been payable for a similar loss in respect of his left arm or the part or parts thereof if he did not habitually use his left hand and arm to perform work usually performed by a worker with his right hand and arm.

Where a worker suffers by the same accident more than one of the injuries mentioned in this Schedule he shall not in any case be entitled to receive more than One thousand two hundred and fifty pounds.

## State Accident Insurance Office

412 COLLINS STREET, MELBOURNE, C.1.

Phone: MU 8961 (3 lines).

E. RYAN,  
Insurance Commissioner.

### COMPENSATION FOR DEATH OR DISABLEMENT ARISING FROM INJURIES

| DEATH<br>(Total Dependency)   | Weekly Payments during<br>Total Incapacity of<br>Adult "Worker" | Weekly Payment for Wife<br>or Relative standing in<br>"loco parentis," to child-<br>ren under 16 of the<br>Worker if wholly depen-<br>dent on the earnings of<br>the Worker | Payment for<br>Children                     | Combined Weekly<br>Payment  |
|---|---|---|---|---|
| £1,000 together with an<br>additional sum of £25 in<br>respect of each child under<br>15 years of age wholly<br>dependent upon the earn-<br>ings of the Worker. | FOUR POUNDS   | ONE POUND   | Each child under 16<br>years, 10/- per week | Not to exceed average<br>weekly earnings, or £6,<br>whichever is the lesser<br>Maximum total £1,250 |

### WHERE DEATH OF WORKER OCCURS

#### PARTIAL DEPENDANTS

Payment reasonable and appropriate to injury,  
but not exceeding £1,000.

### AMBULANCE, MEDICAL, NURSING, AND HOSPITAL BENEFITS

Up to £75. In special cases the Workers' Com-  
pensation Board may increase maximum to £100.

### INDUSTRIAL DISEASES

Disease due to the nature of any employment  
and certified to that effect by a Medical Prac-  
titioner entitles to compensation as if the disease  
were a personal injury by accident arising out  
of or in the course of that employment.

### PAYMENT FOR LOSS OF LIMBS, JOINTS, EYESIGHT, ETC.

The Fourth Schedule for loss of limbs, etc., fixes definitely the amount payable to a "worker." An  
injured "worker" is entitled to weekly payments during temporary total incapacity. The lump sum  
payable under the said Schedule shall be in addition to any weekly payments payable.

# CHIROPODY

MEMBERS, THE CARE OF YOUR FEET SHOULD BE YOUR FIRST CONSIDERATION. WE HAVE OPENED UP THIS DEPARTMENT FOR YOUR BENEFIT.

Ring the Office . . . FA 8860 . . . for appointment.

TREATMENT—

TUESDAY . . . . . 9.30 a.m. to 4 p.m.

TUESDAY EVENING . . . . . 7.30 p.m.

THIS TREATMENT IS FREE \_\_\_\_\_ USE IT!

For time being, this service is open to male members only.

## JUST TO REMIND YOU . . . .

THAT THE EYE, EAR, NOSE AND THROAT SPECIALIST ATTENDS CAPITOL HOUSE ON

*Friday*  
MONDAY AFTERNOONS . . . . . 2 o'clock

*Tuesday*  
FRIDAY MORNINGS . . . . . 9 o'clock

URGENT EYE CASES SHOULD CONTACT CAPITOL HOUSE IN PERSON, OR TELEPHONE THROUGH THE BOARD'S TELEPHONE OR RING FA 8860

# Melbourne and Metropolitan Tramways Board

## CONDITIONS GOVERNING SICK LEAVE DAILY PAID EMPLOYEES

Section 1.—Sick Pay.

Section 2.—Sick Allowance.

Section 3.—General Conditions.

The following conditions shall operate until otherwise decided by the Board:—

### Definitions—

- (a) "EMPLOYEE" means any full-time daily paid employee who has had not less than three months' continuous service immediately prior to the date of illness or injury.
- (b) "THREE MONTHS' CONTINUOUS SERVICE" means three months' service actually performed within a period of four months.
- (c) "DOCTOR'S CERTIFICATE" means a certificate issued and signed by a duly qualified Medical Practitioner.
- (d) "SICK PAY" means payment for sick leave at full rate of wage (including allowances), prescribed for the occupation in which the employee concerned was permanently graded immediately preceding the commencement of sick leave.
- (e) "SICK ALLOWANCE" means payment for sick leave at the rate of 20/- per week for adults and 10/- per week for juniors. Week for this purpose shall mean seven consecutive days.
- (f) "ACCUMULATED SICK LEAVE" means the total sick leave accumulated in the terms of Clause 4 of Section 1 hereof as at the previous 30th June, and does not include the untaken sick-pay leave for the then current year.
- (g) "DEPENDENT" means a wife or a widow and/or a child or children under the age of 16 years.

## SECTION 1—SICK PAY

### Period of Leave

1.—In each year ending the 30th June an employee shall, subject to the conditions set out herein, qualify for sick-pay leave for a maximum period of one week (44 hours or the prescribed weekly hours for his grade).

### Workers' Compensation

2.—An employee absent on account of injury, for which he is entitled to receive payment under the Workers' Compensation Act, shall not be entitled to receive sick pay for such period as he receives Workers' Compensation payments.

### Illness on Duty

3.—If an employee is relieved from duty on account of illness, the Officer-in-Charge will certify accordingly and sick pay shall, if due, be paid up to the end of the rostered shift on which he was relieved.

### Leave Cumulative

4.—The untaken portion (if any) of sick-pay leave in each year ending 30th June shall become fully cumulative and shall accrue to the credit of an employee from year to year.

### Accumulated Leave—When Taken

5.—Accumulated sick leave standing to the credit of an employee may be taken only after the sick-pay leave quota for the then current year has been taken.

### Leave Over 30th June

6.—In the case of an absence which extends over the 30th June in any year, the sick leave quota for the new year shall commence to operate as from 1st July, and the then untaken balance of the previous year's sick leave quota (if any) shall be dealt with as provided in Clause 4 hereof.

### Leave at End of 10 Years

7.—At the expiration of each ten years' service, subsequent to 1st July, 1944, an employee shall, at the convenience of the Board, be granted, in addition to any annual leave then due to him, extra leave equivalent to and in lieu of such accumulated sick leave (if any), subject to a maximum period of 10 weeks with payment in advance at the rate prescribed for the occupation in which he was permanently graded immediately preceding the commencement of such leave.

### Employees Leaving Service

8.—An employee who has completed not less than 12

months' continuous service and who by reason of his age or permanent incapacity is retired from the service, or who resigns or is discharged (except for misconduct), shall be paid at the termination of his service for all accumulated sick leave standing to his credit.

### Deceased Employees

9.—If an employee, who has completed not less than 12 months' continuous service, dies whilst in the service, the Board may, in its absolute discretion, grant to such deceased employee's dependent (if any) payment for all accumulated sick leave standing to the credit of the deceased employee.

### Accumulation To Commence

10.—For the purpose of Clauses 7, 8 and 9 of this section, "Accumulated Sick Leave" shall mean sick leave which has accumulated since 1st July, 1942.

### Part-time Employees

11.—A part-time employee with not less than three months' continuous service, who normally works less than the prescribed weekly hours for his grade (but at least 50 per cent. of such prescribed hours) shall be entitled to sick pay as provided herein computed on a wage basis calculated pro rata according to the usual number of hours worked.

## SECTION 2—SICK ALLOWANCE

### Period of Allowance

1.—An employee absent through illness or injury (other than that arising from the playing of competitive sport) beyond the period for which he is entitled to sick pay under Section 1 hereof shall, subject to compliance with the conditions therein contained, be entitled to receive sick allowance for a maximum period of 26 weeks in any year ending 30th June.

### Service Before Further Allowance

2.—An employee who has drawn sick allowance for twenty-six weeks in any twelve consecutive months, must perform three months' continuous service before again becoming entitled to draw sick allowance.

### Minimum Period

3.—The minimum period for payment of sick allowance shall be one day.

### Maximum Payment

4.—An employee shall not receive sick allowance from the Board in excess of an amount which (together with



payments under the Workers' Compensation Act, sick pay from any Depot Club, Benefit, Friendly or Insurance Society or Societies, or allowance from the Repatriation Department, Social Services Department or other Commonwealth or State Department), is equivalent to his ordinary minimum rate of wages.

An employee must state, on the form provided, particulars of any benefits, as above specified, received by or due or accruing to him in addition to the Board's allowance.

#### **Sick Pay**

5.—An employee shall not receive sick allowance whilst in receipt of sick pay.

#### **Part-time Employee**

6.—A part-time employee with not less than three months' service who normally works less than the prescribed weekly hours for his grade (but at least 50 per cent. of such prescribed hours) shall for the purpose of sick allowance only, be regarded as a full-time employee.

### **SECTION 3—GENERAL CONDITIONS**

#### **Doctor's Certificates**

1.—To become entitled to sick pay or sick allowance an employee absent from duty on account of illness or injury shall, within 48 hours of time due for starting duty, furnish a Doctor's Certificate of incapacity for absence of one day or more, on a form approved by the Board. Progressive Doctor's Certificates shall be furnished at intervals of not more than two weeks. If a Doctor's Certificate indicates the date an employee is to resume duty, sick pay or sick allowance will not be paid beyond that date.

#### **Absent From Residence**

2.—An employee whilst receiving sick pay or sick allowance shall not be absent from his residence after 8 p.m., unless he is an in-patient in a hospital or has been granted permission as provided in Clause 8 hereof.

#### **Right to Refuse Payment**

3.—The Board reserves the right to refuse sick pay or sick allowance to an employee without assigning any reason therefor.

#### **Examination by Board's Doctor**

4.—An employee absent on sick leave shall, as required, submit himself for examination by the Board's Medical

Officer. If an employee is unable to attend at Head Office, the Medical Officer may visit him.

#### **Certificate Final**

5.—The certificate of the Board's Medical Officer will, in all cases, be accepted as final.

#### **Other Leave**

6.—No sick pay or sick allowance shall be paid to an employee for a period for which he has been granted annual long service or ordinary leave, or for which he accepts payment in lieu thereof.

#### **Not Payable in Advance**

7.—Except as provided in Section 1, paragraphs 7 and 8 hereof, sick pay or sick allowance shall not be paid in advance.

#### **Country Leave**

An employee shall not be entitled to sick pay or sick allowance for any period of recuperation in the country, or away from his usual place of residence, unless such period of recuperation has been recommended by the Board's Medical Officer. Sick pay or sick allowance will not, under any circumstances, be granted to an employee in respect of any period of absence from the State of Victoria.

#### **Inmate of Receiving Home**

9.—Subject to these conditions, sick pay or sick allowance may be paid to the dependent of an employee who is an inmate of a Receiving Home or Hospital for the Insane, but an employee without dependent, inmate of one of these institutions, whose affairs are in the hands of the Public Trustee, shall not be entitled to sick pay or sick allowance.

9th October, 1947.

## EXTENSIVE PHYSIO-THERAPY

### DEPARTMENT

TREATMENT FOR ALL COMPLAINTS,  
MEDICAL AND SURGICAL, IS FREE  
TO MEMBERS AND THEIR FAMILIES.

WE HAVE THE BEST EQUIPPED  
AND MOST MODERN  
PLANTS IN AUSTRALIA

**USE IT!**

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### MODERN DENTAL UNIT

PROTECT YOUR TEETH AND GENERAL HEALTH.

MAKE APPOINTMENT FOR TREATMENT,  
AND ENQUIRE ABOUT THE FREE CONCESSIONS  
GRANTED TO MEMBERS AND THEIR FAMILIES  
IN YOUR OWN MODERNLY APPOINTED DENTISTRY.

WE HAVE DENTAL X-RAY EQUIPMENT  
IN THIS DEPARTMENT FREE

You may have the services of a Doctor-Anaesthetist,  
and a fully-trained Sister is in constant attendance.

## *Government*

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The Society is Governed by a—

PRESIDENT.

ONE VICE-PRESIDENT

TREASURER

ASSISTANT SECRETARY, if any;

SECRETARY

and representatives, who shall be the Committee of Management, and shall meet fortnightly.

#### TRUSTEES—

Herbert Norman Guice, Treasurer, Tramways Board.  
Philip Cyril Sherren, Chief Clerk, Tramways Board.  
Percy Thomas, Motorman, Tramways Board.

#### AUDITORS—

Henry Aedy Warner, Asst'nt. Secretary, Tramways Board.  
Richard John Nelson, Chief Cashier, Tramways Board.

## JUST TO REMIND YOU . . . .

THAT THE SOCIETY WILL HELP YOU TO  
PURCHASE SURGICAL APPLIANCES AND  
TRUSSES IF ORDERED BY YOUR DOCTOR.

CRUTCHES AND INVALID CHAIRS ARE AVAILABLE  
FOR LOAN TO MEMBERS . . . FREE OF CHARGE

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## AMBULANCE SERVICE

THE SOCIETY WILL PAY THE AMBULANCE  
FEE (maximum 25/-) FOR MEMBERS AND  
FAMILIES, IF CONVEYED TO ANY PUBLIC  
HOSPITAL . . . . THIS APPLIES ONLY TO  
RECOGNISED AMBULANCE SERVICES.

NO PAYMENT MADE FOR MID-WIFERY CASES

# *Benevolent Fund Rules*

*of the*

*Mutual Benefit Society of the Employ-  
ees of the Melbourne and Metropoli-  
tan Tramways Board, Melbourne*

\* \* \* \* \*

### OBJECTS:

1. (a) The objects of the Fund shall be to provide by subscriptions or donations for the relief of its members or their dependents in case of sickness, permanent disablement, or other infirmity, bodily or mental, or in any other event that in the opinion of the Committee may be deemed worthy of relief.

(b) To protect and secure to any member, all and every, the rights, privileges, and concessions held or enjoyed by such member, or to which he may be entitled.

### CONSTITUTION.

2. It shall be lawful for the Society to establish a Benevolent Fund for the purpose of alleviating cases of distress amongst contributing members and their families. The subscription to be fixed shall be 1/- per quarter per member, and shall be paid by all members (ordinary and non-medical) of the Benefit Society.

3. Contributions shall be collected in the same manner as are the subscriptions by the members of the said Benefit Society. All moneys so received for the Benevolent Fund shall be kept separate from the funds of the said Benefit Society, and be paid into a separate account in the State Savings Bank, in the names of the President, Treasurer, Assistant Secretary (if any), and Secretary for the time being of the Benefit Society, any two of those officers to have power of withdrawal.

4. All applications for relief must be made in writing by the person seeking assistance; or in the case of such person being incapacitated by illness from signing such application it may be signed on his or her behalf by some near relative or friend.

5. On receipt of such application, the Secretary shall call on at least two members of the visiting sub-committee to investigate the case and report thereon to next meeting. The Committee shall have power to vote such sum or sums not exceeding in the aggregate £25, as they deem the case requires.

6. Any member owing two or more quarterly payments shall be considered unfinancial, and shall not be entitled to assistance unless he can show to the satisfaction of the Committee that such default was caused by circumstances over which he had no control.

7. The Committee reserves the right (subject to the right of appeal by the applicant to the General Members for re-consideration of the application) to refuse any application for assistance.

8. Any member whose distress is the result of drunkenness or improper conduct, shall not be entitled to any benefits.

9. Every contributor who shall have been a member of this Fund for at least six (6) months shall be entitled to make application for assistance.

10. Should a member be sick and have no relatives to care for him, and be unable to arrange for his own attendance, or should a member die and leave no relative to arrange for his funeral, the Secretary shall, with the approval of the President and visiting member in whose charge the member shall be take necessary steps for his attendance, and funeral, to the extent of the benefit the Committee may determine.

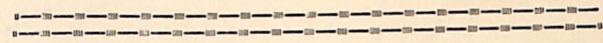
11. The Benevolent Fund shall be managed by the Committee of the Benefit Society. The Committee shall, as soon after the annual election as convenient, elect five members as a Visiting Sub-committee, whose duty shall be to inquire into applications and report to the Committee.

12. All employees of the Tramways Board may become members of the Fund.

13. The Committee shall have power to alter or add to any of the aforementioned Rules.

14. The Chairman shall have a casting vote only.

15. A surplus from this fund may, if agreed to at a General Meeting of the Society, be transferred to the Medical and Management Fund of the Society.



**RULES**  
of the  
*Mutual Benefit Society*  
of the  
*Employees of the Melbourne and  
Metropolitan Tramways Board*  
MELBOURNE

Registered under the Friendly Societies'  
Act, Victoria,

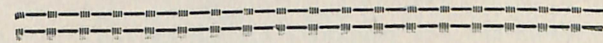
Head Office:  
Tramway Buildings, Little Collins Street, Melbourne

General Office,  
Operating Rooms,  
Electrical Rooms,  
Diathermy,  
Short Wave,  
Dental Unit  
Chiroprody Section

} CAPITOL HOUSE  
Phone: FA 8860

Secretary: JAMES V. O'CONNOR.

Assistant Secretary: J. M. O'CONNOR.



## MORTALITY FUND

Society members or other employees are invited to join this Fund if they are under 40 years of age.

Your payment is 1/- weekly for a Mortality Allowance of approximately (at present) £180—a wonderful asset for those left behind to mourn your loss.

It is definitely necessary that you pay your calls weekly. If you owe four calls you are unfinancial. If you owe eight calls your name is removed from the list of subscribers. No excuse is accepted in this matter. If you are on Sick Leave or an inmate of any hospital or home, see that your contributions are paid in time. Don't leave it to others.

Contributions are not deducted from Sick Pay, Board's or Society.

Remember, the Mortality Fund is separate from the Tramways Benefit Society.

THIS FUND IS OPEN TO YOU IF  
YOU ARE UNDER 40 YEARS OF AGE

## RULES

of the

### *Mutual Benefit Society of the Employees of the Melbourne and Metropolitan Tramways Board, Melbourne*

\* \* \* \*

1. The Society shall be called "THE MUTUAL BENEFIT SOCIETY OF THE EMPLOYEES OF THE MELBOURNE AND METROPOLITAN TRAMWAYS BOARD," and it shall be registered under "The Friendly Societies' Act."

2. Its object shall be the establishment of a fund by the voluntary subscriptions of its members, with the aid of donations, for the following purposes:—

- (i) For the relief of its members in case of their sickness or being rendered unfit for work by reason of accident.
- (ii) For defraying the funeral expenses of members, or of members wives', or of widowed mothers of unmarried members, when dependent on them for support, or of members' widows.
- (iii) For providing medical attendance and medicine to members and their wives and children or step-children, also the widowed mother of unmarried members, when dependent on them for support, and their children or step-children, also the widows and orphan children or step-children of deceased members.
- (iv.) It shall be lawful for the Society to establish a Benevolent Fund for the purpose of alleviating cases of distress amongst contributing members and their families. The subscription to be fixed shall be 1/- per quarter per member, and shall be paid by all members of the Benefit Society. (Ordinary and non-medical.)

(v.) Members owing two quarters' payments to this Fund will be deemed unfinancial in the Benefit Society. This will be strictly enforced.

3. The registered office of the Society shall be at the Head Office of the Melbourne and Metropolitan Tramways Board, Little Collins Street, Melbourne, or such place as may be appointed by the Committee.

#### MEMBERSHIP

4. Any person who has attained age sixteen (16) and has not attained age thirty-seven (37) who is of good moral character and of industrious habits, and who furnishes with his application for admission to membership a certificate in the form of that given in Schedule 1 and obtained from a Medical Officer of the Society within fourteen days prior to the date of his application, may be admitted to membership. Any person admitted to membership shall be eligible for any office in the Society.

5. The membership of the Society shall be divided into two classes—(1) persons who are in the employ of the Tramways Board, and (2) persons who have ceased to be in the employ of the Board, and persons who have never been in that employ. Only persons in the employ of the Board may be admitted and allowed to remain as "Ordinary" members and they shall participate in the full privileges of the Society, or may be admitted and allowed to remain as "Non-medical" members as hereinafter provided. The privileges of "Non-medical" members and of "Outside" members shall be limited as hereinafter provided.

6. Every applicant for membership shall sign an application in the form contained in Schedule 1 to these rules. It shall also be signed by a member of the Committee as proposer. The application shall be forwarded to the Secretary with proper entrance and dispensary fees, and be submitted to the Committee at their next succeeding meeting. The Committee shall, if the proper fees have been paid, make such enquiries about the applicant as they may deem necessary to ascertain his eligibility for membership, and shall require him to obtain the certificate of the Medical Officer of the Society as to his state of health, in the form contained in Schedule 1 to these rules; and if the applicant have a wife or family, or, if unmarried, have a widowed mother dependent on him for support, the Committee shall require them also to

be examined by, and the applicant to obtain the certificate of, the Medical Officer as to their state of health. The Committee shall have power to accept or reject all applicants, but any rejected applicant who is in the employ of the Tramways Board shall have the right to appeal to the members at the next General Meeting, provided he gives the Committee, at least fourteen days prior to such General Meeting, notice of his intention so to appeal.

#### OUTSIDE MEMBERS.

8. Any member who leaves the employ of the Tramways Board from any cause whatever other than the Board ceasing to carry on business, shall cease to be an Ordinary or a Non-medical member, as the case may be, but, if he has paid all subscriptions and fines which may be due by him to the Society, he may within fourteen days of so ceasing such membership, make to the Secretary written application in the form of Schedule 10 to be re-admitted as an Outside member. Any person who is not in the employ of the Tramways Board and who has attained age 16, but who has not attained age 37, may make written application in the form of Schedule 1, to be admitted as an Outside member. He shall also furnish the medical certificate given in the said Schedule. The Managing Committee may in its absolute discretion, admit or reject any application for Outside membership made by any person who has been or who is not in the employ of the Tramways Board. An Outside member shall be entitled to all the benefits of Ordinary membership except that he shall not be entitled under Rule 12 to any reduction of his weekly subscription on account of any donations received by the Society from the Tramways Board.

9. Members may be expelled from the Society by the Committee for repeated disorderly conduct at meetings, for continuous drunken habits, or for immoral conduct, if such be proved to their satisfaction; but any member so expelled shall have a right of appeal to the members at a Special General Meeting, provided he gives notice to the Committee of his intention to appeal three days at least after such expulsion. The President of the Society shall as soon as convenient call a Special General Meeting to hear such member's appeal, and if it is sustained by a majority of the members present at such General Meeting he shall be reinstated, but shall be entitled to full rights of membership only from that date, unless such General

# Schedules

## SCHEDULE No. 1.

### APPLICATION FOR MEMBERSHIP.

I, the undersigned, apply to be admitted as a member of the above Society, and hereby affirm that the particulars as stated below are true, and that I understand and will conform to all the Rules, whether registered or not:—

Applicant's Full Name.....  
Birthplace.....  
.....  
Year of Birth and Date.....  
Married (if married, give name and age of Wife and number of children under 16 years of age).....  
or Single.....  
.....  
If married, state first or second wife.....  
State here name of Doctor who signed your Wife's registration Form.....  
State Depot employed at.....  
Are you an employee of the Tramways Board?.....  
.....  
If an employee of the Tramways Board, state Depot employed at.....  
Are you a member of another Lodge; if so, state present Secretary's address.....  
I wish to be placed on the list of Doctor.....  
State Dispensary you wish to be placed on.....  
Entrance Fee 2/6. To be paid on receipt of this form.....  
Applicant's Signature.....  
Private Address.....  
I, the Delegate, propose the Applicant as a Member.

### CERTIFICATE.

To the Secretary—

I hereby certify that I have carefully examined the above-named applicant for membership, and find that he or she is at this date in a good state of health, and free from any contagious disease or any other affliction or disease, either mental or bodily, which would tend to shorten the natural duration of his or her life, or cause him or her to be a burden on the Society.

.....Medical Officer.  
Date Admitted.....19.....

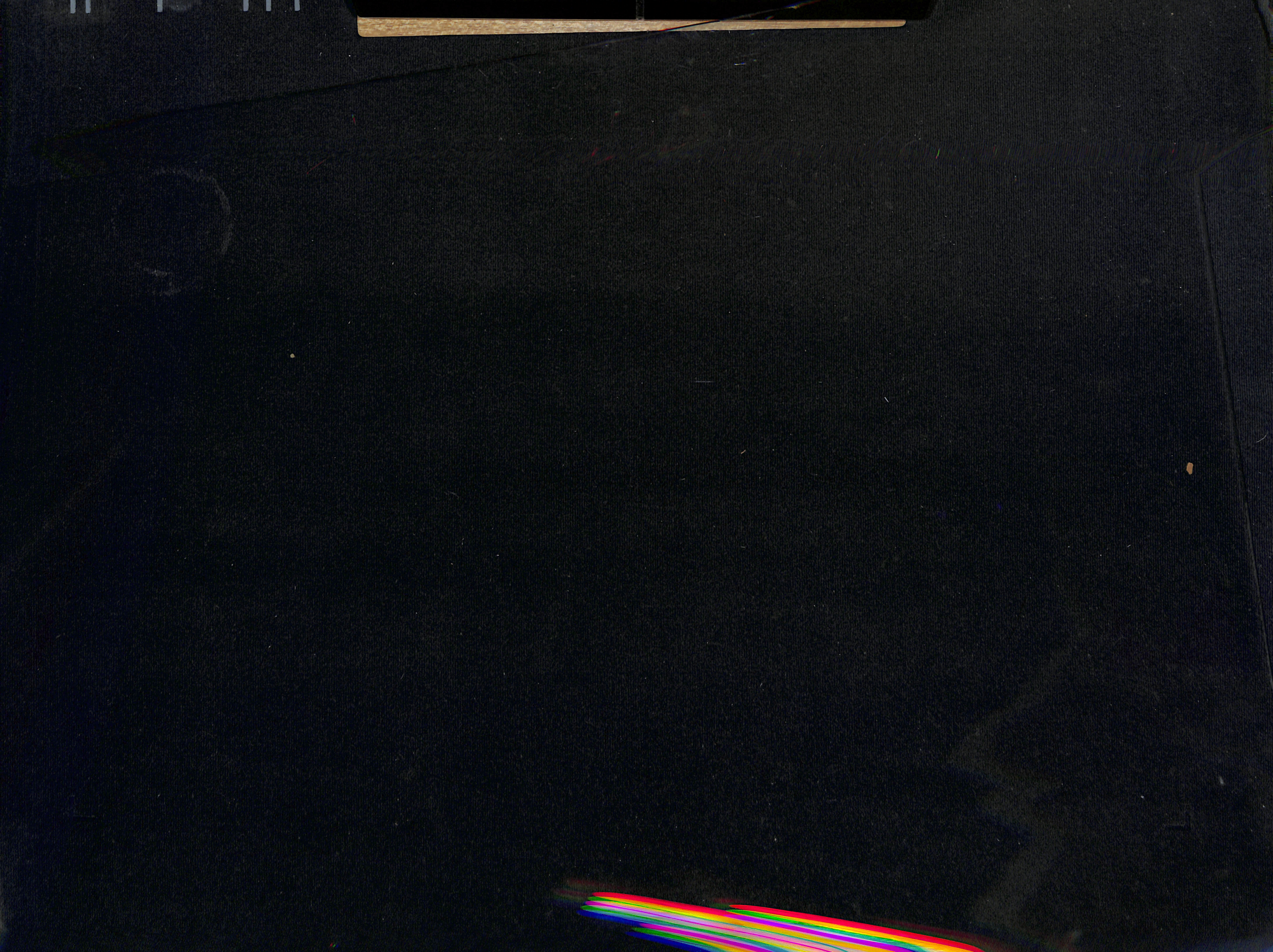
## SCHEDULE No. 2.

### REGISTRATION OF WIFE.

#### DECLARATION.

I, the undersigned, apply that the medical benefits of the Society be extended to my wife and children under sixteen years of age, and hereby affirm that the particulars as stated below are true:—

Wife's Full Name.....  
Birthplace.....  
.....  
Year of Birth and Date.....  
Signature of Wife.....  
Insert here date of marriage and suburb.....





**SCHEDULE No. 11.**  
(See Rule 51)

**CHANGE OF AIR CERTIFICATE.**

I hereby certify that Mr.....  
is recovering from.....  
and that it is necessary for him to have.....  
weeks' change in the country before he resumes work.

Dr.....

Address in Country.....

Member's Signature.....

The consent of the Committee must be obtained before  
the Member can go away.

## Venereal Diseases

### Information Relating to Venereal Diseases

Those who are unfortunate enough to contract this disease are advised to visit the Clinic at the Alfred Hospital in the evenings. It is most private, and the best of advice and attention is obtained FREE.

Hereunder are the hours of consultation:—

**Alfred Hospital.—V.D. Clinic** is open daily, except Saturday, from 2 p.m. to 10 p.m.; on Tuesday and Thursday mornings from 9 a.m. to 1 p.m.; on Saturdays, from 9 a.m. to 1 p.m., and 6 p.m. to 10 p.m. Prophylactic treatment available at these hours.

**Melbourne Hospital—V.D. Clinic—**

Monday—8 a.m. to 10.30 a.m.; 4 p.m. to 7.30 p.m.  
Tuesday—8 a.m. to 10.30 a.m.; 5 p.m. to 7.30 p.m.  
Wednesday—8 a.m. to 10.30 a.m.; 4 p.m. to 7.30 p.m.  
Thursday—8 a.m. to 10.30 a.m.; 5 p.m. to 7.30 p.m.  
Friday—8 a.m. to 10.30 a.m.; 4 p.m. to 7.30 p.m.  
Saturday—8 a.m. to 10.30 a.m.; 5.30 p.m. to 7.30 p.m.  
Sunday—10.30 a.m. to 12.30 p.m.; closed.

Prophylactic Treatment available at these hours.

Medical officers and competent dressers in attendance.

Those attending for prophylactic treatment will be expected to make a contribution to the maintenance fund of the hospital.

**Queen Victoria Memorial Hospital for Women and Children**

Tuesday—6 p.m. to 10 p.m.  
Friday— 2 p.m. to 6 p.m. and 6 p.m. to 10 p.m.

Always open for urgent cases, and also for preventive treatment.

