

Welcome Aboard!

A HANDBOOK FOR NEW MEMBERS PROUDLY ISSUED BY
The Australian Tramway and Motor Omnibus Employees' Association
(Victorian Branch)

Tramway Union House, 232 King Street Melbourne 3000

Telephone: [03] 602 5122 Internal Telephone: 3500



Tramway Union House, 232 King Street Melbourne

Executive Members for 1987 — 88

OFFICERS

Secretary	Jim Harper
Assistant Secretary	Norm Maddock
President	John Shirley
Senior Vice President	Claude Antolli
Junior Vice President	Graham Taylor
Treasurer	Darryl Soden

TRAFFIC DELEGATES

Brunswick	Gary Handley
Camberwell	Greg Rodgers
Doncaster	Bill Donnelly
Essendon	Lou DiGregorio
Elwood	George Cawley
Footscray	Mark Blythe
Glenhuntly	Tony Stacey
Kew	John Andrews
Malvern	Alan Murray
North Fitzroy	Rohan Byrnes
Preston	John Fenech
South Melbourne	Denise Stephens

NON-TRAFFIC DELEGATES

RUNNING SHEDS NORTH (KEW, Brunswick, Essendon & Preston)	Norm Garland
RUNNING SHEDS SOUTH (MALVERN, South Melbourne, Glenhuntly and Camberwell)	Claude Pepeyan
BUS GARAGES (DONCASTER, Footscray, Elwood and North Fitzroy)	Bruce Forster
CIVIL BRANCH (Also Preston Workshops, Coburg, Wattle Park, Hawthorn, Services Branch and Head Office)	Robert Ardolic

VICTORIAN TRADES HALL COUNCIL DELEGATES

Secretary	Jim Harper
Treasurer	Darryl Soden
Member	Rose Ames

Executive Meetings at Tramway Union House, 232 King Street Melbourne
are held at 9.30 a.m., every Fourth Tuesday except December.

ALL MEMBERS ARE WELCOME.

WELCOME

This union was formed in 1910 and has a proud history of fighting for better conditions for our members. As new members, we would expect that you will continue to uphold these conditions.

As a member, there are a number of services available for your use. Should you require any assistance or advice, please do not hesitate to contact your delegate at the depot or your union office.

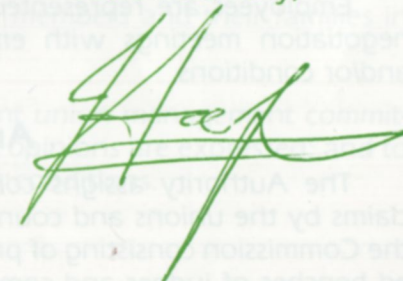
Because of members like you who have joined our union over the past 70 years or more, we have established working conditions and wage rates which no single person could have achieved alone. This is because we believe the union is like a team — all working together.

We are constantly reviewing these conditions to ensure they meet the needs of our members. If we are to succeed in moving ahead, **we need your support.**

Regular meetings are held in each depot and work centre. We urge all members to attend if possible.

Again, on behalf of the members, executive and officials of the union, **Welcome!**

Yours fraternally,



J. Harper
Secretary

WHAT IS A TRADE UNION?

Trade unions began at a time when a working day was 12 hours long; when a basic wage, minimum leave and social services did not exist and many workshops were a danger to health and life. No individual is in much of a bargaining position if he or she has to go it alone — whether it is in a shop employing four people, or in a factory employing 4000.

A trade union is an association of people doing the same or similar work, or working in the same industry, who have come together for their mutual protection and to further their common interests.

The primary responsibility of a trade union is to look after the interests of its members. Union activity in the past has built up present standards of wages, salaries, sick leave, holidays, pensions and other working conditions. An enormous amount of work goes into maintaining these standards and protecting members' rights. For example,

- ★ Ensuring the agreed or arbitrated wage or salary is being paid for the job done.
- ★ Protecting promotional rights, especially in the Public Service.

As well as protecting existing conditions, unions are constantly working to improve the general well-being of their members. This is achieved by:

Negotiation

Employees are represented by their union in formal and informal negotiation meetings with employers to press for improved wages and/or conditions.

Arbitration

The Authority assigns commissions to various industries to hear claims by the unions and counter-claims by employees. Full Benches of the Commission consisting of presidential members (Judges) only, or mixed benches of judges and commissioners, hear cases of national importance, such as total and minimum wage standards, working hours, annual and long service leave.

Direct Action

The traditional last resort of workers in a dispute with employers is the total withdrawal of their labour as in a strike, or partial withdrawal, as in 'working to rules', or a ban on overtime.

WHAT DOES YOUR UNION DO FOR YOU?

There is a question which asks: 'Why belong to a union that does nothing for you?'

The correct statement should be: **'I belong to a trade union. How best can I help and use my union?'**

Some of the wide range of services your union offers you will:

- ★ Ensure you are paid the correct wage for your job;
- ★ Ensure compliance with the Award and Agreements.
- ★ Protect your seniority and right to promotion;
- ★ Handle your claim for compensation for compensation/damages due to accident or disease associated with your employment;
- ★ Handle any private legal problem you may have, with a first free visit, for advice only, from Slater and Gordon.
- ★ Provide death benefits of \$1 500 if a member dies whilst in the employ of the M.T.A.
- ★ Provide an allowance of \$100 per year for a traffic fine or equipment loss while driving or working on an M.T.A. vehicle.
- ★ Make available free membership for members and their families in the A.P.I. Trading Store.

The union will represent you on joint union management committees to ensure that a member's views and opinions are expressed; and to maintain and improve members' working conditions.

Members are represented in these areas:

Uniform, gratuity, bus and tram development, workshop modernization, etc.

Ensure that guidelines and procedures in the discipline code are followed by the M.T.A.

Provide union representation at depots and at the Appeals Board.

Provision for amenities fund.

Provision for Union Credit Union Limited Society fund.

Representation to government for improvements in the Award concerning working conditions such as penalty rates, hours of work, etc.

Prevent discrimination against members and protect their rights.

Representation on

the Superannuation Board.

The M.T.A. Board.

Tram and Bus Priority committee.

Tram and Bus Development Committees.

Sick Leave

Sick leave is 15 days per year. Sick leave is cumulative for sick leave purposes only and cannot be taken as recreational leave.

Relief in Hot Weather

Cool drinks are still being issued by the Authority to all members when the temperature reaches 38°. This has now been extended to taking buses and trams out of service and the crews utilised so that as many members as possible are relieved for short periods every two hours. We are still negotiating to improve even further, conditions pertaining to working in extreme heat.

Tea and sugar Issue

All traffic and non-traffic members now receive an issue of tea and sugar on a monthly basis. We have still not been able to talk the M.T.A. into issuing coffee as an option, but we will continue to press the matter.

Delegates' Table

Special shifts, usually consisting of a maximum four hours' normal duties daily, Monday to Friday, are available to delegates. The remainder is spent on members' needs. We are currently negotiating for all delegates to have fully equipped offices, which we anticipate will further improve services to our members.

Free Travel

All members, current and retired, now travel free on all government trams, buses and trains as well as private buses in the metropolitan area. Whilst on annual leave, free travel is also provided for spouses and children of members, as well as free travel for the families of deceased members. (Although members of the rail unions have not been granted free travel on our services, we have reached common agreement that we will recognise their passes and in turn our members may have their passes recognised on some country travel.) To date, this has worked very satisfactorily.

Maternity Leave

Towards the end on 1985, we reached agreement with the M.T.A. that all female members who become pregnant and are unable to continue in their current classification will be guaranteed suitable alternative employment, e.g., light duties, and paid their normal rate for up to six weeks before confinement. This is additional to their normal leave.

English on the Job

This project is well under way and at the present time members at various depots are in the process of being interviewed. The course consists of 100 hours of tutoring in a classroom situation, without loss of pay.

Unfortunately, the numbers are restricted due to lack of funds available for tutoring staff.

Blood Donors

Many traffic members have expressed the desire to donate to the blood bank. In the past this has been difficult due to shifts being worked, and the laws relating to the driving of public transport vehicles. We have negotiated an agreement that employees will be paid whilst donating blood, provided services are not affected, and prior notice of intention is given.

Sickness in Family Leave.

- ★ Two days per twelve month period is allocated when normal sick pay is calculated each year on 1 July.
- ★ The two leave days or part days may **not** be successive.
- ★ Such leave cannot be applied for in advance.
- ★ The two days must be taken for different emergency situations.
- ★ Leave is available to care for immediate family members only:
Spouse (Wife or Husband — including de facto);
Mother or Father (if other parent is not capable of caring)
Children.

Death in Family Leave

Approved compassionate leave may be taken for the death of the following relatives if the deceased is a resident of Australia at the time of death. Such leave may be either single or consecutive days. It is allowed on or from the date of death and may **not** be taken later than the date of the funeral.

Payment in respect of compassionate leave is to be made only where the employee would have otherwise been on duty, and is **not** granted in any case where the member would have been off duty in accordance with their roster, including a P.L.D., or on annual leave, long service leave, sick leave, workers' compensation, approved leave without pay, or on a public holiday.

Two days' absence is allowed if the death occurs in the city, or three days if the death occurs in the country or interstate.

Compassionate leave is available for the following next-of-kin:

Mother	Father	Sister	Brother
Wife	Husband	Child	Grandparents
Step Parents	Step Child	Step Sister	Step Brother
de facto Husband		de facto Wife	

Note: Should the death of any of the above relatives occur **outside Australia**, leave may be granted if the employee intends travelling to attend the funeral.

A total of two days' leave is available for the following people:

Mother-in-law	Father-in-law	Step-parents-in-law
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One day's absence is available for:

Brother-in-law	Sister-in-law
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For your information, listed below is the full title, address and telephone numbers of the union office, and the names of the people working in the office:

The Australian Tramway and Motor Omnibus Employees' Association
'Tramway Union House'
232 King Street Melbourne Victoria 3000.
Telephone: [03] **602 5122**. Internal telephone: **3500**.

Office Hours: Monday – Friday, 9.00 – 12.30; 1.30 – 5.00.

Secretary:	Jim Harper
Assistant Secretary:	Norm Maddock
Office Secretary:	Joan Williams
Book-keeper:	Lyn Abrehart

DO'S AND DON'TS IN OUR UNION

MEMBERS ARE REMINDED THAT THEY MUST OBSERVE THE POLICY OF THE ASSOCIATION AT ALL TIMES BY OBEYING THE FOLLOWING:

Check with your delegate the rules and policy of your depot.

- ★ **DON'T** work more than 4 ³/₄ hours without a meal break.
- ★ **DON'T** climb on the roof of a tram.
- ★ **DON'T** commence a new shift without having a break of 10 hours between shifts.
- ★ **DON'T** forget, when involved in an accident, you must furnish an ACCIDENT REPORT, and, if possible, obtain witnesses.
- ★ **DON'T** report for duty on a D.O.C. (Day Off Cancelled) unless rostered in the correct manner.
- ★ **DON'T** sign on before your rostered time and **DON'T** work more than 8 ¹/₄ hours, except in the case of an emergency.

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- ★ **DO** always contact your delegate or the union office BEFORE attending a meeting with a Traffic Personnel Officer.
- ★ **DO** remember you only work with your mate for one week, so please make that week a pleasant one.
- ★ **DO** remember a pleasant crew can always get a witness in time of need.
- ★ **DO** remember that, if in doubt, check your pay docket. It is your right to have your running journal checked in the case of shortages.
- ★ **DO** always pay your union dues on time as you never know when you may need assistance.

UNIFORM — INITIAL and REPLACEMENT ISSUES — CONDUCTORS AND DRIVERS

GARMENT	LIFE OF GARMENT months	NUMBER ISSUED	REPLACE. ISSUE
Female			
Slacks, smock/ladies office uniform	12	1	1
Lumber jacket	24	1	1
Shirt, blouse – long sleeve	12	3	2
Cap	24	1	1
Tie	12	2	2
Overcoat – heavyweight, ³ / ₄ length	60	1	1
Overcoat, waterproof, nylon	48	1	1
Cardigan, pullover, long/short sleeve	36	1	1
Cap covers	36	1	1
Shirt, blouse – short sleeve	12	2	1
Male			
Trousers	12	2	1
Lumber jacket	24	1	1
Shirt, fashion – long sleeve	12	3	2
Cap/Cap and band	24	1	1
Tie	12	2	2
Overcoat – heavyweight, ³ / ₄ length	60	1	1
Overcoat, nylon, waterproof	48	1	1
Walk shorts	24	1	1
Belt	36	1	1
Walk socks	24	2	2
Pullover, long/short sleeve	36	1	1
Cap covers	36	1	1
Shirts – short sleeve	12	2	1

SUPERANNUATION GENERAL INFORMATION

The Superannuation Fund has been set up for you. It is administered by MTA Investments Pty Ltd (the Trustee), which is run by six directors, three representing members and three representing the Authority.

The purpose of this section is to describe in general terms the benefits available from the MTA Superannuation Fund. You can obtain more detailed information from the Trust Deed which establishes the fund and governs its operations at all times. A copy of the Deed is available for inspection through the Superannuation Office.

If you require further information, advice, or a more accurate calculation of your benefits, please call the Superannuation Office on extension **3633** or **3464**.

N.B. If you resign and wish to **apply for consideration** for Disability or Ill-health Superannuation Benefit payments, you may do so by contacting the Superannuation Office or your Depot Manager before final acceptance of your Superannuation resignation benefit payment.

'Tramway Record', is published quarterly in March, June, September and December.

Depot Scribes are entitled to 1 000 words; other articles should be kept to 500 words. Articles in excess of these limits will be cut or returned to the author.

Closing date for material is five weeks prior to the month of issue. **Late copy will not be accepted.**

Send copy to The Editor, 'Tramway Record',
232 King Street Melbourne 3000.

It would be appreciated by the officers and staff at the union office if you would complete the forms below at the various appropriate times. It is extremely important that up-to-date records are maintained.

RESIGNATION

To the Secretary:

I, _____, payroll no. _____, would like to advise that I wish to terminate my membership of the A.T. & M.O.E.A. as from ____/____/____, subject to Executive approval. I **Do/Don't** require a clearance.

Signature _____

TRANSFER

To the Secretary:

I, _____, payroll no. _____, wish to advise that I will be transferring from _____ depot on ____/____/____ to _____ depot.

CHANGE OF ADDRESS

To the Secretary:

I, _____, payroll no. _____, wish to advise that my home address is now:



BLACK FRIDAY, Brisbane, 2 February 1912 (The Badge Case)

Unions in Queensland were almost wiped out during the early 1890's. The revival began in the early 1900's.

Some of the new unions encountered extreme opposition to their very existence from employers. The worst oppression was encountered by employees of the Brisbane Tramway Company, a British-owned company managed by a union-hating American called J.S. ('Boss') Badger.

In January 1912, the matter came to a head when Badger refused union members the right to wear a union badge on their uniforms. On 18 January the unionists decided to all don their badges together. Symathizes cheered them, and those who wore the badge were dismissed.

The strike of tramway employees quickly snowballed into a general strike. Daily meetings were held at the Brisbane Trades Hall, then in Turbot Street, and tension was relieved through processions and street marches.

On Friday 2 February, however, a permit for a march was refused, and the striking marchers were confronted in the Market Square in Brisbane by armed foot and mounted police. In the confrontation that followed, a number of unionists were injured and Black Friday, or Baton Friday as it was sometimes called, became a name infamous in Queensland history.

IF THERE WERE NO TRADE UNIONS AND NO AWARDS

AND YOU, ON YOUR OWN —
ASKED A BOSS FOR THESE WORKING CONDITIONS:

- ★ 38 HOUR WEEK
- ★ FIVE WEEKS' ANNUAL LEAVE
- ★ MEAL BREAKS AND STAND-BYS
- ★ SICK LEAVE
- ★ OVERTIME AND OTHER PENALTY RATES
- ★ COMPO PAY MAKE-UP
- ★ BEREAVEMENT LEAVE
- ★ 17½% ANNUAL LEAVE LOADING
- ★ LONG SERVICE LEAVE
- ★ SUPERANNUATION
- ★ GRATUITY
- ★ MATERNITY LEAVE
- ★ PATERNITY LEAVE

WOULD HE SAY,
'SURE, YOU CAN START AT ONCE?'