

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

C.No. 367

NOTICE TO TRAFFIC STAFF.

UNIFORM DRESS DURING SUMMER MONTHS.

As from Wednesday, 13th November, 1963, and until further notice, the following relaxation will be permitted in regard to uniform dress on days when the weather is excessively hot or oppressive.

On such days Drivers, Conductors and Conductresses may loosen their collars and ties within reason. Ties must still be worn and dress must be tidy at all times.

Drivers (but not Conductors or Conductresses) may remove their caps while on duty.

At other times the normal summer uniform dress will apply, that is; traffic employees may leave off their uniform tunics, provided they are wearing the uniform issue of shirt or blouse. Drivers and Conductors must not wear braces over their shirts when tunics are not being worn.

The relaxation in the wearing of uniforms, as outlined above, is designed to help make conditions more bearable for traffic employees on days when the weather conditions are hot and trying; it is not intended to apply when the weather is cool or temperatures only moderate; neat and tidy appearance is most important at all times.

R. C. DRUMMOND,
TRAFFIC MANAGER.

ALL DEPOTS.

12th November, 1963

WJR/MVE

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

12th November, 1963

MEMO FROM - TRAFFIC MANAGER

TO - ALL TRAFFIC OFFICERS

UNIFORM DRESS DURING SUMMER MONTHS.

The attention of Traffic Officers is directed to Notice C.No. 367 issued on the 12th November, 1963, which refers to the relaxation permitted Traffic Employees in the wearing of uniform dress on hot days during the summer months.

In allowing employees to loosen their collars and ties and, in the case of drivers, to leave off their caps, on days when the weather conditions justify such action, it is not intended that they be permitted to go to extremes in the matter, such as opening shirt fronts excessively or dispensing with ties. At all times they should be neat and tidy and presentable in dress.

As weather conditions have a tendency to fluctuate from day to day and even during the course of a day, it would not be practicable to lay down any specified degree of temperature as the minimum heat under which the uniform dress relaxation will apply. Sultry and humid conditions can, at times, exist without a very high temperature being recorded.

Therefore, in supervising the dress of the employees, Traffic Officers are requested to exercise discretion and endeavour to ensure that employees are reasonably and presentably attired, having due regard to the nature of the prevailing weather conditions.

R. B. Drummond

TRAFFIC MANAGER.

149

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

C.No. 498

NOTICE TO CONDUCTRESSES

UNIFORM DRESS

It has come to my notice that Conductresses are wearing coloured and multi-coloured stockings and boots of various shades all of which gives an appearance not in keeping with their uniforms and contrary to the Board's desire for uniformity.

Conductresses are instructed that the permitted accessories are stockings of a shade in keeping with the brown uniform together with brown shoes or brown ankle boots.

R. C. DRUMMOND,
TRAFFIC MANAGER.

ALL DEPOTS.

12th JUNE, 1964

JRL/MVE

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

14th December, 1964.

229

MEMO FROM TRAFFIC MANAGER

TO ALL DEPOT MASTERS

(Except HAWTHORN and DONCASTER).

AMENDMENTS TO ISSUE OF UNIFORMS AT DEPOTS.

Please note that the Board has agreed to issue Conductresses' caps at the Depots, and increase the issue of ties to two (2).

CONDUCTRESSES' CAPS :

A stock of one (1) of each of the following sizes of brown caps will be supplied to you for issue to Conductresses as caps become due for replacement :-

Sizes : $6\frac{3}{8}$ " , $6\frac{1}{2}$ " , $6\frac{5}{8}$ " , $6\frac{3}{4}$ " , $6\frac{7}{8}$ " and 7".

The Uniform Officer will forward sizes $6\frac{1}{4}$ " and $7\frac{1}{8}$ " on request to Depot Masters when required.

The procedure governing the issue of blue caps is to be applied to the new issue for Conductresses.

CONDUCTRESSES' TIES :

Depot Masters are to requisition two (2) ties for Conductresses at the next time of renewal.

INSPECTORS' OVERCOATS :

The minimum life of an Inspector's overcoat is three (3) years and is only renewed after that period if the Depot Master considers a replacement is warranted.

Where an Inspector has been issued with the new type green raincoat, the life expectancy of the overcoat is to be five (5) years for future renewals, subject to the condition of the garment.

R. G. [Signature]

TRAFFIC MANAGER.

RHS/PC.

294

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

C. No. 865.

9th November, 1965.

NOTICE TO TRAFFIC STAFF.

UNIFORM DRESS DURING SUMMER MONTHS.

As from Wednesday, 10th November, 1965, and until further notice, the following relaxation will be permitted in regard to uniform dress on days when the weather is excessively hot or oppressive.

On such days Drivers, Conductors and Conductresses may loosen their collars and ties within reason. Ties must still be worn and dress must be tidy at all times.

Drivers (but not Conductors or Conductresses) may remove their caps while on duty.

At other times the normal summer uniform dress will apply, that is; traffic employees may leave off their uniform tunics, provided they are wearing the uniform issue of shirt or blouse. Drivers and Conductors must not wear braces over their shirts when tunics are not being worn.

The relaxation in the wearing of uniforms, as outlined above, is designed to help make conditions more bearable for traffic employees on days when the weather conditions are hot and trying; it is not intended to apply when the weather is cool or temperatures only moderate; neat and tidy appearance is most important at all times.

R. C. DRUMMOND.
TRAFFIC MANAGER.

ALL DEPOTS.

9th November, 1965.

JHR/PC.

R. C. DRUMMOND.
TRAFFIC MANAGER.

13th November, 1967.

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

MEMO. FROM TRAFFIC MANAGER

9th November, 1965.

TO ALL TRAFFIC OFFICERS.

MEMO FROM TRAFFIC MANAGER

TO ALL TRAFFIC OFFICERS. DURING SUMMER MONTHS.

UNIFORM DRESS DURING SUMMER MONTHS.

The attention of Traffic Officers is directed to Notice C. No. 865 issued on the 9th November, 1965, which refers to the relaxation permitted Traffic Employees in the wearing of uniform dress on hot days during the summer months.

In allowing employees to loosen their collars and ties and, in the case of drivers, to leave off their caps, on days when the weather conditions justify such action, it is not intended that they be permitted to go to extremes in the matter, such as opening shirt fronts excessively or dispensing with ties. At all times they should be neat and tidy and presentable in dress.

As weather conditions have a tendency to fluctuate from day to day and even during the course of a day, it would not be practicable to lay down any specified degree of temperature as the minimum heat under which the uniform dress relaxation will apply. Sultry and humid conditions can, at times, exist without a very high temperature being recorded.

Therefore, in supervising the dress of the employees, Traffic Officers are requested to exercise discretion and endeavour to ensure that employees are reasonable and presentably attired, having due regard to the nature of the prevailing weather conditions.

R. C. DRUMMOND.
TRAFFIC MANAGER.

JHR/PC.

R. C. Drummond
ACTING TRAFFIC MANAGER

D/m

MELBOURNE and METROPOLITAN TRAMWAYS BOARD.

13th November, 1967.

MEMO. from ACTING TRAFFIC MANAGER

TO ALL TRAFFIC OFFICERS.

368

UNIFORM DRESS DURING SUMMER MONTHS.

The attention of Traffic Officers is directed to Notice C. No. 1261, issued on the 13th November, 1967, which refers to the relaxation permitted Traffic Employees in the wearing of uniform dress on hot days during the summer months.

In allowing the relaxation of Uniform Regulations on days when the weather conditions justify such action, it is not intended that they be permitted to go to extremes in the matter, such as opening shirt fronts excessively (or dispensing with ties in cases where the new type shirts or blouses have not yet been issued.)

As weather conditions have a tendency to fluctuate from day to day and even during the course of a day, it would not be practicable to lay down any specified degree of temperature as the minimum heat under which the uniform dress relaxation will apply. Sultry and humid conditions can, at times, exist without a very high temperature being recorded.

Therefore, in supervising the dress of the employees, Traffic Officers are requested to exercise discretion and endeavour to ensure that employees are presentably attired, having due regard to the nature of the prevailing weather conditions.

Ritchie
ACTING TRAFFIC MANAGER.

D.M

MELBOURNE and METROPOLITAN TRAMWAYS BOARD.

C. No. 1312:

NOTICE to DRIVERS, CONDUCTORS and CONDUCTRESSES.

UNIFORM SHIRTS and BLOUSES.

There appears to be a misunderstanding by some employees as to the correct way to wear shirts.

The only shirts to be worn without a tie are the new sports style.

The other collar-attached shirts must be worn with a tie which can be loosened and the top button undone on hot days.

When wearing tunic coats, ties must be worn irrespective of the type of shirt.

It is advisable, when laundering the new type shirts, to iron them with the lapels open as a sports shirt, so that the collar will lie flat as shown in the photograph below.

Conductresses who have been issued with the new Peter Pan collared blouse are not required to wear a tie; however, when tunics are worn, the collar must be buttoned.

R. C. DRUMMOND,

TRAFFIC MANAGER.

ALL DEPOTS.

26th February, 1968.

NCE/68.

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

MEMO FROM: TRAFFIC MANAGER.

26th October, 1970.

TO: DEPOT MASTERS

SHIRTS - CONDUCTORS AND DRIVERS.

The Board has resolved that as from Monday 26th October, 1970, the replacement issue of shirts be increased from two (2) to three (3) each 12 months for Conductors and Drivers. (Conductresses excepted).

Employees due for a replacement issue prior to the above date are not entitled to the additional shirt this year and will become eligible along with all other employees on their next qualifying date.

Depot Masters will be required to forward two (2) requisitions for the three (3) shirt issues.

(1) Set of shirts and ties

(2) One Shirt.

The issue of ties will remain at two (2) to each Driver and Conductor each twelve (12) months.



TRAFFIC MANAGER.