



RULES & BYE - LAWS 1864



VICTORIAN RAILWAYS.

RULES, REGULATIONS, AND BYE-LAWS

OF THE

BOARD OF LAND AND WORKS,

FOR THE

GUIDANCE OF OFFICERS AND SERVANTS AND THE
CONDUCT OF TRAFFIC

ON THE

VICTORIAN RAILWAYS,

IN ACCORDANCE WITH THE PROVISIONS OF "THE RAILWAYS ACT 1863."

Approved by the Board of Land and Works, 29th day of April 1864.

W. H. WRIGHT,
Secretary for Railways.

BY AUTHORITY:

JOHN FERRES, GOVERNMENT PRINTER, MELBOURNE.

1876.

VICTORIAN RAILWAYS.

THE BOARD OF LAND AND WORKS, by virtue of the powers and authorities vested in it by "The Railways Act 1863," doth order and direct that the following CODE OF RULES AND REGULATIONS be, and the same is hereby approved and adopted for the guidance and instruction of the Officers and Men in the service of the Board, in or about the Railways under the control of the Board, and that all former Rules and Regulations inconsistent with the same be cancelled.

The Board doth further order that every person in the service whose duties are affected by these Regulations do keep a copy of them on his person while on duty under a penalty of Five pounds for neglect of the same.

The Common Seal of the BOARD OF LAND AND WORKS was hereunto affixed, in the presence of the undersigned (two of the Members of the said Board), on the Twenty-ninth day of April One thousand eight hundred and sixty-four.

(L.S.)

(Signed) J. M. GRANT,
Vice-President.

(Signed) JOHN STEAVENSON,
Member.

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SECTION I.

INSTRUCTIONS AND RULES

OF

GENERAL APPLICATION.

1. Every Officer and Servant of the Railway De- Attendance.
partment shall devote himself exclusively to the
service, whether his duties are specified or not, with
zeal and fidelity ; he shall attend at such hours as may
be prescribed, and consider himself on duty when on
the Line or at a Station, although it may not be his
regular time of attendance ; reside at whatever place Residence.
may be appointed, and be subject to removal, as re-
quired by the service ; keep the head of his Depart-
ment informed of his address, giving due notice of
any change in same; obey promptly all instructions he Obedience.
may receive from the Officers under whose immediate
control he is, and persons placed in authority over
him ; and repair to any part of the Line whither he
may be ordered. He shall conform to all the Bye-
Laws and Regulations of the Board, as well as use
his best exertions to enforce obedience to the Bye-

Public safety
first care of
Servant.

Laws by passengers and others; and not suffer anything to be done whereby the Department may suffer loss or damage. He shall constantly bear in mind that the **first** and **most important duty** is to provide for the **safety of the public**.

Bearing to
Passengers.

2. He shall conduct himself with courtesy and respect, and be prompt, attentive, civil, and obliging while at the same time firm to the Passengers, poor as well as rich, under all circumstances. He shall never give an abrupt reply, but make respectful answers to every inquiry; and give his name, without hesitation, to persons requiring to know it, taking care that his *manner* is not such as to cause offence. Should this order be carefully attended to, the Board will always be willing to support its Officers, and protect them from insult; whereas violent conduct or offensive language, no matter whether provoked or not, will be looked upon as a proof of incompetency.

Punishment
for Inso-
briety.

3. The **slightest insobriety** in **any Official** when on duty, or on the Railway Line or premises, will be followed by **immediate suspension** and **subsequent dismissal**, in addition to such punishment as may be incurred under the 42nd clause of "*The Railways Act 1863*," to which clause the attention of all Servants is directed.

Servants of
Department
not to trade.

4. No person in the employment of the Board is allowed to trade, either directly or indirectly, without the special permission of the Secretary.

5. Any Servant using improper language, or entering into an altercation with the public or his fellow-servants, whatever provocation may be given, absenting himself without leave, being guilty of disobedience of orders, negligence, or other misconduct, or being incompetent, will be liable to immediate dismissal, in addition to any punishment he may incur under "*The Railways Act 1863.*"

Causes of dismissal.

6. Every Servant is required to come to duty clean and neat in his person and dress. If provided with uniform, to appear in it in a proper state of order, the initial and number of badge perfect, and every portion of it in conformity with the Regulations; and no Servant whether on duty or not, will be allowed to smoke on the platforms.

Dress and care of person.

7. The acceptance of any fee, gift, or gratuity is strictly forbidden under any pretence whatever, under pain of fine or dismissal.

Acceptance of gratuities forbidden.

8. No Servant of the Board is allowed to convert to his own use any article the property of the Board, and the fact of the article appearing to be waste or useless will not form any excuse for its private appropriation. Every Servant will be expected to inform his Superior Officer *immediately* of any property which he may observe exposed and liable to loss or waste, and to deliver up to him any found property.

Private use of Railway property forbidden.

9. All Officers holding situations of trust, or who have to render accounts of any kind, will be required

Giving of security.

to find security for their faithfulness, of such kind and in such manner as the Commissioner of Railways may require.

To apply for instructions in all doubtful cases.

10. Officers or Servants of the Railway Department are not to take legal proceedings on behalf of the Board, nor show any document or book to persons not connected with the Railway Department, nor deal with any communication on a subject for which they have no precedent, or with doubtful questions, or to communicate directly or indirectly with the public press, or any person or persons, without first obtaining instructions from the Secretary through their immediate department.

Full information to be given to the person relieving.

11. On the change of duties between the Day and Night Staff, all circumstances which may have occurred out of the ordinary course must be communicated to the man coming on duty as relief, and before he takes charge; and his attention must be drawn to the position of the Trains, especially if there be any overdue.

Sobriety of persons relieving.

12. No person employed in any capacity shall give up charge to any other person whose duty it may be to relieve him unless the person being relieved shall be satisfied of the perfect sobriety of the person whose duty it may be to relieve him. And if any person gives up his charge of Signals, Points, or other duty to any one who may be in a state of intoxication, both the persons *relieved* and *relieving* will be held responsible, and punished accordingly.

13. Each Officer or Servant is required to make himself thoroughly acquainted with all the Rules furnished to him, and which may in any way apply to himself, to obey them, and to use his best exertions to carry them into effect. He is also to obey and carry out all General Orders and instructions affecting him.

Acquaintance with Rules.

14. He must keep a copy of such rules, to be obtained by application to his immediate Superior, and also a copy of the Service Time-Table of the current period constantly on his person while on duty.

Book of Rules to be kept on the person.

15. Every person employed for any duty on the Line must have such a minute and perfect knowledge of the Rules contained in this book for the Signalling, Movement, and Protection of Trains, and the mode of carrying such rules into operation, as will enable him to do what is necessary at all times without reference to this book. He must also always be provided with the appliances for giving Signals.

Acquaintance with Signalling, and Protection of Trains.

16. In every case where any person does not understand his duty, or any other subject on which information may be sought, he must immediately apply for instructions to the Station Master or other Superior Officer, and no excuse of want of knowledge will be admitted as an extenuation in the event of any irregularity or neglect. Every person is strictly enjoined to read the whole of the Rules over at least once a month, and an examination of the men to test

Men to be tested as to their acquaintance with Rules.

their acquaintance with the Rules must be made at least once in three months, by each Head of Department or Officer in charge of men, who will be held responsible for all persons under him knowing the Rules and duties, and being acquainted with all orders that may from time to time be issued, and if necessary he shall read and explain the Rules and Instructions to every man employed under him.

Reports of irregularities, &c.

17. Each Officer or Servant is required to report to his Superior Officer (in the form provided to him for the purpose, where a form is in use) every instance of damage, derangement, or irregularity or violation of these Rules of any kind whatsoever that may come under his notice. All communications from Servants at Stations to the Traffic Superintendent must be made through the Station Master. Messages and reports are at all times to be made in writing. **Every notice or communication is to be acknowledged in writing.**

Officers to keep proper books and accounts.

18. Every Officer is responsible for each person under his control keeping the proper records, books, and accounts applicable to his duties. Any Officer or Servant failing to report an occurrence or matter that ought to be reported **will incur the same responsibility** as if he had been the person in fault.

No unauthorized person to collect money.

19. Station Masters, Booking Clerks, Goods Clerks, and Collectors alone are authorized to receive money due to the Board. Charges of all kinds must

be made in accordance with the existing tariff, unless in special cases duly provided for by separate instructions.

20. **Altered or new Time-Tables** must be in the hands of every Officer at least **Twenty-four hours** before they come into operation.

Issue of altered Time-Tables.

21. The **Time-Bills** and public announcements issued to Stations are held to be sufficient notices for Station Masters, Booking Clerks, Ticket Collectors, and all other Servants of the Department as to the changes in the Train Service, Special Trains, or any other matter to which the notices refer. The **Notice Bills**, announcing alterations in time of Trains, are to be posted up **on the morning of the day on which they come into operation**, before the Station is open for business; and all **old Time-Bills** must be **removed and destroyed**.

Alteration of Time-Bills.

22. Uniform will be supplied to Ticket Collectors, Guards, Policemen, and Porters, one set annually. The men who have old uniform clothing are to wear it while engaged in rough work, and in bad weather, so as to appear well dressed on other occasions. This particularly applies to Porters at Stations who may have to assist in the Passenger and Goods Departments, and who shall appear clean when on Passenger duty.

Uniform to be supplied by Board.

23. Whenever any Officer or Servant has occasion to walk on the Line of Railway, he must take that

To keep to the right in walking

along the
Line.

Line by which he would meet a coming Engine, namely, the right hand Line of Rails, and when a Train approaches he must go to the right, clear of both Lines of Rails.

Officers and
Servants not
to wrangle in
hearing of
Passengers.

24. Station Masters, Guards, Enginemen, and Porters, are not to enter into any **altercation**, either between themselves or with strangers; and *no reprimand* is to be given to any Guard, Porter, or other Servant within hearing of the Passengers.

Pay stopped
during sus-
pension.

25. The pay of all Officers and Servants will be stopped from the moment of their being suspended, and the pay will not be allowed except in the event of entire acquittal of the charge for which the person was suspended.

Right to
deduct fines
from pay
due.

26. The Board reserve the right to deduct from the pay any fine imposed for neglect of duty; they also reserve the right to deduct rent from the pay due should the person be a tenant of the Board; and no Officer or Servant must, during suspension, enter upon any part of the Railway Offices or perform any duties thereof.

Not to leave
the service
without giv-
ing proper
notice.

27. No Officer or Servant of the Board, unless temporarily employed, will be allowed to leave the service without giving one month's previous notice in writing of his intention to do so, under pain of forfeiting any salary or wages which may be due. He will likewise be held liable for any loss, damage, inconvenience, or expense which may be occasioned by his leaving without giving such notice.

28. No Servant, on leaving the service of the Board, is to be paid any money due to him until he shall have delivered in his Uniform, Signals, Books, and other property of the Board in as clean and perfect condition as the period that he has had them will allow. When any man is suspended for misconduct or other cause, he must, immediately on his suspension, hand in all his uniform to the person in charge of the Station at which he is located.

Servants on leaving to deliver up all Railway property.

29. If any such article shall have been improperly used or damaged, a deduction from any pay due to the man will be made, sufficient to cover the damage or supply a new article; or if the pay due be insufficient for that purpose, he will be liable to make good the same.

Pay to be deducted for loss of Railway property.

30. Any Officer or Servant who has cause to complain of, or make a report against, his Superior, shall make the complaint through the Officer at the head of the branch to which he belongs within seven days after the occurrence of the matter so reported by him, otherwise such report will be regarded as the result of malice, and not from a conscientious desire to advance the interests of the public service.

Reports against Superior Officers to be made within seven days.

31. At every Station a book shall be kept by the Officer in charge, in which all minor faults or irregularities of subordinate Officers and Servants shall be inserted at the time the offence is discovered, and the entry so made shall be read over or notified to the offender; and general charges made against any subordinate Officer will not be entertained unless so recorded.

Defaulters' book to be kept.

Certificate
of good
conduct.

32. Certificates of good conduct may be issued *only* by the Secretary and by the Engineer-in-Chief, if they respectively see fit, but no such certificate will be granted under the following circumstances :—

1. If the man for whom the certificate is required shall have been frequently guilty of misconduct, although of a light nature, or have been found incompetent for his duty.
2. If he shall have been guilty of any misconduct of a serious nature, or have been dismissed or discharged under strong suspicions of dishonesty.
3. If he shall have quitted the service without having given due notice of his intention to do so, or without giving up his uniform.

Right of
appeal.

33. Every person who may consider himself aggrieved has the right to appeal to the Commissioner of Railways, which he must do by letter, through his immediate Superior, who will transmit it in the usual course.

Holidays.

34. There shall be **one rule** for **holidays** throughout the whole of the Railway Department, applying to all men receiving daily wages, both in the Traffic Branch and in the Engineer-in-Chief's Staff. To men receiving daily wages, and who are on the Staff of the Department, holidays will be accorded on, or in lieu of **Christmas Day, Good Friday, Easter Monday, and the Queen's Birthday**,—the particular day for each man must be arranged with his immediate Superior; but **no person must leave without a written**

permission, when, *for the time specified*, a person will be appointed to replace him. Any person absenting himself from his duties **without written permission** will be liable to **fine or dismissal**, in addition to any punishment he may incur under "*The Railways Act 1863.*" Excepting for the holidays above mentioned, leave of absence will only be granted under very pressing and special circumstances. Laborers and others *temporarily employed* by the day or hour shall not be entitled to any holiday.

35. Any Officer or Servant being unable through **sick leave** sickness to attend to his duties must produce a certificate from a properly qualified medical man; but if the sickness be not of a sufficiently serious character to need the services of a doctor, and the absence only extends over one day, leave of absence for that period may be granted by the applicant's immediate Superior Officer. Employés not observing this rule will be treated as absent without leave.

36. No Officer or Servant of the Board will be allowed to keep goats upon the Railway lands or premises, unless properly tethered with a sufficient rope or chain, so as to prevent the goats trespassing on the permanent way or the slopes of the cuttings or embankments, or on private lands adjoining the Railway; and the owner (being an Officer or Servant of the Board) of any goat or other animal that may be found trespassing on any part of the permanent way, slopes, station platforms, sheds, or premises, shall be fined as the Board may direct.

Goats not to be allowed to trespass.

DETENTION OF TRANSIENT OFFENDERS.

The following Regulations are to be observed by the Officers of the Department as to taking Persons into Custody on the Railway and Stations:—

Violence not
to be used.

37. In cases of violation of the Railways Act, or of the Bye-Laws of the Board, not affecting the safety of the public or the Railway property, the mildest means of prevention must be adopted. Where it becomes necessary, and is justifiable to use force, it must only be done when all other means fail, and then only such force or compulsion must be used as may be absolutely necessary.

Taking
offenders
into custody.

38. Any Officer or Agent of the Board, and all persons called by him to his assistance, may seize and detain any person who shall have committed any offence against the provisions of "*The Railways Act 1863*," or of the Bye-Laws made under the authority thereof, *and whose name and residence shall be unknown to such Officer or Agent*, and may give such person in charge to a police constable, to be conveyed with all convenient speed before some justice. And if any such person offending be then employed by the Board, and have committed an offence under the 42nd section of the said Act, or *if any person* have committed an offence made a *felony* by the said Act, he may be given in charge although his name and residence be known.

Bye-laws
relating to
offences.

39. The Bye-Laws and the several provisions of the said Act which relate *to offences*, including the

21st section of the Act, which shows when summary interference may be made, to obviate or remove danger or annoyance to the public, or hindrance to the Board or its Officers or Servants, are set out at the end of these Instructions and Rules.

40. Any one of the Servants of the Department who is a sworn constable may take into custody any one whom he may see commit an assault upon another at any of the Stations, and for the purpose of putting an end to the fight or affray. But this power is to be used with extreme caution, and not if the fight or affray is at an end before the constable interferes, and he is not to detain anyone against the desire of the Station Master.

41. *As a general rule, great caution is to be observed in detaining or giving any person, more particularly a Passenger, into custody; and as the* detaining or giving anyone into custody is only for the purpose of insuring his appearance to answer any charge that may be preferred against him, no one should be detained whose name and residence are known either to the Station Master or other Officer of the Board, or to any respectable person with whom such Officer may be acquainted, or who may give an address and produce sufficient evidence that it is genuine.

42. In all cases where there has been any violation of the Bye-Laws of the Board by a Passenger, and in all cases of accidents, it is desirable that the names and addresses of one or two persons present on the occasion be reported, with the name and address of the offending person, for after-reference if necessary.

Duty of constables.

No person to be detained whose name and address are known.

Witnesses' names to be obtained.

Smoking.

43. If it becomes necessary to remove any Passenger from the carriage for smoking, after being warned to desist, he should be first requested to leave, and if he refuse, care should be taken to use no unnecessary force or violence; and it is desirable that the Guard or other Officer of the Board, on warning him to desist, should state to him that he is liable, if he persist in smoking, to incur a penalty and to be removed.

Removal from carriage.

44. Before anyone is removed from any carriage, the Station Master or other Officer of the Department who orders his removal is required carefully to ascertain the cause and nature of the complaint against him; and he is also to take down the names, addresses, and occupation of the parties complaining, so as to prevent any unfounded charge from being brought against any Passenger.

Names and addresses of persons complaining to be taken down.

Option of leaving the carriage.

45. In slight cases, or where the foundation for the charge appears to be doubtful, the Station Master or other Officer will suggest to either party the option of removing from the carriage if there is room elsewhere. If the removal of the person in any case is unavoidable, he should be first requested to leave, and the use of all unnecessary force or violence be carefully avoided.

Passengers to prefer their own complaints against other Passengers.

46. The Officers of the Department are not to detain or take into custody any Passenger charged with assaulting another Passenger; but they are to lend every assistance in sending for a constable whenever required, and they are to leave the Passenger to prefer his own complaint, and not to prefer it for him.

47. At the termini and at all Stations where the aid of police can be obtained it is desirable to call in a police constable to take any charge which it may be necessary to prefer. Police to be called where practicable.

48. Whenever any person is detained or taken into custody, a telegraphic message, stating his name, address, or occupation (when known), and the nature of the charge, is instantly to be forwarded to the Secretary; and a written report is also to be sent by the next train, stating, with the particulars of the case, when and where the charge is to be heard. In case of detention immediate report to be made.

49. Everyone taken into custody should be taken immediately before a magistrate, and every exertion should be made to insure this being done. Person detained to be taken before magistrate at once.

and observance of the Signal, all persons employed, whose duties are in any way connected with the service of the Line, are therefore particularly required to make themselves familiar with all the Codes and Instructions relating to Signalling which are now or may hereafter be issued from time to time.

51. All persons employed on any day connected with the Line must bear in mind that Engines may pass any part of the Line at all hours or at any moment during the day or night, whether or not they may be mentioned in the Time-Table or signalled in any way; and the same precautions must always be taken in Signalling, whether Engines are expected or not.

SECTION II.

SIGNALS.

Responsibility of Servants with respect to Signals.

50. The **Public Safety**, which must be the chief care of every Officer and Servant of the Railway Department, being mainly dependent on the proper use and observance of the Signals, *all persons employed*, whose duties are in *any way* connected with the service of the Line, are therefore particularly required to make themselves familiar with all the Codes and Instructions relating to Signalling which are now or may hereafter be issued from time to time.

Precautions by Signalling must be adopted at all hours.

51. All persons employed on any duty connected with the Line must bear in mind that *Engines may pass any part of the Line at all hours or at any moment during the day or night*, whether or not they may be mentioned in the Time-Bills, or signalled in any way; and the same *precautions must always be taken in Signalling, whether Engines are expected or not.*

52. The **First Duty** in every case must be that relating to **Signals**.

53. The following Code of Signals is to be strictly adhered to :—

Method and
Code of
Signals.

Red is a Signal of **Danger** to **Stop**.

Green is a Signal of **Caution** to **Slacken Speed**.

Colors by
Day or
Night.

White is a Signal of **All Right** to **Go on**.

54. Enginemen must invariably sound the whistle on coming within 400 yards of the Signal at a Junction, or when approaching a Station or fixed Signal.

HAND SIGNALS BY DAY.

55. The **Danger** Signal "To Stop" is shown by a **Red Flag**, or in the absence of the flag by *both arms* held up, thus—



Hand
Signals—
Day

56. **Caution — To Slacken Speed** is shown by a **Green Flag**, or in the absence of the flag by *one arm being held up*, thus—



57. **All Right** is shown by a **White Flag**, or in the absence of the flag by holding the right arm in a horizontal position, pointing across the Line of Rails on which the Train is proceeding, thus—



58. Any unusual signal, or the arm waved violently, denotes **Danger**, and the necessity of stopping immediately.

HAND SIGNALS BY NIGHT

59. The **Danger Signal "To Stop"** is shown ^{Hand Signals by Night.} by a **Red Light**, or in the absence of a Red Light by any light moved up and down.

60. **Caution — To Slacken Speed**, is shown by a **Green Light**, or any light moved slowly from Right to Left.

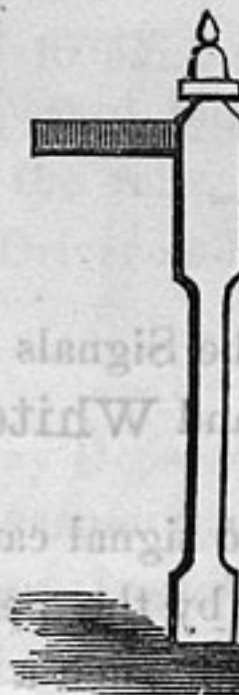
61. **All Right** is shown by a **White Light**.

SEMAPHORE SIGNALS BY DAY.

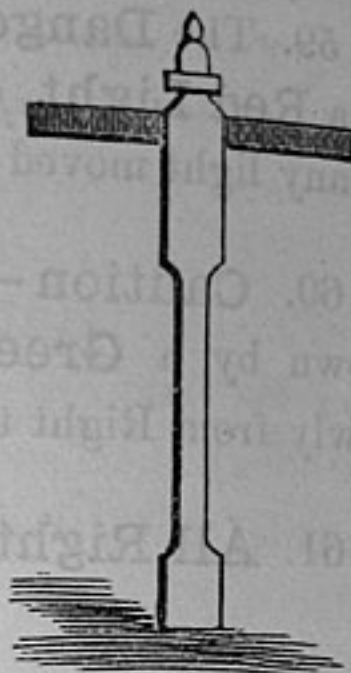
62. The Signals are constructed with either one or two Semaphore arms.

63. The Signal is invariably made on the **Left-hand side of the Post**, as seen by the approaching ^{Semaphore Signals by Day.} **Engine Driver**.

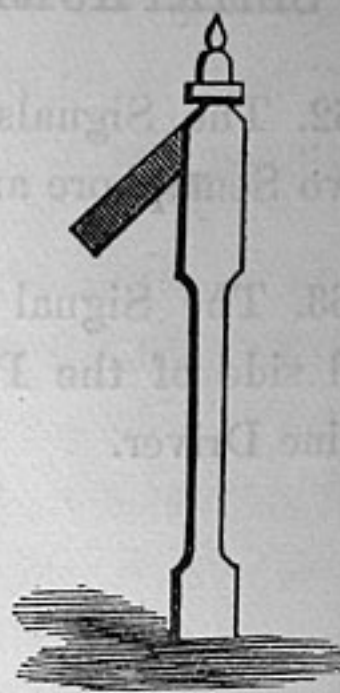
64. The **Danger Signal to Stop** is shown by the arm on the **Left-hand side** being raised to the **horizontal position**, thus—



65. When the two arms are raised horizontally, both Lines are obstructed, thus—



66. The Caution Signal to Slacken Speed is shown by the Semaphore arm on the Left-hand side being lowered to an angle of 45 degrees, thus—



Semaphore
Signals by
Night.

67. The Signals by Night will be made by **Red, Green, and White Lights.**

Signal to be
answered.

68. No signal can be considered as complete until answered by the person to whom it is given, if the Signal be of such a nature that it can be answered.

69. The **Danger** Signal must always be shown when there is any obstruction on the Main Line, or danger of obstruction; and it is also to be shown when it is necessary to stop a Train which would otherwise not stop.

Danger
Signal.

70. The **Caution** Signal is to be made whenever the state of the road or other circumstances (although not such as to require the **Danger** Signals) make it desirable that the speed should be reduced.

Caution
Signal.

71. The **All Right** Signal is only to be used when the person making such Signal has satisfied himself that the line is clear and unobstructed, and that there is no danger to the free passage of the Engine or Train.

All Right
Signal.

72. In case of Fog, the Day and Night Signal must be used simultaneously.

Fog
Signals.

73. Whenever **Hand** Signals are used, the Signalman must show them until every Carriage or Truck in the Train shall have passed him; and he must in all cases stand clear of the rails, so that he may be quite conspicuous to the Driver and Fireman, as well as to the Guards.

Method of
showing
Hand
Signals.

74. All Servants of the Railway Department using Flag Signals are to be careful to have them washed and kept clean. Also, when Lamps are used, they must be kept properly bright and clean.

Flag Signals
to be kept
clean.

Report of
disobedience
of Signals.

75. Whenever any Engineman or other person shall disobey or not observe the Signals, he is always to be reported by the person making the Signal; such report must be made in writing to the immediate Superior of the person making the report.

Tail Signals
of Trains.

76. One Red Tail Lamp shall be hung behind every Train, or Engine without a Train when used on the Line by night or during a Fog; the Guard of the Train, or the Engineman if the Engine is without a Train, to be responsible for the same.

Tail Signal
denotes
extra Trains

77. A Red Board or Flag by Day, or an extra Tail Lamp by Night or in Foggy Weather, hung at the back of a Train or Engine, denotes that an Extra Train is to follow.

All persons
to look out
for Signals
of Specials.

78. All persons employed on the Line are particularly instructed to observe the last vehicle in every Train, in order to ascertain if a Disc, Red Flag, or extra Tail Lamp be fixed, which will indicate that a Special Train or Engine is following.

Personal
attendance
of Officer in
charge of
Station.

79. Every Officer in charge of a Station on being apprised by the person whose duty it may be to move an Engine, Carriage, &c., on to or across the Main Line, that he is about to do so, shall thereupon personally attend to that business in order to see that the proper signals are shown, and he shall remain to give orders until the Line is again quite clear.

80. Before any shunting is commenced at a Station, all the Semaphore Signals which command the roads about to be obstructed must be placed at **Danger**, and kept so until the line is clear.

Protection
of Trains
Shunting.

81. The following Signals must be attended to in Shunting, in addition to the fixed Signals :—When a Train is required to *move forward* a short distance a *White Flag or Light* is to be waved up and down, and a *Red Flag or Light* substituted in time for the Train to *stop* at the required point. When the Train is required to *put back*, a *White Flag or Light* is to be waved from *side to side* until the signal to stop by *Red Flag or Light* is again given. Upon the *final Shunting* of a Train of goods waggons, the business being completed, the Yardsman is to show a *steady Green Flag or Light* to the Head Guard, who is to repeat the Signal to the Engine Driver, and blow his whistle, upon which Signal the Driver is to start. No Signal is to be altered by any *other person than the man in charge of it*, except at Sidings, or in cases of great emergency.

Shunting
Signals.

82. Immediately upon any Engine or Train reaching the platform of an Intermediate Station, or stopping short of the platform when approaching the station, the Semaphore Signal must be placed at "**Danger**," and kept so for **Five** Minutes after such Engine or Train shall have proceeded on its journey (*whether there is another Train expected to follow or not*). If there be no obstruction on the Line, it is then to be lowered to "**Caution**," and kept so for

Protection
of Trains at
Intermediate
Stations.

Five Minutes; after which time, if the Line be clear, it is to be dropped to "**All Right**," and kept so until there is necessity to use it again.

Advanced
Signals to
be used for
protection
of Trains.

83. If there should be an advanced Semaphore at one or each side of a Station, the advanced Semaphore covering the road on which a Train or Engine is approaching the Station must be put at **Danger** as soon as the Engine passes it. When the Engine passes the Station Semaphore, and proceeds from the Station on its journey, the advanced Semaphore is to be lowered to "**All Right**," if there be no obstruction between it and the **Station Semaphore** or at or within sight of the Station; but the **Station Semaphore** must be kept at **Danger**, as provided by the preceding Rule.

Use of
Semaphore.

84. When a train stops at the Station, *the use of the Semaphore is to protect it from any Train which may be following*; and after a Train has stopped, the Signal to "**Go on**" from the Station Master to the Guard, and from the Guard by whistle to the Engine-man, will be sufficient to start the Train again without the arm of the Semaphore being lowered from **Danger**.

Trains not to
start before
time.

85. When the time of departure fixed by the Time-Bills arrives, *and not before*, the Guard, having ascertained from the Officer in charge of the Station that "**All is Right**," is to give the Signal to the Driver by **Whistle**, and showing his Hand by Day and Light by Night.

86. Unless special instructions are issued to the contrary, Semaphore Lights at Intermediate Stations are to be extinguished ten minutes after the passing of the last Train at night (*whether the last Train be Passenger, Goods, or Special*), if the road be clear; if, however, there should be any obstruction on the Line, or that owing to floods or any other occurrence the Road should be dangerous between any two Stations, the **Danger Signal** is to be exhibited on the Semaphore commanding the road which is dangerous, or on which an obstruction exists, during the whole of the night, or until the road is clear and safe for the passing of Trains.

Semaphore
Lights to be
extinguished
after each
Train passes.

Except in
certain cases

87. In the event of any obstruction or accident occurring, or of a train stopping on the Main Line (from whatever cause), except at a Station, the Signalman, or in his absence the Guard, is **instantly** to display the **Danger Signal**, and send or himself hasten in the proper direction to stop any Train that may be approaching; and in the event of its happening on a Single Line, or both Lines being obstructed, to send competent men in both directions with the **Danger Signal** for a distance of **800 yards** from the place of accident, or to the top of the next adjoining incline, where he or they must remain with the **Danger Signal exhibited** until it is ascertained that the Line is again perfectly clear and unobstructed.

Protection
of Trains
standing
outside
stations.

88. When Slips or Obstructions occur, or if from any cause it becomes necessary to work both the Up

Slips or Ob-
structions.

and Down Traffic over one and the same Line of Rails between certain Stations or "through Crossings," the following Rules *must* be observed:—

Information to be sent to various persons.

89. After providing for the immediate safety of all Traffic approaching the point of danger, according to the General Regulations, intimation in writing, must be sent to the Engineer-in-Chief's office, nearest Engineer, or to the Inspector of Permanent Way, and to the office of the Traffic Superintendent at Melbourne, and to all other Officers who can render assistance.

Chief authority in cases of accidents.

90. The Officer in charge of the nearest Station to the point of obstruction shall assume the chief authority until the arrival of the Inspector of Permanent Way, when so soon as he can transfer the duty to that Officer he must do so.

Danger Signal to be made each way.

91. The Signal Points at each end of the Single Line over which the whole Traffic is to be conveyed must be placed in charge of experienced men. The Distant Signals must be kept constantly turned on **Danger**, or a man with a **Danger** Signal must be stationed at a distance of **800 yards** from the Single Line to stop any Engine or Train, and prevent its approach unless accompanied by the Pilotman.

Pilotman.

92. A careful, steady man must be appointed to act as Pilotman, whose duty it will be to proceed on every Engine passing over the Single Line. Should the Pilotman, on arriving at either end of the Single

Line, find that more Trains than one are waiting to be piloted, he may despatch all the Trains at intervals of from Five to Ten minutes, according to circumstances, going himself invariably on the Engine of the last Train.

93. The Pilotman must accompany the first Train in each direction after the Double Line has been opened.

Pilotman to run each way after Double Line has been opened.

94. After the Pilotman has left, all the Engines approaching the Single Line must be stopped till his return.

Engines to be stopped for Pilotman.

95. The Pilotman shall be distinguished by a Red Cap, but until this is obtained his distinguishing mark shall be a piece of Red Cloth, or part of a Red Signal Flag tied round his ordinary cap, care being taken to transfer his band or cap to any man appointed to relieve him.

Distinguishing mark of Pilotman.

96. When one Pilotman has been relieved by another, he **must not ride on any Engine till he takes duty again.**

No Pilot to be on Engine when not on duty.

97. Till these arrangements are matured, no Trains must be allowed to pass in the wrong direction on the Single Line, and the Driver of the First Train in each direction must be cautioned not to proceed faster than Four Miles an Hour, so that all parties may become familiar with the arrangements without risk of accident.

Detention of Trains until completion of arrangements.

Pointsman to be informed when Line is re-opened.

98. After all danger has been removed, the Line of Rails which was closed must not again be re-opened for Traffic till intimation in writing from the person in authority has been sent to the Pointsman at each end.

JUNCTION SIGNALS.

Junction Signals.

99. At the Junction of two or more Lines, separate Signal Masts are placed applicable to each, the Right-hand Signal applying to the Right-hand Line, and so on.

Danger Signal.

100. The mode of working Junction Signals is as follows :—

101. The Junction Danger Signal is always to be made immediately after a Train, or Engine, or Carriage of any description has passed along the Line, and is to be continued at Danger in order to stop any Train, Engine, or Carriage that may be following, and is not to be again altered till challenged by the following Train, and a period of Five Minutes has elapsed since the former Train left the Junction. The Signal is to be kept at Danger when there is any obstruction on the Line.

Caution Signals.

102. The Caution Signal is never to be used unless to allow an approaching Train to pass, and the Engineman of such Train shall have sounded his

whistle, and the man in charge of such Signal shall be satisfied that no other Train than the **one** is due to cross over at the Junction of the two Lines.

103. When two Trains are seen approaching a Junction from different Lines, the Signalman must keep his Signals on at Danger to both Trains, and not allow either to pass until both of the Trains have been brought to a stand.

To stop two Trains when approaching a Junction.

104. The ESSENDON Junction Signal shall be under the control of the North Melbourne Station Master.

ESSENDON Junction.

105. The FOOTSCRAY Junction Signal shall be under the control of the Footscray Station Master.

FOOTSCRAY Junction.

106. The GEELONG Junction Signal shall be under the control of the Geelong Junction Station Master.

GEELONG Junction.

107. The WEST GEELONG and BALLARAT Junction Signal shall be under the control of the West Geelong Station Master.

WEST GEELONG and BALLARAT Junction.

108. The Station Masters at the Junctions as above will be held responsible for the due supply of stores to the Junction Signalmen under their control respectively.

Station Masters to have care of Junction Signals.

ENGINE SIGNAL WHISTLES.

Engine
Whistle
Signals.

109. The following Engine Signal Whistles will be given when challenging the Junction Signals:—

AT ESSENDON JUNCTION.

110. Engines towards or from **Footscray**—**Two** distinct whistles; Engines towards or from **Essendon**—**Three** distinct whistles.

AT FOOTSCRAY JUNCTION.

111. Engines towards or from **Geelong Junction**—**Two** distinct whistles; Engines towards or from **Main Line**—**One** prolonged whistle.

AT GEELONG JUNCTION.

112. Engines towards or from **Williamstown**—**Two** distinct whistles; Engines towards or from **Geelong**—**Three** distinct whistles.

AT WEST GEELONG OR BALLARAT JUNCTION.

113. Engines towards or from **Ballarat**—**One** prolonged whistle; Engines towards or from **Melbourne**—**Three** distinct whistles.

ENGINE HEAD LIGHTS.

MAIN LINE TRAINS.

114. Between **Melbourne** and **Keilor Road**—**Three Head Lights.** Distinguish-
ing Head
Lights.

115. Between **Keilor Road** and **Sandhurst**—**One Head Light.**

116. Between **Sandhurst** and **Footscray**—**One Head Light.**

117. Between **Footscray** and **Melbourne**—**Three Head Lights.**

GEELONG AND BALLARAT TRAINS.

118. Between **Melbourne** and **Werribee**, up or down—**Two Head Lights.**

119. Between **Werribee**, **Geelong**, and **Ballarat**, up or down—**One Head Light.**

WILLIAMSTOWN TRAINS.

120. Between **Melbourne** and **Williamstown**, up or down—**One Head Light.**

INSTRUCTIONS FOR THE USE OF DETONATING OR FOG SIGNALS.

**Detonating
Signals.**

121. Each Guard, Brakesman, Policeman, and Pointsman not at a Station, and all Enginemen, Foremen of Works, Gangers of Platelayers, will be provided with a packet of Detonating Signals, which they are always to have ready for use whilst on duty; and every Officer in charge of a Station will have these Signals, which are to be kept in a place easy of access to all on duty at the Station; and when any have been expended, a further supply must be immediately requisitioned for.

**Detonating
Signals—
mode of
fixing on
Rails.**

122. Where it is necessary to stop a Train or Engine, these Signals are to be used during a Fog or at Night, and they must also be used in any situation when the Train or Engine is not protected by a Fixed or Hand Signal. They are to be placed on the Rail (label upwards) by bending the lead-clip round the upper flange of the Rail to prevent its falling off.

**To be
carefully
handled.**

123. The Detonators must be carefully handled, as they are liable to explode if roughly used. It is necessary to keep them well protected from damp. At intervals of three months, one from each person's stock must be tested to insure that they are in good condition.

124. The use of the Detonating Signals is to be In addition to other Signals. *in addition* to the regular fixed and other Day and Night Signals of the Line, which must be first exhibited where possible.

125. The following is the mode of applying the Distances in placing Detonators. Detonating Signals :—In cases of obstruction, where it is necessary to stop any Engine or Train following on the same Line, one of the signals is to be placed by the person engaged in the duty at the end of *every* 250 yards, for a distance of not less than 1,000 yards from the place of obstruction (on levels, but farther on descending gradients, or, if a curve, to continue it until the Red Signal can be seen round the curve ; and should the distance end in a tunnel, then the Signal is to be exhibited at the end of the tunnel farthest from the obstruction) in the proper direction, and *two* must be fixed *ten yards apart* at the point where the Signalman stands at the moment a following Train comes in sight, or on arriving at the end of the distance named, between him and the approaching Train. *Five* Signals will be thus required to protect the Train. The *Red Flag Signal* or *Red Lamp at night* must at the same time be exhibited as conspicuously as possible, and every exertion made to stop any approaching Engine or Train.

126. When the Guard who has been acting as the When Guard is recalled. Signalman, or any other Signalman, is *recalled* by the Engine whistle, he must leave One or Two Detonators, as the case may require, fixed on the Line ; but if a Platelayer or other Railway Servant can be found, he must be placed at the point to exhibit a Hand Signal.

To leave
information
at following
Station.

127. When a Detonating Signal may be left on the Line by any Guard or Signaller, who afterwards rejoins his Train, such Train or Engine must stop at the next following Station, in order to leave information for the following Engineman as to the cause of the Detonator being so left.

Observance
of Detonat-
ing Signals.

128. Whenever an Engine passes over a Detonating Signal, or a Hand Signal to Stop is seen, the Driver must *immediately shut off steam*, and proceed with *great caution* until he has ascertained that the line is *quite clear*, or until a *second Signal* is passed, when the Train must be *stopped immediately*. The Guard must then protect the Train, as required by Rules 87 and 125; and if there is no explanation of the cause, the Driver is to *proceed slowly* with the Train until the cause be discovered.

When Guard
is required.

129. When the Guard who has been acting as the Signaller, or any other Signaller, is recalled by the Engine whistle, he must leave One or Two Detonators, as the case may require, fixed on the Line; but if a Platelayer or other Railway Servant can be found, he must be placed at the point to exhibit a Hand Signal.

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Switches.

SECTION III.

INSTRUCTIONS

FOR

SWITCHMEN AND SIGNALMEN.

129. Every Switchman and Signalman must be thoroughly acquainted with the Code of Signals and the Rules laid down for using them, which Rules he must strictly abide by.

To be acquainted with Rules for Signals.

130. Every Switchman or Signalman must be in attendance at his post during the required hours of duty, and he must never leave the Points or Signals of which he has charge during those hours, or until he is relieved.

Hours of attendance.

131. He must not allow any person to frequent his box or cabin, which, as well as the ground adjacent, must be kept clean and neat.

To keep his box neat.

132. Facing Points are always to be steadied by the hand of the Switchman on the lever of the Switches.

Facing point to be held.

Not to turn
a Train into
a Siding if
travelling
too fast.

133. No Train is to be turned into a siding when approaching too fast to enter in safety, but must be kept on the straight road. The Switchman must note every instance where a Train in passing through Facing Points runs at an excessive rate of speed, and report the same, as well as any other irregularity which may come under his observation as required by Rule 17.

Not to allow
Points to
fall back
too soon.

134. Great care must be taken not to allow the Points to fall back until every vehicle in the Train has cleared them.

To give
information
to person
relieving.

135. Before a Switchman goes off duty he must take care to inform the person relieving him what Train is due, so that the relieving Switchman may know if the Trains are running out of their regular order. The relieving Switchman is to satisfy himself of the Points, &c., being in good working order before the other Switchman goes off duty.

Signalmen
to repeat
Guard's
Signal to
Driver if
necessary.

136. Signalmen in charge of Semaphores at the entrances to Station Yards must be particularly careful to observe every outward Train as it leaves the platform. They are also to look towards the platform immediately after the Train has left, in case the Guard or Station Master should make a "Stop" Signal, which, if made, the Signalman is at once to repeat to the Enginemen, in order that the Train may be stopped.

Examination
of Points and
Crossings.

137. Men in charge of Points and Crossings must examine them carefully, and clean and oil them every

morning, and must frequently *from time to time* ascertain that they are in perfect order, and not injured by the passage of Trains ; and must especially examine the rod connecting the Points and all screw nuts, cotters, &c., trying the Points occasionally by moving them to and fro. Facing Points must be held when Trains pass over them.

138. Each person required to give Signals must furnish himself, by application to the proper quarter, with *Red, Green, and White Flags, a Lamp having three different glasses, viz., Red for Danger, Green for Caution, and White for All Right Signals ; a Whistle, ten Detonating Signals,* and a proper stock of same must be kept at every Station. All these must be constantly in a state of readiness for immediate use.

139. Signalmen or Porters in charge of Signals must make themselves acquainted with the mode of slackening or tightening the wire of Distant Signals, and they must adjust the wire as it may require.

Care of
Distance
Signals.

140. During the Night time, every man in charge of Distant or any Fixed Signals, must from time to time satisfy himself that the lamp trimming, where oil is used, is in *perfect condition*, and, whether oil or gas, that a bright Light is exhibited by the Lamps. All signals should be lighted **not later than sunset.**

Care of
Night
Signals.

141. All Switches leading into sidings remote from Stations are to be properly secured at night.

Switches to
be secured.

SECTION IV.

INSTRUCTIONS

TO

STATION MASTERS & STAFF,

&c., &c.

CONTROL OVER STAFF, PREMISES,

&c., &c.

Vigilance. 142. Vigilance is to be exercised that no improper persons be allowed to enter the waiting-rooms or remain in any part of the Station.

Trespassers. 143. Persons not employed in the service of the Board, or not about to travel by the Trains, have no right of access to the Station; but no person is to be excluded from the platforms or waiting-rooms without sufficient or special reasons. The booking-offices must be kept perfectly private, and the public must not have access behind the screen or counter of any Station, or be furnished with information not intended for them. Persons are not to be admitted to learn any knowledge of the business without the sanction of the Secretary.

144. The Station Master shall have the control of all the Servants of the Board who are engaged in the conduct of the Traffic or Trains, to whatever Department they may belong, while at his Station; and he is to see that they comply with the Rules applicable to each, except where there is a Locomotive Foreman, and in that case the Enginemen shall be under the control of such Foreman.

Station Masters to have control of Station staff.

145. At Stations where there is a Fire-engine, all the Servants should be instructed in its use, and every Watchman and other Servant employed at any Station must be made acquainted with the position of the fire-buckets and fire-plugs, if there be any, and every man should be instructed how to attach the hose, &c., in case of fire taking place on the Railway premises.

Use of Fire-Engine or water-hose.

146. The Keys of all safes, cash drawers, and cash boxes shall be kept by the Officer who receives and is responsible for the moneys. All Duplicate Keys to be kept under seal by the Station Master.

Custody of Keys.

147. The Station Master shall see that the various duties of the Station are properly allotted to the Servants of the Board under his charge, where not specially assigned by these Rules, and that each man thoroughly understands his duty. The routine of the duty is to be exhibited in the Porters' Room, Signal Boxes, &c., &c.

Allotment of duty to Servants.

148. At every Station where there is no appointed Signalman, one of the Porters must be specially assigned to attend to the working of the Signals, and be responsible for the correctness of the Signals

Assignment of care Signals to be made by Station Masters where there

may be
Porters.

during the hours this duty is assigned to him, or until he is relieved. He will also be required to attend to his duties as a Porter, and perform any other services that may be required of him, so long as those duties do not interfere with his attention to the Signals.

All Porters
to be
employed
specially as
Signalmen
in rotation.

149. All Porters at a Station, whether Passenger or Goods Porters, must be placed in charge of Signals in rotation (unless the Station Master considers any of them unfit for that particular duty), so that everyone may be thoroughly exercised with the working of Signals.

Responsi-
bility of
Station
Masters
with regard
to Signals.

150. If a Station Master should neglect to assign the duties of Signalmen to proper persons, he will be held *personally responsible*.

151. If the Officer in charge of an intermediate Station should be without a Porter or other assistant, he will be personally responsible for the correctness of the Signals at all times.

Station
Masters to
give precise
instructions.

152. The Station Master shall always communicate his instructions in clear and precise terms. He shall keep himself thoroughly acquainted, by constant personal intercourse, with the character and conduct of every man under his control, and maintain discipline and order.

Power of
suspension.

153. The Station Master has the power to suspend any Servant of the Board under him, where the conduct of the Servant is such as to require that course, either with regard to the safety of the public or the interests of the service.

154. *In case of emergency*, where any of the men are absent from suspension, sickness, or otherwise, the Station Master shall employ a temporary substitute, for whose character and capacity he will be responsible.

Temporary
appointment
to vacancies.

155. The address of every Servant connected with the Station is to be registered in a book to be kept at the Station for that purpose.

Address of
Servants.

156. The proprietors of refreshment-rooms are forbidden to supply intoxicating liquors to any Engineman, Guard, or other Servant of the Board while on duty.

Not to drink
intoxicating
liquors.

157. No Sheep infected with Scab or other infectious disease, no Cattle or Horses having any symptoms of disease, *must on any account* be allowed within the yards, or into sheep or cattle trucks; and the attention of Station Masters is particularly drawn to Bye-Laws Nos. 23 and 24.

Diseased
Sheep or
Cattle.

158. The Public Notice Board at the Station must be kept in good order, containing only the Railway or other authorized Notices *in force*, and such Notices must be exhibited on it alone, and not on the walls or doors of the Station.

Public
Notice
Board.

159. A copy of every Notice connected with the working of the Line, also a statement showing the time each man is on or off duty, must be posted in the rooms of the Porters, Guards, and Engine Drivers, also in the Signal Boxes, &c.

Depart-
mental
Notices.

Public
Notices.

160. The Public Notices required by Acts of Parliament, such as the Tolls, Bye-Laws, and Regulations, must be fixed in the most conspicuous places of each Station ; and the Servants of the Board must always be prepared to prove that such Notices are properly exhibited.

Strangers
not to travel
in Vans.

161. Station Masters are to see that Guards do not allow persons to travel in the Van, except those who are authorized to do so. Any breach of this Rule will be severely dealt with.

Station
Masters to
observe that
Guards obey
Rules.

162. Station Masters are to take care that the Guards, while at the Stations, carry out all instructions laid down for their guidance, and they are to report any infringement of the Regulations to the proper Officer.

Communi-
cation with
Engineer's
staff.

163. Whenever a Station Master, from any *pressing necessity*, has occasion to require the aid of any of the Engineer's Staff, he will at once communicate with the Inspector of Permanent Way to whose district he belongs ; but this direct communication is only to be made on occasions which will not admit of delay. In all other cases the ordinary notification by usual report to the Traffic Superintendent will be given.

Goods in
disabled
trucks.

164. When a Truck is left at a Station short of its destination, in consequence of an axle-box being hot, or from other cause, the Station Master must take care that the goods are not unnecessarily delayed. If the Truck cannot speedily be put into running order, the contents must be transferred to another Truck, and forwarded to their destination.

165. Sidings should always be kept in readiness for the immediate and safe entrance of any Train that may have to be passed by another Train.

Sidings to be cleared for shunting.

166. If there is not siding accommodation available, the Train or Engine should stand clear of the Station, in a forward direction, a distance of at least 200 yards from the Station Semaphore, so as to be safe from any following Train running accidentally past the Station.

Train to be drawn forward if there should not be room to shunt.

167. No shunting or marshalling of Trains shall be done, nor Engine or Vehicle of any description be allowed to shunt, cross, or stand upon the Main Line when such operations extend beyond the distant Signal Post, and unless the movement can be completed and the Line made clear full Five Minutes before a coming Train is due; and during a Fog it must not be attempted, unless the Hand and Detonating Signals are used.

All shunting to be done within the distant Signals.

168. The Outer Door of the Station is always to be shut when the time is up at a Terminus for a Train to start.

Shutting of Outer Door of Station.

173. The entire Coaching Staff at Stations must be on duty at each Train as far as possible, and the Goods Porters must assist when required. The Passenger Porters must also assist in the Goods Department when necessary they should do so.

174. Station Masters, while on duty, are to have a Carriage-key always on their person, and are

All Porters to assist when required.

Carriage-key to be kept ready.

ARRANGEMENT AND WORKING OF TRAINS, &c., &c.

Attendance
of Station
Master on
Platform.

169. The Station Master must be constantly on the platform during the hours of business, on the arrival and departure of Trains, and where Trains have to run through the Station.

Limit to the
number of
Vehicles.

170. Station Masters are particularly instructed to **Limit the Number of Vehicles** placed in the Train as far as practicable, having regard to the probable wants of the journey, to prevent unnecessary haulage, and with this view Composite Carriages are to be used when possible.

To use
despatch.

171. Station Masters at Intermediate Stations must use every exertion *to make the time of stopping at their Stations as short as possible.*

Vehicles to
be ready.

172. Intermediate Station Masters, who have to attach Carriages or Waggon, should have them quite ready by the time the Train arrives, and, if possible, so arrange them as to avoid unnecessary shunting.

All Porters
to assist
when
required.

173. The **entire Coaching Staff** at Stations must be on duty at each Train as far as possible, and the Goods Porters must assist when required. The Passenger Porters must also assist in the Goods Department when necessary they should do so.

Carriage-
keys to be
kept ready.

174. Station Masters, while on duty, are to have a Carriage-key always on their person, and are

required to provide for every Guard, Under-Guard, and Porter being similarly supplied with one; and two additional keys are to be kept at Junction Stations, for the Porters attending the Carriages there.

175. All Passenger Carriage Doors must be kept locked on both sides, unless otherwise ordered, during the journey. Doors to be locked.

176. Where a Train overruns the platform at a Station, the Signal must never be given to the Engine Driver to put back until all the Doors in the Train are closed, and until the Guard gives the Signal to the Engine Driver by the usual whistle. Doors to be closed before Train puts back.

177. Passengers must not be allowed to alight until the Train has stopped; and to prevent accident from the neglect of this precaution on the part of the Passengers themselves, the Carriage Doors must not be opened until the Train comes to a stand at the platform. Passengers not to alight from a Train in motion.

178. Should any casualty unfortunately occur to a Passenger, either from his own want of caution or otherwise, the names and addresses of Passengers or other persons who may witness the occurrence are, if possible, to be procured for after-reference if required. Accident to Passengers.

179. No more Passengers are to be allowed to enter a Carriage than it is calculated to contain, and Passengers are not to be permitted to get into a higher class than their ticket warrants. Placing Passengers in carriages.

Names of
Stations
to be
announced.

180. On the arrival of a Train, the name of the Station is to be *distinctly* called at the door of every compartment. At Junctions the door of every carriage is to be opened, and inquiries made if there be any Passengers for the branch, naming the particular Stations.

Passengers
carried to a
wrong
Station.

181. In cases where Passengers are carried out of their way and to a wrong Station by mistake, the Station Master (after satisfying himself that they have *really* been overcarried by *mistake*) will not charge excess fare, but send them to their proper destination by first Train, endorsing the back of their ticket to pass them on to the proper Station.

Tickets
issuing.

182. Tickets are to be issued to all persons applying for conveyance on the Railway, except persons in a state of intoxication or unfit to travel.

Tickets
issuing.

183. No Ticket is to be issued after a Train arrives, nor to any one who may get out of a Train, except by the sanction of the Officer in charge. Passengers with a Ticket short of their proper destination can only get a Ticket at any Station where he may alight, and go on by the same train on his satisfying the Station Master that he has a legitimate reason.

Limit to size
of Passenger
Trains.

184. Every Passenger Train running on the Main or Ballarat Line, consisting of more than **six** Carriages (exclusive of the usual Brake), must have additional Brake power in the proportion of one Brake to every **six** or fraction of **six** Carriages, and a man to work each brake.

185. Every Passenger Train running between Melbourne and Williamstown or Geelong, consisting of more than Ten Carriages (exclusive of the usual Brake Van), must have additional Brake power in the proportion of one Brake to every ten or fraction of ten Carriages, and a man to work each brake.

Limit to size of Passenger Trains

186. No Vehicle of any description must be placed behind the rear Brake in *any* Train travelling on the **Main or Ballarat** Lines, and the last Vehicle in *every* Train should if possible be the Brake.

Brake to be last Vehicle in Train.

187. The Carriages or Waggon must be properly coupled by the side chains as well as the centre coupling—no side chains or couplings left hanging down. The Lamps must be lighted, or removed when not required.

Coupling of Vehicles.

188. Should it be found that a Train, Waggon, or Engine has broken away, the person discovering it must immediately take all steps to stop all following Trains, and to Signal by telegraph (if possible) the danger to the Station in advance; but the first portion of the Train is not to be stopped there until it has been signalled that the second portion has been brought to a stand.

In case of Vehicles getting detached.

189. The Buffers of the several Carriages forming the Train should be screwed up one against the other, until each buffer recedes about one inch.

Buffers screwed up.

190. Under no circumstances whatever must a Truck without Buffer springs be attached to a Truck with Passenger Trains.

Trucks with Passenger Trains.

Passenger Train, and no Truck must be used for any other purpose than that for which it is constructed. Any Truck attached to a Passenger Train must be put in front of the Carriages.

Position of
Passenger
Carriages.

191. Whenever Passenger Carriages are attached to Goods Trains, they must be placed next the last Brake Van. First-class Carriages behind Second-class Carriages.

Ladies' com-
partment.

192. A compartment is to be reserved for ladies by every Train, in the First-class Carriage that is going the longest distance, in which no gentleman is to be allowed to travel. A notice board is to be placed on the door of the compartment. In the event of a lady travelling alone, she is to receive special attention; and if desirous to change Carriages at any Station, every facility must be given for her doing so.

Examination
of Train.

193. Before starting a Train, whether Passenger or Goods, and whenever vehicles are attached, as well as at each stage of the journey, the Station Master must see that it is in all respects properly arranged and coupled, and in a perfect state for running with safety. The moment before the Train starts he should closely observe each Carriage, to insure the doors on the platform side being properly fastened, and that the Tail Lamps are in their place; and the vehicles should be watched closely from the farthest point of the platform as the Train moves out, with the view of discerning any defect.

194. Every Station Master in charge of a Station where there is no telegraphic communication is to take the Melbourne time from the Guard of the First Down Passenger Train, and **no Train is on any account to be started from any Station before its appointed time.**

Time to be taken from Guard.

195. It is to be distinctly understood by Station Masters, Guards, and persons in charge of Trains, that Goods or Ballast Trains are not to be on the Road within Fifteen Minutes of the time a Passenger Train is due, but Goods and Ballast Trains must shunt at least Fifteen Minutes before a Passenger Train is due, and wait for *Five Minutes* after the Passenger Train has passed; and before shunting care must be taken that Signals are made in one or both directions, as the case may require.

Line to be kept clear for Passenger Trains.

196. Whenever there is a Siding of sufficient length to contain the Train, it shall **not be Shunted from one Main Line to the other,** but shall be placed on the Siding.

No Shunting from one Main Line to the other.

197. No Train travelling on the **Up Line** is to leave any of the following Stations within Fifteen Minutes of a preceding Train, viz.:—Woodend, Gisborne, and Lancefield Road.

Time for leaving certain Stations.

198. No Train travelling on the **Down Line** is to leave any of the following Stations within Fifteen Minutes of a preceding Train, viz.:—Woodend, Carlsruhe, Malmsbury, and Elphinstone.

199. No Train must leave **Buninyong Station** for Ballarat *within Fifteen Minutes* of a preceding Train.

Guards and Station Masters responsible.

200. Guards as well as Station Masters will be held equally responsible for the strict observance of the five preceding rules.

Despatching of Pilot Engine to look for overdue Trains.

201. In case any **Passenger Train** is *Half-an-Hour* overdue at a Terminal Station, or at any Station where there may be a Pilot Engine, the Station Master is to despatch the Pilot Engine to look for the Train (*if there be a Double Line of way*), unless satisfactory intelligence of the cause of delay be received by telegraph; and when a Train is *Fifteen Minutes* overdue, the Station Master must give notice to the Locomotive Foreman, or if there should not be a Foreman to the Driver of the Pilot, to have his Engine in readiness to go out if required. Should a Train be about to leave the station after the departure of the Pilot Engine, then the Guard and Engine Driver must be informed of the Pilot Engine having left.

202. In case of **Meat or Market Trains**, or if there be any special necessity in the case of **Goods Trains**, the Pilot Engine must be despatched as before described.

Requisition must be made for locomotive power when required.

203. Whenever additional locomotive power is necessary for the special requirements of the Traffic Department, an Officer of that Department, duly authorized, must give, if possible, Six (6) Hours' notice

in the usual form or in writing to the Locomotive Foreman at the place where the additional power is required. In cases of emergency, when there is engine power ready and available, the Engine can be supplied for the requirements of the traffic immediately upon the receipt by the Locomotive Foreman of the requisition. A duplicate of requisition for engine power must be at the same time forwarded to the Engineer-in-Chief.

204. In addition to any circular memorandum that may be issued, Special Trains are to be timed on to and from all Telegraph Stations; but Special Trains may run at any time without any previous notice being given, but, if possible, a disc will be placed on every preceding Train.

Notice of
Special
Trains.

205. On those portions of the Railways where a *Single Line* only is provided, care must be taken before any Train leaves any Station that there is no Train due in an opposite direction; and where there is telegraphic communication, the Station Master, before allowing any train to leave his Station, must ascertain by telegraph from the next Station in advance that the Line is clear.

Signalling
Trains on
Single Lines.

206. Before any Special Train is despatched on a *Single Line*, notice must be received and acknowledged by every Station Master on the Single Line; and the Guard, or if there be no Guard the Driver of such Special Train or Engine, must

Special
Trains on
Single Lines.

receive *written* instructions from the Traffic Superintendent or Terminal Station Master who despatches the train, directing him when to leave each Station, and where to shunt, if it should be necessary for him to do so, in order to allow Trains to pass.

Special Train
notice boards
to be ex-
hibited at
Stations.

207. Two Notice Boards, for the purpose of indicating the time of Special Trains, will be supplied to each Station—one for the “Up” and the other for the “Down” line; and the Station Master must exhibit the proper notice on the morning of the day the Special is to arrive at or to pass his Station, or so soon after as he shall be advised that a Special Train is to arrive at or to pass his Station; and the index on the board must be arranged to show the proper time, if the Station Master should be advised of it. And when such Special Train passes, the Notice Board relative to it must be removed; and if the Station Master shall have no other advice of a Special Train than by a Signal attached to a preceding Train, he shall exhibit the Board from the time the preceding Train arrives at or passes until the Special Train arrives at or passes his Station.

Books to
be kept.

208. In addition to the ordinary Books of Account, there must be kept—

209. An *Order Book*, accessible to every person in the establishment, in which shall be inserted all general orders, circulars, and instructions of a general character for the government of the Station and Traffic.

210. A *Train Signal Book*, to be accessible to the whole Staff at all times, in which shall be registered all messages and Signals in respect to Trains or Special Engines. This book must be examined by every Officer before undertaking Day or Night duty, and the Station Master must sign it daily.

Signal Book.

211. Station Masters must give full information to, and reply to all inquiries from, any person connected with the Line as to overdue or Special Trains.

Full information of Special Trains to be given.

PARCELS BY PASSENGER TRAINS, &c., &c.

212. Station Masters will be held responsible for the replies given to inquiries respecting Luggage or Parcels, whether they be in Goods or Passenger Department; and should keep themselves informed of all property at the Station, so as to be at all times prepared to give correct information.

Luggage.

213. Dogs are not to be received unless the carriage is prepaid, or in case the sender is well known; and not without a chain attached to the collar, whether with a Passenger or booked through the Parcels Office. To be carried in the Dog-boxes, and not allowed to travel with Passengers.

Dogs.

214. On receiving Baggage from Passengers when they arrive at the Station, the Porter in attendance must explain to the Passengers that they will require to claim their Baggage, and see it labelled

Receiving Baggage.

and weighed on the platform, *after* they have taken their tickets ; and on no account promise that "all shall be right," so as to prevent the owner looking after it.

Inquiry as to Train.

215. The Porter must inquire from the Passenger by what Train he is going, so that the Baggage may be put on the proper platform ; and that any misconception the Passenger labors under in respect of the Train may be rectified.

Separation of Baggage.

216. Each Passenger's Baggage must be kept separate, for which purpose the Porters must take the barrow to the side of the cabs or carriages, and at once remove the Baggage to the scales for weighing. If the Passenger has only one article of Baggage, the Porter can take it in his hand.

Small articles to be taken into Carriages.

217. Any small articles which the Passenger may wish to have put in a Carriage should be carried by a Porter there at once, and the Porters should invite Passengers to place as much in the Carriage as the space under the seats will hold ; rugs, coats, umbrellas, sticks, caps, or small bundles of such strapped together must be kept by the Passengers themselves, or sent as booked parcels.

Excess Baggage.

218. Excess Baggage is to be weighed immediately after it has been brought to the platform, and the weight marked thereon.

Unclaimed Luggage.

219. Every Guard must make a return of every such article, or any other article of Baggage not claimed, or of any article missing.

PRESERVATION OF BUILDINGS, PROPERTY, &c.

Care of
buildings,
&c.

225. The Station Master is responsible for the preservation of the buildings and offices of the Station, by keeping the Head of his Department constantly advised of any indication of dilapidation.

Care of
buildings,
&c.

226. He is strictly forbidden to put up any leaning shed, or any other work, against or near the Station buildings, unless authorized.

Station
Master's
jurisdiction.

227. He must undertake the control of the public Level-Crossing Gates or Junction Signals assigned to him, subject to such Regulations as may from time to time be issued. It will be his duty also to provide the necessary Stores required for each Gate or Junction Signal, and supervise such Gate or Signal, as if it were part of his Station.

To keep
Station Gates
locked.

228. Station Masters must see that all the outside Gates of their Station are locked at night, and they will be held responsible for the consequences of cattle or horses trespassing through the Gates under their control, whether by day or night.

Order to be
preserved.

229. He shall enforce regularity, order, cleanliness, and neatness throughout the Station, keeping it clear of weeds, the ballast raked, and nothing left lying on the surface which is not properly there. Every article must be kept in the place appointed for it.

230. A good supply of fresh water for the use of Passengers is at all times to be kept in each waiting-room. The glass and decanter or jug must be kept clean, and replenished as often as necessary.

Supply of water for waiting-rooms.

231. Due economy must be observed at all Stations in the use of gas, oil, &c.; and the lights within the Station Buildings should be reduced as much as possible when not actually required at Train time.

Economy in the use of gas, &c.

232. The water-closets and urinals must be flushed with a copious supply of water at least once a day, and kept perfectly clean; and they must be examined daily in order that any obscene writings or sketchings be removed from the walls or doors. All tanks must be pumped full every morning.

Water-closets and urinals.

233. The Station Master shall make at least one inspection each day of the entire premises under his charge, including all Gates, Signals, Points, Switches, Scotches, &c., &c. He must satisfy himself on each inspection that the most vigilant attention is paid to the Switches and Signals, and that they are properly placed, used, and kept in working order, and that the necessary Hand Signals are in readiness when required. The constant adjusting of the Wire of the Distance Signal as the weather may require, so that the Semaphore may not give an uncertain indication, should be carefully seen to.

Daily inspection of Station.

**CARE OF CARRIAGES AND VEHICLES,
AND OTHER PROPERTY,
WHEN NOT IN ACTUAL USE, &c., &c.**

Scotching
Vehicles.

234. *Every Vehicle* not provided with a Brake, when standing in a Siding opening on a Main Line, must be rendered immovable by the application of a Scotch to one of the wheels. *Every Brake must be properly pinned down.*

Punishment
for neglect.

235. If any Truck gets out on, or foul of the Main Line from a Siding, in consequence of the entrance-block being left open, the person through whose neglect the Vehicle gets away will be dismissed, in addition to any other punishment or penalty he may incur under Clause 42 of "*The Railways Act 1863.*"—(See *Appendix.*)

Mode of
securing
Vehicles.

236. All Vehicles in Sidings should be coupled together, and so placed that the wheel of the outside Vehicle may touch the Entrance Scotch, so that it cannot gain momentum to run over it.

Entrance
Scotch to be
kept locked.

237. The **Siding Entrance Scotch** must always be kept locked, except during the ingress or egress of Carriages or Waggon, and the key is to remain in possession of the person in charge.

Care of
water cranes.

238. Station Masters at watering Stations must take care that the Water Cranes are properly secured when not in use, and especially at night, in order that the jib of the crane may be clear of Engines or Vehicles passing on the Main Line.

239. Whenever any Vehicle has received injury, Injury to Vehicles. however slight in appearance, by getting off the Line or otherwise, it must not be allowed to continue in traffic until it has been inspected and pronounced safe by the Carriage Examiner at the nearest Station.

240. All Carriages not in the course of traffic must Care of Carriages. be kept under cover as far as shed-room will permit. The first class to take precedence, and want of shed-room only will be allowed as an excuse for Carriages being exposed to the weather.

241. All closed Carriages standing at Stations Ventilation. must be kept well ventilated, by opening the door glasses and admitting the atmosphere to pass through each compartment every fine day. The opening of such Carriages to take place, in summer time, at 6 a.m. (or as soon afterwards as the Station duties commence), and closing at 6 p.m. In winter the opening to commence at 9 a.m. and closing at 4 p.m.

242. The time for opening or closing during the Time of opening Carriage windows. spring and autumn will range within those intervals. On damp, wet, or foggy days, all glasses to be kept closed, care being also taken to close the lids of the lamp protectors. The Carriages used in the last Trains at night specially require ventilation before being put into traffic next morning.

243. The materials required for the purpose of Materials required to cleanse Carriages. cleaning Carriages are woollen mops for the floors of the open carriages, hair wash-brushes, sponges, chamois leather, and some pieces of woollen cloth and

a little common hard soap for the outside ; tallow, sweet, castor, olive, or machine oil and cotton waste for the brakes, buffers, and other ironwork ; rotten-stone powder with oil or a suitable liquid for cleaning the brasswork ; a small stick or beater and a cloth brush suitable for the linings, and a dust-pan for removing dust from their floors.

**Mode of
cleaning
Carriages.**

244. In cleaning the Carriages, the carpets are to be taken out and laid upon a place appointed for cleaning the same, at some distance from the Carriages. The carpets to be at once hung up, and, if wet, in the way they will most quickly dry. The floors of the Carriages then to be well swept out, and the linings slightly beaten with a small beater, and afterwards well brushed. The cushions then to be beaten and brushed in like manner at the place above named, and directly afterwards returned to their places, after which the carpets must be shaken, cleaned, and placed within the Carriages.

**Second-class
Carriages.**

245. The Second-class Carriages to be well brushed out daily, and the seats and backs of painted parts occasionally washed with soap and water when found greasy and dirty. Guards' Brakes must also be washed inside at least once a week, and, when necessary, with chloride of lime, and the windows cleaned daily.

**Outside of
Carriages.**

246. The outsides of each description of Carriage to be well drenched with water, care being previously taken to close all apertures by putting up the door-

glasses, &c. The wash-brushes are then to be used, and the Carriages well washed with clean water (rain or soft water, when at hand, to be preferred).

247. Woollen cloth and brown soap must be used to remove grease from the panels or other parts, and the soap lather well washed off immediately with the sponge, and the whole wiped dry with the leather. The sponges to be well rinsed, and the leathers always washed clean and well wrung out previous to their being used. The water also to be frequently changed, and the brushes to be kept free from sand.

Panels to be washed.

248. The brasswork, handles, &c., are to be cleaned with a little rotten-stone powder and oil, or liquid that will be supplied for the purpose, and finished with a small piece of dry cloth or leather. Care must be taken that no portion of the oil or liquid be left on any part of the brass or painted parts. Sand, grit, or brickdust must never be used for cleaning brasses, nor soft soap in washing carriages.

Care of brasswork, &c.

249. The glasses to be well cleaned with chamois leather, or cloths provided for the purpose, and the person appointed to clean the same must be careful not to soil the linings by getting inside, but in all cases where it is possible he must clean the glasses when standing upon the door steps.

Care of glasses.

250. All plated reflectors in lamps are to be *wiped* with clean wash leathers, kept solely for that purpose, and not *rubbed* with powder. When, however, they are much tarnished, they are to be cleaned with a

Care of lamps.

little whiting. *Roof lamps must never be placed on the ground or platform, the sand or grit on which causes scratches, and diminishes the transparency of the glass. They should be placed on the lamp-barrow or tray when not in the Carriages.*

Care of buffers.

251. The buffers of all Vehicles (Waggons as well as Carriages) are to be kept constantly clean. When very rusty or dirty, they should be scoured with a little oil and fine emery; or if not very bad, a little fine sharp sand may suit in the place of emery. After being cleaned from rust and dirt, the emery or sand must be wiped completely off with cotton waste. By constant attention in wiping with a little oily cotton waste, buffers will require little or no scouring.

252. When Vehicles are compelled to stand some time exposed to the weather without being used, their buffers and all the polished ironwork should be coated with a little tallow after being cleaned.

Care of brake screws.

253. The brake screws, slides, and all other working parts of all Vehicles to be kept clean and free from sand or grit, by being wiped clean with cotton waste, and afterwards properly oiled.

Use of grease.

254. Every grease axle-box shall be properly filled with grease, and examined by pressing the grease down with a grease knife. In warm weather the greasing requires extra attention. No grease must be left on the outside of the box, and the lid is to be shut closely down.

255. The oil journals are to be filled up from Use of oil. below with a funnel at each greasing Station, and the plug replaced.

256. Hot axle-boxes should be probed, and the Hot axles. grease-hole and reservoirs well cleaned, washed, and cleared of any grit, small stones, or other like substance, and replenished with clean grease or oil. The Greasing Porter must immediately call the attention of the Officers on duty to any hot axle.

257. The grease-box must be kept clean, and free Care of grease-box. from any impurity; and the lids of the axle-box or the Station-boxes never left open.

258. The inside of horse-boxes to be swept and Cleaning horse-boxes. cleaned out after every journey, and the doorways kept free from dirt. Their shutters to be kept open when standing at Stations, excepting in wet weather.

Guard's one hour before the time appointed for starting, and sign the Appearance Book in presence of the Station Master or his representative, who will see that each Guard is cleanly and properly dressed in the uniform of the Railway, with the distinguishing number on his cap, and in possession of pouch, time-piece showing correct time, Whistle, One Red and One Green Signal Flag, with case, Lamps in Perfect Order and properly trimmed, Ten Detaching Signals, Can of Oil Grease, Box, Knife, Trench, and Two Sets of Spare Couplings; and in the case of a Goods Guard, a Fire Bucket, Spare Rope, Chain, or Hook, One Spare Spare Brake Pin, and Disc.

To be filled with
grease
See No.

17

SECTION V.

REGULATIONS

FOR

GUARDS, BRAKESMEN,

AND OTHER PERSONS

In Charge of Passenger and Goods Trains.

Attendance
of Guards.

To be supplied with
Signals,
&c., &c.

259. The **Passenger Guards** must be at the departure Station *Half-an-Hour*, and the **Goods Guards** *one Hour* before the time appointed for starting, and sign the Appearance Book in presence of the Station Master or his representative, who will see that each Guard is cleanly and properly dressed in the uniform of the Railway, with the distinguishing number on his cap, and in possession of pouch, time-piece showing correct time, **Whistle, One Red and One Green Signal Flag** with case, **Lamps in Perfect Order** and properly trimmed, **Ten Detonating Signals, Can of Oil, Grease Box, Knife, Probe, and Two Sets of Spare Couplings**; and, in the case of a Goods Guard, a **Fire Bucket, Spare Rope, Chain, at least One Dozen Spare Brake Pins, and Disc.**

260. Each Guard while on duty must have a copy of the Employés' **Time-Bill** for the current period, and a copy of this Book of Rules, constantly on his person.

To have copies of Time-tables and Rules.

261. **Every Porter** acting as **Guard** must be provided with the necessaries above named. Where there is only one Guard, the whole duties must devolve upon him.

262. Every Guard must each day, before going on duty, visit the Guards' Room, and read such notices and instructions as are there exhibited.

To read Notices in Guards' room.

263. If there should be a sand-box in his Brake Van, the Guard must see that it is fully supplied with *Dry* sand, and that the delivery pipe is clear and ready for immediate use. When the weather is damp and the rails slippery, he must freely use his sand when his Brake is being applied. Sand will be useful at all times in increasing the effect of the Brake. Guards should avoid as much as possible *skidding* the wheels of their Brakes. The greatest power in checking the speed of the Train is obtained by *checking the rotation* of the wheels, without skidding them.

Sand-boxes in Brake Vans, and application of Brake.

264. **Before starting**, every Guard must satisfy himself that the Carriages or Waggons are properly coupled, and in their appointed situations, so as to cause the least possible amount of shunting at Out-Stations; that they are properly greased, and that there are the proper Brakes in the proportion assigned by Rules 184 and 185, in good working

Examination of Couplings, Brakes, &c., before starting.

order on the Train. **He must also test his Brake** by applying it, to insure its being in perfect working condition. Any Brake, whether in Van or Truck, out of order to be reported by him, and to be stated in his daily return.

Passenger
Guards to
check parcels
in the Vans.

265. Passenger Guards must attend to the loading of their Vans, check all parcels with the Way-Bills, and see that every article is properly stowed; they will be held responsible for the correct delivery to the Station Masters or other authorized Officers at the various Stations of all parcels, letters, luggage, horses, carriages, dogs, &c.

Goods
Guards to
check their
Way-Bills.

266. Goods Guards must, before starting, see that the Trucks in their Train correspond with the Way-Bills, and Guards will be held responsible for the correct delivery of all Trucks and Van Goods according to the Way-Bills, and in case a disabled Truck is left at any Station short of its destination, full particulars must be reported to the Station to which such Truck was consigned, as well as to the Traffic Superintendent.

Punishment
in case side
chains are
not coupled.

267. If during the journey any **Vehicle** gets detached from the Train in consequence of the couplings breaking, the **Guard** of such Train will be dismissed, *unless he shall be able to show that the Safety Chains as well as the Centre Couplings were in use*, and in addition to dismissal he will be liable to any punishment he may incur under Clause 42 of "*The Railways Act 1863.*" (See *Appendix.*)

268. He must carefully examine, in the case of a Goods Train, the loading and sheeting of the Waggon before starting from each Station, to insure the protection of the Goods from rain and sparks, going round the Train to satisfy himself that all is right. He must also, at every Station where the Train stops, ascertain that the loading of the Trucks has not moved, and specially that it does not overhang the sides; and that the axles *continue* properly greased, and the load neither too high or too wide for bridges and tunnels.

Examination
of loading.

269. The Head Guard will receive his instructions from and obey the Station Master, under whose control all Guards and Brakesmen are while the Train remains at the Terminus or Station. The Train is to be started from the Station by the Head Guard, after he has received directions to do so from the Station Master or the Officer on duty. The Head Guard is to give his Signal to the Engine Driver to start by sounding his whistle, and showing his Hand by Day and his Lamp by Night; but he must only do so after receiving the All Right Signal from the Under Guard, if there should be a second Guard. Any order for shifting Carriages is to be given verbally.

Duties of
Guards if
more than
one accom-
pany a
Train.

270. An Engine must never be detached from or shunted in front of a Train without the Train being previously stopped; and no Carriages or Waggon are to be detached from a Train while in motion, nor left *on the Line* when detached without the

No flying
shunts
allowed.

Guards' Brakes and the Brakes of several of the Trucks being put down, but always moved into a Siding, and properly secured.

Responsi-
bility of
Guard.

271. From the moment that the Train is in motion the Head Guard will be held personally responsible for its **regularity, punctuality, and safety**, and that it is provided with all requisites to insure protection to the Passengers and their property, and promote their comfort.

Not to leave
Brake.

272. In the event of any Train **Stopping or Moving Slowly** on the Line, especially ascending an incline, the **Guard in the Last Brake** is not, on any account, to leave his Brake *for any purpose* until he has secured it, or left it in charge of a competent person.

Guard to
travel in
each Brake.

273. The Head Guard will always travel in the Brake nearest the Engine, if there be more than one Brake. He must keep a good look-out for all Signals in front, and closely observe them, and occasionally look back along the Train on either side alternately, in order that he may observe any irregularity in the running or oscillation, or any Signal that may be made by a Passenger or by the Under Guard. In stopping at a Station, the Guards should work their Brake so that any recoil may be avoided after the Train has come to a stand.

Attention to
Signals.

274. Guards must not allow any other duty to interfere with their attention to Signals when approaching Stations or Junctions; and Guards leaving

Melbourne for the Main or Geelong Line should not commence to sort parcels until their Trains are clear of the Junctions.

275. Every Guard must *constantly* be on the look-out during the journey for Signals ahead; and if the Driver give **Two or more Sharp Beats** of his **Whistle**, he must immediately apply his Brake, or Brakes if he has control of more than one, whether he may see a Signal or not, *or whether or not he comprehends the Driver's reasons for making the Signal*; and if he should see a Danger Signal ahead, or any obstruction, he must apply his Brake, whether he receive a Signal Whistle from the Driver to do so or not.

To apply his Brake when required.

276. The Guard is on no account to allow Passengers to get into or out of a Carriage while the Train is in motion; nor, in case of accident or detention, to leave their seats unnecessarily.

Not to allow Passengers to get in or out when Train is moving.

277. He must see that the doors of the Carriages are kept locked. Carriage doors should not be closed roughly for fear of injuring the hands of the Passengers or breaking the glasses.

To see Carriage doors are locked.

278. It will be his duty to attend to the attaching and detaching of Carriages at Intermediate Stations, and, if necessary in that case, the shifting of the Tail and Side Lamps. *He must use every exertion to make the Time of Stopping at Intermediate Stations as short as possible.*

To attend to attaching, &c., of Vehicles at Intermediate Stations.

Protection
of Trains
by Hand
Signals.

279. When a Train is brought to a stand on the Main Line, or at a Station, and the rear Carriage or Vehicle is less than **300 yards** within the protection of a distant Signal, approached through a curve tending to obstruct the view from the following Trains, it must be protected by the Guard going back **800 yards** with his Hand Signal, or deputing some competent person to perform this duty; or if the Train be stopped on a descending incline, or within **800 yards** of the bottom of it, the Signaller must go back *as fast as possible* to the top of the **incline**, in order to insure timely warning being given to the Driver of the following Engine, and the Signaller must continue to display the **Danger** Signal until he is informed personally or in writing by the person who sent him back with the Signal that the Line is clear, *and this precaution must be taken whether Trains are expected to follow or not.*

Detention or
stoppage on
the Journey

280. In all cases of detention, stoppage, loss of speed, accident, or obstruction on one or both Lines, the Guard shall proceed as regards protecting his Train as required by Rules Nos. 87 and 125. His utmost endeavor shall be used to insure the safety of the Passengers, and he shall in no case quit the Train unless required to do so by his Superior Officer, or for the purpose of placing Signals in front or rear of the Train; and when it is *absolutely necessary* for him to leave the Train, he must have **his Brake properly secured**, *or in charge of some competent person.* *In all cases of Detention or Stoppage,* it is the duty of the Guard to explain to Passengers

the cause thereof ; and if there is no danger to them, to satisfy them of that fact, and endeavor to pacify those who may be disturbed, requesting them to keep their seats.

281. Guards are forbidden to pass over the tops or along the side-boards of the Carriages while in motion, or to travel in the same Van with each other.

Not to pass over tops or along steps of Carriages.

282. Where necessary to insure the attention of the Engineman, the Guard is to apply his Brake sharply, and as suddenly release it. This repeated several times is almost certain, from the check it occasions, to attract the notice of the Driver, and the Red Flag or Lamp must be immediately waved as a Signal to stop.

Instructions as to method of calling attention of Driver.

283. The Guard will be held responsible for the duty of the working the Signals at Road Sidings where there is no Signaller or Station Staff, and he must take all necessary precautions, as pointed out by the Rules for Signals, with which every *Guard must* be acquainted.

Working Signals where there may be no Station Staff.

284. In case of **accident, detention, or necessity**, the Guard may demand the assistance of any *Railway Servant* either by day or night.

To demand assistance where necessary.

285. No Guard shall, *under any pretence*, receive Money for his own use, or on account of the Railway Department.

Not to receive money.

To make
report at end
of journey.

286. Every Guard must make a faithful and minute report at the end of every journey, in the forms which will be provided for him for the purpose, of the matters pointed out by Rules 293, 298, and 299.

Not to allow
persons to
travel in his
Van.

287. Guards must not allow any intoxicated person to enter a Carriage, or anyone else unless Officers of the Railway Department, *under special orders*, to ride in his Van, the inside of which must be kept clean and neat. If a Guard takes any person in his Van who is not provided with a pass or ticket, he will be *dismissed*; if he takes anyone in his Van without being authorized, although such person may have a ticket, he will be *finned*.

To see that
Roof Lamps
are supplied
and lighted.

288. He must see that the Carriages are provided with proper Roof Lamps; and during the journey he must from time to time look to the Lamps, and see that they continue lighted and are burning properly.

To obtain
additional
Carriages
when
required.

289. When a deficiency of room occurs in a Train while on the journey, Guards should request the Station Master to telegraph to the next station where Carriages are kept to have one in readiness to attach on the arrival of the Train.

To allow a
Passenger to
alight in case
of necessity.

290. Upon the stoppage of a Train at a Station, and especially at a watering Station, should any Passenger require to alight for the purpose of nature, the Guard must allow him to do so, urging the necessity for his resuming his place quickly.

291. On arrival at every Intermediate Station, the Guards must go to every carriage window, and call loudly and *clearly* the name of the Station; and at a Junction with a Branch Line, the Passengers for that Branch must be distinctly informed whether they are required to change Carriages or not. This must be done by the Guards, independent of the notice of a similar kind to be given by the Station Staff.

To call the name of each Station at the Carriage windows.

292. Guards must be careful to keep empty compartments closed against wind and rain.

To take care of empty Carriages.

293. Guards are to make a note of any Carriages or Trucks in a dirty or defective condition, or with torn lining, broken windows, deficiency of or defective Roof Lamps, Side or Tail Lamps, and no statement of such defect existing before the starting of the Train will be received unless they shall have called the attention of an Officer of the Station thereto. The Guards will be held responsible for all defects of the kind found on arrival of the Train, and not reported.

To note any broken windows, &c.

294. The Carriages are to be properly searched by the Guards where there is no person specially appointed for that purpose, and all property found must be immediately brought to the Officer on duty.

To search Carriages.

295. Guards shall not **Exchange their Trains or Duties** with each other, except by the written instructions of the Traffic Superintendent or of the Station Master at the Terminal Station from which they start.

Not to exchange Trains without permission.

To be acquainted with the Road.

296. Every person who goes in charge of a Train as Guard must be well acquainted with the Road over which he has to travel.

To assist Ticket Collectors.

297. Guards must assist the Ticket Collectors, by asking Passengers to get their tickets ready, and by shutting the Carriage doors after the Collectors.

To note irregularities.

298. They must note, for the securing of immediate safety, and for the purpose of their report (as required by Rule 286), any indication of defect of Road, Vehicle getting off Road, receiving any strain or other injury, Train started suddenly with a jerk, or shunted violently against Carriages, Trucks, or Stops, &c. ; Carriage observed to oscillate, or run unsteadily ; all instances of over-running at Stations ; any omission by Platelayers, Signalmen, or other persons to give proper Signals ; any defect in loading ; and any delay, neglect, or irregularity occurring during the journey, or other deviation from the requirements of these Rules, with the time of each arrival and departure.

To note when additional Locomotive assistance is obtained.

299. They must note also, for a like purpose, the Stations between which they have had the assistance of the Pilot Engine, the name of the Engine Driver, and number of the Engine of their Train.

To be responsible that the Train lights are properly exhibited.

300. The Guard is responsible for the due placing of the Signal (side and tail) Lamps and Coach Lamps on the Train. Every Guard's Hand Lamp, together with the Engine and Tail Lamps, must be lighted at sunset or in foggy weather. The Tail and Side

Lamps must be inspected at every Station, to insure their being kept properly trimmed and lit during the journey.

301. Great importance is attached to the *prompt* Prompt delivery of despatches. *delivery* of despatches consigned to the care of the Guard, and any that are marked *immediate* must be sent to their address by a Porter at once on the arrival of the Train.

302. Should a Guard have reason to suppose that any person is without a ticket, or not in the right Carriage, he is to request the person to show him his ticket, *not with a view to receive it from him*, but to satisfy himself that every person has a proper one. Should any passenger wish to change his place from an inferior to a superior Carriage, or proceed further than the Station for which he has procured a ticket, it can only be done by application to the Clerk in charge of the next Station. Guards are not to put Passengers into Carriages where there are Station Masters or Porters whose duty it may be to do so, and Guards are **on no account to collect Tickets** except at Roadside Stations where there are no Porters or Station Staff. To examine Tickets in certain cases.

303. The Guards are forbidden to carry **any** Not to carry parcel unless authorized. **description of Package**, *either for themselves, their friends, or the public*, without proper authority in writing for the free transit thereof shall have been obtained, and unless such package be first duly entered on the Way-Bill in the usual way. Any

violation of this order will be immediately reported to the Secretary through the Traffic Superintendent and subject the Guard to severe punishment.

To take
care of
Passengers.

304. The Guards must prevent persons endangering themselves by imprudent exposure. In the event of any person being drunk or disorderly, to the annoyance of others, he shall use all gentle means to stop the nuisance, failing which, for the safety and convenience of all, he will exercise his authority, and confine the Passenger in a separate place until the arrival at the next Station.

To report
infringement
of Bye-laws.

305. The Guard will see that the Bye-Laws are complied with, and whenever they are violated report the fact at the next Station.

To see that a
ladies' com-
partment is
provided.

306. The Guard must see that a compartment is reserved in the First-class Carriage that is going the longest distance for the use of ladies only, and place a notice board of same on the door. No gentleman is to be allowed to travel in this compartment. Prisoners who are in charge of police and insane persons must be placed in a compartment by themselves.

INSTRUCTIONS

FOR WORKING GOODS AND BALLAST TRAINS ON
THE STEEP INCLINES.

307. Every Guard in charge of a Goods Train will be held responsible that there are a sufficient number of Brakes **pinned down** in his Train before commencing to descend any of the Steep inclines on the Main Line, and on the Geelong and Ballarat Line. The Guard must direct the Driver to stop at the nearest Station or appointed stopping-place before commencing the descent of any steep incline, and he must there put down a sufficient number of Brakes to keep the Train in command while it is travelling on the incline; but, before attempting to put down the Brakes of the Waggon, he must first screw tightly down the Brake of his Van.

Number of
Brakes
pinned
down.

308. If there should not be a sufficient number of Brakes to keep the Train under command while descending the next following incline, the Train must be divided at the Station, and a portion of the Train taken down to the Station nearest the bottom, and there shunted, under the protection of the Signal, into a Siding. The Engine must then return *on the proper Line* for the remainder of the Train, or so much of it as can be taken down with safety. The Guard must accompany the Engine upon each trip, and be responsible that the proper Signals are made, if there should be no Station Master or Signaller on the spot.

To divide
Train if
necessary.

At top of
incline.

309. If there be a Semaphore Signal-post at the top of an incline, the Train should be stopped there for the purpose of putting down the Brakes if necessary; and if there should be a Siding at the top of the incline *off the Line on which the Train is travelling*, the Train may be divided under protection of the Semaphore on the top of the incline, if it should be necessary to do so.

Responsi-
bility of
Guard as
to applying
Brakes.

310. During the journey, the responsibility of applying a sufficiency of Brake power to the Train will rest with the Guard, who, however, should consult the Driver, and particular attention must be paid in each case to the Gradients, state of the Weather, and Condition of the Rails, as well as the weight of the Train.

Position of
Engine in
Ballast
Trains.

311. Guards in charge of Ballast Trains are *particularly instructed* to have the Engine *at all times* before the Waggon when *descending an incline*, and behind the Waggon when *ascending the incline*. There must be no deviation from this Rule.

To divide
Train, if
necessary,
at Stations
before
ascending
incline.

312. If the Engine power should not be sufficient to take a Goods Train up an incline, the Train should be divided at the Station nearest the bottom, and the first portion of the Train taken to the Siding at the top of the incline, when the Engine should return on its proper road for the remainder of the Train. In this case the Guard must accompany the Engine *with his Van* during each trip.

313. If a Train stops in ascending an incline for want of Engine power, the Guard must secure his Brake, and if possible leave a man in charge. He must immediately go back with the Danger Signal as provided by Rule 87; and if there be only one Guard with the Train, the Fireman, under the direction of the Driver, must uncouple such a number of Trucks as the Engine can take up to the Siding at the top of the incline, or to the nearest Station beyond, first taking care that all the Brakes in the portion of the Train left on the Main Line are properly pinned down or secured. The Engine must then take on the first portion of the Train to the *nearest Siding off the Line on which the Train is travelling*, and return with great caution on the same road as it went up; and if there should be no second Guard, the Fireman **must** attend to the points at the top of the incline during the first trip of the Engine. When the Driver returns for the second portion, he is to recall the Guard or Signalman by whistle, and the Signalman must then leave Detonating Signals, as provided by Rule 125, under the head of Signals.

Instructions
when Trains
stop when
ascending
incline.

314. Goods Waggon should be so arranged that more than one shunt may be avoided in leaving them at each Station. The Goods Guards, in taking up Waggon on the road, should divide the Train in the particular part where there are other Waggon for the same destination.

Vehicles
arranged so
as to avoid
shunting un-
necessarily.

SECTION VI.

INSTRUCTIONS

TO

PIER MASTER.

Authority of Pier Master.

315. The Pier Master is responsible for the carrying out of the Laws, Regulations, and Bye-Laws relating to the Pier at Williamstown, and is to have control of all Servants of the Department who may be employed on the Pier.

Responsible to Traffic Superintendent

316. He will receive his instructions through the Traffic Superintendent.

Responsible for Signals, &c.

317. He will be responsible that proper Lights are exhibited and the proper Signals made, and will exercise the same supervision with respect to the Pier, and the Signals, Switchings, Crossings, Trains, Waggons, Engines, &c., while employed thereat, as if the Pier were a Station of which he was Master; and the Pier Master must make himself acquainted with all Rules in this book. He will be empowered to suspend any Officer or Servant employed under him if in his opinion the interests of the service render such a course necessary, immediately reporting the circumstance.

318. He shall give every assistance in his power to the Customs authorities and Officers who may be employed at his Pier. To assist
Customs
Officers.

319. While carrying out the provisions of "*The Railways Act 1863*" and the Bye-Laws of the Board, he will afford every assistance to the masters, agents, and officers of the vessels which may be alongside his Pier, and grant them every facility and accommodation that the interests of the Department will permit. To assist
Masters of
Vessels at
his Pier.

320. The Pier Master must make himself thoroughly acquainted with the clauses of "*The Railways Act 1863*," as well as the Bye-Laws of the Board, which in any way may relate to the management of the Pier and to the conduct of persons employed thereat. To make
himself
acquainted
with Laws,
Rules, and
Bye-Laws.

321. No laborer's time will count until he has given his name to the Foreman, who will send him to the Foreman's office whose orders he is to work. No's time
to be taken.

322. Every man must be particularly careful in shunting Waggon or Trucks by hand, so that they do not obstruct the Main Lines; also, where a station yard is on an incline, to see that he has perfect control over the *Waggon* by use of the Brake, and that no *Waggon* is left until it is securely scotched, or Brake pinned down. Care to be
observed in
shunting.

323. No man must pass between Buffers for the purpose of attending the couplings, but must always stoop under the Buffers. Not to pass
between
Buffers.

318. He shall give every assistance in his power to assist to the Customs authorities and Officers who may be employed at his Pier.

319. While employed on the Railways Act 1862 and the Bye-laws of the Board, he will afford every assistance to the masters, agents and officers of the vessels which may be alongside his Pier, and grant them every facility and accommodation that the interests of the Department will permit.

SECTION VII.
INSTRUCTIONS
TO

GOODS CLERKS,
AND
OTHER EMPLOYÉS IN GOODS SHEDS.

Men's time to be taken.

321. No laborer's time will count until he has given his name to the Timekeeper, who will send him to the Foreman under whose orders he is to work.

Care to be observed in shunting.

322. Every man must be particularly careful in shunting Waggons or Trucks by hand, so that they do not obstruct the Main Lines ; also, where a station yard is on an incline, to see that he has perfect control over the Waggon by use of the Brake, and that no Waggon is left until it is securely scotched, or Brake pinned down.

Not to pass between Buffers.

323. No man must pass between Buffers for the purpose of attending the couplings, but must always stoop under the Buffers.

324. When shunting by Engine or hand is necessary, care must be taken that all Waggon doors are fastened and Trucks properly coupled up at the draw bars.

That Waggon Doors are fastened and Trucks coupled.

325. Heavy goods must invariably be placed at the bottom of a Truck ; and damage arising from bad stowage will have to be made good by the Stowing Porter.

Stowing Goods.

326. No Goods Waggon or other Vehicle is to leave any Station unless all its fastenings, &c., be secure.

Truck Door fastenings.

327. Crates and Cases of Glass to be placed fore and aft lengthways in the Truck, and not crossways.

Stowing.

328. The use of Hand-hooks is strictly prohibited for moving any other Goods than Bales of Wool and Mats of Sugar. All damage caused by violation of this order will have to be borne by the person offending.

Use of Hand-hooks forbidden except for Wool and Sugar.

329. The Weighing Machines and Weighbridges must be kept clean ; the knife-edges and other parts must be slightly greased, and the steelyard or other indicator kept bright, so that the letters and figures thereon may be legible. Each machine must be balanced ready for work the first thing every morning.

Weighing Machines.

330. Machines which have a brake-lever or other unengearing apparatus must be carefully kept out of

Care of Weighing Machines.

gear except when weighing. It must also be seen that *all weights in use are duly adjusted and stamped by the Government Inspector of Weights and Measures.*

Cranes.

331. No Crane is to lift more than its rated tonnage. No weight is to be attached to the chain of any Crane and drawn from a distance beyond the swing of the jib, either in front or behind, or upon one side under any circumstances, but all weights to be raised must be brought directly under the Crane.

Use of Brake.

332. The Brake is not intended for lowering out by, but to hold on while the pawl is raised, and double or single purchase thrown in or out. If, however, it may be necessary to use the Brake, the weights should be lowered with great caution.

Crane not to be jerked.

333. No weight attached to the Crane should be allowed to run down suddenly, or with the slightest jerk ; neither should the man working the crab leave the handle when lowering out, whether the Brake is on or not, and no oil or grease is to be used to the Brake.

Care of Crane.

334. The man in charge of the Crane at each Station must oil and clean the machinery, report on the state of the Crane when necessary, and see that the slings, &c., are kept in proper order.

Care of Cranes.

335. The chains of all Cranes must be hooked back to the staples or loops provided for that purpose.

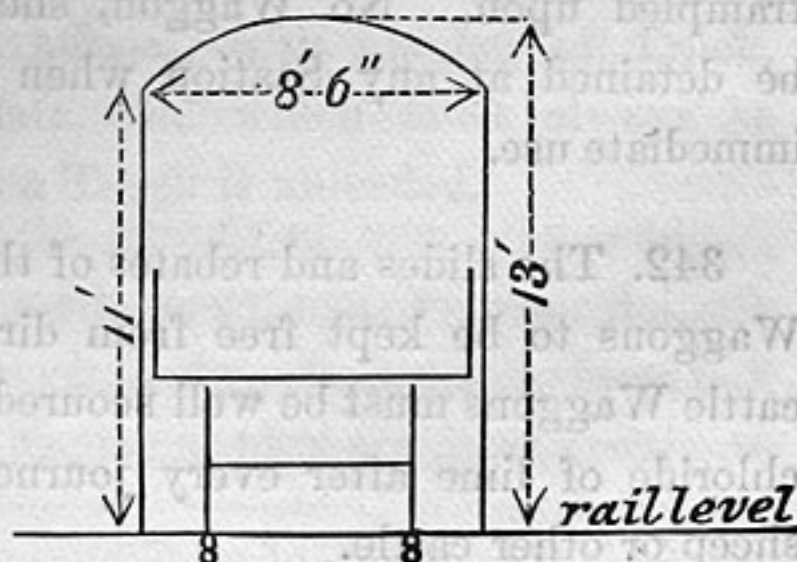
Use of Slings and Hooks.

336. Slings must be invariably used when lifting by Crane wet casks, such as wine, spirits, oil, &c., and

also for boxed carriages and other bulky packages. Cant or dog hooks may be used for dry casks and other solid packages.

337. The **Loading, Securing, and Sheeting** of goods, timber, &c., should be done so as to prevent the possibility of anything falling off or extending beyond the proper limit, and the Goods should be sheeted so as to prevent the possibility of fire. The **greatest care** is necessary in this particular, as improper loading is likely not only to cause serious damage to the Rolling Stock or the Works of the Line, but may occasion accident to subsequent Trains from articles falling off and forming obstructions. Round timber must be specially secured. Goods must be loaded in such a manner that they may not be damaged by concussion or chafing. All casks of spirits or other liquids must be blocked tightly.

338. Loads must not be made higher than the authorized gauges shown in the diagram, thus



339. Trucks *must* be loaded in such a manner as to distribute the weight of the load as equally as possible between the four wheels. The **maximum**

load allowed for *any Truck* or *Waggon* is **Five Tons.** Any Station Master who sends an overloaded *Truck* away from his Station *will be fined.*

Loading of
Grain.

340. In loading *Grain* or *Flour*, the sacks must be properly adjusted, and where an open *Waggon* is used the mouths turned towards the centre of the *Waggon*. No bar iron, stone, bricks, coal, coke, timber, lime, or manure must ever be loaded in any of the covered *Waggons*, the doors of which must always be closed and fastened when out of use.

Covered
Waggons.

Care of
Sheets.

341. The men are on no account to tear up sheets or tarpaulins. The loading of *Waggons* is to be examined before sheeting, and they are not to be sheeted hollow or in such a manner that rain may lodge on them. All sheets, ropes, nets, and rugs must be carefully taken off when the *Waggons* are required to be discharged. The sheets, &c., must be at once made up, and not allowed to lie and be trampled upon. No *Waggon*, sheet, or rope must be detained at any Station when not required for immediate use.

Care of
Waggons.

342. The slides and rebates of the doorways of all *Waggons* to be kept free from dirt, and sheep and cattle *Waggons* must be well scoured and washed with chloride of lime after every journey when carrying sheep or other cattle.

Care of
Trucks.

343. The water-holes in the bottoms of *Trucks* and *Waggons* must be kept open by probing. All old chalk marks must be rubbed off.

344. No package of gunpowder, vitriol, lucifer matches, or other goods of a similar combustible nature, can be received under any pretence, except in accordance with the regulations for the conveyance of such articles. In the event of any package being discovered to contain such, it must be immediately covered up with a good tarpaulin, and senders advised that the goods remain at their risk.

Dangerous
Parcels.

345. No yeast or other goods likely to burst the casks, &c., however loaded, may be sent in a Truck with damageable articles in it.

Yeast,
&c., not to be
loaded with
damageable
Goods.

346. After Trucks and Waggon are loaded, every despatch must be used in coupling up and getting the Train ready, so that it may start in time.

Prompt
despatch of
Trains.

347. Fruit, fresh fish, and other perishable articles must always be loaded so as to be readily got at on arriving at destination.

Loading
perishable
articles.

348. Every Truck or Waggon, as soon as loaded, must have a card affixed, with number of Truck, destination, and date, and which must always be removed as soon as a Truck is unloaded.

Carding
Trucks.



350. Each Bagman while on duty must have a copy of the Time-Bill for the current period and a copy of this Book of Rules constantly on his person.

SECTION VIII.

INSTRUCTIONS

TO

ENGINEMEN.

Enginemen
to attend in
time.

349. The Driver must be with his Engine *Half-an-hour previously* to his time of starting with the Train fixed for him ; and the Fireman at least *Three-quarters of an Hour* before that time. And the Driver will be responsible for having his Engine in perfect order, the *Steam Up*, the Tender regularly cleaned inside, and full of fuel and water, and his proper supply of Tools and Signals (for which he will be held responsible, and, in the event of loss, shall get them replaced immediately) ; and he must be ready to start at least *Ten Minutes before* the hour appointed for starting.

350. Each Engineman while on duty must have a copy of the **Time-Bill** for the current period and a copy of this Book of Rules constantly on his person.

351. Before the time of starting with any train, the *Driver* must place his Engine in front of the Train. After that time, and until the end of the journey, he will receive his orders from the Guard *only* in all matters affecting the *starting, stopping,* or the movements of the Train; and in case of any accident to the Train, he must, if required, disconnect his Engine, and proceed where he may be ordered by the Guard; and he must obey promptly all Signals given to him, whether by the Officers in charge of Stations or the Guard, so far as the safe and proper working of his Engine will enable him to do so.

To take orders from Guard.

352. Great caution should be used in placing the Engine against the Train, which should be done without moving a single Carriage, in order to guard against injury to any Passenger who may be stepping into a Carriage at that time.

To attach Engine to Carriages cautiously.

353. While the Engine is in steam, it must on no account be left by both the Driver and Fireman at the same time (for however short a time), except when given in charge of the Day or Night Foreman; and when it is standing the regulator is to be closed, the slides are to *be thrown out of gear, and the Tender-Brake screwed up tight, until the Signal is given for starting.*

Not to leave Engine.

354. The Driver must be careful always to start and stop steadily, and without jerking the Train.

Not to jerk Train.

355. The Guard will give the Driver the Signal to start by blowing a whistle.

To receive Guards' Signals by Whistle.

To whistle
before
moving.

356. Before moving an Engine, *under any circumstances*, the Driver shall sound his whistle to give notice.

To afford
every assist-
ance.

357. Enginemen are to afford every assistance with their Engines that may be required for the arrangement and despatch of the Trains, and shall follow the directions of the Guard in working the Trains ; and, if running alone or with Goods, a Driver must not refuse loaded or empty Waggons if he has power to pull them, unless he has special orders on the subject.

To have his
lights fixed
in proper
time.

358. In the evening, when it is getting dusk, and before it is dark, the Driver must see that his Lamps are trimmed and ready, and must take care that the Signal Lamp, or Lamps, showing a **White Light**, is fixed in **Front** ; and a **Light** must also be fixed on the Tender, showing **Red Behind**—*this latter being more important than a Front Light, when he has only one Lamp.* He must arrange the distinguishing Head Lights of his Engine, when traveling, in the manner pointed out under the head of Signals.

To observe
Signals
before
moving an
Engine.

359. If it is necessary for an Engine to move on to the Main Line from a Siding, or to cross from one Main Line to the other, the Engineman must first obtain permission, challenge the Signaller by whistle, and receive a Signal from him that all is clear ; and should an Engineman perceive that the proper Signal is not made to protect him, he should call attention of

the Signalman to the fact by sounding his whistle, but this *Rule will in no way relieve the Station Staff* from the responsibility of making proper Signals for the protection of the Trains or Engines.

360. The continued sound of the whistle will signify the want of assistance. Enginemen must not whistle unnecessarily, especially when attached to or near a Passenger Train, in order that the Passengers may not be alarmed.

361. The Engines are never on any account to run on the wrong Road, except when specially ordered to do so in writing by the Guard or Station Master in case of accident, and then the Driver must proceed as in the following Rule.

362. In case of Accident, or where the passage of the Train is obstructed, or where an Engine is obliged to be moved in a wrong direction on either Line, or in case of any obstruction on a Single Line, the Driver shall send his Fireman and some other competent person with a Danger Signal 800 yards in both directions *before the Engine moves*, to stop any Engine coming from behind or advancing to meet him on the same Line, and while moving the Driver shall make frequent use of his whistle, and shall run at a speed not exceeding *four miles an hour*, to enable him to keep the Signals both in advance and in his rear at a distance of 800 yards and no less.

Authority
rest with
Guard.

363. When there is a Guard, the authority rests with him, and *the Driver shall take instructions from the Guard in all matters consistent with the safe working of his Engine*, and both Enginemen must render every assistance to the Guard in all cases.

To keep
time.

364. The exact time for performing each portion of the journey will be fixed by the Time-Table, and the great object of the Driver must be to keep his Engine going regularly at the speed required, and from which speed he should vary as little as possible, never exceeding the speed actually required for keeping the time punctually, and therefore never arriving at any of the Stations or at the end of the journey before time, and he must arrive punctually *at all Intermediate Stations*.

No person
to travel on
Engine.

365. The *Driver* and the *Fireman* only are to be upon the Engine, and *no other person whatever* is to be allowed to travel with them unless by a special pass, which shall be issued only by the Secretary or Engineer-in-Chief.

To whistle
if necessary.

366. Each of the Engines is provided with a *whistle*, to be used for the purpose of warning any persons who may be on the Line of the Engine or Train approaching; and it is the duty of the Guards to look out to the Engineman on hearing this whistle, in order to ascertain immediately the cause of its being used, and to give any requisite assistance.

367. Enginemen will be liable to immediate dismissal for *the slightest instance of insobriety*, and to fine or dismissal for disobedience of orders, for negligence or other misconduct, as well as to punishment under "*The Railways Act 1863*" (see *Appendix*), or any other Act applicable to the case; and they are not to quit the Service without giving a fortnight's previous notice in writing.

Punishment
for inso-
briety.

368. When a Train or Engine approaches an advanced Signal set at **Danger** or any other **Danger** Signal, the Engineman must come steadily so as to stop at the **Danger** Signal; and having first ascertained that there is no obstruction, he is **immediately** to move his Train cautiously within the protection of the advanced Semaphore or Signal, so that no following Train may run into his.

Engine
after having
stopped must
draw under
protection
of Signal.

369. When an Engine or Train approaches any Station when the Semaphore is set at **Danger**, the Driver must take care to keep his Train in command, so as to stop if necessary at the outside Shunting Points of the Station; and he must not in any case come up to the platform until he has ascertained that the Line is clear, whether there is a Signal shown or not. The Driver must in all cases approach cautiously any Station where his view of the Line throughout the entire Station-ground is obstructed, in consequence of the Line being on a curve, gradient, or from any other cause.

Caution in
approaching
Stations.

370. No Engine or Train shall approach any Junction at a greater speed than will enable a Train to be brought to a stand before coming to the points and crossings.

Engines
approaching
Junctions.

Fireman to
be under
orders of
Driver.

371. The Fireman must in all instances be under the directions of the Driver.

To whistle
for Brakes.

372. It is the duty of the Engineman to sound two sharp beats of the ordinary whistle whenever he considers it necessary to have the Brakes applied to the Train, or when he has occasion to warn an assistant Engine to stop. In case of any Engine pushing the Train, or assisting in front of it, the Driver of such Assistant Engine must use his utmost endeavors to stop his Engine upon hearing the above Signal, and it is the duty of the Train Driver to report upon his daily return any case of neglect on the part of either the Guards or Assistant Driver in not immediately using their utmost efforts to stop the Train.

When two
Engines are
attached to
Train, the
first Engine-
man shall
have com-
mand.

373. When two Engines are attached to the same Train, the Train Driver is, in all cases, to command both Engines ; and the Driver of the Assistant Engine is to obey his orders in all that relates to the conduct of the Train. The Assistant Engine is always to be placed next the Train.

Second
Engine
not to give
steam until
signalled
to do so.

374. When two Engines are attached in front of a Train, the Assistant Engine shall in no case give steam until the Train Engine has commenced to pull, and has signalled to the Assistant Engine to that effect.

Signals to
second
Engine.

375. When more than one Engine is attached to the Train, the Signal of three distinct whistles will signify to reverse and put back, and one sound to move forward. In each case the Train Driver must give the Signals, and the other man immediately repeat and obey them.

376. An Engine must never be detached from or shunted in front of a Train without the Train being previously stopped; neither may Carriages or Wag-gons be detached from a Train while it is in motion. Should an Engine or any portion of a Train become detached from the rest when running, the Driver must not pull up at once, but gradually reduce and so regulate his speed as to prevent a collision between two detached portions of a Train.

No flying shunts to be made.

377. In the event of a Driver finding any detached vehicles on the Line upon which he is proceeding, he must couple-to and push them on to the nearest Station, and shunt them into a Siding; or, if he is not in charge of a Passenger Train, and his Engine be powerful enough, he must take them on to their destination. If they are on the other Line, he must stop any Engine or Train he may meet, and also give notice of the same at the next Station he comes to.

To take on Vehicles found on the Line detached.

378. All Enginemen shall stand up and keep a good look-out all the time the Engine is in motion, and more particularly for the Signals at *Stations, Junctions, and Level Crossings, and they must not allow any other duty to take up their attention when they are coming in sight of Signals, nor until they have passed them.* They must also be prepared to act upon any Signals they may receive from the Plate-layers or others on the Line; and if the Driver is engaged with any part of the Engine, he must take care that the Fireman is looking out. In case of Fog, or when from any cause the fixed Signals are not

To keep a good look-out.

visible as soon as usual, the speed must be immediately reduced, so that the Driver shall be able to stop the Train before reaching the fixed Signals.

Not to start
without
Fireman.

379. Any Driver shunting a Train without a Fireman, or some other person on the footplace acting as such, or any Fireman shunting an Engine or Train in the absence of his Driver, will be either fined or dismissed.

To stop at
Danger
Signal.

380. The Driver, on receiving the Distant Danger or any other Danger Signal when approaching a Station or Junction, must **stop** his Train outside of that Signal, but *immediately* he has ascertained that the Line is clear beyond such Signal, he must, if possible, go on very slowly to the Station or Junction, so as to be perfectly secure from any following Engine or Train. Should he be compelled to remain outside, the Guard, or in his absence the Fireman, or some other *competent* person, shall *immediately* go back **800 yards** with a **Red Signal** to stop any coming Train ; and when a Train is unable to proceed at a greater speed than *Four Miles an Hour*, the Guard or Fireman shall go back 600 yards, and shall continue walking *at that distance* from the Train, exhibiting all the time his Danger Signal until the Train is shunted safely.

To advise
Guard if
unable to
keep time.

381. In the event of a Driver being unable to travel with his Train at the rate requisite to keep the advertised time, he must immediately make known the circumstance to the Guard, who will report it at the nearest Station or Junction, for the guidance of following Trains.

382. Enginemen are enjoined to report any defect in the Road or Works to the Running Foreman immediately on their arrival at the Station.

To report defects.

383. In the event of the Road being obscured by steam or smoke (owing to a burst tube or other cause), any Engine or Train coming up shall not pass through the steam or smoke, but the driver shall stop at a sufficient distance to prevent collision; and, in all cases of doubt, ascertain that the Road is clear and safe before attempting to proceed.

Not to pass through steam or smoke.

384. Drivers are to approach Stations carefully, and not to over-run the platforms where they have to stop; and shall use *extreme caution* in passing Stations where they have *not* to stop; and on no account to make up time by increased speed without special instructions so to do.

To approach Stations carefully.

385. Enginemen must challenge all Stations by whistle, when approaching them, at 400 yards distant, whether intending to stop or not.

To challenge Stations when approaching them.

386. An interval of Five Minutes must elapse between any two Trains travelling in either direction on the same Line of Rails.

Interval of Five Minutes between Trains.

387. Running Shunts with Passenger Trains are on no account to be made.

Running Shunts forbidden.

388. Enginemen are to prevent the nuisance of smoke from their Engines at Stations by turning on the jet and easing their fire-box doors.

Not to allow Engines to smoke at Stations.

389. In approaching Junctions, and before arriving at Stations, and particularly at those where the

To come steadily into all Stations.

Lines cross into Sidings, the Driver must reduce his speed in proper time, so as to have the Engine completely under his command, and enable him to stop altogether, if necessary, before arriving at a Junction, or before entering a Station, and he must at all times be careful to stop exactly at the proper part of the platform; and to do this properly, Enginemen, in bringing up their Trains, are to pay particular attention to the Gradients, state of the Weather, and condition of the Rails, as well as to the length of the Train; and these circumstances must have due weight in determining when to shut off steam. If necessary, he must use the Signals ordered for the Guard to apply his Brake.

To examine Sand-boxes.

390. The Engine Driver, before starting with a Train, must examine his Sand-boxes, and take care that they are fully supplied with dry sand, and that the delivery-pipe is clear. He must freely use the sand, if necessary, to increase the effect of the Brake, and when necessary to check the slipping of the driving wheels.

To make themselves acquainted with Signals.

391. Enginemen must make themselves thoroughly acquainted with the rules laid down for Signals, and shall strictly observe such Rules.

Rules for working steep inclines descending.

392. On approaching the top of a heavy descending incline, the Driver must reduce his speed before the incline commences, so as to insure his being able to keep the Train in command the whole way down the incline.

393. Drivers of Goods Trains must stop at the nearest Station to or on the top of every steep descending incline, as he may be directed by the Guard, in order that the Guard may put down as many Brakes as may be required; and every Driver, by himself or his Fireman, must give every assistance to the Guard in putting down the Brakes, but *Driver and Fireman shall not both leave the Engine* at the same time.

Rules for
working
steep inclines
descending.

394. Drivers who have to stop on the top of inclines for the purpose of having Brakes put down, must be *very careful* in starting their Trains, so as not to break a coupling.

Rules for
working
steep inclines
descending.

395. If there should not be a sufficient number of Brakes to keep the Train under command, the Guard will divide the Train, as he is instructed in the Rules laid down for his guidance.

Rules for
working
steep inclines
descending.

396. No Driver must *attempt* to ascend any heavy incline unless he has Engine power enough to take his Train to the top; and if he has any doubt of his Engine being able to take the whole of his Train up the incline, he must stop at the Station nearest to the bottom and inform the Guard, who will divide the Train in the manner laid down in the Rules for Guards, with which Rules every Engineman must make himself fully acquainted.

Rules for
working
steep inclines
ascending.

397. In the event of his being *obliged* to stop his Train when ascending an incline, and that it becomes

necessary to divide it there, the Driver must proceed as Guard directs, and in the manner pointed out by the following Rules :—

398. Before any portion of a Train is uncoupled on an incline, every Vehicle of the portion about to be detached from the Engine must be properly secured by its Brake; and when the Engine is required to return on the wrong Line for any portion of the Train that may have been left on the Line, the Driver must be particularly cautious in returning, and in moving his Engine against the standing portion of the Train, in order that it may not be started back down the incline.

399. In the case of the Train being divided for want of Engine power as described above, and there should be only one Guard with the Train, the Fireman must put down all the Brakes *immediately* the Train stops, while the Guard goes back with the Danger Signal. The Brakes at the lower end of the Train must be *first* secured, and when the Engine is taking up the first portion of the Train to the nearest siding *off the Line on which the Train is travelling*, the Fireman (if there be no second Guard) must travel on the last Vehicle, and attend to the Brake; and he must also open the Points into the siding as described above, to admit the first portion of the Train.

To stop before reaching an Engine standing on opposite Line if not at a Station.

400. If any Train or Engine be discovered at a stand on the opposite Line, not at a Station, the Driver must sound his whistle and reduce his speed, so as to be able to stop, if necessary, before reaching the other

Train or Engine. When approaching any Station or Level Crossing, more than usual precaution must be used; and if the Signals, from Fog or any other cause, *be not clearly seen*, the Driver must bring his Train to a stand before entering the Station, and afterwards proceed with great caution until he knows the Line is clear.

401. In the event of accident blocking up *one* Line of Rails, and requiring all the Trains to pass over the *other* Line of Rails, the utmost caution must be used; and no Train shall be permitted to proceed without a *memorandum, in writing*, from the person in authority on the spot where the accident has occurred. No verbal message must, on any account, be attended to in cases of accident; but a written memorandum must be obtained before the Train is allowed to *move*.

In case of accident to proceed cautiously.

402. Whenever part of a Train is left on the Line from accident or from the inability of the Engine to bring on the whole, the Driver shall not return for it on the same Line except by *special instructions from the Guard*, but shall go on to the proper Line, and cross at the nearest point to the part left behind.

Not to return on wrong Line for detached Waggon unless specially instructed.

403. **All** Signals must be obeyed; and whenever or wherever a Signal to stop is made by any person, namely, when the Red Flag is hoisted or held out, or a Red Light or a common light is moved violently *Up and Down*, whether the Engineman comprehends the reason for the Signal being made or not, he is to

To obey all Signals.

stop and ascertain the cause of making such Signal, unless he sees danger in doing so. It is to be understood that any Flag or Lamp, of whatever color, or anything else violently waved Up and Down, is a Signal to stop.

To place
Signal Lamp
on his Tender
or Train if
required.

404. It is the duty of the Fireman to place the Signal Lamps on the Engine or Tender, and, if there be no Guard, the Tail Lamp on the last Carriage or Waggon; but the Driver is responsible for the duty being properly carried out.

To slacken
speed at
Intermediate
Stations.

405. In passing a Station where there is a Train on the opposite Line, the speed must be slackened and the whistle sounded.

Speed of En-
gines when
running
alone, &c.

406. Light Engines, Engines with Waggon or empty Carriages, or with Ballast Trains, must never exceed a speed of twenty miles an hour, except when specially ordered in writing.

Not to
meddle with
safety
valves.

407. Under no pretence are Enginemen to fasten, or weight, safety valves, to obtain higher steam pressure.

Not to jerk
a Goods or
Cattle Train.

408. Caution is to be used not to stop a Goods or Cattle Train too suddenly. Cattle are much endangered by the shock of too abrupt a stoppage. The Engine must not suddenly leave the Train when standing on descending gradients, but should draw away gradually, so that it may be seen whether the Trucks are secured by their Brakes.

409. All Trains or Engines must be stopped at Kyneton and Castlemaine Stations, unless the Driver be specially ordered in writing not to do so.

To stop at
KYNETON
and CASTLE-
MAINE.

410. No Engine shall be used to push a Train, but always to draw it, unless in cases of shunting or assisting up steep gradients or in ballasting.

Not to push
a Train.

411. No Engineman shall move an Engine through any Points, unless some qualified person is there to hold the Switch lever. The Engineman must attend strictly to instructions of Pointsmen or Yardsmen when a Train has been shunted into or before leaving a Siding.

Not to go
through
Facing
Points unless
they are
held.

412. No Engine must travel at a greater speed than Eight Miles an Hour when going through Facing Points.

To go steady
through
Facing
Points.

413. The Fireman is to look back at starting from a Station to see that a "Stop" Signal is not subsequently given, and that all the Train is attached; and frequently when on the journey, and more particularly when passing all Points where a Signaller is stationed, to observe if he or the Guard continues the "All Right" Signal after the Train has passed, or gives a "Stop" Signal to indicate that something is wrong.

Fireman to
look back
constantly.

414. Should Fire be discovered in the Train, the Train must immediately be brought to a stand. The Signal of obstruction to the Line must be made, and the burning Carriage or Vehicle be detached with as

Fire in a
Train.

little delay as possible. No attempt must be made to run on to a water column if it is more than *Three Hundred Yards* from the place at which the fire is discovered, as such a course is likely to increase the damage.

To look
towards
Guard's Van
frequently.

415. In the case of Trains which stop at Intermediate Stations only for the purpose of taking up or letting down Passengers, Goods, and Parcels, the Driver must look to the Guard's Van in sufficient time before reaching the platform so as to be able to stop the Train should the Guard signal him to do so.

Not to run
Tender
foremost.

416. No Engine shall run with the Tender foremost unless under special circumstances, such as being employed as Pilot Engine in search of trains ; and the speed of an Engine running with the Tender foremost must not exceed *Twenty miles an Hour*.

Approaching
Junctions.

417. On approaching a Junction, the Steam must be Shut Off at such a distance before reaching the Junction, and the Speed so reduced as to enable the Engine or Train to be stopped *with ease* before reaching the Points.

Challenging
Junctions.

418. The Driver must challenge the Signalman at the Junction by whistle at **400 Yards Distance** from the Signal. The Driver must stop at least **100 Yards** distant from a Junction until he has received the **Caution Signal** from the Semaphore Arm. Engines are **not to Run through Junction Points** at a **Greater Speed** than **Eight Miles** an hour.

419. The following Signal Whistles must be made Distinguish-
ing Whistles.
by Drivers at Junctions when running:—

Between Melbourne and Williamstown—

“Up” or “Down.”

Two Whistles when approaching Essendon Junction.

Two Whistles when approaching Footscray Junction.

Two Whistles when approaching Geelong Junction.

420. Between Melbourne and Geelong—

“Up” or “Down.”

Two Whistles when approaching Essendon Junction.

Two Whistles when approaching Footscray Junction.

Three Whistles when approaching Geelong Junction.

Three Whistles when approaching West Geelong Junction.

421. Between Melbourne and Main Line—

“Up” or “Down.”

Two Whistles when approaching Essendon Junction.

One Whistle when approaching Footscray Junction.

422. Between Geelong and Ballarat—

“Up” or “Down.”

One Whistle when approaching West Geelong Junction.

423. Between Melbourne and Essendon—

“Up” or “Down.”

Three Whistles when approaching Essendon Junction.

Showing the

A QUARTER OF A MILE IN—	
Min.	Sec.
15	...
7	30
5	...
3	45
3	...
2	30
2	8
1	52
1	40
1	30
1	22
1	15
1	9
1	4
1	...
...	58
...	56
...	54
...	53
...	51
...	50

TABLE

Showing the Rate of Travelling per Hour on observing
the Rate for Quarter of a Mile.

A QUARTER OF A MILE IN—		EQUALS MILES PER HOUR.	A QUARTER OF A MILE IN—		EQUALS MILES PER HOUR.	A QUARTER OF A MILE IN—		EQUALS MILES PER HOUR.
Min.	Sec.		Min.	Sec.		Min.	Sec.	
15	...	1	...	48½	18½	...	31	29
7	30	2	...	47	19	...	30½	29½
5	...	3	...	46	19½	...	30	30
3	45	4	...	45	20	...	29	31
3	...	5	...	44	20½	...	28	32
2	30	6	...	43	21	...	27½	33
2	8	7	...	42	21½	...	26½	34
1	52	8	...	41	22	...	25	36
1	40	9	...	40	22½	...	24½	37
1	30	10	...	39	23	...	23½	38
1	22	11	...	38	23½	...	23	39
1	15	12	...	37	24	...	22½	40
1	9	13	...	36½	24½	...	22	41
1	4	14	...	36	25	...	21½	42
1	...	15	...	35	25½	...	21	43
...	58	15½	...	34	26	...	20½	44
...	56	16	...	33½	26½	...	20	45
...	54½	16½	...	33	27	...	18	50
...	53	17	...	32½	27½	...	17	52
...	51½	17½	...	32	28	...	16	56
...	50	18	...	31½	28½	...	15	60

SECTION IX.

INSTRUCTIONS

TO

PLATELAYERS & REPAIRERS.

Gangs.

424. The Ballastmen, Repairers, and Platelayers will be divided into Gangs, each Gang to be under the direction of a Ganger, and the whole of the men on the Permanent Way will be under the charge of the District Inspector of Permanent Way.

Inspector to have list of workmen.

425. Every Inspector is to have a list of the names and abodes of every Platelayer or Workman in his District, that, in case of accident, he may be enabled to summon them immediately to assist in any way he may think necessary; and should any obstruction, casualty, or accident take place, he is instantly to collect the required number of men to repair the damage.

Trespassers.

426. Every Ganger will be held responsible for keeping his portion of the Line safe and clear, and

all gate fastenings perfect, and all private gates kept shut, the fences safe and in perfect order. He will also be responsible that no sheep, cattle, horses, or other animals stray within the fences or on the Line, and that no persons trespass on the Railway premises or within the fences.

427. Every Ganger must see that the Guard Rails at private gate crossings in his length, where there are no Gatekeepers, are kept free from obstruction or dirt. He will also be careful that the ballast is kept level with the top of the Rails throughout the whole width of all level crossings, and no part of the crossing, or Line adjacent to it, is to be left stripped of ballast at night. The crossings must be free of obstruction, both to Trains and the passage of Cattle or Vehicle across the Line.

Care of level crossings.

428. Repairers and Workmen on the Road are continually to be on the look-out, and to communicate by Signal to the Enginemen as they pass if more than usual caution is necessary in advance.

429. Should any Platelayer perceive the Guard of an approaching Train making Signals to the Enginemen, he must immediately repeat the Signal, so that the attention of the Driver may be directed to the Guard's Van. If any Platelayer should perceive any of the doors of the Carriages or Waggons open, or chains or lashings hanging loose, in an approaching Train, he must endeavor to direct the attention of the Driver to the fact by Signal.

To repeat Signals from Guard to Driver.

430. Every Platelayer is to forward to his District Inspector, or to the nearest Station, all goods or articles

Found articles.

of any description found by him on the Line. Any man delaying, beyond the shortest necessary time, compliance with this Rule, will subject himself to instant dismissal; and any concealment or abstraction will be treated as a felonious act, and the persons implicated will be prosecuted.

Signals to be
in readiness.

431. Every Gang shall have one or more sets of Red, Green, and White Signal Flags for use by Day, and one Signal Lamp for use by Night or during Fogs; and every Gang engaged in a Tunnel is to have Day and Night Signals with it at all times.

When
Signals are
to be given.

432. Previous to any Rail being taken up, or the Road opened or disturbed in any way, or any Truck, Lorry, Waggon, or other impediment being allowed on the Line, or in the event of any Ballast or other Train being obliged to remain on the Main Line, or to move slowly so as to be in danger of being overtaken, or in case of any slips or failures of the Works, or if from any other cause the Line is not safe, the necessary Signals must be given. A man must be sent back with a **Danger** Signal to a distance of **800 yards**, to warn any approaching Train; and if the obstruction occurs upon or within **800 yards** of the bottom of a *descending incline*, the **Danger** Signal must be despatched *with all possible speed*, to the **top** of the **incline**, so as to give timely warning to the Driver of an approaching Train. This **Danger** Signal must remain until instructions are received by the Signalman, personally or in writing, from some person in authority that the cause of obstruction or danger is removed.

433. Where, from the Road being under repair, **Caution Signal.** it is necessary for the Train to proceed cautiously, the **Green Signal** must be exhibited at a distance of **400 yards** from the place under repair.

434. When a **Lorry** or **Truck** is used for **Lorry or Truck on Line.** conveying material or men along the Line (and it must be placed on the Line only for that purpose), it must be taken in the same direction as the Trains, and followed by a Signaller, who shall keep at least a Mile behind with the **Danger Signal**; *or if the Trolley is descending a steep incline, the Danger Signal shall be kept at the top of the incline until the Trolley is off the Road*, and the Trolley must be removed off the Line at least *Ten Minutes* before a Train is due.

435. A **Trolley** must never be attached to a Train; and no Trolley must be left in a Siding at night, or in the day time, without a person in charge.

436. **Trolleys**, when not in use, should be taken **Care of Trolleys when not in use.** off the wheels, and the axles locked together by the wheels. No portion of the Trolley must be left on the approaches of a level crossing, but all portions when not in use should be removed at least ten yards from the nearest rail.

437. Works at or near Stations causing obstruction to the Line may be done under the protection of the Station Signal; but the Inspector will be **Works near Stations.**

held responsible that a perfect arrangement is first made with the Station Master or person in charge of Signals.

Care of
Tools.

438. Each Ganger will be responsible for the necessary Signals, Tools, &c., committed to his charge, which should include keys, packing gauge, keying hammer, and a bag to contain them; and he shall also provide himself with a watch, regulated to the true Melbourne time.

Inspection
by Ganger
of District.

439. Each Ganger must inspect his district, both up and down Line, every morning before the arrival of the first Train, whether the weather be wet or dry; walking over his length also before leaving his duty in the evening, and twice during the Sunday.

Examination
of machi-
nery, &c.

440. Each Ganger shall examine at those times all the Points, Switches, Crossings, and Turntables, and see that they are kept clean, well oiled, in good working order, and safe in every respect; that the Rails are in gauge, perfect line and level, the keys driven home, and all fastenings tightened up, and the joints in proper order.

Examination
of works.

441. Each Ganger shall examine all Bridges and Culverts, and, if there is a flood, watch the action of the water on them; also make an examination of the Gates and Fences, and note whether Gates which the owners or occupiers of land are required to keep shut have been left open, and shall report in order that the persons who leave them open may be prosecuted.

442. Each Ganger shall further note every instance of sheep or cattle being on the Line or between the fences ; persons damaging the Railway fences or other works ; Engine Drivers failing to comply with Signals ; and any accident or irregularity for the purposes of his report to his Inspector or nearest Station on either side, which, if necessary, should be sent by special messenger.

Trespassing or irregularity to be reported at once.

443. All waggons, tools, rails, sleepers, pieces of iron or wood, or other implement or material, must be kept quite clear of both Lines, so as not to be within six feet of the rails, and placed with due attention to order. All broken chairs, rails, blocks, or other defective material shall be removed from the Road with the least possible delay, and taken to such place as the Inspector may direct.

Rails to be kept clear.

444. All tools and implements required for the repair of the line shall, when not in use, be kept locked up in a building or in boxes, for the security of which the Ganger will be held responsible.

Tools locked up.

445. In case of any person wilfully damaging the Railway property, or leaving any Railway Gate open at a level crossing where there is no Gatekeeper, or refusing to quit the Railway premises, then trespassing, his name and address must be ascertained if possible, in order that he may be proceeded against according to law. If the address of a trespasser cannot otherwise be ascertained, he must be taken, with as little force as

Care of Gates.

Prevention of trespass.

may be necessary, to the nearest constable or police station, and given in charge under the 41st Clause of "*The Railways Act 1863*;" but a trespasser is only to be given into custody *in extreme cases*, and, *except in cases of danger*, it will generally be sufficient to obtain his name and correct address, and, if possible, in all such cases the person arresting should have a witness of the occurrence or offence committed.

Arrest of persons committing felony.

446. Every Ganger or Platelayer is enjoined, on pain of dismissal, to take into custody, or assist in taking into custody, any persons he may see committing any of the offences set forth in the 43rd, 44th, and 45th Clauses of "*The Railways Act 1863*." (See *Appendix No. II.*) And every Ganger or Platelayer shall do his utmost to bring any such offender to the nearest police constable or Station, and he must immediately afterwards make a report of the circumstances to his Inspector. He should be prepared, if possible, with one or more witnesses of the offence committed in such cases.

Road to be kept safe.

447. No rail is to be taken out, or repair commenced which will render the Road for a time unsafe, during a Fog or at Night, unless by the direction of the Engineer or his assistants, and the Inspector being present, and in no case within *Fifteen Minutes* of a Train being due. Where, however, a broken rail is discovered, the **Danger** Signal must be made immediately, and the rail replaced under protection of the Signal.

448. In raising the Permanent Way, no lift shall be greater than three inches at once, and then it must be effected so as not to occasion any sudden changes in level, *and the ascent must always be in the direction in which the Trains travel*, and both rails must be raised equally and at the same time.

Care in
lifting
Permanent
Way.

449. No ballast is to be thrown to a higher level than three inches above the rail. The sleepers must be firmly packed, and the Line made clear and safe if the Train is intended to pass over it before the appointed time for the passing of the Train. No greater length of road is to be opened than perfect safety warrants, or than can be completed before night, and the Line must be frequently gauged during the time; *and the proper Signals shown, as before described. The attention of Platelayers is especially called to this Order.*

Ballast not
to be heaped
up or cause
obstruction.

450. A **Red Disc** or a **Red Flag** by Day, or an extra **Red Tail Lamp** by Night, hung at the back of an Engine or Train, denotes that an **extra Train** or Engine is to follow. *Platelayers and workmen are to be particular in noticing this*, and be prepared accordingly.

Looking out
for Special
Trains.

451. The Platelayers are to desist from working when the Train is within a distance of 400 yards, and the men should move to the side of the road clear of both Lines—for their own safety, as well as to prevent the Engine Driver being in doubt as to the Line being clear.

Laying down
of Switches.

452. No temporary Siding shall, under any circumstances whatever, be laid down with the Switches facing the direction of the Train, but they shall in all cases be laid in the direction of the Train travelling. No Sidings or Switches shall be laid down without the express permission of the Engineer. Whenever a Siding is used, a man shall be appointed to attend to the Switch, who shall remain so long as such Points remain in.

Care of
Vehicles in
Sidings.

453. Gangers will be responsible that no Waggon, Truck, Carriage, or other Vehicle remains in a Siding which is not *immediately* adjoining a Station, and under the control of a Station Master or Pointsman, unless such Truck or Vehicle is properly scotched, and the Brakes, if there be any, pinned down; and every Ganger will be responsible that the scotch-blocks of every Siding in his district are in proper order, and that they are kept closed when any Vehicles are in a Siding which is not under the special control of a Station Master.

Burning off
Grass, &c.

454. Inspectors of Permanent Way must take care that all grass and rubbish lying between the fences on any part of the Railway property shall be burnt off whenever the weather may render it safe and practicable to do so; and if the lands outside and adjoining the Railway fences should be the property of the Crown or the Railway Department, the grass must also be burnt off it for a distance of at least thirty feet from the fences; but previous to any grass being burnt off, a notice in the form given in

Appendix No. III. must be served on the owners and occupiers of the adjoining lands or premises, in accordance with the provisions of the "Act to Restrain the Careless Use of Fire," a copy of which Act is given in *Appendix No. III.*

455. In cases of any bush or other fire occurring on the Railway property, or on the lands or premises immediately adjoining the fences, whether such fire shall have been originated by the Locomotive Engines or not, every Repairer and Workman within reach of the fire must, as soon as he can leave the portion of the Line on which he is at work safe for the passage of Train, hasten to the spot, and endeavor to extinguish such fire, and, if possible, prevent it communicating with the fences or property of the Board.

456. All Inspectors, Gangers, and Workmen employed upon the Railway are to observe and note all circumstances which may come to their knowledge in connection with the origin or occasion of any fire which may occur within or adjoining the Railway property, and when the fire is extinguished, or as soon as possible afterwards, they are to report all particulars to the Engineer's Office.

Reporting
Fires when
they occur.

Locking
Gates.

Appendix No. III must be served on the owners and occupiers of the adjoining lands or premises in accordance with the provisions of the Act to Restrict the Carriage Use of the Road of which Act is given in Appendix No. III.

SECTION X.

INSTRUCTIONS

TO BE SPECIALLY OBSERVED BY

GATEKEEPERS

AT LEVEL CROSSINGS,

WATCHMEN AND OTHERS.

Signals.

457. Each Gatekeeper will be provided with Day and Night Hand Signals, which, with fixed or advanced Signals—where there are any—must always be kept in proper order. Signal Lamps must be lighted as soon as it commences to be dusk; and between the dusk of the evening and dark, and during a Fog, both the Day and Night Signals must be used. The Signal Lamps must be kept lighted until after the last Regular Train, or Special Train, or Engine of which notice is given, or which is announced by Signal, has passed; and Gatekeepers must always Signal each Train in passing.

Locking Gates.

458. At crossings for which a written authority is given to *lock the Gates across the road at sunset*, the Gatekeepers are nevertheless to be on the alert to

keep the
it may
pose.
Lamp
it is
Line.
459.
contrary
Railway
when
Line,
as qui
460
across
seen
cases
cross
Dange
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keep their Lamps ready for lighting the instant that it may be necessary to exhibit a Signal for any purpose. Each Gatekeeper shall, in all cases, have the Lamp lighted and exhibit the **Danger** Signal when it is necessary to open the Gates for traffic across the Line.

459. Unless specially ordered in writing to the contrary, the Gates must always be kept open for the Railway and **shut across the Road**, except when required to be opened for the traffic across the Line, and must then again be closed across the road as quickly as possible.

Gates to be shut across roads, and open to Railway Line.

460. The Gates are never to be opened across the Railway when a Train can be seen or heard approaching; and in such cases the Gatekeeper must not allow anything to cross the Railway until the Train has passed. The **Danger** Signal shall always be exhibited by the Gatekeeper during the time that the Gates are opened for traffic across the Railway.

Gates to be kept closed when Train is approaching.

461. If an Engine follow another within Five Minutes, the **Danger** Signal shall be shown; after which time the **Caution** Signal is to be exhibited for Five Minutes. The **Danger** Signal to be exhibited for a longer time when the first Train passes slowly, and makes the Gatekeeper fear that it might be overtaken by a faster Train following. If there be any obstruction, or if from any cause the Line be unsafe for the passage of an Engine, the **Danger**

Protection of Trains.

Signal shall be shown; and if there be any reason to make a reduced speed desirable, the **Caution Signal** shall be exhibited.

Gatekeeper to stand so as to be seen when giving Signals.

462. Gatekeepers when signalling are to stand, if possible, on the opposite side of the Railway to that on which the Train is passing, and in such a position that they may be conspicuous to the persons in charge of the Trains. Should any Signal be given by the Guard of the Train as it approaches, the Gatekeeper must be prepared, and repeat it instantly to the Engineman.

Method of showing Hand Lamps.

463. On the approach of an Engine, the **Hand Lamp** must be held steadily facing it, and moved round as it passes, so that the light will still be thrown on the Engine.

First duty is to show proper Signals.

464. Gatekeepers are instructed that the **first** point to be attended to in all accidents and casualties is the **showing the proper Signals** to warn a coming Engine of Danger.

Danger Signal in case of obstruction.

465. In the event of the Road being from any cause obstructed, and *if only one Line is obstructed*, the Gatekeeper is to hasten back to stop any Engine approaching on that Line, and must remain at a proper distance until the Line is clear, or until some competent person arrives to take charge of the Signal, and who can be entrusted with it. *If both Lines are obstructed*, the Gatekeeper must remain on the spot, to give warning of **Danger** both ways, until some experienced person is found, who can be sent in

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one direction to give the Signal of Danger while the Gatekeeper goes in the other direction for the same purpose.

466. Gatekeepers and others having charge of Gates, Signals, and Points, are required to give notice to the Inspector of Permanent Way in charge immediately on any repairs being required thereto; and in case any part becomes deranged or broken, or should any Gate hang so as not to shut properly, or the fastenings be defective or become deranged so as not to fasten the Gate immediately on its being shut, they must give notice of it to the nearest Platelayer, who will get the same made perfectly safe.

To give notice to Inspector when repairs are required.

467. Gatekeepers or other persons in charge will be held responsible for the consequence of any accident that may arise from the defective state of Signals, Gates, or fastenings, unless the same shall have been previously reported.

To be responsible for defective Signals, Gates, &c.

468. The Hand Signals must always be in a proper state, and kept at hand ready for instant use. The Lamps must be trimmed and cleaned not later than noon each day.

Hand Signals always to be ready.

469. Gatekeepers are to prevent all persons from walking on the Line, or coming within the fences, excepting those engaged in connection with the Railway Department, who do so in the performance of their duties; or unless such persons (who are not so engaged) produce a sufficient written authority; and the Gatekeeper is to report all persons

To prevent trespassers.

who persist in trespassing, or doing any damage to the Line of Works, so that he or she may be brought to justice.

To be acquainted with Rules and Time-Tables.

470. Gatekeepers are to be supplied with a copy of the General Rules and Regulations, with which they must make themselves well acquainted; and with the Train Time-Bills. They will receive their instructions from the Engineer-in-Chief's Department; and applications for anything they may require are to be sent through the Inspector of Permanent Way in charge of that portion of the Line where they are located.

Holidays.

471. Holidays will be accorded on or in lieu of Christmas Day, Good Friday, Easter Monday, and the Queen's Birthday. The particular day for each must be arranged with the Inspector of Permanent Way; but the Gatekeeper must not leave without a written permission to do so, when (for the time specified) a person will be placed in charge of the crossing. Excepting for these holidays, leave of absence will only be granted under very pressing circumstances. Any Gatekeeper absent without leave will be suspended.

Station Gatekeepers

472. Gatekeepers to level crossings at or near a Station must be particularly watchful when the Main Line is occupied by the stoppage of a Train, the shunting of Waggon, or otherwise obstructed, and must exhibit the **Red Signal** to stop any Engine or Train which may arrive on the Line which is obstructed. Those who are so situated are to attend

to such special instructions as may be issued for each Station by the Traffic Superintendent, and are to act under the orders of the Station Masters for the security of the Traffic. They must be ready in an emergency in the performance of such duties to leave the crossing, first locking the Gates during their temporary absence as before directed. Those who have charge of advanced or fixed Signals or Points must satisfy themselves, by day and by night, that they work properly, and must, immediately that they discover any breakage or imperfection, report the same, failing which they will be held responsible for the consequences of such inattention.

473. Gatekeepers are to observe that if there is a Red Tail Board, or Red Flag, or extra Red Tail Lamp attached to a passing Train, this will indicate that there is a Special Engine or Train to follow, for which, as for all Trains, they must keep a good look out.

To look out for Signals for Special Trains.

474. Gatekeepers are to forward immediately to the Inspector of Permanent Way, or nearest Station Master, any article which they may find on the Line which may have been dropped from the Train or Carriages.

To forward all found articles.

No. III.

Each Passenger, on paying his or her fare, will be furnished with a ticket, which he or she is to show whenever required by a Station Master or Porter authorized by him or her, and in charge of the Train; and if it be a journey or return ticket, he or she must allow it to be marked when required; and every ticket (whether single, return,

Passengers to show and deliver up tickets when required.

SECTION X.

BYE-LAWS.

THE BOARD OF LAND AND WORKS, by virtue of the powers and authorities vested in it by "*The Railways Act 1863*," doth hereby make the following Bye-Laws for the several purposes therein respectively mentioned, that is to say:—

No. I.

Melbourne
Time to be
observed.

Melbourne time is to be observed at all Stations.

No. II.

Passengers
to have
tickets.

Any person (unless having a free pass) taking a seat or remaining in or upon any Carriage used on the Railway as a Passenger, or travelling therein upon the Railway, without having first paid his or her fare and obtained a ticket, shall be liable to a penalty not exceeding five pounds.

No. III.

Passengers
to show and
deliver up
tickets when
required.

Each Passenger, on paying his or her fare, will be furnished with a ticket, which he or she is to show whenever required by a Station Master or Porter authorized by him or by the Guard in charge of the Train; and if it be a journey or return ticket, he or she must allow it to be marked when required; and every ticket (whether single, return,

or periodical), must be delivered up upon demand of any Porter or other Servant of the Board of Land and Works who may be authorized to collect tickets. Any person guilty of a breach of this Bye-Law shall be liable to a penalty not exceeding five pounds.

No. IV.

Tickets are not transferable. A ticket can only be used by the person for whom it may be issued. Any person using or attempting to use a transferred single, return, or periodical ticket, after being once used or travelled with, shall be liable to a penalty not exceeding five pounds.

Penalty for transferring tickets.

No. V.

No Passenger shall be entitled to re-book or take a ticket at any Intermediate Station for the purpose of continuing his journey in the same Train as that in which he shall have arrived at such Station.

Passengers not to re-book by same Train.

No. VI.

Any person knowingly attempting to defraud the Board by travelling upon the Railway in or upon a Carriage of a superior class to that for which he or she is provided with a ticket, or altering a return or other ticket, shall be liable to a penalty not exceeding twenty pounds.

Punishment for attempt to defraud.

No. VII.

Tickets, whether single or return, shall be available and shall be used by Passengers only to convey them to the Stations named thereon, or to any Station short of that destination, provided the Passenger by

Return Tickets available only at certain Stations.

so using a ticket derives no advantage as regards fare. In no case, however, shall the "cheap" or "excursion" tickets be used at or for any other Station than those named thereon. Any person using, or attempting to use, a ticket in violation of this Bye-Law shall be liable to a penalty not exceeding five pounds.

No. VIII.

Penalty for
defacing
Tickets.

No ticket will be recognised by any Collector or Servant of the Board authorized to collect or examine tickets unless the number, date, and names of the Stations printed on such ticket are perfectly legible. The holder of any ticket which may be defaced or rendered illegible in any of the above particulars will be regarded as not having paid his fare, and will be liable to a penalty not exceeding five pounds.

No. IX.

Penalty for
selling
Return
Tickets, &c.

Any person, not being duly authorized by the Board, who shall sell or offer for sale any free pass, ticket, or portion of a return ticket, shall be liable to a penalty not exceeding twenty pounds.

No. X.

Ladies'
Waiting-
rooms and
Carriages
to be kept
private.

No male Passenger will be allowed to enter or remain in any Waiting-room or Carriage set apart for the accommodation of females, and any person persisting in remaining in any such room or Carriage, after being warned to leave the same, shall be liable to a penalty not exceeding ten pounds.

No. XI.

Punishment
for opening
Carriage
doors.

Any person, not being a Servant of the Board, who shall open any Carriage, for the purpose of entering the same, with a key or other instrument,

after the tickets have been examined and the Carriage doors locked by the Station Master, Guard, or other person appointed for that purpose, or any person who shall let him or herself out of any Carriage on arrival at any Station, or at any time during the journey, by the use of a private key or other instrument, shall be liable to a penalty not exceeding ten pounds.

No. XII.

No person shall be permitted to travel outside a Carriage or Vehicle on the Railway under any circumstances whatever, or to get into or upon or to quit any Carriage or Vehicle when the Train is in motion; and any person doing so, or attempting to do so, shall be liable to a sum not exceeding ten pounds.

Punishment
for attempt-
ing to travel
outside.

No. XIII.

Smoking is strictly prohibited in any of the Railway sheds, yards, offices, pier, or waiting-rooms; and any person found smoking in any goods or other shed, yards, offices, pier, or premises, shall be liable to a penalty not exceeding two pounds.

Smoking
prohibited.

No. XIV.

Smoking is strictly prohibited in any of the Railway Carriages to the annoyance of any Passenger; and any person who persists in smoking after being requested by a Passenger, or warned by any Servant of the Board, to desist, shall forfeit a penalty not exceeding two pounds, and may be removed from the Carriage by any of the Railway Servants.

In Carriage

No. XV.

Dogs will be conveyed, and charged for, according to printed conditions, but they will not on any

Dogs.

account be allowed to accompany Passengers in the Carriages. Any person persisting in taking a Dog into any Passenger Carriage in breach of this Bye-Law shall be liable to a penalty not exceeding five pounds.

No. XVI.

Gratuities
forbidden.

No gratuity is under any circumstances allowed to be received by the Servants of the Railway Department on pain of immediate dismissal. Any person giving or offering a gratuity to any such Servant shall be liable to a penalty not exceeding five pounds.

No. XVII.

Punishment
for abusive
language.

Any person making use of insulting or abusive language to any Officer or Servant of the Railway Department of the Board, while in the execution of his duty, or any person making use of obscene or blasphemous language in any Carriage or upon any platform or premises of the Board, shall be liable to a penalty not exceeding ten pounds.

No. XVIII.

Penalty for
crossing the
Line when
Train is in
sight.

Any person driving or attempting to drive sheep or cattle, or attempting to ride or drive any horse, across the Line, either at an authorized crossing place or elsewhere, when a Train is in sight, shall be liable to a penalty not exceeding ten pounds.

No. XIX.

Penalty for
allowing
Cattle to
stray.

Any person or persons wilfully driving, or negligently allowing to stray, any cattle, horses, sheep, or other animal on the Railway or any lands or premises of the Board, shall be liable to a penalty not exceeding twenty pounds.

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No. XX.

No carman or hackney coachman, drayman, porter, carter, or other person will be allowed to come into or upon the lands, pier, or premises of the Board, for the purposes of removing Passengers or luggage, either with or without a dray or hand cart or truck, unless required by a Passenger, and specially engaged by him for such purpose; and no person will be allowed to come into or upon the premises of the Board for the purpose of touting or soliciting custom (unless licensed to do so) or hire of whatever kind; and any carman or hackney coachman, drayman, carter, porter, or other person evading, or attempting to evade, or being guilty of a breach of this regulation, or refusing or neglecting to quit the premises of the Board when thereto required by a Station Master or other Servant of the Board, shall be liable to a penalty not exceeding ten pounds.

No touting
or soliciting
of custom
allowed at
Stations.

No. XXI.

Any person found bathing, swimming dogs, or otherwise polluting the water in any of the Railway reservoirs or tanks, shall be subject to a penalty not exceeding ten pounds.

Bathing in
reservoirs
prohibited.

No. XXII.

Any person or persons, unless those duly authorized by the Board, who shall be found posting or sticking bills, &c., within or upon any of the Railway property or premises, shall be subject to a penalty not exceeding five pounds.

Bill-sticking
prohibited.

No. XXIII.

No person shall be entitled to require to be carried upon or along any Railway of the Board any sheep, cattle, horses, or live stock which, in the judgment of

Board not
required
to carry
Diseased
Cattle or
Sheep.

the Board, their Officers or Servants, may be infected with any disease of whatsoever nature, and the Board, their Officers or Servants, may refuse to take any sheep, cattle, horses, or live stock suspected by them to be diseased. Any person causing or procuring any diseased sheep, cattle, horses, or live stock to be carried, or offering or causing any of them to be offered for the purpose of being carried, upon or along any such Railway, shall be liable to a penalty not exceeding twenty pounds.

No. XXIV.

Punishment
for driving
Diseased
Cattle on
Railway
premises.

If any person shall willingly, knowingly, or negligently drive or attempt to drive, or allow to stray into any Railway station, yard, shed, or premises, or upon any lands, or within any fences, the property of the Board, any sheep infected with scab or other disease, or any cattle, horses, or live stock having or suffering from any disease whatsoever, he shall be liable to a penalty for every such offence not exceeding twenty pounds.

No. XXV.

Goods to be
removed on
arrival.

All goods and merchandise (whether bonded or free) and all luggage arriving by train at any station, or pier, shall be removed from the platform, sheds, or pier, within forty-eight hours, or such less time as may be fixed; and any free goods, merchandise, or luggage, not removed by that time may be stored at the risk and expense of the consignees or owners, and may then become subject to such charges as may from time to time be fixed by the Board; and any bonded goods or merchandise which shall not be removed within the period aforesaid shall be subject to the payment of the sum of one shilling per ton per

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diem until the removal of the same from the premises of the Board. And all goods, merchandise, and luggage unclaimed by the owner for the space of seven days after arrival may be sold by the Board, and, after deducting what may be due to the Board for Railway carriage, storage, and charges (including expenses of sale), to pay over the surplus, if any, to the owner on demand.

No. XXVI.

If any goods, produce, timber, or other merchandise should be brought into any Station, either by the owner or consignee, or in the Waggon or Vehicles of the Railway Department, and which goods or merchandise, in accordance with the conditions of the published tariffs, it shall be the business of the owner consignor, or consignee to load into or discharge from the Railway Waggon or Vehicle; and in case the owner, consignor, or consignee refuses or neglects to load into or discharge from the Railway Waggon or Vehicle such goods within twelve working hours of their arrival at the Station, the Board, by its Officers and Servants, may forthwith proceed to load into or discharge from the Railway Trucks such goods at the risk of the owner, consignor, or consignee, and such goods shall be subject to the cost of such loading or unloading, as the case may be, in addition to the freight and to such other costs or charges as may become due under the preceding Bye-Law.

Goods may be loaded or unloaded at owner's risk.

No. XXVII.

Upon every parcel or package containing any of the articles mentioned beneath (and also in the first section of "*The Innkeepers and Carriers Act*," No. 78), brought or delivered either to be carried for

Increase of rate for valuable parcels.

hire or to accompany the person of any Passenger, and its value and contents declared, as in the said section is mentioned, and where such value shall exceed the sum of ten pounds, there shall be paid an increased rate of charge, that is to say, double parcels or excess luggage rate if the declared value be over ten pounds and under fifty pounds, and quadruple parcels or excess luggage rate if the value exceed fifty pounds, as a compensation for the greater risk and care to be taken for the safe custody or conveyance, as the case may be, of such valuable articles, or any precious stones, jewellery, watches, clocks, or timepieces of any description; trinkets, bills, notes of any bank in Her Majesty's dominions, or of any foreign banks; order notes or securities for payment of money, whether foreign or otherwise; stamps, maps, writings, title deeds, paintings, engravings, pictures, gold or silver plate, or plated articles; glass, china, silks in a manufactured or unmanufactured state, and whether wrought up or not wrought up with other materials; furs or lace, or any of them, contained in any parcel or package delivered either to be carried for hire or to accompany the person of any Passenger.

No. XXVIII.

Increase of
rate for
valuable
animals.

The percentage or increased rate of charge to be paid in respect of animals mentioned in the 24th section of "*The Railways Act 1863*," namely:—
"In respect of any horse declared to be above the value of fifty pounds, any herd of neat cattle above the value of twenty pounds, any sheep, pig, or other small animal above the value of one pound, shall be at the rate of two pounds ten shillings per centum upon the value so declared above the respective

sums so limited as aforesaid, and which percentage shall be paid in addition to the ordinary rate of charge.

No. XXIX.

No claim for loss will be allowed or recognized, unless the particulars of such claim be lodged with the Secretary within fourteen days after such loss shall have arisen, and no claim for damage will be recognized or allowed after the removal from the Railway premises of the goods or merchandise alleged to have been damaged. And the delivery of such goods shall be considered complete when notice of arrival has been given to the consignee, or, where the address of the consignee is not known, the Board will accept no liability for loss or damage after the goods shall have been at the Receiving Station forty-eight hours. All goods and live stock to be carried subject to the printed conditions of carriage.

Claims for loss must be made within fourteen days.

No. XXX.

The Board will not be responsible for articles left by Passengers at any Station, unless the same be duly registered, for which a charge per article will be made and a ticket given in exchange, and no article will be given up without the production of the ticket or satisfactory evidence of the ownership being adduced, and any article will be delivered up to the bearer of the ticket unless previously delivered up to the owner. The Board will not be responsible for any package exceeding the value of ten pounds.

Cloak-room regulations.

No. XXXI.

When and so soon as the discharge of the cargo of any vessel at the Railway Pier shall have been completed (and whether or not such discharge shall

Vessels to remove from Pier when the cargo is discharged.

happen within the period fixed therefor), the master of the vessel whose discharge shall have been completed shall immediately thereafter cause to be taken on board thereof such sand or stone ballast as may be required to steady such vessel, and shall thereupon leave the Pier, and anchor such vessel outside of the buoys laid down by the Railway Department. Provided always that such vessel is not receiving or about to receive loading from the Railway Pier or the Waggon or Trucks belonging to the Board. Any person guilty of a breach of this Bye-Law shall be liable to a penalty not exceeding twenty pounds.

No. XXXII.

Vessels to be removed when notice is given by Pier Master.

Every vessel, whether about to receive loading or not, shall be removed by the master thereof from the Railway Pier within twelve hours after written notice shall have been left on board by the Pier Master requiring the removal of such vessel, and any master failing to remove his vessel within the period aforesaid shall pay to the Board a sum of twenty pounds per day for every day or fractional part of a day thereafter during which such vessel may occupy a berth at the said Pier.

No. XXXIII.

Vessels to discharge cargo beyond working hours.

The master of any vessel arriving at the Pier shall cause the discharge thereof to be proceeded with beyond the usual working hours—that is to say, in the summer from six o'clock in the morning until six o'clock in the evening, and in winter from seven o'clock in the morning until five o'clock in the evening—if so required by the Pier Master. And if the master of any vessel, when so required, shall neglect or refuse to cause the discharge of his vessel to be proceeded

with accordingly, he shall be liable to a penalty not exceeding twenty pounds for each and every day or fractional part of a day he shall so neglect or refuse.

No. XXXIV.

Every vessel shall be discharged by stevedores, and such stevedores shall be employed by and at the expense of the masters or agents of such vessel, and not by or on behalf of the Board.

To be discharged at expense of agent or master.

No. XXXV.

No person, not authorized by the Board to supply ballast to vessels lying at the Pier, will be allowed to come upon such Pier, or within three hundred yards thereof, with ballast for any vessel. Any person guilty of a breach of this Bye-Law shall be liable to a penalty not exceeding ten pounds.

No person to supply ballast unless authorized.

No. XXXVI.

No boatman, waterman, or other person will be allowed to ply for hire to or from the Railway Pier, or within a distance of three hundred yards therefrom, unless licensed by the Board to do so; and any person infringing this Bye-Law will be liable to a penalty not exceeding ten pounds.

No boats to ply from Pier without license.

No. XXXVII.

No ship, barque, steamer, brig, schooner, sloop, lighter, barge, boat, or other vessel of any kind or description whatsoever shall be moored or fastened to the Railway Pier, or attached to any ship, barque, steamer, brig, schooner, sloop, lighter, barge, boat, or other vessel of any kind or description whatsoever so moored or fastened, without the consent in writing of the Pier Master; and the master or other person

No vessel to be moored without authority.

causing any such ship, barque, steamer, brig, schooner, sloop, lighter, barge, boat, or other vessel to be so moored or fastened or attached, without such consent as aforesaid, shall be liable to a penalty not exceeding ten pounds; and should the Pier Master not have given his consent to the mooring or fastening of such vessel, he may proceed to remove the vessel in the manner pointed out by the 34th clause of "*The Railways Act 1863.*"

No. XXXVIII.

Charges
on Goods
received
from
Lighters.

All Goods that may be brought to vessels lying alongside the Railway Piers or Breakwater, by lighter or other craft, will be subject to the following charges, viz.:—One shilling per ton on Goods, and sixpence per bale on Wool.

The Common Seal of the BOARD OF LAND AND WORKS was hereunto affixed, in the presence of the undersigned (two of the members of the said Board) on the Twenty-ninth day of April One thousand eight hundred and sixty-four.

(L.S.)

(Signed) J. M. GRANT,
Vice-President.

(Signed) JOHN STEAVENSON.

APPENDIX.

No. I.

Extracts from the Act for the Better Management of Railways, 1863.

V. The provisions of "*The Railway Act 1857*" shall be deemed to and shall extend and apply to all lands at any time heretofore or to be at any time hereafter taken for the purposes of any and every such undertaking, Railway, Line of Railway, Pier, Jetty, and other work as in this Act mentioned.

Extension of
"The Railway
Act 1857" in
certain cases.

XIII. The said Board shall not be liable to pay any rates, taxes, or assessments made, calculated, or charged upon any Railway Station, Building, Pier, Jetty, or works vested, or which may hereafter be vested, in them by any Act of Parliament, anything in any Act heretofore passed notwithstanding.

The Board
not to pay
rates for
property
vested in
them.

XIV. The said Board from time to time may make Bye-Laws for the following purposes (that is to say):—

Board may
make Bye-
Laws.

For fixing the amount of Fares for the conveyance of Passengers and the Charges for the carriage of animals and goods upon any Railway vested in the Board.

For fixing the amount of Tolls to be paid by any vessel using any Pier or Jetty vested in the Board.

For fixing the amount of Tolls upon animals and goods received or delivered upon or from any such Pier or Jetty.

For regulating the conduct of the Officers and Servants employed in the Department of Railways.

For preventing the commission of any Nuisances in or upon the Carriages, or in any of the Stations or Premises vested in the Board.

For regulating the use of any Pier or Jetty vested in the Board.

For regulating the exercise of the several powers vested in any Pier Master.

For regulating the admission of Vessels to any such Pier or Jetty, and their removal from the same, and for the good order and government of such Vessels whilst at such Pier or Jetty.

For regulating the shipping and unshipping, landing, warehousing, stowing, depositing, and removing of all goods from or at any Pier and Premises vested in the Board.

For regulating the conduct of all persons, as well the Servants of Her Majesty or the Board as others (not being the Harbor Master or Officers of Customs), while upon any Pier or Jetty vested in the Board or employed at or near the same.

For regulating the use of Fires and Lights within any Vessel being at any such Pier or Jetty.

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For preventing damage or injury to any Vessel or goods at any Pier or Jetty or on any Premises vested in the Board.

For regulating the duties and conduct of the Porters and Carriers employed on any Premises vested in the Board, and fixing the Charges to be paid to them for carrying any goods, articles, or things from or to the same.

And generally for regulating the Travelling and Traffic upon or using and working of the Railways, Piers, and Jetties, and for the maintenance of good order thereon; and the said Board or the Governor in Council may from time to time cancel such Bye-Laws or any of them.

XVII. Every such Bye-Law shall state some maximum penalty not exceeding, in any case, twenty pounds for any breach thereof, and such penalty may be awarded, measured, recovered, and distributed by summary process before two or more Justices.

Penalties for their breach.

XIX. No such Bye-Law shall have any effect unless the Board or Company shall cause the substance of such Bye-Laws, and a List of all the Tolls, Fares, and Charges from time to time exacted thereby to be painted upon, or to be printed and affixed to boards, in large and legible characters, and shall exhibit such boards in some conspicuous place in every Station, Pier, Jetty, or other place where such Tolls, Fares, and Charges, or any of them are payable, and according to the nature and subject-matter of such Bye-Laws respectively, so as to give Public Notice thereof, and shall forthwith, from time to time renew any such board if destroyed or defaced.

Board to publish Bye-Laws (8 and 9 Vict. cap. 20, sec. 110).

XX. Subject to the provisions of this Act, every Bye-Law shall be binding upon and be observed by

Bye-Laws to bind all persons (8

and 9 Vict.
cap. 20,
sec. 111).

all persons, and shall be sufficient to justify all persons acting under the same ; and for proof of the making and publication of any such Bye-Law it shall be sufficient to prove the insertion thereof, and (in case of the adoption thereof by any Company) of the notice of such adoption in the *Government Gazette*, and that a printed paper or painted board containing the substance of such Bye-Law was exhibited as by this Act required, and, in case of its being afterwards defaced or destroyed, that it was renewed or replaced as soon as conveniently might be.

Summary
interference
in certain
cases, and
breach of
Bye-Laws.

XXI. When the breach of any such Bye-Law would be attended with danger or annoyance to the public, or hindrance to the said Board or Company, their Officers, or Servants in the lawful use of any Railway Pier or Jetty, they or any of them may summarily interfere to obviate or remove such danger, annoyance, or hindrance, and that without prejudice to any penalty incurred by the breach of any such Bye-Law.

Liability for
loss after
transit
restricted.

XXIII. When any goods shall be delivered to be carried along or upon any Railway, and the same shall have been carried safely to the place to which the Board or Company shall have undertaken to carry the same, and shall have been duly discharged from the Truck in which they were carried, the said Board or Company shall be responsible only as Bailees for custody in respect of any damage or loss that may arise or accrue with reference to such goods until the removal of the same by the consignees thereof ; and if such goods shall not be removed from the premises of the Board or Company within forty-eight hours from the time of such discharge, such Board or Company

may charge
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XXIV.

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may charge a reasonable sum for the warehousing thereof, and recover the amount so charged from the person liable to pay, or who shall have paid, for the carriage of such goods; and the same may be recovered in the same manner as Rates or Charges due in respect of any animals or goods may be recovered under this Act.

XXIV. It shall be lawful for the Board or Company to make special conditions for the receiving, forwarding, or delivering any horse, cattle, or other animals, and any articles, goods, or things. Provided that such conditions shall be adjudged by the Court or by the Judge before whom any question relating thereto shall be tried to be just and reasonable. Provided always that no greater damages shall be recovered for the loss of or for any injury done to any of such animals beyond the sums hereinafter mentioned (that is to say):—For any horse, fifty pounds; for any neat cattle (per head) twenty pounds; for any sheep, pig, or other small animal (per head) one pound; unless the person sending or delivering the same shall at the time of such delivery have declared them to be respectively of higher value than as abovementioned, in which case it shall be lawful for the Board or Company to demand and receive, by way of compensation for the increased risk and excess of care thereby occasioned, a reasonable percentage upon the value so declared above the respective sums so limited as aforesaid, and which shall be paid in addition to the ordinary rate of charge; and such percentage or increased rate of charge shall be from time to time ascertained and fixed by one of the Bye-Laws, and such Bye-Law shall be affixed in some conspicuous place of the Terminal Stations of the Railways to which

Liabilities as carriers in certain cases defined (17 and 18 Vict. cap. 31, sec. 7).

the same apply; and all persons affected thereby shall be bound by such notice without further proof of the same having come to their knowledge. Provided also that the proof of the value of such animals, articles, goods, or things, and the amount of the injury done thereto, shall in all cases lie upon the persons claiming compensation for such loss or injury.

Smoking,
prohibited.

XXV. Any person smoking tobacco, opium, or any other substance in or upon any Carriage or in any Station except in such carriage or place, (if any) as may be set apart for such purpose, shall for every such offence forfeit a sum not exceeding forty shillings.

Booking at
road stations
conditional.

XXVI. Where Passengers are booked at any Intermediate Station for any Train, the condition that there is room in such Train shall in all cases be implied; and when there is not sufficient room for all such Passengers, those booked for the longest distance shall have the preference, and those booked for the same distance shall have priority according to the order in which they are booked.

Goods of
excessive
weight or
bulk not to
be carried.

XXVII. No person shall be entitled to require any single article of goods to be conveyed upon or along any Railway subject to this Act the weight of which, exclusive of the carriage, exceeds four tons, or including the carriage, exceeds eight tons, or which from its excessive bulk would be inconvenient to transport; but no objection on account of its weight or bulk shall be taken to the carriage of any boiler or single piece of machinery if the same can be transported upon any single Truck or Carriage, or upon

two or more Trucks or Carriages joined together, and if it be offered for transport at least twenty-four hours before the time fixed for starting.

XXVIII. No person shall be entitled to carry or to require to be carried upon or along any Railway any aquafortis, oil of vitriol, gunpowder, lucifer matches, or other goods which, in the judgment of the Board or Company, their Officers or Servants, may be of a dangerous nature; and the Board or Company, their Officers or Servants, may refuse to take any parcel suspected to contain goods of a dangerous nature, or require the same to be opened to ascertain the fact; but nothing herein contained shall prevent the Board or Company, their Officers or Servants, carrying such goods if and when they think fit.

Dangerous goods not to be carried (8 and 9 Vict., cap. 20, sec. 105).

XXX. If, on demand, any person fail to pay the Tolls, Rates, or Charges due in respect of any animals or goods, the Board or Company may either recover the same in any court of competent jurisdiction, or may detain and sell all or any of such animals or goods, or, if the same have been removed from the premises, may detain and sell any other animals or goods within such premises belonging to the person liable to pay such Tolls, Rates, or Charges, and out of the moneys arising from such sale may retain the Tolls, Rates, or Charges so payable, and all charges and expenses of such detention and sale; rendering the overplus (if any) of such moneys and the unsold animals or goods to the person entitled thereto.

In default of payment of tolls, goods may be detained and sold (8 and 9 Vict., cap. 20, sec. 97).

XXXI. It shall be lawful for any Officer or Agent of the Board or Company, and all persons called by him to his assistance, to seize and detain any

Transmit Offender. (Ib. sec. 154.)

person who shall have committed any offence against the provisions of this Act or of the Bye-Laws made under the authority hereof, and whose name and residence shall be unknown to such Officer or Agent, and give him in charge to a police constable, who shall convey him with all convenient despatch before some Justice without any warrant or other authority than this Act, and such Justice shall proceed with all convenient despatch to the hearing and determining of the complaint against such offender.

Collector may enter vessels to ascertain rates payable.

XXXII. The Collector of Rates may, either alone or with any other person, enter into any Vessel berthed or lying at or moored to any Pier or Jetty, in order to ascertain the Tolls payable in respect of such Vessel or of any goods therein.

Master of vessel to produce certificate of registry.

XXXIII. The master of every registered Vessel berthed or moored at any such Pier or Jetty shall, on demand, produce the certificate of the registry of such Vessel to the Collector of Rates, and if any such master refuse or neglect to make such production on demand, he shall be liable to a penalty not exceeding twenty pounds.

Pier Master may remove Vessels, &c.

XXXIV. If the master of any Vessel at any Pier or Jetty respectively shall not moor, unmoor, place, or remove the same Vessel according to the directions of the Pier or Jetty Master, or if there be no person on board of any such Vessel to attend to such directions, the Pier or Jetty Master may cause such Vessel to be moored, unmoored, placed, or removed as he shall think fit, and for that purpose may cast off, unloose, or cut the rope, or unshackle or break the chain by which any such Vessel is moored or fastened,

and the mooring, unmooring, placing, or removing of such Vessel shall be deemed to be work done by the Board or Company for and at the request of the owner or master of such Vessel, and may be recovered accordingly.

XXXV. Every Vessel at any Pier or Jetty shall have substantial hawsers, towlines, and fasts fixed to the mooring posts when required by the Pier or Jetty Master, and if any Vessel shall be at any Pier or Jetty without substantial hawsers, towlines, or fasts fixed as aforesaid, after notice from the Pier or Jetty Master to the master of such Vessel to furnish or fix the same, such master shall for every such offence be liable to a penalty not exceeding ten pounds.

Vessels to have hawsers, &c., affixed to moorings.

XXXVI. Every person other than the Pier or Jetty Master acting under the power hereinbefore given to him in that behalf, who shall wilfully cut break, or destroy the mooring or fastening of any Vessel lying at the Pier or Jetty, shall for every such offence be liable to a penalty not exceeding twenty pounds.

Penalty for wilfully cutting moorings.

XXXVII. If the master of any Vessel or the owner of any goods evade or attempt to evade the payment of the Tolls payable to the Board or Company in respect of such Vessel or Goods or any part thereof, he shall pay to the Board or Company three times the amount of the Tolls of which he shall so have evaded or attempted to evade the payment, and the same shall be recovered from such master or owner respectively, either summarily before two Justices or by action in any court of competent jurisdiction.

Penalty on evading payment of tolls.

Goods may
be removed
from the pier
after lying
there longer
than allowed
by Bye-Laws.

XXXVIII. No goods shall be allowed to remain upon any Pier or Jetty, or in the approach thereto respectively, for a longer time than shall be allowed by the Bye-Laws; and if any Goods shall so remain without the consent of the Board or Company, their Officers or Servants, the Pier or Jetty Master, or any person appointed by the Board or Company for that purpose, may remove the same to any convenient place, and keep the same until payment of the expenses of such removal and of the keeping of the Goods, and if such expenses be not paid within seven days after such removal, the Board or Company may sell such Goods, and out of the proceeds of such sale pay such expenses, rendering the overplus (if any) to the owner on demand.

Penalties
against
offences
herein
named.

XXXIX. Every person who shall commit any of the acts following shall be deemed guilty of an offence, and shall for every such offence be liable to a penalty not exceeding ten pounds (that is to say):—

1. Every person who shall boil or heat any pitch, tar, resin, turpentine, oil, or other combustible matter in any Vessel lying at any Pier or Jetty, except in such place and in such manner as shall be specially appointed by the Pier or Jetty Master for that purpose.
2. Every person who shall have or cause to be had any fire or lighted candle or lamp in any Vessel at any Pier or Jetty after six o'clock in the afternoon, or before five o'clock in the forenoon, except with the permission of the Pier or Jetty Master, or except at such times and in such manner as shall be permitted by the Bye-Laws.

3. Every person who shall without the permission of the Pier or Jetty Master bring or suffer to remain any gunpowder on the Pier or Jetty, or in or upon any Vessel at the Pier or Jetty.

XL. The Pier or Jetty Master may enter into any Vessel at the Pier or Jetty to search for any fire or light in or upon, or suspected to be in or upon, such Vessel contrary to the provisions of this Act, or of any Bye-Law made in pursuance hereof, and may extinguish the same; and any person who shall obstruct him in the execution of such duty shall, for every such offence, be liable to a penalty not exceeding ten pounds.

Power to enter ship and search for and extinguish fires or lights.

XLI. Every person committing any of the offences following shall forfeit a penalty not exceeding twenty pounds:—

Penalty for certain offences.

1. Taking a seat in any Carriage without having either a free pass or a ticket entitling him to such seat, with intent to evade payment of his fare.
2. Being a Passenger by any Railway, and not producing or delivering up his ticket when required; or continuing his journey in any Railway Carriage beyond the distance for which he has paid his fare, or refusing or neglecting, on arriving at the point to which he has paid his fare, to quit such Carriage.
3. By any fraudulent or collusive means or by any false representation obtaining any free pass or ticket, or claiming or taking the benefit of any exemption from the payment of any toll, fare, or charge. The proof of such exemption being upon the person claiming the same.

4. Being in and upon any Carriage, Station, Jetty, Pier, or other place in a state of intoxication, or committing any nuisance, or otherwise wilfully interfering with the comfort of other Passengers, or wilfully damaging or injuring any Carriage, or any cushion, or other furniture thereof.
5. Knowingly sending by any Railway any goods of a dangerous nature, and neglecting at the time of so sending them to mark distinctly their nature on the outside of the package containing the same, or otherwise to give notice in writing to the Bookkeeper or other Officer or Servant with whom the same are left.
6. Wilfully pulling down any gate, mile-post, board, or notice, or obliterating or defacing any of the letters or figures thereon, in and upon any Railway, Pier, Station, or any Land or Premises in connection therewith, or in and upon any Railway Carriage or Engine.
7. Refusing or neglecting to give an account of any animals or goods upon any Railway, or to produce his way-bill or bills of lading to any Officer or Servant of the Board or Company demanding the same, or giving a false account, or taking off any part of such animals or goods at any other place than is mentioned in such account, with intent to avoid the payment of any toll or payment payable in respect thereof.
8. Wilfully obstructing or impeding any Officer or Servant of the Board or Company in the execution of his duty upon any Railway, Pier,

Station, or any Land or Premises in connection therewith; or wilfully trespassing upon any such Railway, Pier, Station, Land, or Premises.

9. Neglecting and omitting to shut and fasten any gate set up across or at either side of any Railway so soon as he or they and the carriage, cattle, or other animals under his or their care have passed through the same.

XLII. It shall be lawful for any Officer or Agent of the Board or Company, and all such persons as he may call to his assistance, to seize and detain any person employed by the Board or company in conducting Traffic upon any Railway, or in repairing and maintaining the works of any such Railway, who shall be found drunk while so employed, or who shall commit any offence against any of the Bye-Laws, or who shall wilfully, maliciously, or negligently do or omit to do any act whereby the life or limb of any person passing along or being upon any such Railway or the works thereof shall be or might be injured or endangered, or whereby the passage of any Engines, Carriages, or Trains shall be or might be obstructed or impeded, and to convey such person so offending, or any person counselling, aiding, or assisting in such offence, with all convenient despatch, before some Justice, without any other warrant or authority than this Act; and every such person so offending, and every person counselling, aiding, or assisting therein as aforesaid, shall, when convicted upon the oath of one or more credible witness or witnesses, before such Justice (who is hereby authorized and required upon complaint to him made upon oath, without information in writing, to take cognizance thereof, and to act summarily in the premises), in the discretion of such

Punishment
of persons
employed on
railways
guilty of mis-
conduct (5 &
6 Vict., cap.
55, sec. 17).

Punishment
for injuries
to works

Justice, be imprisoned with or without hard labor for any term not exceeding three months, or in the like discretion of such Justice, shall for every such offence forfeit to Her Majesty any sum not exceeding fifty pounds; and, in default of payment thereof shall be imprisoned with or without hard labor as aforesaid for such period not exceeding six months as such Justice shall appoint, such commitment to be determined on payment of the amount of the penalty.

Placing
obstruction
on Railway,
or removing
Rails or Sig-
nals, a felony
(14 and 15
Vict., cap.
19, sec. 6).

XLIII. If any person wilfully and maliciously place or throw upon or across any Railway any wood, stone, or other article, matter, or thing, or wilfully and maliciously drive upon any Railway any animal, or wilfully and maliciously take up or displace any rail, sleeper, or other article, matter, or thing belonging to any Railway, or wilfully and maliciously turn, move, or divert any Points or other machinery belonging to any Railway, or wilfully and maliciously make, or show, or hide, or remove any Signal or Light upon or near any Railway, or wilfully and maliciously do or cause to be done any other act, matter, or thing, with intent in any of the cases aforesaid to obstruct, upset, overthrow, injure, or destroy any Engine, Tender, Carriage, or Truck using such Railway, or to endanger the safety of any person travelling or being upon such Railway, every such person shall be guilty of felony.

Punishment
for injuries
to Works.

XLIV. If any person wilfully and maliciously throw down, destroy, set fire to, injure, steal, take, or remove any part of any Railway Pier or Jetty, or any Building, Works, Gates, Fences, or conveniences made or provided under this or any other Act, he shall be guilty of felony.

XLV. If any person wilfully and maliciously cast, throw, or cause to fall or strike against, into, or upon any Engine, Tender, Carriage, or Truck used upon any Railway, any wood, stone, or other article, matter, or thing, with intent to endanger the safety of any person being in or upon such Engine, Tender, Carriage, or Truck, every such person shall be guilty of felony.

Throwing
Stones at
Railway
Train a
felony (14
and 15 Vict.,
cap. 19,
sec. 7).

XLVI. Every person convicted of a felony under this Act shall be liable to be sentenced to imprisonment with hard labor for any term not exceeding ten years.

Penalty of
Felony.

XLIX. When any Officer or Servant employed in the Department of Railways is accused of a breach of his duty, or of any conduct rendering it unfit that he should remain in the Public Service, if he deny the truth of such accusation, and if the Governor in Council nevertheless think that sufficient cause has been shown for further proceedings, the Governor in Council may appoint three or more fit and proper persons to enquire as to the truth of the charge, and such persons shall have authority to hear, receive, and examine evidence, and shall, after fully hearing the case, report to the Governor in Council their opinion thereon.

Misconduct
of Railway
Officers.

L. The following words and expressions in this Act shall have the meanings hereby assigned to them, unless there be something in the subject or context repugnant to such construction (that is to say)—

Interpreta-
tion of terms.

The expression "the Board" shall mean the Board of Land and Works.

The expression "the Company" shall mean any Railway Company now existing or which may hereafter exist.

The words "Pier" and "Jetty" respectively shall mean Railway Pier or Railway Jetty, and the Works connected therewith.

The expression "the Pier Master" shall mean the person in charge of any Pier or Jetty; and, with respect to all acts authorized or required to be done by such Pier Master shall include the assistants of every such Pier Master.

The word "Vessel" shall include Ship, Boat, Barge, Lighter, and craft of every kind, and whether Steam or other Vessel or partly Steam and partly other Vessel.

The word "Master," when used in relation to any Vessel, shall be understood to mean the person having the command or charge of the Vessel for the time being.

The word "Owner," when used in relation to Goods, shall be understood to include any Consignor, Consignee, Shipper, or Agent for sale or custody of such Goods as well as the Owner thereof.

The word "Rates" shall mean any Rate, Duty, Charge, or other payment or outgoing in the nature thereof payable under this or any other Act.

The expression "the Collector of Rates" shall mean the person appointed to collect the Rates by this or any other Act authorized to be levied, and shall include the Assistants of such Collector.

LI. This Act may be cited as "*The Railways Act 1863.*"

APPENDIX.

No. II.

An Act for Preventing the Careless Use of Fire.

WHEREAS the reckless and negligent use of fire is attended with great danger, and ought to be restrained, but the present law has been found ineffectual for that purpose: Be it therefore enacted by the Queen's Most Excellent Majesty, by and with the advice and consent of the Legislative Council and Legislative Assembly of Victoria in this present Parliament assembled and by the authority of the same, as follows (that is to say):—

I. An Act passed in the seventeenth year of the reign of Her present Majesty, intituled "*An Act to restrain the Careless Use of Fire,*" and also another Act passed in the nineteenth year of the same reign, intituled, "*An Act to amend an Act, intituled, 'An Act to restrain the Careless Use of Fire,'*" shall be and the same are hereby repealed.

Repeal of
existing
Acts.

Penalties for
setting fire
to corn or
grass, or
leaving fire
burning.

II. If any person shall, except as hereinafter mentioned, ignite or use, or carry when ignited, any inflammable material within twenty yards of any growing crops or stack of corn, pulse, or hay, or within three yards of any stubble field or grass land, and thereby the property of any other person shall be injured or destroyed, or if any person shall leave any fire which he may have lighted or used in the open air before the same be thoroughly extinguished, he shall forfeit and pay for every such offence any sum of money not exceeding one hundred pounds, or be imprisoned with or without hard labor for any period not exceeding six months. Provided that it shall be lawful for the occupier of any land to burn any straw, stubble, grass, or herbage, or to ignite any wood or other inflammable material on such land after he shall have cleared of inflammable substance a space of land around the straw, stubble, grass, or herbage intended to be burnt, or wood or other inflammable material intended to be ignited, of not less than fifteen feet in breadth, and after he shall have given to the occupiers of all land contiguous to the land from or on which the straw, stubble, grass, or herbage is intended to be burnt, or inflammable material to be ignited, notice in writing at least twenty-four hours before burning or igniting as aforesaid of the time at which it is his intention so to burn or ignite. Provided further that it shall be lawful for the occupier of any grass lands between the hours of two of the clock in the afternoon and nine of the clock in the afternoon to burn off any grass or herbage from any such land in his occupation, after giving the like notice in writing as hereinbefore directed of his intention so to do to the occupiers of all land contiguous

to the land from which the grass or herbage is intended to be burnt, and after having drawn plough-furrows for a width of not less than three feet on either side of such grass or herbage. Provided also that nothing in this clause contained shall be taken to apply to any place included within the limits of 13th Victoria No. 39, and all warrants under this Act shall specify the places excepted by this proviso.

III. If any person who shall camp or halt on any land with any vehicle, and shall light or use a fire on such land, shall not have the owner's name and place of abode painted in a legible and permanent manner on the right or off side of such vehicle in letters of at least one inch in length, he shall forfeit and pay for every such offence a sum not exceeding twenty pounds.

IV. When any building, ship, or merchandise, or any stack of corn, pulse, or hay, or any growing crop, shall be destroyed or damaged by fire, the Coroner having or exercising jurisdiction at or in the place where such fire shall have happened, shall, upon notice in writing from and at the instance of any person requesting such inquiry, and upon payment of the sum of five guineas, take an inquisition into the cause and origin of such fire, in the same manner and with the same consequences, powers, rights, and liabilities in all respects, both as to the summoning and examination of witnesses, and the commitment of the person named in such inquisition, as in case of the death of any person, and if upon any such inquisition the Coroner's jury shall find that any person or persons has or have wilfully set on fire any such building,

Persons
camping to
have names
on vehicles.

Coroner's
inquest to be
held on fires.

goods, or other property, it shall be lawful for the Coroner to issue his warrant for the apprehension of such person or persons.

Damage
by fire to
dividing
fence caused
by neglect of
owner or
occupier of
land to be
made good
by him.

V. If the occupier of any land shall clear the same of inflammable materials for the space of fifteen feet from any fence dividing such land from the land of any other owner or occupier, and such other owner or occupier shall neglect or omit so to clear his land, and any damage from fire shall happen to such dividing fence through such neglect or omission, the owner or occupier so neglecting or omitting to clear shall, at his own costs and charges, cause such fence to be repaired and re-erected, within the space of one month after the same shall have been so damaged, and in case he shall refuse or omit to repair or re-erect the same fence within such space of one month, it shall be lawful for the owner or occupier of the land contiguous to the said fence who shall have cleared the same of inflammable material, as aforesaid, to repair or re-erect such dividing fence, and all sums of money which shall or may be so expended or laid out under the provisions of this Act shall be deemed and taken to be money paid to the use of the owner or occupier in default.

Offender
may be
apprehended
without
warrant.

VI. It shall be lawful for any person whomsoever to apprehend any person who shall be found committing any offence against any of the provisions of this Act, and to convey or deliver him to some Constable or other Peace Officer, in order to his being conveyed, as soon as conveniently may be, before a Justice of the Peace, to be dealt with according to law.

VII. If any person, liable to be apprehended under the provisions of this Act, shall oppose, resist, or assault any person acting in execution of any of the provisions of this Act, every such offender shall be guilty of a misdemeanor, and being convicted thereof shall be liable to be imprisoned, with or without hard labor, for any term not exceeding six months.

Penalty on person obstructing another acting under this Act.

VIII. Nothing in this Act contained shall take away or interfere, or be construed to take away or interfere with the right of any person to sue for and recover at Common Law or otherwise, compensation for or in respect of any damage or injury occasioned by the reckless or negligent use of fire.

Proceedings under this Act not to interfere with right to sue for compensation for damage by fire.

IX. No proceedings under this Act shall be quashed for want of form, or removed by *certiorari* or otherwise into the Supreme Court.

Certiorari.

X. Any person ordered or adjudged to pay any fine, penalty, or forfeiture of ten pounds and upwards or to be imprisoned, who shall feel himself aggrieved by the Justice or Justices adjudicating or before whom he was convicted, may appeal from any such judgment or conviction to the next Court of General Sessions of the Peace which shall be holden nearest to the place where such judgment or conviction shall have been given or made, and the execution of every such judgment or conviction so appealed from shall be suspended in case such person shall with one or more sufficient surety or sureties immediately before such Justices enter into a recognizance to Her Majesty, her heirs and successors, in the penal sum of double the amount of such fine, penalty, or forfeiture, or in case

Appeal to General Sessions.

of imprisonment in such sum as such Justice or Justices may direct, which recognizance such Justices are hereby authorized and required to take, and such recognizance shall be conditioned to prosecute such appeal with effect, and to be forthcoming to abide the determination of the said Court of General Sessions, and to pay such costs as the said Court shall award on such occasion, and such Court of General Sessions is hereby authorized and required to hear and determine the matter of the said appeal, and the decision of such Court shall be final between the parties to all intents and purposes.

This Act shall be in full force and effect from the first day of January next following the date of its passage.

IX. No proceedings under this Act shall be commenced or otherwise into the Supreme Court.

X. Any person ordered or adjudged to pay any fine, penalty, or forfeiture of ten pounds and upwards or to be imprisoned, who shall feel himself aggrieved by the Justice or Justices determining or before whom he was convicted, may appeal from any such judgment or conviction to the next Court of General Sessions of the Peace which shall be holden nearest to the place where such judgment or conviction shall have been given or made, and the execution of every such judgment or conviction so appealed from shall be suspended in case such person shall with one or more sufficient surety or sureties immediately before such Justice enter into a recognizance to Her Majesty, her heirs and successors, in the penal sum of double the amount of such fine, penalty, or forfeiture, or in case

ADDENDA.

ADDITIONAL BYE-LAWS.

THE BOARD OF LAND AND WORKS, by virtue of the powers and authorities vested in it by "*The Public Works Statute 1865*," doth hereby make the following Bye-Law (that is to say):—

No. XXXIX.

No person shall come or remain upon any Pier, Jetty, Station, or other Premises of the Board, for the purpose of selling or offering for sale any Newspaper, Book, or Pamphlet, unless licensed in that behalf by the Board; and any person not so licensed so coming or remaining, or selling or offering for sale any Newspaper, Book, or Pamphlet, upon any such Pier, Jetty, Station, or Premises, shall be liable to a penalty not exceeding ten pounds.

The Common Seal of the BOARD OF LAND AND WORKS was hereunto affixed the Twenty-second day of February in the year of our Lord One thousand eight hundred and seventy-one, in the presence of

(L.S.)

(Signed) WILLIAM BATES,
Vice-President.

(Signed) W. W. WARDELL,
Member.

THE BOARD OF LAND AND WORKS, by virtue of the powers vested in it by "*The Public Works Statute 1865*," doth hereby repeal Bye-Law numbered XX. of the Railway Bye-Laws made on the 29th day of April 1864, and in lieu thereof doth make the following Bye-Law:—

No. XL.

Cabmen and
others.

No Carman, Hackney Coachman, Drayman, Porter, Carter, or other person, unless licensed by the Board of Land and Works in that behalf, will be allowed to come into or upon the Stations, Lands, Piers, or Premises of the Board for the purpose of plying for hire, or touting, or soliciting custom or hire, or removing passengers or luggage, either with or without a cab, car, dray, handcart, or truck, unless by permission of the Station Master or Pier Master in charge of such Stations, Lands, Piers, or Premises; and any Carman, Hackney Coachman, Drayman, Carter, Porter, or other person evading or attempting to evade, or being guilty of a breach of this Bye-Law, or refusing or neglecting to quit the Premises of the Board when thereto required by a Station Master, Pier Master, or other Servant of the said Board, shall be liable to a penalty not exceeding ten pounds.

The Common Seal of the BOARD was attached hereto, in the presence of the undersigned two members of the Board, on the Twenty-fifth day of July 1873.

(L.S.)

(Signed) D. GILLIES,

Vice-President.

(Signed) J. STEAVENSON,

Member.

THE BOARD OF LAND AND WORKS, by virtue of the powers and authorities vested in it by "*The Public Works Statute 1865*," doth hereby make the following Bye-Law (that is to say):—

No. XLII.

Every person writing, drawing, scratching, or cutting any letter, word, or figure upon any of the Stations or Premises, or any part thereof, of the Board of Land and Works, shall, on conviction, be liable to a penalty not exceeding twenty pounds.

The Common Seal of the BOARD OF LAND AND WORKS was hereunto affixed this Thirteenth day of February A.D. 1874, in the presence of

(L.S.)

(Signed) D. GILLIES,
Vice-President.

(Signed) J. STEAVENSON,
Member.

The Driver of every Carriage, Cab, Dray, or other Vehicles, &c Vehicle allowed to come within or stand for hire upon the Premises of the said Board must be constantly attendant on his conveyance, and shall not at any time be more than three yards distant from it.

Any person guilty of a breach of this Bye-Law shall be liable to a penalty not exceeding ten pounds (£10).

The Common Seal of the BOARD OF LAND AND WORKS was hereto attached in presence of the two undermentioned members, on the Thirty-first day of January 1873.

(L.S.)

(Signed) D. GILLIES,
Vice-President.

(Signed) J. STEAVENSON,
Member.

(Signed) D. GILLIES,
Vice-President.

(Signed) J. STEAVENSON,
Member.

The Board of Land and Works, in pursuance of the provisions of the Act in that behalf made, do hereby certify that the above is a true and correct copy of the Bye-Laws of the Board of Land and Works, as amended, and that the same have been printed and are now in circulation.

REGULATIONS

FOR

WORKING SINGLE LINES OF RAILWAY BY STAFF.

THE BOARD OF LAND AND WORKS, by virtue of the powers and authorities vested in it by "*The Public Works Statute 1865*," doth hereby repeal the Staff Regulations of 28th April 1874, and approves the following:—

1. On and after 1st December 1874 all Trains running on Single Lines of Railway, between Stations which are notified in the Time-Table for Officers and Servants as Staff Stations, shall be worked by the Staff system as herein described.

Certain Lines to be worked by the Staff system.

2. Lines which are under the Staff system shall be divided into sections, each section being the Line from one Staff Station to the next Staff Station. A Staff will be made and lettered for each section, and the Station Master in possession of this Staff may start Trains on the said section by delivery either of the Staff or the Staff Ticket, as hereinafter described; but the Station Master will be held solely responsible for the custody and use of the Staff and Staff Tickets in accordance with these Regulations.

Line to be divided into sections. Station Master solely responsible under these Regulations.

Staff and
Staff Tickets.

3. The Staff for the use of Station Masters at Staff Stations will be issued by the Traffic Manager; but at any Staff Station the Station Master or other Officer in charge for the day may start Trains upon his written Order or Staff Ticket within the limits of the Staff for the section, provided he be in possession of the Staff. The Staff Ticket must show the direction of the journey and the time of starting, and be signed and dated by the Station Master, thus: "Wallan to Broadford, 4.15 a.m., J. Jones, S.M., 23/12/74."

Their pre-
paration and
custody.

4. The Station Master must have his Staff Tickets for the day made out, dated, and signed beforehand, all except the time of starting, which he must fill up legibly and initial at the last moment with pen or pencil, so as not to delay any Train starting for want of this authority. To prevent mistakes, the papers used by Station Masters for up and down Trains should be cut of different sizes. Any informality, omission, or neglect in the preparation, custody, or transmission of the Staff or Staff Tickets to be reported to the Traffic Manager.

Trains may
pass Staff
Stations
slowly.

5. When, in the Monthly Time-Table for Officers and Servants, no Time is shown at a Staff Station, or if a Train is not required to stop by Signal or for traffic purposes, it must pass the Station so slowly as to allow the Station Master to deliver to and receive direct from the Driver the Staff or Staff Ticket; and no Train, whether special or otherwise, is to run past a Staff Station without this authority, or without written instructions from the Traffic Manager. In all other cases where Trains stop at Staff Stations their arrival and departure must proceed in the order following.

6. When all train arrangements at a Staff Station are complete, and the Train or Engine is ready to start, it is the duty of the Station Master to give the Staff or a Staff Ticket to the Guard, who must thereupon, in the presence of the Station Master, hand the same to the Driver as the instruction to start the Train. In the case of a Light Engine without a Guard, the Station Master will hand the Staff or Staff Ticket to the Driver.

Order of starting a Train from a Staff Station.

7. No Engine or Train must under any circumstances leave a Staff Station unless the Driver, as hereinbefore provided, has received the Staff or Staff Ticket for the section.

No Train to be started without a Staff or Staff Ticket.

8. The only authority to start a Train from a Staff Station is the delivery to the Driver of the Staff or Staff Ticket, as directed by Rules 5 and 6; but the Driver must not start until the usual Signal has been given by the Guard.

The Guard to give the signal to start.

9. Any number of Trains required may be started by ticket from the same Station, and in the same direction, provided only the Staff for the section is at the Station; but when a Train has been started carrying the Staff, no other Engine or Train can leave in the same direction.

When the Staff is despatched from a Station, no Engine or Train can be started in the same direction.

10. On the arrival of a Train at a Staff Station the Driver must hand the Staff or Staff Ticket to the Guard, who will deliver it to the Station Master.

Order upon arrival of Train at a Staff Station.

11. The Station Master is the sole person authorized to deliver or receive the Staff or Staff Ticket to or from the Guard or Driver as prescribed by these Regulations.

Station Master sole person authorized to start or receive Trains at a Staff Station.

Neglect in certain cases will render the person at fault liable to dismissal.

12. Neglect to deliver up a Staff or Staff Ticket, the carrying of the same beyond the Station at which it should be delivered, or the starting from a Staff Station without the Staff or Ticket, will render the person at fault liable to dismissal, although no accident may arise.

Disposal of collected Staff Tickets.

13. All Tickets received by Station Masters on the arrival of Trains at Staff Stations are to be marked "Cancelled," and filed for one week at the Receiving Station, after which time, if not required by the Traffic Manager, they are to be destroyed.

Care and judgment to be exercised as to whether a Train is started by Staff or Staff Ticket.

14. The last Train for the day from a Staff Station may be started either by a Staff or Ticket, according to the requirements of the Terminal Stations of the section, as shown by the Time-Table, or by any special instructions issued by the Traffic Manager. For example, if the first Train for the day will be an arrival from the Station to which the last Train is despatched on the previous night, then that last Train must carry the Staff, so that the Station Master to whom it is delivered may start next morning's Train either with a Ticket or a Staff in accordance with these Regulations. But if the first Train for the day will be a departure in the same direction as the last Train of the previous night, then that last Train must be started by a Staff Ticket, so that the Staff, being detained at the Station, can be used to start next morning's train.

As to Trains started at midnight.

15. Any Train started at midnight will be held as the last Train for the previous day.

16. Each Station Master at a Staff Station must pay particular attention to the working of the Staff and Tickets in accordance with these Regulations, and cause as little delay as possible to the Traffic on both sides of him. For example, the starting of a Train by Ticket when it ought to have been started by Staff, or *vice versâ*, will cause a stoppage of Traffic, and will render the offender liable to fine.

Stoppage of Traffic by improper use of Staff or Staff Tickets will subject the offender to fine.

17. No Train is to carry a Disc or extra Tail Lamp unless it is to be followed by a Special Train not shown in the Time-Table, when this Signal must be used. Station Masters, Gatekeepers, Platelayers, and others on the Permanent Way must observe the last vehicle in every Train, as enjoined by Rule 78 of the Regulations under *The Public Works Statute*, to ascertain if a Special is to follow. But where a Special Train or Engine takes the time of a published Train, *i.e.*, starts a few minutes before it, then that Special must carry a Disc.

A Disc or extra Tail Lamp to denote Special to follow.

18. In the event of a Train carrying the Staff becoming disabled, the Staff must be taken to the nearest Station where assistance can be obtained, or where it can be applied for by means of the Staff on the next section. On the Line being clear, the Staff of the disabled Train must be taken without delay to its original destination.

Measures to be taken on a Train carrying the Staff becoming disabled.

19. If a Train is disabled while travelling on a Staff Ticket, the Fireman must go back Eight Hundred Yards to the rear of the Train with a Danger Signal while the Guard procures assistance from the nearest Station, and telegraphs to prevent the despatch of other Trains until the Line is clear.

Or upon a Train carrying a Staff Ticket becoming disabled.

Nature of special arrangements to be made when road is blocked for any considerable time.

20. Should any accident occur of a nature to block the road for any considerable time, special arrangements must be made for working the Trains to and from the point of obstruction on either side. The Staff Regulations to be carried out on that side where the Staff happens to be at the moment of the accident. On the other side the Traffic to be conducted by a Pilotman. The Station Masters at the Staff Stations on each side will receive written instructions as to the arrangements made, and these will continue in force until the Line is clear.

Of two Engines with a Train, the one directly attached to carry the Staff or Staff Ticket.

21. When more than one Engine runs with a Train, the Engine directly attached and nearest to the Train shall carry the Staff or Staff Ticket.

Certain Trains not subject to these Regulations.

22. Ballast Trains or Engines working for Contractors or under the Engineer-in-Chief are not subject to these Regulations.

The Common Seal of the BOARD OF LAND AND WORKS was hereunto affixed, in the presence of the undersigned (two Members of the Board) on the Twenty-seventh day of November One thousand eight hundred and seventy-four.

(L.S.)

(Signed) D. GILLIES,
Vice-President.

(Signed) J. STEAVENSON,
Member.

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C.133/76.)

In future, when a Special Train on single Lines is run at short notice, and the preceding Train in the same direction has not carried a signal, a Disc is to be placed in front of the Train proceeding in the opposite direction until it shunts for the Special Train. This will notify to all employés that a Special Train will run in an opposite direction to the Train carrying signal in front.

(Signed) H. M. BARTER,
For Traffic Manager.
11/7/76.

(13376)

I, *J. Botter*
 being this *4th* day of *September* 18*83*,
 engaged as *Fireman* in the service
 of the Victorian Railway Department of the Board
 of Land and Works, do hereby bind myself to
 observe and obey the foregoing Rules and Regu-
 lations, which I have read (or heard read) and
 understand; and also all others that may from time
 to time be issued for the better government of the
 Railways, so long as I remain in its service.

Signature— *John Botter*

Witness— *A. Thompson*