

COMMONWEALTH RAILWAYS

Transportation and Stores Branch

# *Instructions*

to

## **Train Conductors**

and

## **Dining Car Attendants**

ISSUED 1st MAY, 1950.

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# INSTRUCTIONS TO TRAIN CONDUCTORS AND DINING CAR ATTENDANTS

## GENERAL.

1. Every employee must give attention to personal cleanliness, deportment, be neat and tidy in appearance, and courteous and obliging towards passengers, and must minister in every reasonable way to their comfort. The needs of passengers should, as far as possible, be anticipated, and discreetly attended to.

Employees to be clean, tidy, courteous, etc.

Ladies, children, elderly people, and invalids must be given special attention.

2. Employees, supplied with them, must appear on duty in proper uniform.

3. The timesheets for the conductors and dining car staff will be held and compiled by the senior conductor. All members of the dining and sleeping car crews must report for duty at the appointed hour and sign the attendance book provided at Port Pirie Junction, Parkston, Kalgoorlie, Port Augusta, Quorn or Alice Springs. The signatures must be attested by the supervisor or his clerk at Port Pirie Junction, and by the station master at other places.

Time books to be kept by Senior Conductors.

4. The youth conductor will work under the direction of the senior waiter when not required to assist in cleaning boots, lounge car, etc., under the direction of the senior conductor.

Youth Conductor.

5. (a) Employees of the dining and sleeping car service must strictly comply with Rule 10 of the Book of General Rules, concerning intoxicating liquor. They must be strictly sober, and are forbidden to partake of intoxicating liquor whilst on duty, or on railway premises.

Intoxicating liquor—Employees.

(b) It is not the policy of the department to prohibit passengers from carrying with them supplies of liquor in reasonable quantities for their own use on the journey. The matter, however, is one that must be handled with discretion by senior conductors and should there be any abuse of this privilege it is to be promptly reported and suitable action is to be taken.

Passengers.

(c) Senior conductors may, on request, arrange for small quantities of liquor carried by passengers under the conditions referred to in subclause (b) to be placed in ice chests in the dining cars or in ice boxes, provided that it is done without unduly encroaching on the space essential for departmental purposes.

(d) It is not part of the duty of employees, however, to obtain or assist passengers to obtain liquor and such action on the part of the staff is prohibited.

Persons  
intoxicated or  
committing  
a nuisance.

6. (a) The attention of the staff is drawn to by-law 22, and General Rule 185, which read as follows:—

*"By-Law 22.—Persons Intoxicated or Committing a Nuisance..*

(a) No person in a state of intoxication shall enter or remain in a carriage, or be upon any station or premises of the Commissioner.

(b) No person shall, in or upon any carriage, station, or premises, commit any nuisance, or write or use any insulting, indecent, obscene, blasphemous, abusive, or offensive words, or wilfully interfere with the comfort of any passenger.

Penalty for any breach of this clause: Ten Pounds.

*General Rule No. 185.*—In the event of any person being drunk and disorderly, to the annoyance of others, the guard (or conductor, where provided) is to use all gentle means to stop the nuisance; failing which he must, for the safety and convenience of all, have the offender removed from the train at the first station. The guard (or conductor, as the case may be) must obtain the name and address of the offender, and also of one, at least, of the passengers present at the time; he must also take care that the offender's luggage is put out before the train proceeds on its journey."

(b) There has, in the past, been reason to believe that cases occur from time to time where nuisance, inconvenience, and discomfort are occasioned to passengers owing to other passengers on the train being in an intoxicated condition. This applies to both the Trans-Australian line and the Central Australia line.

(c) The first precaution which should be taken is to prevent any person in an intoxicated condition from joining a train, and station masters, guards and conductors should take special care to see that this precaution is adopted. They must also see that passengers are not permitted to carry excessive quantities of liquor with them in passenger compartments.

(d) When passengers in an intoxicated condition causing annoyance to others are found on the train they should be isolated, as far as circumstances will permit, from other passengers, and should be given in charge at the first station at which a constable is available. At places where a constable is stationed, but there are no means of trying the offender, the assistance of the constable should be obtained as necessary, and his advice taken as to the action which should be adopted.

Sufficient evidence should be obtained to support a charge of intoxication or nuisance under by-law 22.

This applies to both employees and the general travelling public.

Every effort should be made by the staff in such cases to minimize inconvenience to other passengers, and particularly to women and children.

(e) Particulars in each case where action has to be taken are to be wired to the Chief Traffic Manager, and a covering report is to be forwarded by first train (8400).

7. Conductors will be permitted to smoke in their cabins at convenient times but smoking in the kitchen of the dining car or in the presence of passengers, or at any other time or place which may be regarded as offensive to passengers, is strictly prohibited. The senior waiter may permit members of the crew to smoke in the dining saloon between meals in moderation and on the understanding that this must not be done to such an extent as to in any way affect the condition of the saloon when required for use by the public.

Senior conductors and senior waiters will be responsible for seeing that there is no abuse of these privileges.

8. None of the train crew is permitted to enter into general conversation with passengers, nor to remain in a passenger's compartment except as is necessary for the proper performance of his duties.

9. The staff are forbidden to solicit or accept gratuities.

10. Members of the train staff are forbidden to lean out of cars when passing another train, exchange remarks, or transact private business with the crew on the other train.

11. Immediately after collection of sleeping berth and meal tickets, or the necessary information from coupon tickets covering these services, the senior conductor, who will be in charge of the sleeping car next to the lounge car (or senior waiter on the Central Australia Railway), must prepare a complete list of passengers (D.C. 16), commencing with those in the compartment nearest the brakevan, and then those in the compartment next, and so on, completing the whole train. For this purpose he must arrange for other conductors to present to him promptly their diagrams showing the names, ticket numbers, etc.

(a) Every passenger holding a meal ticket must be allotted a number, commencing with No. 1 and then in numerical order.

(b) As early as possible each passenger is to receive a slip (D.C. 8) which reads:—

#### COMMONWEALTH RAILWAYS

##### *Dining Car Service.*

Your Serviette number is.....

Kindly inform Waiter.

(c) The number shown on the slip is to correspond with that opposite the passenger's name on the list.

(d) All conductors should be utilized in distributing the slips.

(e) The conductor will hand the complete list to the senior waiter, and the serviette rings allotted to passengers must correspond with their numbers on the list. The

Smoking on  
duty.

General  
conversation  
with  
passengers  
prohibited.

Gratuities.

Conduct of  
crews at  
crossing  
stations.  
Arrangement  
for serviettes.

List to be  
compiled by  
Senior  
Conductor.

senior waiter will return the lists to the senior conductor before the termination of the journey and the latter will forward them, attached to the diagrams, to the Chief Traffic Manager.

(f) For practice *re* intermediate passengers see Instruction 105, page 50.

Clocks.

12. The senior conductor and the senior waiter must see that the clocks in the lounge and dining cars respectively show the correct time. On the westbound journey on the Trans-Australian Railway, clocks are to be put back 45 minutes on departure from Tarcoola and Rawlinna, and on the eastbound journey they are to be advanced 45 minutes on departure from Naretha and Wynbring.

Shutters and blinds.

13. Care is to be devoted to the shutters and blinds of passenger cars to afford proper protection from the sun.

End doors to be closed.

14. End doors of cars are to be kept closed as much as possible.

Windows to be kept closed.

15. Windows should be kept closed to avoid dust trouble, and opened only when necessary to reduce temperature.

Tact on the part of senior conductors and conductors with travellers (usually inexperienced travellers) who open windows, etc., with the resultant discomfort to all passengers from dust and heat, will do a lot towards overcoming difficulties from open windows, etc., and should be exercised accordingly.

Passengers placing feet on seats.

16. Passengers placing their feet on seats, wardrobes, or other fittings to the detriment of same must be respectfully asked to desist, and if the practice is persisted in and damage is caused, instructions must be promptly sought by wire as to the action to be taken.

Lost property.

17. Any articles left in the cars by passengers and not claimed before reaching the destination, must be handed over by the senior waiter or senior conductor to the station master at Parkes-ton or other terminal and the supervisor at Port Pirie Junction. Each senior waiter and senior conductor will be provided with a lost property book, and they must record therein how such articles have been dealt with. Every effort must be made, however, to restore any lost property to the owner during the trip.

Immediately after passengers have vacated their compartments, the lounge car and dining car at the terminal station, the staff in charge of the respective cars must make an exhaustive search for property left behind and if any is found endeavour to restore it to the rightful owner before their departure from the terminal railway station.

Car cleaners, porters, or others who are not members of the train staff (except authorized officers), are not to enter cars until they are vacated by passengers and the search referred to has been completed, without the permission of the senior conductor or the senior waiter.

18. No fruit peelings, waste paper, or rubbish of any kind is to be permitted to accumulate in the carriages, and every precaution must be taken by all concerned to prevent loss or damage by fire.

Rubbish—  
Disposal of.

19. (a) Empty bottles must be removed promptly to the dining car and handed to the senior waiter, and passengers should be requested not to throw bottles out of car windows.

Empty  
bottles—  
General.

Conductors will be responsible for collection and return to the senior waiter of bottles from sleeping and lounge cars.

(b) Empty aerated water bottles, which represent a source of revenue to the department, must be collected and returned to the supervisor at Port Pirie Junction, after the termination of each round trip.

Pantrymen (the senior waiter or member of the train staff on the Central Australia Railway deputed by him) will be held responsible for the performance of this duty, and senior waiters must see that strict attention is given to this instruction, and also record particulars of bottles returned on their trip reports.

(c) The linen porter will arrange for all empty bottles from the narrow gauge diner to be consigned as directed from time to time. In the case of Kalgoorlie contracts, he will forward empties at regular intervals to the station master, Parkes-ton, who will arrange for collection by the contractor, and for the necessary credit notes to be dispatched to the supervisor. The supervisor will arrange for the dispatch of empties received at Port Pirie Junction.

General.

20. When the special cars are marshalled between the ordinary cars and the brakevan, the train staff must not pass through these cars, but the senior conductor must, when necessary, arrange with the guard for the driver to stop the train at a suitable time each night and morning to enable the staff concerned to change from cars to brakevan and brakevan to cars respectively.

Special  
cars—Staff  
not to pass  
through.

21. Generally Asiatics are not permitted to travel by the through passenger trains unless a spare compartment is available into which they can be booked separate from Europeans. Discretion must be exercised in handling each instance according to the circumstances.

Asiatics—  
Accommoda-  
tion for.

(a) They should be accommodated at a separate dining car table, and if possible at a small sitting, so as not to be in close proximity to other passengers.

(b) The staff must exercise discretion in handling such passengers, and no discourtesy is to be shown them.

22. (a) Each passenger vehicle and brakevan is equipped with a chemical fire extinguisher for use in connection with a possible outbreak of fire.

Hand fire  
extinguishers.

(b) The "Auto Simplex" type of hand fire extinguisher is provided in air conditioned lounge and dining cars on the Trans-Australian line. The method of operating this type is:—

To turn handle to left and pump. After use lock handle and refill with No. 10 re-charge.

Refills are to be held by the supervisor at Port Pirie Junction and the station master at Parkeston.

(c) Three types of hand fire extinguishers are in use in other passenger cars, viz.:—

- (i.) Unicorn.
- (ii.) Simplex.
- (iii.) Gold Medal.

The method is in each case to turn the extinguisher upside down and to direct the nozzle towards the fire but in the case of the Gold Medal type it is necessary to also strike the cap sharply on the floor or ground so as to break the bottle within containing acid.

Full instructions are printed in the general appendix and each member of the staff must make himself familiar with them.

(d) Each member of the crew should take particular notice of the type of hand extinguisher in the car in which he is engaged so as to avoid confusion should an emergency arise.

(e) The responsibility for seeing that hand fire extinguishers are in good order rests with the senior conductor in the case of sleeping and lounge cars and senior waiter in the case of dining cars whilst in their charge and these employees must make an inspection of the fire extinguishers before commencing each train journey and report any defect noticed to the supervisor at Port Pirie Junction or the station master at other terminal stations.

(f) Each employee must take all precautionary measures possible to avoid fire, and be on the alert to extinguish fire should it occur.

(g) Should there be reason to suspect fire at the back of stoves in dining cars the inspection panel at the back of the stoves should be removed and an inspection made.

23. Joint staff barracks for the accommodation of South Australian and Commonwealth Railways staff (who are not stationed there) when booked off duty are provided at Port Pirie Junction. Twenty (20) beds are allotted for Commonwealth staff, twelve (12) of which are set aside when required for foreign dining and sleeping car staff. It is expected that whilst quartered in these barracks the conduct of the staff will be exemplary. Any cause for complaint in this respect will be regarded seriously.

24.(a) Sleeping accommodation is provided for:—

*Conductors.*—In the sleeping cars. In each first class car and in second class B.Ra. cars a conductor's cabin is provided. In other second class cars a berth arranged and allotted by the supervisor, or station master is provided as required.

*Dining Car Staff.*—Sleeping accommodation is provided in H.Ra. (and H.R.) brakevans for members of the dining car staff. Any berths in the brakevan in excess of the number required for the dining car staff may be allotted by the senior conductor to other employees travelling on duty,

if accommodation for them is not available elsewhere on the train. The senior waiter on the Trans-Australian line is allotted the conductor's cabin in car 2 when three first class cars are attached, and in such cases where three first class conductors are provided the additional conductor is to be provided for in the brakevan.

(b) Each member of the crew is responsible for making up his sleeping berth on the train after rising each day and otherwise leaving the sleeping compartment clean and tidy after use during the journey.

(c) Each member of the staff using the lavatory convenience in H.Ra. brakevans and in dining cars must flush the closet and see that the convenience generally is left in a clean state after use.

Lavatory for train staff, H.Ra. brakevans and dining cars.

The Supervisor, dining and sleeping service, and Station masters, are to see that the lavatories are clean before departure from Port Pirie Junction, Port Augusta, Quorn, Alice Springs and Parkeston, respectively.

The senior waiter will inspect the convenience and depute one member of the dining car crew to clean it each evening and first thing each morning during the journey.

Guards must examine the lavatory in brakevans at the commencement of the journey, and at noon during the journey on the following day. Should the convenience be found in an unsatisfactory state, enquiries are to be made as to the person or persons responsible, and a report is to be submitted at the end of the journey through the station master or the supervisor, dining and sleeping service.

(d) The emergency door, opposite the crews quarters in the H.Ra. brakevans if left opened creates a danger to employees passing along the corridor of the van, when passenger trains are in motion.

H.Ra. brakevans emergency door.

The door mentioned must remain locked at all times, excepting when an emergency (a warm night is not an emergency) necessitates it being opened.

Guards, senior waiters, and others are to see that this instruction is not departed from.

(e) Each member of the dining and sleeping car crew is allowed free meals in the dining car whilst on duty on the train. When travelling on duty and in possession of a pass endorsed "entitled to free meals in dining car" members of the dining and sleeping service train staff may also obtain their meals free of charge in the dining car.

25. Instances have occurred where the Westinghouse air brake has been applied in emergency on passenger trains whilst in motion, but subsequent inquiry has failed to place the responsibility.

Westinghouse brake emergency cocks in passenger cars.

In addition to being a dangerous practice, the misuse of the air brake results in delay to the train and increased maintenance

Staff  
Barracks,  
Port Pirie  
Junction.

Accommodation  
for  
dining and  
sleeping car  
employees on  
trains.

costs, and the staff—particularly conductors are enjoined to be on the alert to prevent any misuse. In the event of such an occurrence prompt action as may lead to the detection of the person responsible must be taken and particulars promptly reported.

Interference with emergency cocks by passengers is most likely in second class cars where the taps are exposed, and second class conductors should therefore be specially on the alert.

Conductors should from time to time during the course of their duties note the position of emergency cocks and safety links in passenger cars and see that they are kept firmly in the safety position.

The practice of hanging towels or any other articles on emergency taps must be avoided, and care must be taken to keep equipment or any other articles clear of the emergency taps, so as to avoid any possibility of accidental applications.

26. (a) Air conditioning equipment has been installed in all dining cars and first class lounge cars on the Trans-Australian Railway. In dining car D.22 and lounge car AF.24 Stone's equipment is provided and Carrier's equipment has been provided in all other dining and lounge cars.

(b) With the exception of the kitchen staff each member of dining car and sleeping car crews must pass an examination conducted by an officer of the Chief Mechanical Engineer's Branch on the control of the air conditioning plant en route.

The senior conductor and senior waiter of each train, are, however, responsible for operating the plant in the lounge car and dining car respectively. Other qualified employees will only operate the plant in the absence of the senior conductor or senior waiter.

(c) A set of instructions on the control with a copy of the blue prints of the air conditioning plant is held by each senior conductor and senior waiter, and an additional copy is provided in the cabinet of each machine. The latter must not be removed except for reference after which they must be immediately replaced. The supervisor will make copies available to any employee on his staff whom he considers should become conversant with the operation of the plant.

(d) For general information, however, the following points are mentioned:—

- (1) End doors should, as much as possible, be kept closed, as if these doors are left open for any length of time the correct circulation will be interfered with.
- (2) Double windows are fitted in the cars. These are locked in the closed position and there is no necessity for these windows to be opened, as fresh air in the correct proportion at the correct temperature is maintained by air conditioning plant.
- (3) Louvres: Whilst the double closed and sealed windows will insulate the cars against heat transfer from out-

side to inside the car they nevertheless will not prevent the influx of heat which is absorbed in the car by virtue of the sun's rays and, therefore, to prevent this the louvres should be kept down on the sunny side of the train.

During the heat of the day, when the car is away from the shade of the station platform, it is confidently anticipated that passengers will not in general raise objection to louvres being kept down on the sunny side, but conductors should courteously explain to passengers that this measure, whilst not insisted upon, is at the same time a precaution which will add to their own comfort and the comfort of fellow passengers.

- (4) The kitchen staff should clearly understand that wet towels, etc., are not to be hung in front of the air discharge grille or in the line of the air stream.

(e) The following telegraphic advices and reports are to be submitted by senior conductors and for this purpose senior Waiters are to supply the senior conductor with the necessary information so far as the dining car is concerned.

- (i) To be telegraphed, addressed to "Traffic and Engineer" Port Augusta, at the first station after 2 p.m. the following information pertaining to the conditions at about 2 p.m. each day en route.

Code Letter—

A—Whether the air conditioning equipment on each car is working satisfactorily.

B—Whether cooling or heating is being used.

AF—Temperature lounge (average for the two compartments). No. of lounge car to be given.

D—Temperature in dining saloon. No. of lounge cars to be given.

K—Temperature in kitchen.

E—Temperature in a conductor's compartment.

Example.

"To Traffic and Engineer, Port Augusta, Wednesdays westbound A yes, B cooling, AF 24-73, D 20-74, K 86, E 90."

- (ii) A statement on the form provided is to be submitted by the senior conductor at the termination of the round trip for each car showing recordings in each car at specified times during the day.

The statement is to be made out in duplicate—one copy to be forwarded through the supervisor to the Chief Traffic Manager and the other to be handed to the electrician at Port Pirie Junction for the Chief Engineer.

Air  
conditioning  
equipment.

(f) Senior conductors must promptly wire the Chief Traffic Manager, Chief Mechanical Engineer, the supervisor, and the nearest district linesman of any failure of air conditioning plant en route (2759/156 November, 1936).

Conveyance  
of fruit,  
plants, and  
trees, etc.—  
Restrictions,  
interstate.

27. The restrictions on importation of fruit, etc., from South Australia into Western Australia and *vice versa* under State laws are fully set out in the Passenger Fares and Coaching Rates Book.

The restrictions include the prohibition of the importation of fruit from Western Australia to South Australia and the importation of apples, pears and quinces into Western Australia.

The prohibited commodities will not be accepted for transit over the border in any case and passengers are required to refrain from the introduction of them, either in their luggage or otherwise.

An exception is permitted in the case of fruit for use in the dining car in so far as the fruit may be brought over the border from Western Australia provided none of the unused fruit or containers are allowed to leave the train on the South Australian side of the border.

When apples, pears or quinces are purchased in South Australia for the dining car any portion of the same not consumed before leaving Cook on the westbound journey must be put off at that station and picked up again for use on the eastbound journey. The supervisor, dining and sleeping service is responsible for issuing instructions as necessary in this connection from time to time.

Aborigines.

28. The instructions in Rule 19 (b) of the book of General Rules must be strictly observed.

Senior conductors and conductors must do all in their power to prevent aborigines from begging from and selling native weapons and other articles to passengers. With this in view they must discreetly advise passengers of the risk attendant upon handling the wares offered by an aboriginal and they must recommend to them not to buy weapons and other articles or have any contact whatever with them.

Members of the dining car staff must bear in mind that to supply food to aborigines from the dining car is a breach of Rule 19 (b).

Aborigines  
not permitted  
to travel by  
express trains  
Trans-  
Australian  
line without  
approval.

29. Aborigines are not permitted to travel by express trains except in cases of urgency such as sickness, and then only on approval of the Chief Traffic Manager having first been obtained. In every case in which permission is sought the circumstances must be fully explained.

When permission is given for such transit separate accommodation must be provided apart from that used by ordinary passengers, and conductors must see that natives do not mingle with other passengers to the latter's discomfort.

Natives permitted to travel by express trains must be in a clean condition both as regards person and clothing.

30. Meals must not be served in special cars except on instructions from the Chief Traffic Manager, or the supervisor, dining and sleeping service, who must first receive directions to do so from the Chief Traffic Manager.

Special  
cars—Service  
of meals.

31. The instructions in the general appendix, and in rule 109 of the book of general rules, must be complied with in these cases.

Accidents to  
employees  
and other  
persons.

All accidents to persons (including employees) however trivial, must be immediately reported to the senior conductor or senior waiter who must fill in "report of casualty to person" form (C.R. 90) and forward it together with statements from witnesses to the supervisor, dining and sleeping service, for further action.

For this purpose senior conductors must carry on the train, a supply of the forms referred to.

32. A first-aid ambulance chest is carried in the brakevan of every passenger and mixed train, in charge of the guard. The chest is, however, available for use on application to the guard in any case of emergency by train staff qualified in first-aid. In the absence of first-aid men the senior conductor or senior waiter is to take any action necessary.

First-aid  
equipment.



## EQUIPMENT—SLEEPING AND DINING CARS.

Cars to be fully equipped—Receipts for equipment.

33. The equipment of each car is set out in the accompanying schedules. (See pages 57 to 63.)

The senior conductor, senior waiter, and chef will be required to see that all articles of equipment necessary for the train under their control are in proper places before departure. They must report to the supervisor dining and sleeping service, Port Pirie Junction, or to the station master at the station at which the train terminates, as the case may be, any shortages in sufficient time to have the matter remedied before the train leaves, and at the end of the round journey must report to the supervisor any losses or breakages on form D.C. 6, or by wire earlier if necessary.

All equipment (both dining car and sleeping car) transferred from the custody of one employee to another, and to and from the laundry must be signed for.

Receipt for linen equipment is to be taken on form D.C. 18, for other equipment on form M.25.

Linen, care of—Senior Conductor and Senior Waiter responsible.

34. The senior conductor and senior waiter must see that rugs and clean linen are put away properly, and that soiled linen is not put away damp, as it is likely to mildew. Glass and kitchen towels are to be kept apart from table linen.

- (a) The senior conductor and senior waiter are responsible for seeing that all soiled linen under their control is returned, as provided in instruction 40-42.
- (b) They must bring under the supervisor's notice any linen under their control which is not properly branded, or is unfit for further use. Articles worn out or otherwise unfit must be kept separate from effective equipment and replaced by serviceable articles at first opportunity.
- (c) Action must be taken to ensure that all articles of equipment issued to passengers are returned in due course.

Broken articles—Disposal of.

35. All broken articles are to be returned to the supervisor, Port Pirie Junction.

- (a) It will be readily understood that the breakage and loss of equipment means unnecessary expense to the department, and in addition to the high cost it is sometimes difficult to obtain supplies of suitable quality. Care should be taken by waiters, conductors, and others, to see that articles of equipment are not removed from the dining and other cars by unauthorized persons.

- (b) All breakages and losses must be promptly reported on form D.C. 6 to the supervisor, giving details as to how damage and loss occurred.

- (c) Any instance of careless handling will be seriously regarded, and the employee at fault may be called upon to make good the loss. All concerned are desired to give special attention to the minimizing of breakages and losses.

36. Under no circumstances must sleeping car or dining car equipment be taken off the trains for use elsewhere. Conductors, dining car staff, and others, must prevent as far as possible passengers or other persons removing departmental property.

Improper use of equipment.

Conductors must not use linen for improper purposes, *e.g.*, wiping down hand rails, cleaning wash basins, dusters, etc., and towels supplied for passengers must not be used by the staff for their own purposes. Towels specially marked are supplied to each member of the train staff and towels not specially marked are, under no circumstances, to be used by the train staff for their own purposes.

Supply of towels for staff.

## LINEN—SLEEPING CARS, TRANS-AUSTRALIAN RAILWAY.

37. (a) Linen requirements will be issued to each conductor at Port Pirie Junction for the westbound journey and each conductor will be required to check and give a receipt for the linen supplied.

Supplies for westbound trains.

(b) Linen supplied for the westbound journey for each car will be in accordance with the standard laid down (see schedule I.) and as printed on D.C. 20 forms, except that when cars are not fully booked the quantity of linen supplied will be according to the number of passengers in proportion to the standard equipment.

(c) In addition the senior conductors will be supplied with additional linen sufficient for fifteen passengers for emergency purposes.

38. (a) Linen requirements for each conductor for the east-bound journey will be enclosed in sealed bags addressed, and placed in lockers of H.Ra. brakevans consigned to the senior conductor at Parkeston.

Supplies for eastbound trains.

(b) The senior conductor will be responsible for handing the bags of linen with seals intact to the conductors and the latter will be responsible for checking the linen immediately after receipt.

(c) The linen will be double-checked into the bags before dispatch from Port Pirie Junction but in the event of a discrepancy being discovered by the conductor he must immediately report the matter to the station master, Parkeston, who will wire particulars to the supervisor.

Linen lists  
and disposal  
of soiled  
and surplus  
linen at  
termination  
of journey.

(d) In addition the conductor must endorse his remarks concerning the shortage on the back of the linen list (see Clause 40), indicating also whether the seal was intact.

(e) The linen supplied will be standard equipment for cars forming the ordinary composition (see schedule I.). In separate bags additional linen will be supplied as necessary to cover all contingencies; the additional linen being for use in the event of additional or larger cars being attached to accommodate additional passengers, or for other emergency.

These additional bags must not be opened but must be returned intact unless passengers in excess of the ordinary composition render use of it necessary, and then only sufficient should be removed to provide for the additional passengers in accordance with the standard laid down.

39. Each conductor will be held responsible for the care and subsequent return of the equipment in accordance with these instructions.

40. (a) With the linen for each car a linen list will be supplied with columns for particulars as under:—

1. Quantity supplied.
2. Quantity received by conductor.
3. Quantity enclosed in linen bag and returned to (a) laundry, and (b) supervisor, dining and sleeping service.
4. Shortages.
5. Surpluses.

and at the foot provision is made for the signature of the conductor. On the back provision is made for the car number, train and date at Kalgoorlie or Port Pirie Junction, and also for report by the conductor concerning discrepancies. When the work in one car is divided between two conductors (e.g., car 2, when three (3) first class cars are attached to the train), sufficient linen for half the car will be supplied to each of the conductors concerned.

41. (a) Linen lists for each car for which they are responsible will be handed to conductors at Port Pirie Junction for the westbound journey and for the eastbound journey will be enclosed in the bags with the linen.

(b) Soiled linen for each journey must be checked and bagged immediately it is collected from cabins—clean linen must be enclosed in a separate bag.

(c) When all of the linen has been bagged and the completed linen lists have been enclosed the bags must be closed and secured.

(d) The details of linen returned must be entered in the column provided on the linen list and on the back of the form an explanation of shortages and surpluses showing the time and date and the cabin and car in which the discrepancy was

detected and a certificate that a thorough search was made for the missing articles must be given. Conductors must also endorse on the back of the list for the westbound journey particulars of surplus and clean linen held for return to the Supervisor. (See clause 42 (a), .....).

42. (a) At the termination of the westbound journey the bags containing the soiled linen must be sealed, placed in the brakevan at Kalgoorlie, and consigned for dispatch to the senior laundryman, Port Augusta, by the return train, by the senior conductor. On arrival, the senior laundryman will arrange to obtain delivery at Port Augusta, check bags and contents with slips therein, record and notify the supervisor full particulars.

Clean linen surplus from the westbound journey must be safely locked up and returned to the supervisor at the termination of the return journey by the senior conductor.

(b) Soiled linen on the eastbound journey must be bagged in a similar manner by conductors and be delivered addressed to the laundry, at Port Augusta; the linen used for the remainder of the journey (Port Augusta-Port Pirie Junction) together with surplus clean linen must be handed over to the supervisor at Port Pirie Junction who will arrange for the checking of it and for subsequent dispatch of the soiled linen to the laundry. The senior laundryman must deal with the linen received in this way in a similar manner to westbound linen as set out in sub-clause (a).

(c) The senior laundryman at Port Augusta must, as soon as possible, after his check is completed, advise the supervisor particulars of the linen returned to him by conductors. The supervisor will be responsible for following up any shortage in the quantity of linen returned.

(d) The senior laundryman at Port Augusta is responsible for checking all linen received at and issued from the laundry and must promptly report any discrepancy to the supervisor, dining and sleeping service.

43. An emergency stock of linen is held by the station master, Parkeston, and in the event of additional linen being required to make up the standard equipment for an eastbound train application is to be made to that officer. A receipt is to be given to the station master, Parkeston, on D.C. 18 form for equipment obtained from his emergency stock, and the station master, Parkeston, will wire particulars to the supervisor, dining and sleeping service, and senior laundryman, so that his stock may be replenished.

44. Linen supplies for dining cars, Trans-Australian Line, are dealt with in instruction 91.

#### EQUIPMENT (Other than Linen).

45. (a) Each sleeping car must be fully equipped in accordance with the standard laid down in schedule I.

Emergency  
stock held  
by S.M.,  
Parkeston.

Linen  
supplies,  
dining cars,  
Trans-  
Australian  
Line.  
Sleeping  
cars.

(b) In addition to the standard equipment each senior conductor will be supplied with rugs for six (6) berths for emergency use *en route*.

(c) Each conductor is responsible for seeing that the equipment of the car or cars in his charge is complete before the commencement of the journey.

(d) A trip report (D.C. 20) is supplied to the senior conductor for each car at Port Pirie Junction setting out the standard equipment (see schedule I.) and the equipment supplied.

The senior conductor will distribute the trip reports to the conductors in charge of the respective cars and each conductor is responsible for checking the equipment in the car in his charge with the list received and for promptly reporting to the supervisor any discrepancy so that it may be rectified before departure of the train.

(e) At the termination of the journey at Kalgoorlie, the senior conductor, to whom they must be returned by the conductors, must hand the trip reports to the station master, Parkeston, or the employee deputed by him to receive them.

The station master will arrange for the equipment to be checked, follow up any discrepancy, and carefully file the trip reports until required for use on the return journey of the cars.

(f) For the eastbound journey the trip report provided at Port Pirie Junction for the westbound journey for each car is to be used. The trip reports must be handed to the senior conductor and the same procedure as provided at Port Pirie Junction for the westbound journey is to be followed at Parkeston or Kalgoorlie. Any discrepancy in this case, however, is to be reported to the station master at Parkeston.

At the termination of the eastbound journey at Port Pirie Junction the trip reports are to be handed to the supervisor, or a member of his staff who must be deputed to check the equipment at Port Pirie Junction.

(g) The attention of the senior conductor must be drawn to shortages and damage to equipment *en route*, by conductors, and, in addition, must be reported by them on trip reports. The senior conductor must draw the attention of the supervisor at Port Pirie Junction or the station master at Parkeston to these discrepancies.

(h) The station master, Parkeston, must also report discrepancies in equipment to the supervisor at Port Pirie Junction.

(i) Dining car equipment (other than linen), Trans-Australian Line, is dealt with in instruction 90.

46. (a) Sufficient linen for both dining and sleeping cars for the round trip will be issued to the senior waiter by the senior laundryman at Port Augusta at the commencement of the journey, for which a receipt must be given.

(b) The supplies are to be in accordance with the standard set out in schedule I., except that the supplies for the north-bound journey will be reduced proportionately if the car or cars are not fully booked. It is the senior waiter's duty to see that full supplies are received before leaving Port Augusta.

(c) In addition to the supplies referred to in clause 46 (a) additional linen equal to the standard laid down for one car in sealed bags is to be carried for use in case of emergency.

(d) Soiled linen must be checked into bags by the senior waiter or conductor as cars are stripped *en route*. A slip must be placed in each bag showing details of the contents, and a report of any discrepancy must be made on the trip report by conductors and/or senior waiters. Clean and unused linen must be delivered by the senior waiter at Port Augusta to the laundry.

(e) The senior laundryman will check the linen returned in the same manner as provided for the Trans-Australian Line (see clause 42.) Clean unused linen will be retained by him for re-issue.

47. The instructions in regard to linen supplies for use in sleeping and dining cars apply also to supplies for special cars Nos. 1, 2, and 3, except that when an employee is placed in charge of these cars he will be responsible for receipt and return of the supplies.

48. Literature and equipment as approved (see schedule II.) is to be provided in lounge cars. Senior conductors will be responsible for checking the equipment and for seeing they have full supplies of literature for the round journey before the commencement of the journey. Any deficiency must be promptly brought under the notice of the supervisor or station master and be rectified.

Before the commencement of the return journey, the senior conductor (or senior waiter, Central Australia Line) must check the equipment and any shortage is to be reported immediately to the station master at Parkeston and to the supervisor at the termination of the journey at Port Pirie Junction.

49. The respective conductors will be responsible for the safety of fittings and equipment of cars in their charge, and must immediately report to the senior conductor any damage thereto. At terminals and stations *en route* no persons other than passengers or staff entitled to enter the lounge car, dining or other cars, must be permitted therein without authority.

(a) Examination of cars as regards fittings and equipment is to be made prior to departure from terminal stations as under:—

"Down"—The supervisor at Port Pirie Junction (or an officer deputed by him), station master or assistant station master, Port Augusta, accompanied by senior conductor, will examine the train at a time to be mutually arranged, but such examination to be completed before the arrival of the State connecting train.

Linen—  
Special cars,  
Trans-  
Australian  
Railway.

Lounge cars  
equipment.

Examination  
of car  
equipment  
and fittings.

Dining car  
equipment,  
Trans-  
Australian  
Line.

Dining and  
sleeping cars,  
Central  
Australia  
Railway.

"Down"—The station master, Parkeston (or station master, Alice Springs, Central Australia Line), accompanied by leading porter (or another employee if leading porter be not available), will examine the train as soon as possible after it has been vacated by passengers, but the work must be completed before the train returns to Parkeston.

"Up"—The station master, Parkeston (or station master, Alice Springs, Central Australia Line), will examine the train either immediately before the departure (empty) from Parkeston, or *en route* to Kalgoorlie, the examination to be completed before arrival at Kalgoorlie. The station master will then advise the senior conductor in writing particulars of damages, losses, etc., detected.

"Up"—The supervisor, Port Pirie Junction (or officer deputed by him), the station master or assistant station master, Port Augusta (sleeping cars), and the station master or assistant station master, Quorn (dining cars), Central Australia Line, will examine the train prior to its being moved to the car barn, the examination to be so arranged so as not to delay this movement.

*En route*—The senior conductor, and first class conductor are to examine the first class cars and lounge car, and the second class conductor (or conductors) the second class cars, when attending to compartments, etc., each morning and night. The examination of the dining car will be made by the senior waiter, who will advise the senior conductor the necessary particulars for inclusion in his record.

(b) A book record of shortages, damage, etc., will require to be kept by each senior conductor (or senior waiter Central Australia Line), and is to be prepared as under:—

Date of examination.	Train.	Car No. on train.	No. of car, particulars of damage or loss detected (if in compartment, No. to be shown).	Initials of examiner.

(c) With regard to breakages *en route*, the senior conductor will see that information regarding same is shown on the back of the diagram for the car concerned, and, should the cost of the damage have been paid by a passenger, the amount paid is to be shown. He (senior conductor) will require to keep a book

record so that he may, after the first report, see that cases already reported are not reported again.

(d) The examination is to be a complete one, proper attention being given to water bottles, tumblers, cabin windows, photo-glasses, lamp shades, lamp globes, external windows, lavatory windows, roof lights, door lights, and transparencies, ladders, etc., cracked windows, etc., are to be shown as such, and not recorded as breakages unless the extent of the crack is such as to require a new glass.

(e) In the case of cars sent to the workshops, Port Augusta, the station master (or assistant station master), Port Augusta, will arrange for each car to be examined, both before it leaves and after it returns to traffic control.

(f) Senior conductors on Trans-Australian Line must, in company with the loco. travelling examiner, make a thorough inspection of the whole of the passenger vehicles of the respective trains with a view to ascertaining if any breakages or defects exist. The inspection of down trains is to be carried out before arrival at Pinba, and on up trains before arrival at Zanthus. Any matters which the examiner is unable to adjust at the time must be reported at the end of the trip, or should the circumstances warrant, a wire must be dispatched by the senior conductor to the supervisor, Port Pirie Junction, or the station master, Parkeston (Quorn, Alice Springs or Port Augusta in the case of the Central Australia Line), as the case may be.

(g) In the event of a window or other car fitting being broken by a passenger or employee the cost indicated in schedule IV. must be collected. The senior conductor must pay such amount to the employee in charge at the station at which the journey terminates, and a full report of the circumstances is to be made to the Chief Traffic Manager.

(h) Senior conductors are responsible for the care and operation of the wire recording instruments installed in first class lounge cars as provided in instruction on page 65. Senior waiters, however, must give attention to programmes relayed through amplifiers in dining cars with view to proper regulation of volume, etc., and must confer with the senior conductor as necessary in this respect.

Wire recorder—  
Instruments  
and  
programmes.

## INSTRUCTIONS TO CONDUCTORS— GENERAL.

Senior  
Conductors  
in charge of  
sleeping cars.

50. The senior conductor must see that the other conductors on the train carry out their allotted duties satisfactorily. He must make visits of inspection as frequently as possible and insist upon thorough cleanliness and order, and must exercise a general oversight over the equipment of cars, other than dining cars.

When an inexperienced man is used in the position of conductor the senior conductor must see that he receives proper instruction and guidance in the course of his duties. At the end of each trip the senior conductor must submit a special report if there has been any occurrence on the trip prejudicially affecting the comfort of passengers.

Bell  
connections,  
first class  
sleeping cars.

51. When only two conductors are provided for three first class passenger cars communication cords are provided to connect the unattended centre car (car No. 1) with the call bells in the conductor's compartment in cars 2 and 3 respectively.

Senior conductors must hold these flexible connections as part of their equipment, and will be responsible for connecting and disconnecting them at the commencement and completion of each single journey respectively.

Car must also be taken to see that the flexible connections are removed prior to a car being detached for any special reason *en route*.

Car number  
cards inside  
cars.

52. (a) The responsibility for exhibiting cards showing the car number at the ends of the corridor inside of each sleeping car rests with the senior conductor.

Each senior conductor will be supplied with a duplicate set of cards numbered from 1 to 9 inclusive, and will be responsible for maintaining same complete and in good order. Cards which have become faded or shabby must be handed in to the supervisor who will replace them.

The senior conductor will distribute the cards to the conductors under him and will see that they are placed in the proper positions before the commencement of each journey; and that they are removed on arrival at the destination station.

On account of the frequent changes of sleeping cars, particular attention must be given to the removal of the number cards at the end of each journey.

Car number  
or identifica-  
tion boards  
outside cars.

(b) On the outside (platform side) of each sleeping and sitting up car attached to outward express trains, a car number or identification board must be exhibited whilst the train is standing at the platform at Port Pirie Junction and at Kalgoorlie, to

assist passengers to identify the cars to which they have been allotted.

The station master at Port Pirie Junction and the station master at Parkerton are responsible for having these boards exhibited, and for removal of them before departure of the train. Conductors, however, are required to observe whether the boards are properly exhibited on, and removed from, the cars in their charge, and to have any omission rectified.

53. Conductors are to take special notice of luggage brought into carriages by passengers and it is to be arranged for any packages that are not of handy size to be labelled and placed in the brakevan or mail van. Folding go-carts, chairs, and other packages that are not strictly passengers' luggage are to be way-billed and charged for in the ordinary way. Luggage is not to be passed through the windows of cars.

Luggage in  
compartments.

54. (a) A copy of the current time table folder must be supplied by conductors to each through passenger travelling. Conductors should also become conversant with the State time tables so far as connecting trains are concerned, so as to be in a position to correctly answer any inquiries. In this connection, current issues of the State time tables must be obtained from the supervisor and kept in the lounge car for general information.

Time tables.

(b) In the Commonwealth Railways time table folder the following paragraph appears:—

*Send a souvenir booklet to your friends.*

Passengers who so desire, may have a copy of this booklet posted to friends without charge. The conductor will on request make the necessary arrangements.

Each senior conductor is supplied with a number of typed forms worded as follows:—

*Conductor, Trans-Australian Railway.*

I would like a Trans-Australian folder dispatched to the following address:—

\*Enclosed is my card which I should be obliged if you would include in the folder you forward.

Passenger's signature.....

Date.....

\*Delete if not applicable.

Senior conductors are to make applications as necessary for additional supplies of these forms.

Conductors must inform the senior conductor of any requests received by them.

55. *Service of afternoon and morning tea, coffee, etc., by conductors.*

(a) (i.) Before passengers retire at night inquiries are to be made by the conductor as to whether they require morning tea, and at what time they would like it served. When about to serve

Morning tea  
service, Trans-  
Australian  
Line, first  
class.

morning tea, conductors must knock gently on the door of each compartment at the same time announcing that morning tea is served. Under normal circumstances the conductor should not enter a compartment until permission has been received from the occupant. The conductor should then enter, serve the tea, give passengers the correct time and ask when hot water should be served. Boots that have been cleaned overnight may at this time be quietly placed inside the cabin. Payment for this service is included in the fares paid by passengers on the Trans line.

Second class.

(ii.) Conductors on the Central Australia Railway will take orders for morning tea overnight at the same time advising the passengers of the charge per cup. On delivery he will collect the charge and issue D.C. 3a chit for each service. Morning tea will be served in the compartments.

Afternoon tea service, Trans-Australian Line, first class.

(b) Afternoon tea, consisting of tea, bread and butter, and a variety of fruit and sponge cake, is to be served in the first class lounge car by the senior conductor. When the service is ready conductors will discreetly advise passengers that afternoon tea is ready by visiting every cabin and not calling from corridors. Payment for this service is included in the fare paid by passengers on the Trans line.

Afternoon tea service, Trans-Australian Line, second class.

(c) Afternoon tea is to be served to second class passengers who require it in the dining saloon, with the assistance and under the supervision of the senior waiter. The ruling charge is to be collected and D.C. 3a chit issued for each service to second class passengers not holding ticket covering the service.

Coffee service, first class.

(d) Immediately after each of the sittings for dinner, coffee obtained from the dining car, is to be served in the lounge car by the senior conductor assisted by the first class conductor. Passengers must be given the choice of either black or white coffee.

Sleeping berths—When to be made up.

56. Berths are not to be made up or left made up during the day unless there is a special reason, such as passenger being ill. When the lower berth is made up there is no place for the occupant of the upper berth to sit during the day-time unless it is in the lounge or second class saloon, as the case may be. A request from a passenger to have the lower berth made or left up during the day-time should not be acceded to unless it is concurred in by the occupant of the upper berth, or unless necessitated by illness.

(a) Berths should not be made up at night earlier than desired by the passengers except when acquiescence with their desires would prevent the work being done within the prescribed hours of duty.

(b) At least one of the upper berths in second class compartments is to be put up in day-time.

(c) In attending to the upper berths conductors must, by utilizing the ladders provided, avoid stepping or standing on the lower berths or seats.

(d) Conductors must be careful to see that upper berths when put up are securely locked in position.

57. Conductors must make a careful examination when making up and taking down sleeping bunks to see that projecting upholstery tacks or loose screws, which are likely to cause injury to passengers or their clothing, are removed. The assistance of the train examiner when available should be obtained for this purpose. When passengers complain of damage or injury so caused the senior conductor is to make full inquiries, obtain statements of witnesses if possible, and report the matter fully to the supervisor, or the station master, Parkeston. In urgent cases the circumstances must be telegraphed to the Chief Traffic Manager.

Damage to passengers' clothes through projecting tacks, etc.

58. (a) The corridors must be frequently swept and dusted by conductors and all compartments are to be similarly dealt with as often as may be necessary and practicable. Each morning the polished linoleum is to be freshened up with a polish mop. The train is to be maintained in a fresh and cleanly condition throughout the journey, and the senior conductor must see that proper attention is given to this duty by conductors.

Cars to be kept clean and fresh en route.

The lounge car needs special attention, and the senior conductor must see that particular care is exercised to maintain it in an attractive condition.

In air-conditioned cars windows are sealed. When sweeping these cars the air-conditioning should be shut off until completed.

The windows become fogged from time to time, and the supervisor must therefore frequently arrange for the windows to be released at Port Pirie Junction and thoroughly cleaned.

59. Every conductor must be on the alert to avoid waste of electric power in cars. If passengers leave the compartments with fan switched on, the conductors must switch it off.

Economy in use of electric power.

60. The boots or shoes of the first-class passengers are to be cleaned over-night. Conductors will request passengers to leave their boots and shoes out at night for cleaning. Before footwear is taken away for cleaning the compartment number should be marked on the soles in chalk in order to avoid any mix-up. If any passenger should not leave his or her boots or shoes in the corridor for cleaning at night conductors are to ascertain the next morning if the passenger desires them cleaned and if so must see that they obtain them for cleaning next day at a time suitable to the passenger.

Boots to be cleaned, paper hat bags to be provided.

First class passengers are, immediately on commencing the journey, to be offered paper bags for the protection of hats, etc.

61. Conductors in the first class cars must provide warm water for toilet purposes each morning—ascertaining from the respective passengers the time at which they would like it to be supplied.

Warm water for toilet purposes.

Hot water bottles and covers for first class passengers, Trans-Australian Line.

Equipment of each berth to be kept separate.

Toilet soap.

62. Forty hot water bottles and covers are supplied to the senior conductor of each (express) train during winter months for the use of first class passengers.

Before passengers retire at night inquiries should be made to see whether hot water bottles are required.

Special attention must be given to ladies and elderly people.

The supply of hot water is to be drawn from the dining car.

The covers for the hot water bottles must only be used once and then returned for laundering. Clean covers will be supplied each trip.

63. The sheets, rugs and pillow slips of the upper berths are not to be mixed in any way with the equipment of the lower berths. Rugs, pillows, mattresses and linen must not be placed on the floor; rugs and sheets must be carefully folded so that when replaced on berths they will not present a crumpled appearance.

64. The respective types of toilet soap for use in the first and second class cars must be distributed appropriately, fresh tablets being supplied in receptacles at commencement of each up and down journey, and renewed *en route* as necessary.

Partly used soap is to be returned to the supervisor.

#### ACCOMMODATION FOR WOMEN WAY-SIDE PASSENGERS.

65. (a) The saloon in the B.R.P.F. carriages has been provided for the accommodation of through passengers and of intermediate passengers, when a sitting up car is not attached (see instruction 74), and smoking is permitted therein.

Women and children who have engaged sleeping berths have accommodation to which they can retire should they object to smoking, but in the case of those who join at intermediate stations, and who have no sleeping accommodation, the position is different. To meet their case, the conductor in charge of the second class carriages must, whenever the bookings permit, set apart a compartment for the accommodation of such passengers, and notify them that this accommodation is available for their use. The senior conductor will be responsible for seeing that this instruction is observed.

(b) Instances have occurred where a second class passenger travelling in the saloon of a B.R.P.F. coach was under the influence of liquor and using bad language. In such a case the conductor must inform the senior conductor of the circumstances, and in the event of it not being possible to provide accommodation in the second class coaches, arrangements must be made for accommodation in some other portion of the train to be found for any women and children travelling in the saloon. They should be returned to the second class coaches as soon as it has been possible to remove the passenger, whose conduct has rendered necessary the action referred to.

66. Express trains must not be stopped to set down or pick up passengers at localities which are not scheduled stopping places unless special authority has first been given by the Chief Traffic Manager. Such authority will only be given in cases of extreme emergency such as serious accident or illness when other means of transport are not available.

Express trains not to stop at unauthorized localities.

67. (a) When the train is approaching a station where there is to be a stop of at least seven minutes in daylight or ten minutes at night the passengers should be so informed so that they may leave the cars if they desire, and the flaps over the steps should be raised and hand rails wiped to enable them to do this.

Passengers to be given notice of stopping places.

(b) Conductors are to then patrol the gates and when the warning bell or whistle is given call all passengers aboard and after seeing that this is done see that the flaps and gates are closed and secured for the protection of passengers.

(c) After each train stop conductors must see that all car platform gates are closed and secured for the protection of passengers.

Platform gates.

67A. Hand rails of cars must be wiped before each stop. Towels or other linen must not be used for this purpose.

Hand rails to be wiped.

The supervisor will provide suitable dusters for this and other similar purposes.

68. A summary of news is telegraphed from Port Augusta to Barton and Cook for eastbound and westbound trains. Senior conductors are to see that the summary of news is displayed in the first and second class lounges.

Press news.

69. The senior conductor will be held responsible for moneys collected by him, and, except as otherwise provided, he must hand over such moneys collected on the "down" journey to the station master at Parkeston, and on the "up" journey to the booking clerk, Port Pirie Junction.

Disposal of cash collected.

70. (a) Lavatories must be cleaned and freshened up at every possible interval. The senior conductor will be responsible for seeing that this duty is performed regularly by the staff.

Lavatories.

(b) The centre lavatory in the B.R.P.F. car is reserved for ladies. Lady passengers in other second class cars and gentlemen passengers in the B.R.P.F. must be informed accordingly. The lavatory in the B.R.P.F. car is for male passengers.

71. (a) Every car is fitted with a water filter. The conductors will be responsible for seeing that cool and suitable drinking water is available, and that ice supplies are replenished as necessary for this purpose.

Water filters—Water for.

Special care must be taken by conductors to see that the tanks of filters in conductor's compartments and in corridors are kept free of bottle labels and any other extraneous matter which is likely to choke the water escape of filters.

Ice for.

(b) Supplies of ice for use in the sleeping car and sitting up car filters and aerated water boxes during summer months will be carried in the ice chambers in the brakevan.

An adequate supply of ice must be maintained particularly during summer months for the purpose. The senior conductor is to order the ice required for each trip through the senior waiter.

Conductors must see that ice chambers of filters are kept supplied with ample ice and that appropriate drinking vessels are available.

Drinking vessels.

Water supply—  
Sleeping cars.

(c) Glasses are to be provided for use in first class cars, and approved metal vessel chained to each filter in second class cars.

(d) The senior conductor will be responsible for the maintenance of proper water supplies in cars other than the dining car, and he will allocate the work to conductors according to the staff available. When trains pass the watering stations outside the conductor's hours of duty the work will be performed by the station staff and guards; at other times by the conductors.

Shower baths.  
(1st class).

72. The shower bath on through passenger trains on the Trans-Australian Railway is provided for the use of first class passengers. See page 64 for instructions regarding showers in second class.

(a) The senior conductor or another conductor deputed by him will attend to the bathroom, but the former will be held responsible for seeing that the bathroom is properly equipped and kept scrupulously clean. It must be freshened up immediately after the shower has been used.

(b) The conductor attending to the bathroom should be thoroughly acquainted with the working of the shower.

(c) Any complaints made by passengers using the shower must be immediately brought under the notice of the travelling loco. examiner if on the train, senior conductor, and at the end of the journey the latter will report to the supervisor or station master, as the case may be.

The senior conductor will do all else possible to promptly remove the cause for complaint. See additional instruction 32 (a).

Persons other than passengers not allowed on train.

73. Persons, other than passengers who are in possession of proper ticket or pass, are not to be allowed to remain on trains.

An exception may be made, at the senior conductor's or conductor's discretion, in the case of friends seeing a passenger off, provided that inconvenience will not be caused other passengers. In all cases conductors must see that all persons, other than those travelling by the train, leave the cars not later than five (5) minutes before it is due to depart.

Conductors must give this matter attention at intermediate as well as at terminal stations.

Senior conductors must see that casual conductors are fully conversant with this instruction.

74. Senior conductors and conductors must be on the lookout for stowaways and if they locate any on passenger trains they must be removed and the station master at the nearest station must be advised at the first opportunity. Other employees of the department available may be called upon to assist in the removal of these persons if necessary.

Stowaways.

75. In the event of separate accommodation not being available for intermediate passengers, the following practice should be observed:—

When separate accommodation not provided for intermediate passengers.

(a) First class intermediate passengers should be accommodated in vacant cabins in the first class sleeping cars. If compartments cannot be made available there is no alternative but to allow paying passengers to use the lounge car.

(b) Second class intermediate passengers should be accommodated either in spare cabins in the second class sleeping cars or in the lounge compartments of the B.R.P.F.

(c) The air-conditioned lounge cars on the express trains are primarily provided for the use of through paying passengers, and their use is to be confined to such persons, except as shown hereunder:—

Use of lounge cars by other than through paying passengers.

(1) First class intermediate paying passengers for whom no other accommodation is available on the train.

(2) Employees holding passes stamped "available for lounge car," but see last paragraph.

(3) Employees travelling on duty whose work necessitates their occupancy of the lounge cars. In such cases employees are not to remain in the cars any longer than the performance of their duties requires.

(d) Rare occasions may arise when it is desirable to allow intermediate paying passengers between Port Pirie Junction and Tarcoola to occupy the lounge car, and this may be permitted when the first class bookings are light and there is no danger of incommoding through passengers. This modification of the restriction may be made by senior conductors, but the greatest care must be exercised in its use, and it must not be allowed to grow into a regular practice.

(e) Gold passes and book passes issued to distinguished visitors, etc., are available for the lounge car, but passes issued to employees (book or otherwise) are not available for the lounge car unless they bear an endorsement showing such availability. Employees' endorsed passes are only available for the lounge



car when occupancy of the car by holders will not incommode other passengers.

Corridor door  
ABP car to  
be kept  
locked.

- (f) The corridor door separating the second class from the first class portion of A.B.P. cars must be kept locked, and employees having occasion to use this door in the course of their duties must be careful to lock it after use.

Infectious  
diseases  
equipment.

76. The senior conductor is supplied with a complete set of infectious disease equipment. The white coat, water proof sheet and white cap are to be kept in a sealed parcel. Should there be an occasion to use this equipment, the coat, cap and water proof sheet are to be returned to the supervisor, dining and sleeping service, Port Pirie Junction for disinfection and replacement as necessary. Full report is to be given on every case attended (see instruction in general appendix).

#### GENERAL INSTRUCTIONS, EXAMINATION AND COLLECTION OF TICKETS, ETC.

Conditions  
of carriage of  
passenger  
traffic.

77. (1) The conditions of carriage of passenger traffic, fares, etc., and the by-laws, are fully set out in the Passenger Fares and Coaching Rates Book, and conductors and others engaged in the examination and collection of tickets are required to make themselves thoroughly conversant with them. The staff, are, however, impressed with the necessity for attention to the general conditions briefly outlined in the following instructions:—

- (i.) Each passenger must be in possession of a proper pass or ticket, and is required to show such pass or ticket when requested to do so by any authorized employee of the Commissioner.
- (ii.) Each passenger occupying a sleeping berth must, in addition, hold a sleeping berth ticket showing particulars of the allotment thereon.
- (iii.) Each person holding a ticket entitling him to travel the whole distance between Kalgoorlie and Port Augusta or Port Pirie Junction by express train must hold in addition to the passenger ticket, a sleeping berth ticket or certificate with the number of the berth reserved, and the date and train for which it is reserved, shown thereon, and a meal ticket covering meals in the dining car for the journey. Passengers travelling on passes and making the through journey must be in possession of meal tickets according to the class in which they are travelling. These tickets are obtainable at State railway booking offices Port Pirie Junction, Port Augusta, or from senior conductor on each train. The tickets issued by the senior conductor must be dated and show name of person to whom issued. The foregoing instruction

applies to Members of Parliament, officers of the Commonwealth or State Railways holding gold or other passes for the through journey, and to holders of passes of any description on which a through journey is being made, but does not apply to those employees working on the train, who are entitled to meals at reduced rates as provided herein.

- (iv.) In the case of a through passenger holding an inter-system coupon ticket the coupon for the journey on the Trans-Australian Line includes sleeping berth and meals in the dining car, and particulars of the sleeping berths reservation are entered on the back of the coupon.
- (v.) (a) Separate sleeping berth accommodation will not be provided for any child being carried free.  
(b) One child four years of age and under 14 years may occupy the same sleeping berth as parent or guardian without payment of any sleeping berth charge, even in cases where another child under four years, carried free, also occupies the same berth as the parent or guardian. Form P. 37 on which full particulars have been shown must be signed by parent or guardian and the space provided on the back of Trans-Australian portion of intersystem coupon tickets for details of berth reservation must be endorsed, by means of rubber stamp supplied for the purpose:—

"Child occupying berth with parent.  
Sleeping berth charges not collected."

Care must be exercised in booking a child of the opposite sex with the parent or guardian, *e.g.* a male child of six years or over travelling with his mother must not be booked in a ladies' compartment unless all the occupants are members of the one party.

- (vi.) Sleeping cars are intended for the use of passengers requiring sleeping berths and passengers who are allowed to take seats therein, and do not hold sleeping berth tickets are required to vacate them and remove to another car when requested by the conductor.

(2) In any case where a passenger is not in possession of a ticket or pass and a sleeping berth and or meal ticket when these should be held, or there is any irregularity in the ticket or tickets held, the senior conductor must be informed and he will be responsible for taking the action necessary.

Where the tickets held do not indicate that meal charges have been paid, the senior conductor must collect the appropriate charges, hand the money to the senior waiter, and obtain from

Irregularities  
to be reported  
to Senior  
Conductor.

him a dining car chit to hand to the passenger, fully reporting the circumstances, quoting the name of passenger number of rail ticket, and station where booked at.

(3) Attention is drawn to instruction No. 6, page 4 of this book concerning person intoxicated or creating a nuisance.

#### *Tickets—*

(i.) (See pages 17 and 18 of accounts instruction book).

#### *Free Passes—*

(ii.) (See pages 246 to 255 of general appendix).

(iii.) *Free sleeping berth certificates*—Every passenger travelling on a pass which includes sleeping accommodation and who reserves such accommodation, will receive a certificate (P. 27 or 27a) with the number of the berth allotted, and the date for which it is issued, marked thereon at the time of such reservation. If this has not been done before the passenger joins the train, the senior conductor will allot a sleeping berth if available and issue the certificate. Senior conductors are to obtain their supplies of P.27 and P.27a certificates from the supervisor.

(4) (a) A diagram with particulars of sleeping berth reservations and tickets shown thereon are provided for each sleeping car. For the westbound trains the diagrams are prepared at the booking office, Adelaide, and for the eastbound journey at Perth booking office, and are forwarded by the connecting trains to the booking offices, Port Pirie Junction, and Kalgoorlie respectively, and to Port Augusta for the Central Australia Line.

The senior conductor (the senior waiter in the case of the Central Australia Line) must obtain the diagrams immediately after arrival of the connecting train and hand to conductors diagrams for their respective cars.

Each conductor must be at his station at the entrance of cars at changing stations, to direct passengers to compartments to which they are allotted in accordance with particulars shown on their tickets.

(b) Conductors will be responsible for the collection of sleeping berth tickets in respect of each sleeping berth and for verifying same by comparison with particulars shown on diagrams before allowing a passenger to occupy a sleeping berth. In the case of any omission or error in the diagrams the conductor of the sleeping car concerned will be held responsible for bringing it under notice of the senior conductor and for having it rectified.

(c) The tickets collected from passengers who occupy sleeping berth (including sleeping berth and meal tickets) must be attached to the diagram by the conductor who on completion of the check with the tickets will sign it, and on nearing the termination of the journey hand the diagrams with the tickets attached to the senior conductor.

(d) The senior conductor will be responsible for forwarding the diagrams with the tickets attached for each car on his train to the Chief Traffic Manager's office. The diagrams for westbound trains are to be forwarded through the station master, Parkeston, and through the supervisor in the case of eastbound trains.

(e) Diagrams for sleeping cars on the Central Australia Railway are to be forwarded to the Chief Traffic Manager's office by the senior waiter on his arrival at Port Augusta on the return journey.

### EXAMINATION AND COLLECTION OF TICKETS.

(5) (a) *Down journey*.—Conductors must see that tickets and passes held by each passenger travelling in the car or cars of which they are in charge are examined prior to departure from Port Pirie Junction. The examination is to be carefully carried out with a view to seeing that each passenger is in possession of a ticket or pass, that such ticket or pass is not out of date, and that it is available for the class and the train in which the passenger is travelling.

(b) *Up journey*.—Conductors must examine tickets and passes before departure of the train from Parkeston.

(c) Sleeping berth tickets and the backs of the Trans-Australian Railway coupon of intersystem tickets are to be examined to see that in each case travel from Port Pirie Junction and Kalgoorlie or other place is being made in accordance with the date booked for, as shown thereon. It is most desirable that this be done at the time passengers enter their compartments thus permitting of any irregularity detected being dealt with before departure.

*NOTE*.—Free passes (with exception of gold passes) are not available for travel in the lounge cars unless they are specially endorsed as being so available or there is not room in the ordinary cars. (See also instruction No. 75, page 29.)

(6) *Passengers joining at intermediate stations*.—Conductors must examine the tickets held by passengers joining the train at intermediate stations, at or as soon as possible after leaving the station at which these passengers join the train. The guard will be responsible for examining tickets of passengers who join the train at night when conductors are off duty, but conductors must also examine the tickets held by these passengers soon after coming on duty again in the morning.

(7) *Sitting up cars*.—The examination of tickets held by passengers travelling in the sitting up cars attached to express trains is to be carried out during his hours of duty by the conductor in charge of the adjoining sleeping car. An examination of the tickets held by passengers in this car is to be made shortly after leaving Port Pirie Junction and Port Augusta in the westbound direction and shortly after leaving the station where the

Examination of tickets and passes, Trans-Australian Railway.

Description of passenger tickets.

Description of free passes and instructions concerning.

Diagrams.

Collection of tickets—Inter-system through tickets.

Pass out checks for Kalgoorlie passengers.

Intermediate passenger tickets—Collection of.

Sleeping berth and meal tickets—Collection of.

Senior Conductor to satisfy himself every passenger accounted for.

No. of tickets to be shown on diagrams.

Statement of intermediate passengers to be prepared.

Sleeping berth certificates—Issued to free pass holders.

Persons allotted free berths to sign back of diagrams.

car is attached in the eastbound direction. In addition an examination is to be made after each stop. In the latter case passengers need not be called upon to produce tickets which have already been examined except for collection.

(8) (a) The Trans-Australian Railway coupons of inter-system coupon tickets are to be collected by the conductor who must also collect tickets and passes held by passengers travelling to terminal stations, as soon as possible after the passenger joins the train.

(b) In the case of passengers holding tickets to Kalgoorlie the senior conductor must issue each passenger with a "pass out check" in lieu of the ticket, for presentation at the Kalgoorlie barrier.

Passengers to Perth and Fremantle are allowed to leave or enter upon Kalgoorlie platform with the uncollected portion of their tickets.

(c) Tickets held by passengers for intermediate places must be collected by conductors shortly before reaching the destination to which the ticket is available. Guards are responsible for collecting tickets from passengers for intermediate places outside the conductor's hours of duty. Tickets and passes so collected must, except where otherwise provided, be handed in at the first attended station after collection.

(d) All separate sleeping berth and meal tickets must be collected by conductors when the passenger joins the train.

(9) At least once during each day on the journey, the senior conductor, in company with each conductor responsible, must go through the cars and satisfy himself that every passenger is properly accounted for.

(10) The numbers of tickets and passes held by the passengers occupying sleeping berths are shown on the diagrams by the booking offices.

(11) Senior conductors must prepare statements (on forms provided) showing particulars of all tickets and passes held by intermediate passengers joining or leaving trains during their hours of duty and submit same with the completed diagram.

(12) Holders of all free passes entitled to free sleeping berth must procure sleeping berth certificates (form P.27 or P.27a, first or second class) before joining the train when making the through journey between Port Pirie Junction, Port Augusta and Kalgoorlie or Parkeston, and where this has not been done, the senior conductor must issue the certificate.

(13) Particulars of free berths allotted to persons travelling on gold or periodical passes which are available for sleeping berths must be shown on the back of car diagrams and the diagrams are to be signed by the occupants. In the case of Members of Parliament, the name of constituency, designation (whether M.L.A., M.L.C., M.H.R., etc.) is to be shown.

(14) As provided herein tickets available to the terminal stations, Kalgoorlie and Port Pirie Junction, are collected by the conductors as soon after the passengers join trains as possible and passengers completing their journey at Kalgoorlie are given pass out checks when tickets are collected. The remaining coupons of tickets held by passengers travelling beyond Kalgoorlie and Port Pirie Junction will enable the daily check to be made. When it is desired to have a test check made of tickets the testing officer will obtain from the diagrams and the conductor's list of intermediate passengers the necessary particulars in regard to passengers travelling.

(15) The senior waiter is responsible for the examination and collection of tickets of passengers travelling in sleeping cars on the Central Australia Line. (See instruction 120).

78. (a) If an intending passenger from an intermediate station applies for sleeping berth when the train is *en route* from Adelaide or Perth the station master concerned will wire the booking office, Port Pirie Junction or station master, Parkeston, (as the case may be) if time permits, to reserve the required berth and particulars must be entered on the diagrams of any reservations so made. If the train has already left Port Pirie Junction or Kalgoorlie the wire will be sent as soon as possible to the senior conductor.

(b) The senior conductor is responsible for the collection of fares from each passenger who joins the train during his hours of duty at an intermediate place without a ticket or pass, and (in similar circumstances) for the allotment of sleeping berths, and collection of sleeping berth charges from a passenger, when available and required he is also responsible for insertion in the sleeping car diagrams all particulars in respect of each sleeping berth allotted by him.

(c) The senior conductor must hand the tickets issued to the passenger in every case.

(d) Outside the hours of the senior conductor the guard is responsible for the collection of fares and issue of tickets to these passengers, and for the collection of sleeping berth charges and issue of tickets to cover sleeping berths in accordance with particulars supplied by the senior conductor.

(e) The senior conductor is to confer with the guard before going off duty each night to ensure that tickets and passes of passengers are accounted for.

*Central Australia Line*—See instruction in general appendix.

#### RESERVATION OF SLEEPING BERTHS AND SEATS ON CONNECTING TRAINS—OTHER SYSTEMS.

79. Arrangements for the booking of sleeping berths and seats on connecting trains from Kalgoorlie, Port Pirie Junction, Adelaide, etc.—

Test and daily check of passenger tickets.

Central Australia Line.

Passengers from intermediate stations—Reservations of berth and collection of fares, Trans-Australian Line.

*Sleeping Berths—*

- (a) On Perth-Kalgoorlie line.—Every person purchasing a ticket entitling him to travel from Perth or Fremantle to Port Augusta, Port Pirie Junction, Adelaide, Ballarat, Melbourne, Sydney, Canberra, or Brisbane, or *vice versa*, must at the same time engage and pay for a sleeping berth between Perth and Kalgoorlie. The sleeping berth coupon forms part of the through ticket.
- (b) On other systems.—Passengers from Western Australia may, when booking over the Trans-Australian Line, also pay for sleeping berths between Adelaide and Melbourne, Melbourne and Sydney, or Sydney and Brisbane. Berths between Adelaide and Melbourne, and Melbourne and Sydney can generally be allotted at Perth, Fremantle, or Kalgoorlie.
- (2) *Allotment of sleeping berths by the senior conductor Kalgoorlie-Perth.*—The allotment of sleeping berths to through passengers on the Kalgoorlie-Perth express will be made by the senior conductor, and the following instructions must be closely observed:—
- (a) Sleeping berths are to be allotted only to passengers holding through tickets, and to Members of Parliament and other passengers who hold passes available for such berths who wish to continue the journey from Kalgoorlie on the day of arrival.
- (b) Passengers with passes which are not available for sleeping berths, those holding privilege tickets, and also through passengers who desire to break the journey at Kalgoorlie, will require to arrange the booking of sleeping berths for Perth at the Kalgoorlie booking office.
- (c) Two first class A. corridor cars, and one second class A.R.S. corridor car will be available for booking. The first class cars have 20 berths (10 two-berth cabins). The second class car has 24 berths (six compartments with four berths in each). Diagrams which will be supplied by the supervisor show the positions of the berths, smoking and ladies' compartments, etc.
- (d) Allotments must not be spread over the cars, but each compartment must be fully booked before another is booked into. No. 1 (first class) car must be fully booked before bookings are made into No. 2 car.
- (e) The names of the passengers, together with the numbers of their ticket, must be entered by the senior conductor on the diagrams in the space provided on the back of the coupon of the Kalgoorlie-Perth or Kalgoorlie-Fremantle ticket.

- (f) Railway employees holding free passes on privilege tickets available beyond Kalgoorlie are required to book sleeping berths on arrival at Kalgoorlie; senior conductors are to ascertain and include in their "Bank" wire the numbers and particulars of free pass and privilege ticket holders requiring accommodation.
- (g) The senior conductor must wire from Port Augusta to the station master, Kalgoorlie, the following particulars of berths allotted and vacant, and berths required on the connecting express train to Perth:—
- (1) Total number of berths allotted to—
- (a) First class passengers—
- (i.) Gentlemen.
- (ii.) Ladies.
- (b) Second class passengers—
- (i.) Gentlemen.
- (ii.) Ladies.
- (2) Berths vacant.
- (3) Free pass and privilege ticket holders desiring to reserve berths at Kalgoorlie—
- (a) First class passengers—
- (i.) Gentlemen.
- (ii.) Ladies.
- (b) Second class passengers—
- (i.) Gentlemen.
- (ii.) Ladies.
- (4) Free pass and privilege ticket holders requiring first and second class sitting up accommodation.

The following code words must be used in this wire, which is to be compiled on the form provided:—

Code Word.	Phrase.
BANK	Sleeping berths booked for Perth express tomorrow.
BABU	.....Gentlemen, first class.
BINE	.....Ladies, first class.
BEAU	.....Gentlemen, second class.
BERE	.....Ladies, second class.
CHOP	.....Berths vacant.
PRAS	.....Berths required on Perth express tomorrow for following passengers holding privilege tickets and free passes reserving at Kalgoorlie.
SPAT	.....First class sitting up passengers requiring accommodation Perth express tomorrow.
STAS	.....Second class sitting up passengers requiring accommodation Perth express tomorrow.

(h) Immediately after arrival of Trans-Australian train at Kalgoorlie the senior conductor must hand over the Perth express diagrams to the station master, Kalgoorlie

(i) If the allotment of berths in three cars is not sufficient for any particular train, extra accommodation will be arranged by the station master, Kalgoorlie, on receipt of advice by wire from the senior conductor.

(3) *Other systems.*

(a) Senior conductors must inquire of first class eastbound passengers whether or not they have already booked sleeping berths on the connecting State trains, and if they have not they should be informed that if they so desire, arrangements can be made by wire to book sleeping berths. (They should also inquire of intermediate westbound passengers proceeding beyond Kalgoorlie whether they require sleeping berths to Perth).

(b) First class sleeping berths are available on express trains between Adelaide and Melbourne, Melbourne and Sydney, and Sydney and Brisbane. Both first and second class sleeping berths are available between Kalgoorlie and Perth.

(4) (a) Seats (first and second class) may be reserved on express trains between Port Pirie Junction and Adelaide, Adelaide and Melbourne, Melbourne and Sydney, and Sydney and Brisbane, in either direction. Except as provided in sub-clause (e) hereof, booking of seats is compulsory:—

(i.) In the case of passengers holding tickets for travel between Fremantle, Perth or Kalgoorlie, and eastern State stations, Adelaide and beyond (including those holding Port Pirie Junction-Melbourne sleeping berth tickets) travelling by express trains between Port Pirie Junction and Adelaide;

(ii.) in the case of passengers not booked in sleeping berths between Adelaide and Melbourne;

(iii.) in the case of passengers travelling by limited express between Melbourne and Albury;

(iv.) in the case of passengers not booked in sleeping cars on the limited express between Albury and Sydney; and

(v.) in the case of passengers not booked in sleeping cars on the express between Sydney and Brisbane via Kyogle.

(See also subclause (b).)

(b) Passengers from Western Australia, when taking out rail tickets, may reserve definite seats on the express trains from Adelaide to Melbourne, and the 6.30 p.m. Melbourne to Albury express (6.15 p.m. Sundays) and the connecting express from

Albury to Sydney. Passengers travelling from Western Australia to Sydney and Brisbane, who have not reserved seats on the 6.30 p.m. (6.15 p.m. Sundays) Melbourne to Sydney express, are not permitted to travel by that train. The journey to Sydney from Melbourne in that case must be made by the first division, which leaves Melbourne at 5 p.m.

(c) Senior conductors on eastbound passenger trains are to attend to the allotment of reserved seats between Port Pirie Junction and Adelaide for passengers who have paid the necessary charges at the time of purchasing rail tickets. They are also to attend to the allotments, and issue reserved seat tickets when necessary, to passengers who are not compelled to reserve seats (such as free pass and privilege ticket holders) and who desire reservations. (See clause 5.)

Ordinary sleeping cars will be attached to Port Pirie Junction-Adelaide express trains to accommodate passengers who have reserved sleeping berths Port Pirie Junction-Melbourne and who desire to travel to Melbourne without stop-over at Adelaide. The reserved seat tickets held by these passengers are to be endorsed "sleeping car."

The Pullman sleeping car will not be attached to express trains between Port Pirie Junction and Adelaide, and passengers holding sleeping berth tickets for this car are to be allotted seats in the sitting-up car between Port Pirie Junction and Adelaide.

Provision is made for the insertion of seat reservations on the South Australian coupon portions.

(d) The senior conductor will ascertain from passengers travelling to Melbourne Sydney and Brisbane, who have not reserved definite seats when booking (see (b) above) whether reserved seats are desired on the connecting expresses from Adelaide to Melbourne, and Melbourne and Sydney. This information is to be telegraphed to Adelaide and Spencer Street (See instruction 79/7) at which point passengers concerned must take out their reserved seat tickets immediately after arrival.

The charge for each seat in either class is 1s. 3d. Port Pirie Junction to Adelaide, 1s. 3d. Adelaide to Melbourne, 1s. 3d. Melbourne to Albury, 1s. Albury to Sydney, 1s. 3d. Sydney to Brisbane, via Kyogle, 1s. Sydney to Wallangarra, and 1s. 3d. Wallangarra to Brisbane.

(e) Reserved seat fees will not be charged for group travel subject to minima of six (6) first class and eight (8) second class adult fares.

(5) Allotment of seats, Port Pirie Junction to Adelaide by senior conductors.

(a) Senior conductors will be supplied by the station master, Port Pirie Junction, with a number of reserved seat tickets (also diagram forms) which must be issued in sequence. The money collected, together with the

Reservation  
of seats by  
Senior  
Conductors.

diagram, must be handed into the booking clerk at Port Pirie Junction, who will check and take the amount to debit.

- (b) Tickets are supplied in three (3) series, i.e. "plain," "star," and "dagger" sets for issue by the respective senior conductors. The numbers of the seats allotted must be inserted on the back of the respective tickets and marked off on the diagram.

- (c) The senior conductor must wire from Zanthus to the station master, Port Pirie and the superintendent, Adelaide, particulars of seat bookings in the following form:—

Passengers beyond Port Pirie Junction—

(i.) First sleeping car No.....

(ii.) Sitting up car:—  
Total first class.  
Total second class.

(iii.) Individual Nos. of seats vacant.

First car 1.

First car 2.

Second car 3.

Second car 4.

NOTE.—"Car 2 may only be booked into when car 1 is fully booked."

On receipt of this information the vacant seats may be reserved at Port Pirie Junction, and subsequent application received by the senior conductor must be referred to the booking office, Port Pirie Junction.

- (6) The senior conductors on the up through passenger trains must from Zanthus, wire "traffic" Port Augusta and superintendent, Adelaide, the total number (separately) of—

(a) (i.) All first and second class passengers for beyond Port Pirie Junction; and

(ii.) The first and second class sitting up passengers and the number of first class sleeping berth passengers for beyond Adelaide.

- (b) Similarly, the senior conductor on down through passenger trains must as early as possible, wire "traffic" Port Augusta the total number (separately) of first and second class passengers for Kalgoorlie and beyond.

- (7) Telegraphic advice of berths and seats required Adelaide-Melbourne and beyond.

(a) The senior conductor of each eastbound train must lodge at Zanthus a wire addressed to the superintendent, Adelaide, and the chief ticket clerk (C.T.C.) Adelaide, also a similar wire addressed to the chief booking

clerk, Melbourne, giving particulars of first class berths, and first and second class seats required by passengers on the connecting Adelaide-Melbourne, and Melbourne-Albury expresses, respectively.

- (b) These wires are only to cover those passengers who (through an oversight or otherwise) have not already reserved berths or seats on the connecting trains when purchasing ordinary tickets in Western Australia.

- (c) Code words are to be employed as under:—

Code Word.

Interpretation.

BULA Berths required on connecting Adelaide-Melbourne (or Melbourne-Sydney express.....(date). Individual names of passengers to be given, and sex clearly indicated.

CUTY First class reserved seats required (on same connecting train)..... This figure includes..... in smoking compartment and..... in ladies compartment.

CEDO Second class reserved seats required (on same connecting train)..... This figure includes..... in smoking compartment and..... in ladies compartment.

NOTE.—Numbers must be spelt in every case and not indicated by figures, which are liable to mutilation during transmission. When sleeping berths are booked, reservation of a seat is not necessary in addition. Should reserved seats be required Albury to Sydney, a separate wire must be sent to the chief booking clerk, Melbourne, clearly indicating what is required.

Specimen wire would read therefore:—

Supt. and C.T.C.,

Adelaide (or C.B.C. Melbourne).

BULA eighteenth four Mr. and Mrs. Martin

Mr. Jones Miss Perry.

CUTY nine four three.

CEDO twelve six four.

The words following "BULA" would mean that on the connecting train (ex Adelaide or Melbourne as the case may be) on 18th. of whatever month involved, four sleeping berths for the persons named were required in addition to those already booked.

The words following "CUTY" (first class) and "CEDO" (second class) would indicate the num-

ber of reserved seats required (in addition to those already booked) and what portions of them were required in the "smoking" and "ladies" compartments respectively.

(d) Passengers for whom seats have been wired must be advised by the senior conductor that such seats will only be held for one hour after the arrival of the train at Spencer Street.

(8) Parlor car seats.—In the event of any seats being required by passengers in the parlor car, which is attached to the 6.30 p.m. "Spirit of Progress" express Melbourne to Albury, the words "and one lady and one gent parlor" (or as required) are to be added to the telegram sent from Zanthus to chief booking clerk, Spencer Street. (The charge for reserved seats in the parlor car is 6s. each in addition to the first class fare.).

## DINING CAR SERVICE.

### GENERAL.

79A. (1) (a) The senior waiter on each dining car will be in charge thereof and is directly responsible for the conduct and strict attention to duty of the dining car staff and for seeing that employees appear on duty correctly dressed, and in uniform if provided.

Senior Waiter  
in charge.

(b) The chef is responsible for the preparation of all food stuffs, general tidiness and cleanliness of the kitchen and utensils and satisfactory performance of all kitchen works. The second chef and kitchenman will cook under his direction.

Chef in charge  
of kitchen.

(c) Keys of the dining car are to be held by the senior waiter, but duplicate keys of the dining car doors will be held by the station master, Parkeston and by the supervisor at Port Pirie Junction to be used when it is required to enter the car for repair work, etc.

Keys of  
dining cars.

(d) No persons, other than passengers or members of the dining car staff, are to be permitted to frequent the cars. When at stations or terminals cars must be kept strictly private and no one is to be permitted on them without proper authority.

Unauthorized  
persons not  
permitted in  
dining cars.

(2) The senior waiter and waiters on duty must wear white coats and navy blue trousers, also white shirts, white collars and black bow neckties. White coats and navy blue trousers will be supplied to waiters free of charge.

Uniforms  
and dress.

(a) Chefs must wear white linen coats, white caps, and aprons.

(b) Laundering of white coats and chefs' uniform will be done at departmental expense. The senior waiter will be responsible for seeing that reasonable care is exercised to avoid unnecessary laundry expense.

(c) When passing through the train on their way to and from the brakevan, the dining car staff must be suitably clothed. Uniform must be worn where provided.

80. Immediately after coming on duty, the senior waiter and chef must see that the car is in perfect order, and requirements of stores and other supplies for the trip are fully met.

Dining car  
supplies and  
equipment,  
etc., to be in  
order and  
complete.

81. (a) The senior waiter must keep the condition of the car under close attention. In the event of any defect in the range, cooking utensils, etc., the chef must bring it under the notice of the senior waiter who must submit a written report to the supervisor at Port Pirie Junction, station master, Quorn, or the station master at Parkeston, and in addition, in the case of any serious defect, the report must be telegraphed to these officers. (All reports received by the station master, Parkeston, station master

Condition  
of car and  
equipment to  
be given close  
attention.

Quorn, or Alice Springs, are to be at once transmitted to the supervisor, but the former officers will be responsible for taking any action that may be immediately necessary).

(b) The dining car staff is responsible for the cleanliness of the interior of the dining car and the senior waiter and chef will see that this is given constant attention in the dining car and the kitchen respectively. The face and railing of the range and oven doors must be regularly and thoroughly cleaned, grease must be removed. Special attention must be given to the interior of cupboards and ice chests, underneath ovens, and the Bain Marie counter, inside sinks and garbage chutes. Similar attention must be given to the pantry.

The supervisor, will arrange for the interior of kitchens and undergear to be steam cleaned as frequently as necessary, and will arrange for cars to be treated for extermination of cockroaches as required. Exteriors will be regularly cleaned by the car cleaning staff at Port Pirie Junction, Quorn and Parkeston, and by the dining car staff as may be directed. On arrival at terminals carpet runners in the dining car must be rolled up and left in that position until day of departure.

82. The kitchenman will be responsible for the maintenance of adequate water supplies on the dining car, and he must see that when it is necessary to replenish tanks during his hours of duty the work is carried out expeditiously. The tanks must be filled by the car cleaning staff at depots before commencement of the journey and replenished en route as necessary at the recognized stations for watering cars. If tanks have to be replenished while the kitchenman is off duty, the outgoing guard must satisfy himself that this has been done.

83. The fire in the cooking range of the dining car must be extinguished before the kitchen staff vacate the car both at the termination of a trip and each night.

84. Chefs, senior waiters, and all others concerned are enjoined to exercise economy in the consumption of foodstuffs and full care in the handling of equipment. Any avoidable expenditure and waste must be eliminated, but it is not desired that anxiety for economical work shall lead to any deterioration in the standard of service in the dining cars.

85. Wearing apparel must not be hung in the dining or cooking apartments of the car, but placed in the cupboards provided.

86. Packages and parcels, other than those for use in connection with the dining car service, are not to be brought into, or carried in the dining cars, and articles other than personal effects required for the trip are not to be carried in staff quarters.

87. (a) Kitchen staff and waiters are prohibited from emptying garbage from the cars while at stations. Slops and trimmings must be kept in the receptacles provided for the purpose.

(b) Surplus dripping must be placed in suitable receptacles and handed to the supervisor after each round trip for disposal to best advantage.

88. (a) Members of the dining car staff and conductors are entitled to free meals.

Meals to staff.

(b) Guards and loco. examiners working on the train and other employees travelling on duty who hold passes endorsed accordingly may be supplied with meals at the prescribed rate for employees travelling on duty but not more than three courses are to be served at the reduced rate at any one meal. Meals are not to be served to employees under the conditions of this paragraph until after the passengers' meals are completed.

(c) In each case the employee to whom the meal is served at the reduced rate must sign the D.C. 3 chit receipt before it is detached from the book by the senior waiter.

89. At the end of each trip, the senior waiter must submit a special report if there has been any occurrence on the trip prejudicially affecting the comfort or convenience of passengers, supply of faulty foodstuffs, etc.

Unusual occurrences to be reported.

#### EQUIPMENT AND SUPPLIES DINING CARS.

90. (a) The senior waiter will be responsible for the safe custody and condition of the equipment, stores, and saleable stock (except the kitchen stores and equipment, for which the chef will be responsible) from the time he receives them until, in the case of equipment he hands it over to the supervisor at Port Pirie Junction, station master, Parkeston, or the authorized officer at Quorn or Alice Springs, and in the case of stores until they have either been consumed (or sold) or similarly handed over.

Dining car equipment and supplies—Custody and condition of.

(b) Each dining car will be equipped with linen, crockery, glassware, cutlery, and other articles in accordance with schedule III., page 60.

(c) The senior waiter and chef must regularly examine the equipment of the car for which they are responsible and report (on Form D.C. 6.) any instance where equipment is not up to proper standard as regards either quality or quantity.

(d) It will be readily understood that the breakage and loss of equipment means unnecessary expense to the department, and in addition to the high cost it is sometimes difficult to obtain supplies of suitable quality. It is therefore necessary for the senior waiter to exercise strict supervision to see that damage to equipment is reduced to a minimum and that no loss is incurred through unauthorized persons removing equipment from the dining car.

(e) Once every four weeks at regular intervals the supervisor or a person specially appointed to perform the duty, must, in conjunction with the chef (so far as other dining car equipment

Water supplies, dining car.

Fire in cooking range to be extinguished.

Economy.

Wearing apparel in dining cars.

Parcels not to be conveyed in dining cars.

Garbage.



is concerned) take stock of the equipment of the car, showing the result of their check on a dining car equipment form (D.C. 21) together with a report regarding any deficiency or any variation calling for comment. Any deficiencies in the equipment must be made good at the earliest opportunity. A D.C. 21 trip report form setting out particulars of equipment in the dining car will be supplied by the supervisor to the senior waiter at the commencement of each trip, and at the completion of the trip, after entering information required of him on the form, and signing it, the senior waiter will return it to the supervisor.

Linen—  
Dining cars.

91. (1) (a) Linen for dining cars in accordance with the standard (see schedule III.) will be issued to senior waiters for the round trip by the supervisor at Port Pirie Junction or Port Augusta for Central Australia line, before departure of the westbound train.

(b) A receipt is to be given by the senior waiter for the linen issued to him.

(c) The linen must be neatly stacked in the dining car lockers provided for the purpose immediately after receipt.

(2) (a) Soiled linen must at every convenient time *en route* be checked, bagged, and placed (in lockers where provided) in the brakevan for delivery to the laundry at Port Augusta on the eastbound journey. (Southbound journey in the case of Central Australia railway.) At Alice Springs, however, the soiled linen on the northbound journey, must be retained in the dining car in care of the senior waiter until day of departure on the return journey when it must be consigned and loaded in the brakevan for the laundry at Port Augusta.

(b) The senior waiter must place in each bag containing soiled linen a list showing particulars of the linen contained therein, with explanation of any discrepancy.

(c) All surplus clean linen and linen soiled after delivery of soiled linen for the laundry at Port Augusta on the eastbound journey must be handed in to the supervisor at Port Pirie Junction at the termination of the journey. All soiled linen, and clean linen, on the termination of the southbound journey on the Central Australia line must be delivered in bags addressed to the laundry at Port Augusta.

Supplies,  
provisions,  
and saleable  
items.

92. (a) The senior waiter, in conjunction with the chef is responsible for seeing that sufficient stores are carried in the dining car and will requisition on Form D.C. 7 for any stores required on the supervisor, Port Pirie Junction, or the station master at Parkeston.

The senior waiter is also responsible for maintaining adequate supplies of approved saleable items such as aerated waters, tobacco, etc. Supplies of these are to be obtained by requisition (D.C. 7 Form) on the supervisor.

(b) In cases of emergency, food supplies may be obtained by the senior waiter from departmental stores *en route*, timely advice of requirements being given by wire through the respective station masters. All supplies must be checked as to weight, quantity, etc., on receipt, and the attention of the supervisor or the station master drawn to any defect as regards weight, quantity, or quality.

(c) Invoices must be obtained with the goods, certified to by the senior waiter and handed by him to the supervisor with the trip report, together with any explanation as to the necessity for obtaining the additional supplies.

93. (a) Senior waiters' trip reports (Form D.C. 11) are compiled and handed to the senior waiter by the supervisor for each round trip and show particulars of the whole of the provisions, saleable goods, aerated waters, etc., on the dining car.

Accounting—  
Senior  
Waiter's trip  
report  
(D.C. 11  
Form), cash  
takings, etc.

(b) Columns provided in the trip report, and their purpose are:—

- (1) Quantities carried forward from previous trip:—  
Quantities carried forward from previous trip will be inserted in this column in the supervisor's office. These particulars must be checked by the senior waiter.
- (2) Supplies from depot:—To be completed by the senior waiter after checking all stores, etc., with the dockets received from the suppliers.
- (3) Supplies obtained *en route*:—To be completed also by the senior waiter for any supplies received *en route*.
- (4) Total supplies:—To be filled in by the senior waiter, but before column 6 is completed a stocktaking, taken conjointly by the senior waiter and the chef, at the end of each trip is necessary.
- (5) Quantity on hand, end of each trip:—To be filled in by the senior waiter, but before column 6 is completed a stocktaking, taken conjointly by the senior waiter and the chef, at the end of each trip is necessary.
- (6) Quantities consumed:—To be filled in by the senior waiter, but before column 6 is completed a stocktaking, taken conjointly by the senior waiter and the chef, at the end of each trip is necessary.
- (7), (8), (9) For recording particulars of supplies (if any) obtained *en route* except in the case of saleable items. Columns 7 and 8 (page 6 of the trip report) are for use in extending the value of such saleables. Columns 7 to 8 on page 6 are to be completed by the senior waiter who will then transcribe the value of such sales to the appropriate column of the summary of cash takings (Form D.C. 5).

Cash  
receipts—  
Disposal of.

94. (a) Particulars of all supplies received by the senior waiter at Port Pirie Junction (or Port Augusta or Quorn on the Central Australia line) after receipt of the trip report or *en route* must be entered by him on the trip report.

(b) Stocks of tobacco, aerated waters, confectionery, etc., must be checked at the end of each down and up trip, and the amounts paid in must balance with the amount of sales.

(c) Cash collected on the down journey on Trans-Australian line must be paid on arrival to the station master, Parkerton (or his clerk), who will pay same into the bank—on days of receipt if possible—and hand the senior waiter on his next east-bound trip a bank receipt for the amount. An interim receipt must be given to the senior waiter.

(d) The bank receipt, together with cash collected, on the up journey (Trans-Australian line), also the chit books, D.C. 5 form, and trip report must be handed to the supervisor (or his clerk), who will at once check the chit books, etc., with the trip report and D.C. 5 form, and pay the cash to the goods clerk, Port Pirie Junction, who will pay same into the bank at Port Pirie. Chit books, if not completed, will be returned to the senior waiter with a fresh trip report for the next trip.

(e) The procedure to be followed on the Central Australia line is laid down in instruction 128 of this book.

(f) The particulars shown in column "stock on hand at end of trip" will be carried forward to a new trip report by the supervisor, who will also enter thereon particulars of goods supplied at Port Pirie Junction.

(g) The floating cash must be locked up each night in the safe provided in the dining car for the purpose, also any cash collected whilst train is *en route*.

(h) A similar procedure is to be followed in the case of inspection of other special trips where meals are arranged through the supervisor.

95. The senior waiter, before the completion of each journey will confer with the chef, and will report to the supervisor at Port Pirie Junction and the station master at Parkerton, the stock of provisions held in the car, and available for use on the succeeding trip. He will also requisition these officers for additional supplies required.

96. Meat, fish, and other supplies must be kept in the place provided for them.

97. Senior waiters must promptly return to the supervisor any stock which becomes unsaleable through damage or deterioration.

98. At the close of each costing period, the value of foodstuffs on hand must be calculated by the senior waiter and the chef (and checked by the supervisor or his representative) and submitted in connection with the returns compiled by the supervisor.

Check of  
stores at  
completion  
of trip.

Meat and  
fish.  
Unsaleable  
stocks.

Foodstuffs on  
hand at close  
of costing  
period.

## SERVICE OF MEALS, ETC.

99. (a) Breakfast is to be served from 7.30 a.m.

Breakfast.

(b) If the number of passengers require it, there will be three sittings for lunch and dinner, namely:—

Lunch and  
dinner.

Lunch . . . . .	12 noon	12.45 p.m.	1.30 p.m.
Dinner . . . . .	5.30 p.m.	6.15 p.m.	7.15 p.m.

Endeavour should be made to start the 7.15 p.m. dinner well on time, and if possible a little before 7.15 p.m.

NOTE.—Where at the commencement of the journey it is not possible to commence service of the first sitting at the time specified above, a commencement is to be made as soon as passengers join the train. Similarly if the arrival at the terminal necessitates an earlier start of the service of a meal, this is to be arranged.

100. (a) Meals must be punctual, and (with the exceptions referred to) there must be no variation of fixed time. They will not be served in compartments except in case of illness. Waiters must not assume that at luncheon and dinner everyone is going to take tea or coffee. Passengers should be given the option of taking iced drinks.

Meals to be  
punctual.

101. The senior waiter must see that complete serviette number lists are provided by the senior conductor promptly as provided in instruction II. and must report any failure or omission when his check is completed. The senior waiter will return the lists to the senior conductor for forwarding to the chief traffic manager with the diagrams.

Serviette  
lists, Trans-  
Australian  
Line.

102. (a) The senior waiter must hand to passengers who are entitled to meals by prepayment, and to passengers who are not travelling the whole journey but have signified they will partake of the meal, "call slips" (D.C. 1 to 1E, as appropriate) for either the first, second or third call, as the case may be, for lunch and dinner. Slips must not be issued in excess of the accommodation in the dining car. A few minutes before the meal is ready an announcement should be made in each car by use of xylophone in the manner described in clause 102(b). Passengers on entering the dining car must produce call slips.

Call slips,  
intermediate  
passengers.

(b) One xylophone is supplied as part of the equipment of each dining car on the Trans Australian railway, each meal and each sitting is to be announced by the waiter sounding appropriate chimes distinctly on the instrument whilst passing through the train instead of by voice.

Use of  
xylophones  
for  
announcing  
meals.

When there is more than one sitting, the sitting which is being announced must be signified by 1, 2, or 3 distinct beats (as the case may be) on one note preceding the playing of each chime. In order that passengers will not delay attending the meal owing to any misunderstanding, conductors must inform them when going through the train before the first meal of the manner in which meals will be announced.

Table linen—  
Changing of.

103. (a) Economy must be exercised in the changing of table linen, but not to the extent of detracting from proper cleanliness. Table cloths should, however, be changed after each meal. The car must at all times when the tables are set present a neat, tidy, fresh, and appetizing appearance, and soiled tablecloths and serviettes are to be changed accordingly as may be necessary.

(b) When setting up the tables, waiters must examine each piece of linen carefully, and any found to be torn, damaged, or soiled must be exchanged for linen in good condition.

104. A menu card must be exhibited on each table for each meal. Waiters must not content themselves with carrying a menu card from table to table. Each card must be clean, and any alterations made in the wording must be neatly done.

105. (a) The waiters will not produce serviettes until the passengers are seated. If a passenger cannot supply his number the list referred to previously should be consulted. If a passenger is booked to or from an intermediate station he is to be provided with a serviette but not a serviette ring, and charged for meals partaken of in accordance with scale set out herein.

(b) Special care should be taken to see that stained serviettes are not given to passengers—the policy of the department is to give each passenger two serviettes for each single journey, but if cases come under notice where a passenger has stained his serviette say at the first meal, it should be immediately replaced.

Attention to  
passengers.

106. (a) The senior waiter must see that passengers receive proper and courteous attention.

(b) The senior waiter must direct the seating of passengers, and in addition see that orders are promptly transmitted by the waiters in a quiet, orderly manner (they must not be shouted), and that meals are quickly served.

Attire—Male  
passengers in  
dining car  
during meals.

107. Ordinarily, male passengers having meals in the dining car should be required to wear coats, and to be otherwise normally clad. In very hot weather, however, the wearing of a coat would be burdensome to many men, and this need not be insisted on, provided that the passenger is reasonably attired.

It is impossible to lay down a hard and fast rule, and the senior waiter will have to exercise discretion, bearing in mind:—

- (1) That hot weather is a ground for some departure from normal dress;
- (2) That such departure must not be of such a kind that a reasonable person could regard as offensive; and
- (3) That tactful handling on his part will obviate or remove cause for complaint due to difference of opinion amongst passengers, *e.g.*, the placing at the same table of those who have similar ideas as to suitable attire.

108. Immediately after each of the sittings for dinner, coffee is to be served in the lounge car, by the first class conductors. (See instruction 55(d)).

Coffee to be  
served in  
lounge after  
dinner.

#### DINING CAR SERVICE—MEAL CHARGES.

109. (a) Passengers not travelling the whole journey between Port Augusta and Kalgoorlie must be charged for meals actually partaken as under:—

Meal charges,  
intermediate  
passengers.

	Adult.	Child.
	s. d.	s. d.
Breakfast . . . . .	4 0	2 9
Luncheon . . . . .	4 6	3 0
Dinner . . . . .	5 0	3 6

(b) In respect of passengers not travelling the whole journey, chits covering the cost of meals are to be issued at the time the money is collected; that is to say, just before the meal is completed. The rule applies also to employees taking meals on train, either at the scale for passengers or at the reduced scale of 2s. 6d. per meal. Employees partaking of meals at the reduced rate must sign the senior waiter's chit book.

#### DINING CAR SERVICE—LIGHT REFRESHMENTS, MORNING TEA.

110. (a) The service of morning tea and biscuit in the cabins and afternoon tea and cake, etc., in the first class lounge is included in the through meal charge on the Trans line.

Light  
refreshments,  
tobacco,  
aerated  
waters, etc.—  
Sale of.

(b) Light refreshments, other than those specified above, including tea, coffee, or cocoa, cake, pastry, bread and butter or biscuits, aerated waters and cordials, also tobacco, cigars and cigarettes, etc., must be charged for according to the scale of charges for the time being in force.

(c) The youth conductor must traverse each passenger car immediately after each meal (also at intervals as work permits), and offer for sale to passengers tobacco, magazines, confectionery, etc.

(d) Chits are also to be issued for any sales of light refreshments, but not for aerated waters, tobacco, cigars, magazines, postcards, sweets, etc., which are debited on the trip reports.

Chits to be  
issued.

(e) Sums paid by more than one person must not be included in the one chit. A separate chit must be provided for each person making payment. All chits must be prepared in duplicate with carbon.

(f) When for any reason it is found necessary to cancel or amend any chit owing to particulars being incorrectly filled in the senior waiter must obtain the initials of some other member of the dining car staff. An explanation of any cancellation or alteration must be submitted by the senior waiter on completion of the trip.

## CO-OPERATION.

111. Co-operation is to be shown by each member of the staff. Help one another as much as possible. This is in everyone's interest and the service is thereby speeded up.

Care should be taken when cleaning tables between sittings to see that crumbs of bread, etc., are not left on the table or dropped on the floor. As little noise as possible should be made and speech reduced to a minimum.

Do not argue with a customer. Remember the customer is always right. If an occasion arises that you cannot handle your customer, you should immediately advise your senior waiter.

Remember appearance is 35 per cent of the waiter. Do not come on duty with dirty finger nails, shoes that require cleaning, tobacco stained fingers, or in need of a shave. Keep your hair trim and tidy and slick as possible. Have a clean sweet breath. Never before serving eat anything that has a strong odour.

Food well cooked is not enough to make a perfect meal. It must please the eye as well as the palate, and this is where the waiter's work begins.

Remember that a smile will take you a long way. Adopt a pleasant attitude to passengers even if you do not feel up to the mark yourself. Your private trouble is not the passengers.

Walk quickly and quietly.

Keep your eye on superiors so that anything needed may be ordered without attracting the notice of guests.

Don't wait for a passenger to ask for anything, always try to anticipate requirements.

Never stand idle. Try and keep busy on your station. If your table is not occupied help out the other fellow.

Don't drop silverware or dishes. Handle them carefully and noiselessly.

Do not take away any dish until you are sure the passenger has finished with it.

### *Anticipation—*

(1) Deliver your order quietly and without speech.

(2) After delivery of say a joint, place the pepper and salt pourer handy and if you are serving lamb, mint sauce, etc., don't say in the action of delivery, "salt, madam," "pepper, sir," etc.

## CENTRAL AUSTRALIA RAILWAY.

### DINING AND SLEEPING SERVICE.

112. Meal charges are compulsory on the through train between Port Augusta and Alice Springs, Central Australia line, to which a dining car is attached, in the following cases in respect of which the charges shown apply.

113. The charges cover the meals specified on the ticket and for any additional meals served the tariff for intermediate passengers hereunder is to be charged. The through meal ticket is valid only on the journey for which it is issued.

114. The following are the charges for individual meals to intermediate passengers:—

#### Breakfast—

	Each.
	s. d.
Adult . . . . .	3 6
Child . . . . .	2 6

#### Luncheon—

Adult . . . . .	4 6
Child . . . . .	3 0

#### Dinner—

Adult . . . . .	5 0
Child . . . . .	3 6

(A "child's" ticket is issued to each child four years and under 14 years of age.)

#### Each.

Morning tea . . . . . Service: 9d.

Afternoon tea . . . . . Service: 9d.

115. D.C.3a chits are to be issued by the senior waiter for each service of morning or afternoon tea.

116. Printed priced intermediate meal tickets in books of 50 tickets, numbered consecutively, are available as follows:—

	Price.
	s. d.
D.C.3d (adult breakfast) yellow with scarlet corner ..	3 6
D.C.3e (child breakfast) green with scarlet corner ..	2 6
D.C.3h (adult luncheon) brown with scarlet corner ..	4 6
D.C.3b (child luncheon) white with scarlet corner ..	3 0
D.C.3c (adult dinner) pink with scarlet corner ..	5 0
D.C.3g (child dinner) blue with scarlet corner ..	3 6

117. A small ticket box, with slot for inserting these tickets, and padlock for locking it, is provided.

118. Books of tickets of each denomination sufficient to meet requirements for the round trip, will be supplied to the senior

waiter by the supervisor before the commencement of the outward journey, and his receipt will be obtained for them.

119. Books of tickets are to be issued in consecutive order, and recorded in a book for the purpose, and particulars, *i.e.*, commencing and closing numbers, are to be entered on the trip report.

120. When a customer who is not in possession of a through meal ticket takes his seat in the dining car, a meal ticket appropriate to the meal must be promptly placed before the customer by the waiter, and the customer requested to detach the scarlet corner of the meal ticket and hand it to the waiter, who shall hand it to the chef. The chef must place it in the box provided. The waiter is not to, in any circumstances, detach the scarlet corner of a meal ticket. The service of any portion of a meal is not to be commenced until the scarlet portion has been detached by the customer. The charge, in accordance with the ticket issued, is to be collected from the customer towards the close of the meal.

121. The waiter may issue meal tickets in any number required by passengers at the outset of the journey if they so desire, collecting the value of the tickets at the time of issue. Passengers, in such cases, will be required to detach the scarlet corner of the appropriate ticket before the commencement of the meal, and the procedure by the waiter, thereafter, is to be the same as instructed in the foregoing paragraph.

122. Meal chits (D.C.3) except in the case of meals for which card meal tickets are not available, are not to be issued to passengers holding card meal tickets.

123. The attendant, *i.e.*, senior waiter, when examining passenger's rail tickets, must collect meal tickets held by them, after comparing the number, *etc.*, of the passenger's ticket with the particulars shown on the back of the meal ticket, and obtaining the passenger's name.

124. He must then prepare a list showing each passenger's name, and number of rail and meal tickets held, and when completed he must hand the list and meal tickets to the chef, who, after comparing the ticket numbers with the list, and satisfying himself that the latter is in order, will countersign it, and place the tickets in the chit box.

125. A similar procedure is to be followed in respect of sitting-up car passengers holding card meal tickets, except that the collection of the ticket may be done on the passenger taking his seat in the dining car for the first meal.

126. At the termination of each trip the senior waiter must enter in the trip report (D.C.11 form) details of the meals served in exchange for card meal tickets, the numbers of the tickets covering these meals, and where the tickets were issued.

127. The list showing particulars of card meal tickets collected by the senior waiter must be attached to his trip report (D.C.11 form) and forwarded to the Supervisor, Dining and Sleeping Service. After checking the list and tickets, the supervisor or his representative will arrange for the tickets to be included in and forwarded with return of tickets collected, to the Accounts and Audit Officer.

#### CASH TAKINGS.

128. On arrival at Alice Springs the senior waiter will prepare a D.C.5 summary of cash takings for the total amount of dining car cash takings on the down journey, and hand the summary with the amount involved to the station master, Alice Springs, obtaining his receipt for the cash on a copy of the summary referred to.

On arrival at Port Augusta on the up journey all dining car cash takings for the up journey will be handed by the senior waiter to the station master, Port Augusta, together with a detailed summary on form D.C.5. The amount represented by the receipted D.C.5 summary obtained from the station master, Alice Springs, will be included in the detailed summary submitted to the station master, Port Augusta, and the receipted summary will be accepted by the latter officer as credit for the amount paid in at Alice Springs. The station master, Port Augusta, will re-charge the amount of the cash takings for the down journey represented by the D.C.5 receipt, to the station master, Alice Springs, on parcels waybill.

A small safe is provided in the dining car for the safe custody of revenue collected by the senior waiter, and in addition, he is provided with a cash bag, which, from Quorn to Port Augusta on the up journey, when he is unable to keep his cash takings in the dining car safe owing to the car being detached at Quorn, he will use for keeping his cash takings. The cash bag is to be placed in the hopper safe in the brakevan of the train on the night before arrival at Port Augusta, and reclaimed by the senior waiter from the Collector of Public Moneys on the day of arrival at Port Augusta. The cash bag must be placed in the hopper safe by the senior waiter in the presence of the guard. Should there be any cash collections (*e.g.*, through late running after the cash has been placed in the hopper safe) the senior waiter will account for and pay in these on arrival at Port Augusta.

#### SLEEPING CAR.

129. The senior waiter is in charge of the sleeping cars attached to the mixed train between Port Augusta and Alice Springs and the conductors employed. When an extra sleeping car is attached to the train, a conductor will be provided, but the senior waiter will be responsible for the examination and

collection of tickets, and the conductor will work under the direction of the senior waiter. The senior waiter will obtain the sleeping car diagrams from the station master, Port Augusta, or Alice Springs, as the case may be, and see that passengers are accommodated in the particular number and class of berth allotted. He will arrange the allotment of any available sleeping berths to intermediate passengers who have not previous to joining the train, arranged to reserve a berth, and collect the necessary sleeping berth charges and rail fare. If application is made at Port Augusta or Quorn or any other station where tickets are issued the passenger should be required to purchase the tickets from the booking office—the particulars of reservation being supplied by the senior waiter. If passengers for whom sleeping berths are reserved are to join the train at night—outside the senior waiter's hours of duty—he will prepare the berths, and inform the guard accordingly, and the guard will be responsible for directing the passenger to the sleeping berth concerned, which must be done as noiselessly as possible so that other passengers already occupying sleeping berths may not be disturbed, and for collecting the charges and issuing a ticket, if not already held by the passenger.

#### CASH TAKINGS.

130. All revenue collected by the senior waiter for rail fares and sleeping berths are to be paid at the termination of the "down" journey to the station master, Alice Springs, and at the termination of the "up" journey to the station master, Port Augusta. A receipt is to be obtained by the senior waiter from the station master for the total amount paid in, on the back of the last excess fare ticket used by the senior waiter.

#### EQUIPMENT.

131. Sufficient linen for both dining and sleeping cars for the round trip will be supplied at Port Augusta.

See also instruction on pages 17 and 18 of this book re equipment, requisitions for supplies and trip reports.

### SCHEDULE I. EQUIPMENT OF SLEEPING CARS.

Article.	A.R.	A.R.P.	B.R.	B.R.P.	B.R.P.F.	H.R.	H.R.A.	N.A.R.	N.R.C.	N.B.R.	N.R.P.
Cans, hot water .. .. .	20	16	—	—	—	—	—	18	—	10	—
Cups, drinking .. .. .	—	—	2	2	2	—	—	—	—	—	—
Fire extinguisher, chemical ..	1	1	1	1	1	1	1	1	1	1	1
Ladders, step .. .. .	10	8	9	7	5	—	—	9	—	9	—
Laundry bags .. .. .	2	2	2	2	2	—	—	2	2	1	1
Mats, coir .. .. .	1	1	1	1	1	—	—	1	1	1	1
Mattresses .. .. .	21	17	34	28	21	8	10	19	25	23	18
Pillows .. .. .	41	33	34	28	21	8	10	37	49	23	18
Pillowslips .. .. .	42	34	34	28	21	8	10	37	49	23	20
Rugs .. .. .	42	34	68	56	42	16	20	38	50	46	36
Rugs, winter issue .. .. .	63	51	—	—	—	—	—	—	—	—	—
Sheets .. .. .	42	34	68	56	52	16	40	57	70	46	36
Soap, cakes .. .. .	24	20	10	8	8	2	3	20	2	12	4
Tables, compartment .. .. .	3	3	—	—	—	—	—	3	—	—	—
Toilet paper .. .. .	2	2	2	2	2	—	1	2	2	2	2
Towels, bath .. .. .	20	16	—	—	—	—	1	18	—	10	—
Towels, hand .. .. .	80	64	—	—	—	—	—	50	—	30	—
Towels, roller .. .. .	—	—	20	20	16	4	—	—	24	—	—
Tumblers .. .. .	20	16	—	—	—	—	—	18	—	10	—
Water bottles .. .. .	10	8	—	—	—	—	—	9	—	5	—

(The list provides for equipment required in conductors' cabins.)

The above list shows the standard equipment for the different classes of carriages. In so far as all items, except pillowslips, sheets, hand towels, roller towels, and bath towels are concerned, it is the duty of the senior conductor to satisfy himself that the whole of the articles are on the cars under his control. He must immediately report to the supervisor or station master any shortage of equipment so that the necessary action to make good the deficiency may be taken. Worn out articles (*e.g.*, brooms, brushes, etc.) must be produced to the supervisor when renewal is necessary.

The supplies of pillowslips, sheets, hand towels, roller towels, and bath towels are those necessary for a single trip with full load of passengers in the respective cars. The supervisor will increase or decrease the supplies in accordance with the number of passengers booked on the "down" journey, but must make provision for full car loads on the "up" journey. Receipts for this class of equipment will be obtained from the senior conductors at time of supply, and they must obtain receipt from the supervisor (or his representative) for all linen handed back, and account for any deficiencies. The form to be used is D.O.18.

NOTE.—In addition to sufficient equipment for all the sleeping berth passengers booked, the senior conductor, before leaving Port Pirie Junction, Port Augusta, or Kalgoorlie, must be supplied with sufficient sheets, pillowslips, and rugs for six (6) berths, for emergency use *en route*.

In addition to the foregoing, each senior conductor is supplied with the following articles and he is responsible for the distribution of them to each conductor as necessary and for their collection at the end of each journey:—

	Trans-Aust. line.	Cent. Aust. line.
Book of general rules .. .. .	1	1
Book of instruction to conductors, etc. ..	1	1
Bell flex .. .. .	2	—
Brushes, boot .. .. .	6	3
Brushes, clothes .. .. .	4	2

Brushes, lavatory .. .. .	3	2
Brooms, hair .. .. .	3	2
Brooms, straw .. .. .	3	2
Buckets .. .. .	3	1
Car No. cards (sets) .. .. .	2	2
Dusters, cloth .. .. .	6	6
Dusters, feather .. .. .	3	2
Electric light flex .. .. .	2	—
General appendix .. .. .	1	1
Hot water bags and covers (winter) .. .. .	40	20
Keys, compartment (gas) .. .. .	3	2
Keys, carriage .. .. .	3	2
Keys, clock .. .. .	1	1
Polish, boot, tan .. .. .	4	2
Polish, boot, black .. .. .	4	3
Spray, and supply approved insecticide .. .. .	1	1
Infectious disease equipment (set) .. .. .	1	—
Mops, polish .. .. .	3 and 1	1 each
Time table folders .. .. .	60	30
Ticket nippers .. .. .	1	1
Excess fares book .. .. .	1	1
Hat bags, paper .. .. .	60	30
Meal list forms .. .. .	20	10
Meals to staff at reduced rate—Authorized to serve .. .. .	20	10
Serviette No. slips .. .. .	200	200
Luggage labels, T.21 .. .. .	250	60
Luggage labels, T.22 .. .. .	250	60
Diagrams W.A. (Trans-Aust. line) .. .. .	10	—
Diagrams S.A. (Trans-Aust. line) .. .. .	10	—
Toilet paper (rolls) .. .. .	12	12
Disinfectant and Hygeal .. .. .	quantity	quantity
Afternoon and morning tea equipment—		
Coffee cups .. .. .	60	—
Coffee saucers .. .. .	60	—
Tea cups .. .. .	90	—
Tea saucers .. .. .	90	—
Tea spoons, E.P. .. .. .	60	—

(And such other articles as directed from time to time.)

## SCHEDULE II.

### APPROVED EQUIPMENT OF LOUNGE CARS.

Blotting paper, sheets .. .. .	10	*Book covers, leather bound, for—	
Clock .. .. .	1	<i>Chronicle</i> .. .. .	2
Carpet sweeper .. .. .	1	<i>Pastoral Review</i> .. .. .	1
Card tables .. .. .	4	<i>Western Mail</i> .. .. .	2
Chairs, lounge, all leather .. .. .	22	<i>Post</i> .. .. .	1
Chairs (wooden) with leather seats .. .. .	4	<i>Commercial Traveller</i> .. .. .	1
Chairs, bridge .. .. .	6	*Games—	
Settees .. .. .	2	Chess .. .. .	1
Tables, occasional .. .. .	2	Draughts, board (set) .. .. .	1
*Covers, table (green baize) .. .. .	4	Dominoes (set) .. .. .	1
Piano .. .. .	1	*Telephone Directory (Western Australia) .. .. .	1
Covers, piano .. .. .	1	Book of time tables for—	
Smokers' stands .. .. .	10	Commonwealth Railways (folder) .. .. .	1
Carpets .. .. .	1	Western Australia .. .. .	1
*Music song books .. .. .	3	South Australia .. .. .	1
Inkwell .. .. .	2	Victoria .. .. .	1
Ink (bottle) .. .. .	1	New South Wales .. .. .	1
*Pens and nibs .. .. .	4	Queensland .. .. .	1
Envelopes .. .. .	100	<i>Official Year Book—Commonwealth</i> .. .. .	1
Writing paper .. .. .	200	<i>Oversea Trade Bulletin</i> .. .. .	1
Telegraph forms (public), quantity		<i>Finance Bulletin</i> .. .. .	1
Tourist literature (Western Australia) .. .. .	quantity	<i>Commercial Traveller</i> .. .. .	1
Tourist literature (eastern States) .. .. .	quantity	<i>Golden West Magazine</i> .. .. .	1

\* To be collected by senior conductor at the termination of each journey and to be locked away by him for safe keeping until required for next journey.



### SCHEDULE III. EQUIPMENT OF DINING CARS.

Article.	Standard equipment.			Article.	Standard equipment.		
	D.	D.A.	N.D.A.		D.	D.A.	N.D.A.
<i>Linen.</i>				<i>Linen.</i>			
Glass towels . . . .	15	15	12	Serviettes . . . .	600	600	200
Kitchen towels . . .	30	35	12	Table cloths . . . .	120	150	100

The above equipment is for a round trip with a full load. The supervisor will increase or decrease the supplies in accordance with the number of passengers booked on the "down" journey, but must make provision for a full normal load on the "up" journey (or for a greater number when it is known that extra cars are to be attached). Receipts for this class of equipment will be obtained from the senior waiters at time of supply, and they must obtain a receipt from the supervisor (or his representative) for all linen handed back, and account for any deficiencies. The form to be used is D.C.18.

Article.	Standard equipment.			Article.	Standard equipment.		
	D.	D.A.	N.D.A.		D.	D.A.	N.D.A.
<i>Crockery.</i>				<i>Pourers, pep-</i>			
Plates, 10in.,				per . . . . .	10	12	6 8
dinner . . . .	60	70	30 35	<i>Cutlery.</i>			
Plates, 9in.,				Forks, dessert	60	60	24 30
dessert . . . .	80	90	30 35	Forks, table . .	60	60	24 30
Plates, 7in.,				Forks, fish . . .	40	40	— 20
(B. & B.) . . .	70	80	30 40	Knives, table . .	60	60	24 30
Plates, soup . .	60	70	24 35	Knives, dessert	60	60	24 30
Tea cups . . . .	60	60	30 30	Knives, fish . .	40	50	— 25
Tea saucers . .	60	60	30 30	Knives, butter	10	12	6 8
Coffee cups and				Knives, grupe			
saucers . . . .	—	—	12 —	fruit . . . . .	1	1	1 1
<i>Glassware.</i>				Spoons, dessert	60	60	24 30
Bowls, bread . .	10	12	6 8	Spoons, jam . .	10	12	6 8
Dredgers, sugar				Spoons, soup . .	60	60	24 30
(E.P. tops) . .	5	6	— —	Spoons, tea . . .	60	60	30 30
Bowls, salad . .	5	6	3 4	Spoons, sugar	10	12	6 8
Tumblers . . . .	40	50	24 24	Spoons, mus-			
Plates, ice . . .				tard . . . . .	10	12	6 8
cream . . . . .	40	50	— —	Servers, salad,			
<i>Silverware.</i>				E.P. sets . . .	5	6	3 4
Bowls, sugar . .	10	12	6 8	Pourers, salt . .	10	12	6 8
Cups, egg . . . .	12	12	3 8	Racks, toast . .	20	20	6 8
Dishes, butter	10	12	6 8	Rings, serviette	120	144	54 72
Dishes, celery	10	12	6 8	Stands, fruit			
Dishes, jam . . .	10	12	6 8	and cake . . .	10	12	3 8
Dishes, vege-				Stands, oil and			
tables . . . . .	40	48	18 24	vinegar . . . .	3	4	— —
Jugs, cold				Stands, pickle	3	4	— —
water . . . . .	10	12	— —	Stands, sauce,			
Jugs, milk . . .	10	12	9 8	round . . . . .	5	6	2 2
Jugs, mint				Stands, sauce,			
sauce . . . . .	10	12	3 8	oval . . . . .	5	6	— 2
Lids (E.P. for				Trays, silver . .	2	2	1 1
bread bowl)	10	12	6 8	<i>Kitchenware.</i>			
Pots, coffee,				Basins, enamel	4	4	2 2
small . . . . .	3	3	— —	Billies, enamel			
Pots, coffee,				and alumin-			
large . . . . .	2	2	1 2	ium . . . . .	8	10	6 8
Pots, ton,				Blocks, chop-			
small . . . . .	4	4	— 1	ping . . . . .	1	1	1 1
Pots, tea,				Boards, meat,			
large . . . . .	2	2	1 1	chopping . . .	1	1	1 1
Pots, mustard	10	12	6 8	Boards, bread .	1	1	1 1

Article.	Standard equipment.				Article.	Standard equipment.			
	D.	D.A.	N.D.	N.D.A.		D.	D.A.	N.D.	N.D.A.
Boards, pastry	1	1	1	1	Pans, roasting	6	8	3 5	
Bowls, enamel	2	3	2 2		Peelers,				
Boxes, bread . .	1	1	1 1		potato . . .	2	2	1 2	
Boxes, egg . . .	2	2	1 1		Picks, ice . .	2	2	1 1	
Brooms, straw	3	3	3 3		Pins, rolling .	1	1	1 1	
Broom, hair . .	1	1	1 1		Pots, coffee,				
Brushes, ban-					enamel . . .	2	2	2 2	
nister . . . . .	1	1	1 1		Pots, tea,				
Brushes, bottle	1	1	1 1		enamel . . .	2	2	1 1	
Brushes, shoe .	1	1	1 1		Scales and				
Brushes, pot . .	2	2	2 2		weights . . .	1	1	1 1	
Brushes, scrub-					Saws, bread .	2	2	1 1	
bing . . . . .	3	3	3 3		Saws, meat . .	1	1	1 1	
Buckets,					Scoops . . . .	2	2	1 1	
enamel and					Skewers (sets)	1	1	1 1	
aluminium . .	10	12	4 6		Sharpeners,				
Buckets, iron	1	1	2 1		knife . . . . .	1	1	1 1	
Buckets,					Shovels, cinder	1	1	1 1	
wooden . . . .	—	1	— —		Sifters, flour .	1	1	1 1	
Cannisters . . .	8	8	5 5		Slicers, bean .	1	1	1 1	
Cans, milk . . .	3	3	1 2		Slicers, egg . .	2	2	1 2	
Colanders,					Spoons, vege-				
enamel and					tables, wire	2	2	1 1	
aluminium . .	2	2	1 1		Sprays, disin-				
Choppers, meat	1	1	1 1		fectant . . . .	1	1	1 1	
Corkscrews . .	2	2	1 1		Squeezers,				
Corers, apple .	1	1	1 1		lemon . . . . .	1	1	1 1	
Dippers . . . . .	2	2	2 2		Strainers,				
Dishes, custard	5	6	4 5		Chinese . . . .	2	2	1 2	
Dishes, meat . .	8	8	3 4		Strainers, tea				
Dishes, pie . . .	6	6	4 4		and coffee . .	2	2	1 1	
Dredgers, flour	1	1	1 1		Steels, butcher	1	1	1 1	
Dredgers, pep-					Trays, metal .	4	4	1 2	
per . . . . .	1	1	1 1		Tongs, steak .	2	2	1 1	
Dredgers, salt	1	1	1 1		Tomahawks . .	1	1	1 1	
Extinguisher,					Whisks, wire .	4	4	2 2	
fire . . . . .	1	1	1 1		<i>Copper and Monel-Metal Ware.</i>				
Forks, flesh . .	2	2	1 1		Braziers and				
Forks, toasting	1	1	1 1		cover . . . . .	1	1	1 1	
Funnels . . . .	1	1	1 1		Pans, stew,				
Graters, bread	1	1	1 1		and covers . .	8	10	4 8	
Jugs, enamel					Percolators,				
and alumin-					coffee . . . .	1	1	1 1	
ium . . . . .	4	5	1 3		Pots, stock,				
Knives, butcher	1	1	1 1		and covers . .	3	4	1 2	
Knives, chop-					Urns, hot				
ping . . . . .	1	1	1 2		water, large	1	1	1 1	
Knives, French	3	3	2 1		Urns, hot				
Knives, ham . .	1	1	1 3		water, small	1	1	1 1	
Ladles, entree	6	6	1 3		<i>Miscellaneous.</i>				
Ladles, soup . .	6	6	3 1		Pinch bar				
Machines,					(small) . . . .	—	—	1 1	
mincing . . . .	1	1	1 1		Thermometer .	—	—	1 1	
Mashers,					Clock . . . . .	1	1	1 1	
potato . . . . .	1	1	1 —		Runners, car-				
Measures,					pet . . . . .	1	1	1 1	
quart . . . . .	1	1	1 1		Trays, serviette	4	5	2 3	
Mops . . . . .	2	2	2 2		Xylophone,				
Openers, tin . .	2	2	1 1		and sound-				
Pans, frying . .	2	2	2 2		ing stick . . .	1	1	— —	



## SCHEDULE IV.

The following schedule of charges is to be observed in collecting amounts in respect of damage to cars:—

### GLASS.

A.R., A.R.a., A.R.B., B.R., B.R.a., B.R.P., B.R.P.F. cars—	s. d.
Lavatory doors .....	7 6
Sliding doors .....	
Shutter, corridor partition (wood) .....	
A.R., A.R.a., A.R.B., B.R.P., B.R., B.R.a., B.R.P.F. cars—	
End doors .....	9 0
Compartment and corridor swing doors .....	
A.R., B.R. cars—	
Exit side doors .....	46 0
D., A.R., A.R.B., B.R., B.R.a., B.R.P., B.R.P.F., T.B.P. cars; Y.B., H.R., H.R.a. vans—	
Outside windows .....	12 6
Y.B., H.R., H.R.a. vans—	
Fixed glass in sliding doors .....	21 0
A.F. cars—	
Outside windows .....	85 0
Inside windows .....	68 0
A.R.a. cars—	
Windows, armoured .....	75 0

### MIRRORS.

A.R., A.R.a., A.R.B., B.R., B.R.a., B.R.P., B.R.P.F. cars—	
Lavatories and W.C.'s .....	35 0
A.R., A.R.a., A.R.B., B.R., B.R.P., B.R.P.F., T.B.P. cars—	
Attendant's compartment and lavatory (frameless) ..	21 0
Y.B., H.R. vans—	
Attendant's compartment .....	15 0
A.R., A.R.B. cars—	
Mirror above wash basin .....	50 0
A.R.a. cars—	
Corridor .....	50 0
Above wash basin .....	21 0

### OPAL GLASS.

B.R., B.R.P., B.R.P.F. cars—	
Pent roof .....	4 0

### BEVELLED PLATE GLASS.

A.F. car—	
Bookcase .....	11 0

### LEADLIGHTS.

A.B.P., A.R.B., D. cars—	
Pent roof .....	8 6
D. cars—	
End doors .....	16 0
Sliding doors .....	
N.B.P., N.A.B.P.A., N.A.B.P., N.D., N.D.a., N.R.C., N.R.C.a., N.A.R., N.B.R., N.R.P., N.S.S. cars; N.Y.B.A., N.Y.A.B., N.Y.B., N.H. vans—	
Outside windows .....	11 0
N.A.R., N.B.R., N.B.P., N.A.B.P.A., N.A.B.P., N.R.C., N.R.C.a., N.R.P., N.S.S. cars; N.H.B.R. relay vans—	
Frosted glass in lavatory .....	13 0

N.A.R., N.B.R., N.B.P., N.A.B.P.A., N.A.B.P., N.D., N.D.a., N.R.C., N.R.C.a., N.S.S. cars—

Coloured glass in end, lavatory, and centres doors .....

N.A.R., N.B.R., N.B.P., N.A.B.P.A., N.A.B.P., N.R.C., N.R.C.a., N.R.P., N.S.S. cars; N.H.B.R. relay vans—

Mirror (lavatory) .....

N.R.P. cars—

Frosted glass in end door .....

N.Y.B.A., N.Y.A.B., N.Y.B., N.H. vans; N.H.B.R. relay vans—

Drop lights in guard's and goods compartment doors ..

Fixed lights in guard's and goods compartment doors ..

N.H.B.R. relay vans—

Sleeping, dining, and kitchen lights .....

N.S.S. car—

Curved glass lights .....

All cars and vans—

Lamp globes .....

Lamp shades .....

An advice of special debit is to be prepared in accordance with instructions laid down, and the money is to be accompanied by an advice of special remittance. If the money is collected by the guard or conductor, the amount is to be paid to the employee in charge of the station at which his journey terminates, and the latter will deal with it as shown above.

A full report of the circumstances is to be made to the Chief Traffic Manager.

## SHOWER BATHS SECOND CLASS SLEEPING CARS.

A second class BR. sleeping car (No. 51) has been equipped with a shower bath, and other second class sleeping cars will be progressively provided with this facility.

The second class conductor will be responsible for regulating the use of the shower bath and for providing bath towels for the use of passengers using the shower. The shower room will be fitted with a lock and is to be kept locked except when in use.

Arrangements are to be made for the shower to be available during the following hours:—

- (a) 6.30 a.m. to 8.00 a.m.
- (b) 11.00 a.m. to 12.00 noon.
- (c) 4.00 p.m. to 5.00 p.m.
- (d) 8.00 p.m. to 9.00 p.m.

It is obvious that there is insufficient time for all passengers to make use of the shower in the morning before breakfast or between any particular hours, and therefore, it is essential that the conductor inform the passengers of the times the shower will be available, and allot to each person desiring to use same a time as near as possible to the choice of the passenger. The time allotted should be noted on the passenger list opposite the name of the passenger, and at the appointed times, the conductor will issue a bath towel to each passenger using the bath. These towels are not to be issued in advance of the hours between which the passenger has been allotted the use of the bath. The conductor will be responsible for collecting the towels from the passengers to whom they were issued immediately after the completion or during the bathing interval.

In order that the fullest possible use may be made of the shower bath, it is considered that five minutes occupation of the bath by each passenger is ample and conductors should courteously inform passengers of this and that it is necessary the time be observed, so that other passengers may avail themselves of the convenience. The shower room must be freshened up and made scrupulously clean by the conductor immediately after use by each passenger.

The initial issue of bath towels at the commencement of the journey to the second class conductor is to be limited to 15 and the senior conductor is to be allotted a reserve of say, 30 bath towels, from which the second class conductor may draw from as required.

Towels drawn from the senior conductor (i.e., in excess of the initial supply of 15), must be returned to the senior conductor so that they can be accounted for in his return of linen.

Bath towels must be kept in safe custody by the conductors and must not be used or issued for any other purpose.

## INSTRUCTIONS IN OPERATION OF MAGNETIC WIRE RECORDERS.

The senior conductor will be responsible for the care of this instrument and the wire spools on which the programmes are recorded, and for the operation of the programmes in accordance with instructions. He is also responsible for the care and correct operation and rewinding of wire spools after programmes have been completed. He must not leave the instrument unattended during the process of rewinding the spools, but if urgent circumstances make it unavoidable for him to leave before this is completed he must stop the rewinding and lock the instrument until his return. (See concluding instruction, *re* maintenance, oiling, etc.)

The programmes supplied provide for the following:—

### *Dinner Music.*

Two (2) 60-minute sequences uninterrupted by announcement; to be played during each dinner for the two hours, alternating the order of playing from day to day.

### *General Programmes.*

Four (4) programmes of music and speech, each of about 60 minutes duration, to be played each afternoon between 3 p.m. and 4 p.m., and evening between 8 p.m. and 9 p.m., and to be repeated in the morning between 11.30 a.m. and 12.30 p.m. if required.

In connection with the playing of programmes between 11.30 a.m. and 12.30 p.m., the senior conductor will require to exercise judgment according to the tastes of the passengers.

The spools providing the programmes are to be handed to the senior conductor before the commencement of the journey from Port Pirie Junction by the supervisor, dining and sleeping service, and is to obtain a receipt for same. On arrival at Parkeston the spools are to be handed over by the senior conductor to the station master, Parkeston, from whom a receipt must be obtained. Before the commencement of the return journey from Kalgoorlie the station master, Parkeston, will deliver the spools to the senior conductor and obtain his receipt for same. On arrival at Port Pirie Junction the spools are to be handed over by the senior conductor to the supervisor, dining and sleeping service, from whom a receipt is to be obtained.

Whilst the spools are in the possession of the supervisor, dining and sleeping service, and the station master, Parkeston, these officers must keep them securely locked in the office safe. The senior conductor is to keep the spools which are not in use securely locked in his cabin. The instrument itself is to be kept locked when not in use.

The lounge cars in which these instruments are provided must be kept locked at depots when the car is not actually required to be open for cleaning or equipping purposes.

The senior conductors and senior waiters must comment on their trip reports at the end of each journey in regard to the re-action of passengers to the programmes and submit any suggestions for their improvement that may be considered worth while as the result of expression of opinions by passengers.

The supervisor, dining and sleeping service, and his assistant, must make themselves thoroughly proficient in the correct operation and care of the machines and spools, and must instruct and see that staff who occupy the position of senior conductor, or who may be required to act in that position, are suitably instructed, and be satisfied that the procedure in regard to programmes and the operation of the machine and care of spools is thoroughly understood by them.

The supervisor, dining and sleeping service, must, by observation, frequently satisfy himself that the programmes, etc., are being properly presented and that there is no abuse of these instruments. He must also submit recommendations from time to time regarding improvements or any changes of programmes that become desirable.

The playing of programmes except in accordance with the times specified is not permitted.

#### General Instructions.

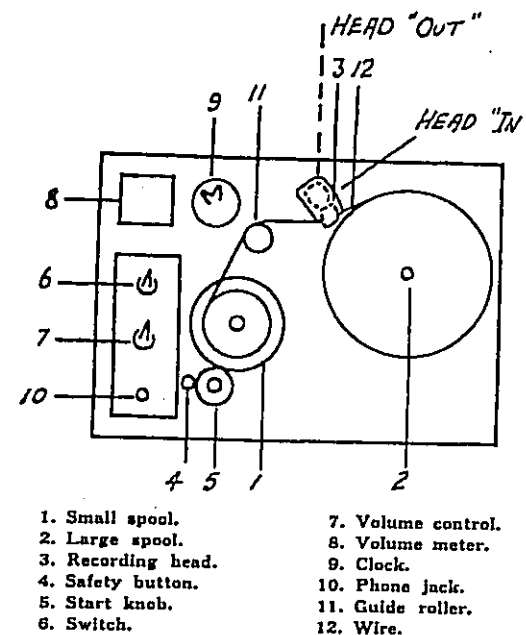
The following operation instructions issued by the makers of the machine, together with a series of "Don't's" issued by them are repeated hereunder for the information of the staff:—  
*Don't's.*

1. Don't place switch (6) in record position unless you wish to record otherwise you will erase what is already on the wire.
2. Don't leave the head in the "OUT" position when you are running the wire forward. It is essential that the head be in, to lead the wire correctly on the big spool.
3. Don't leave the volume control (7) at maximum, start it from zero and bring up slowly otherwise you may damage the volume indicator, and overload your speakers.
4. Don't experiment with the breaking adjustments so long as the machine is functioning well. All these adjustments have been carefully checked and will not need adjustment. Some little schooling in this is necessary before attempting it yourself.
5. Don't run the wire back on reverse unless you have removed the stabiliser wheel. Before running wire forward, replace stabiliser wheel.
6. In the event of the wire breaking, secure the two loose ends and carefully tie in a close reef knot. Draw the knot in tightly, and then snip off the end pieces with a pair of scissors. Then retrack the wire and continue playing. This small knot will pass easily through the head.

7. See that the wire is guided level on the spools, adjust the small spool when commencing so that the wire is perfectly horizontal. This is easy after one demonstration.
8. Make sure plastic leader is threaded smoothly on to drum before playing. Any bump or warp on this will cause speed fluctuations.
9. Take care all oil or grease does not fall upon ANY of the drive wheels.
10. Don't start or stop machine roughly, this may break or snarl wire. Even when properly adjusted always take up any slack in the wire before running forward or reverse. Bear this in mind at all times and treat the machine with care.

*Spares required.*—Valves, 6c6; 6SJ7; 6V6; Osc; 5V4 rect.: fuses, several standard 2 amp.

#### Operation Instructions.—Pyrex Magnetic Wire Recorder. Portable Broadcast Model Type C.W.R.



Remove spool from carton and place on small spool holder (1). Push down firmly and tighten knurled screw.

Move recording head to "out" position.

Take plastic leader and follow threading path as shown on diagram, over guide roller (11) to large spool (2). Press plastic leader firmly and evenly into groove of large spool,

smoothing same with finger. Now turn large spool (2) in clockwise direction several turns prior to starting machine. Push recording head to "IN" position before recording.

*To start.*—Depress button (4) at left of start knob (5) and turn slowly to the right. Motor will then start and engage with large spool (2) driving the wire. If record has already been made, turn switch (6) to "Play the speaker" position and turn volume control to desired level. For playing a line, turn switch to "Play to line" position and adjust volume after having plugged external amplifier into output terminals at rear (600 ohms). Another switch position marked "mike to line" is for use on location when it is desired to feed at zero level from the microphone through line to studio.

*To record from microphone* (see note below).—Plug microphone 200 ohms (or 50 ohms if transformer is reconnected) into 2 pin "Amphenol" shielded socket at rear. Check for operation and recording level without starting machine by—(a) turning switch to record; (b) advancing volume control until on peaks of speech or music, the volume meter does not exceed zero to +1 decibel. Turn volume control (7) right off.

*Now to record* (see note below).—Start recorder by turning knob (5) to right and advancing volume control (7) to position previously determined. Concurrent with starting, note starting time on clock (9) which has two hands, one reading seconds and the other minutes to one hour. Watch volume meter (8) during recording and adjust, if signal rises above +1 Db.

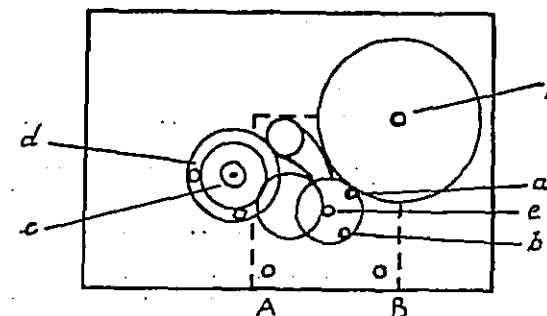
On completion of recording, proceed as follows:—(a) Turn volume control (7) right off. (b) Push out recording head (3). (c) Turn start knob (5) to left until button (4) engages and machine stops. (d) Turn switch (6) to "play speaker." (e) Depress button (4) and turn start knob (5) slowly to reverse position, and wire will rewind at high speed. If wire tends to run unsteadily, turn knob slightly towards "stop" until it runs smoothly and then again turn slowly to full speed. Watch clock (9) until starting time (previously noted) has been reached. Stop recorder by turning start knob to centre position.

*To play back recording.*—Push recording head on "IN" position. Depress button and turn start knob (5) to forward position and turn volume control (7) to desired level.

*Phone jack.*—A phone jack (10) is supplied so that recording may be monitored or playback heard without using speaker. Insert plug in jack marked "phones" (10).

*Line input.*—Provision is made in recorder to record from studio line at zero level or less. A jack is situated adjacent to microphone plug. A transformer is required to match this line to standard 600 ohm line. Most suitable transformer is 600 ohm to 600 ohm, with recorder side of transformer loaded with 600 ohm resistor. Use shielded wire for connecting and earth static shield of transformer. Record at correct level to obtain best results.

Remember the wire is .004in. thick only—so handle unit as you would a delicate instrument.



A. & B. Cover screws. d. Guard ring.  
a. Upper oiler. e. Idler roller.  
b. Lower oiler. f. Large spool.  
c. Spool holder screw.

*Lubrication.*—The motor requires lubrication approximately every two months if unit is in regular use. Remove top plate by unscrewing knurled screws "A" and "B" and lift out plate. Motor has two oilers "a" and "b", one at top and one below. A long-necked oil can is necessary to get to lower oiler "b". Use only "Shell" Spinosa 71 or equivalent for all lubrication.

*To oil small spool top bearing.*—Remove knurled screw "c" in spool holder and lift off. Then remove guard ring "d" held by three screws. Oil hole is located behind pulley and will be seen by rotating pulley until hole is opposite oiler.

Rubber-covered idler roller "e" is oiled through hole in screw slot.

Large spool "f" should be lubricated only every six to 12 months.

Lift off spool and apply several drops.

Three oilers are located inside machine for level winding gear but should need oil every 12 months, machine must be removed from case, when the oilers will be seen from back. Keep rollers clean. Occasionally wipe off inside rim of large spool. Keep lid on recorder when not in use to prevent dust collecting.

*To remove recorder.*—Take out two screws with nickel washers at sides of case and four at rear. Machine, complete with front panel, can then be pulled forward.

*Amplifier tubes.*—6c6, 6SJ7, 6v6.osc; 5v4 rectifier.

*NOTE.*—The instructions in regard to recording are for the guidance of those authorized to make recordings. Recordings may only be made on the authority of the Chief Traffic Manager.

The electrical branch is responsible for the maintenance and oiling of machines and correction of faults. In the case of a fault occurring, the senior conductor must immediately report it by wire or telephone.

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