

Office of Chief Traffic Manager,
Room 70B, 'Phone 1302,
31st August, 1971

WORKING TIME-TABLE ADDENDA

GENERAL INSTRUCTIONS

The attached pages marked "reprint" are a revision of the details previously shown thereon.

All other amendments since the original issue have been covered by W.T.T. amending circulars up to and including W.T.T. 37-71 (Passenger); 1048-71 (Goods).

The following pages of the Working Time-table Addenda are to be withdrawn and in lieu the attached pages are to be substituted:—

Nos. 26, 27, 28, 50.

ALL CONCERNED TO NOTE AND ARRANGE ACCORDINGLY.

J. C. CRUTE,
Chief Traffic Manager.

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WORKING TIME-TABLE ADDENDA

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to and including W.T.T. 22-71 (Passenger) 1002-71 (Goods).
The following pages of the Working Time-table Addenda are to be withdrawn and in lieu the attached
pages are to be substituted: —

Nos. 10, 17, 18, 20.

ALL CONCERNED TO NOTE AND ARRANGE ACCORDINGLY.

J. C. CRUTE
Chief Traffic Manager

ENGINE RUNNING SCHEDULES (PASSENGER TRAINS)

The following instructions are applicable to the Loads and Engine Running Schedules published in the Working Time-table.

PASSENGER TRAINS:—

The Engine Running schedules for Passenger trains are based on the tonnage Loads authorised for the various schedules as shown in the Working Time-table.

LOADS AND ENGINE RUNNING SCHEDULES FOR MIXED TRAINS

SCHEDULE LOADS.—The tonnage loads of Mixed trains computed on the basis of tonnage ratings as shown on pages 30–36, for the vehicle concerned plus the weight of goods vehicles and contents as shown on pages 53–56.

Vehicle Limitations.—Unless otherwise specified the number of vehicles must not exceed equal to thirty (30) vehicles counting each four or six-wheeled van or wagon and bogie UB, UF, or TP van (loaded or empty) CA, CP, JCP or ZLP brake-van (loaded or empty) as one; each other bogie vehicle or carriage loaded or empty as two.

OVERLOADING OF MIXED TRAINS.—Depot Stationmasters may grant authority to increase the loads of Mixed trains which have a maximum vehicular limitation of equal to 30 vehicles, to equal 31 vehicles subject to the tonnage limitation not being exceeded when by so doing the clearance of urgent loading, such as Live Stock and Perishables, will be facilitated.

In all cases other than mentioned above, where it is desired to increase the authorised load of a Mixed train, the Depot station concerned must transmit particulars of the nature and urgency of the excess loading to Control who, after consultation with the Chief Traffic Manager, may grant permission when considered absolutely necessary.

ENGINE RUNNING SCHEDULES. (Mixed Trains)

The following instructions are applicable to the Loads and Engine Running Schedules published in the Working Time-tables :—

MIXED TRAINS—

The Engine Running Schedules for Mixed trains are based on the Tonnage Loads authorised for the various schedules as shown in the Working Time-tables.

It will be the duty of the Driver to maintain the speed of the train as near to the maximum permissible speed as the load and grade will allow.

FOGGY WEATHER

Speed of Trains—In foggy weather or when, from any other cause, a good distinct view of the Fixed Signals cannot be obtained, the maximum speed of any train when entering or passing a Station in the Suburban area must not exceed 15 miles per hour. This is subject to the observance of Regulations 167, 168 and 170.

SPEED OF TAMPING MACHINES AND BALLAST REGULATORS

The following speeds are to be used in the preparation of time-tables for Tamping Machines and Ballast Regulators:

	Time-table Speed M.P.H.
(a) TAMPERS: No. 4 (Switch Tamper) No. 14 (Speed Tamper) Nos. 7, 15, 16, 17 (Junior Electromatic) Nos. 18, 19, 20, 23, 24, 25, 26 (Plasser KST 95)	} 15
Note: A maximum running speed of 18 m.p.h. is applicable to these machines. Nos. 1, 2, 10, 11, 12, 13, 21, 22 (Electromatic Autojack Tampers)	20
Note: A maximum running speed of 25 m.p.h. is applicable to these machines. (b) BALLAST REGULATORS:	25
Note: A maximum running speed of 30 m.p.h. is applicable to these machines.	

GENERAL INSTRUCTIONS COMPILATION OF GUARDS RUNNING STATEMENTS AND TRUCK SHEETS

STANDARD GAUGE TRAINS

Guards running statements to be used for all standard gauge trains are New South Wales Railways "Guards Journals" X 709 or X. 711 for passenger and X. 701L or X. 710L for goods trains.

Guards of both 'up' and 'down' trains must compile these journals in triplicate en route, entering thereon while at each Standard Gauge Station or Crossing Loop, the time of arrival and departure of trains requiring to stop at such station or Crossing Loop. In the case of trains running non-stop through a Crossing Loop, the time of passing such Loop must be recorded at the time. Guards must also enter particulars of the make-up of the train on the back of the Journal except for 'up' goods trains.

Guards must also compile a single copy of Victorian guards running statement (TR. 27) for all "down" trains and in respect of those "up" trains the brakevans of which are fitted with a periscope. The times of passing the following stations—Broadmeadows, Craigieburn, Beveridge, Kilmore East, Mangalore, Avenel, Locksley, Euroa, Baddaginnie, Bowser, Springhurst, Barnawartha—must be entered on TR. 27. Times of passing these stations must also be recorded in the guards train book.

In the case of goods trains, three copies of Victorian guards truck sheet (TR. 44) must be compiled.

DOWN TRAINS :

Victorian guards on arrival at Albury will dispose of the forms as under :

1. Leave one copy of the journal, and for goods trains one copy of the Victorian truck sheet (TR. 44) in the van for the New South Wales guard.
2. Hand one copy of the Victorian truck sheet to the O.I.C. Albury.
3. Retain one copy of the journal and forward it to the timekeeper.
4. Place in the receptacle provided at Albury, original copies of the journal and truck sheet and the Victorian guard's running statement.

UP TRAINS :

Victorian guards on taking over the train at Albury will receive one copy of the New South Wales journal and in respect of goods trains a copy of the New South Wales truck sheet (X. 2010). From the information supplied on the New South Wales form, guards must prepare Victorian truck sheets, TR. 44 (in triplicate) taking into account any vehicles detached or attached at Albury. In respect of passenger trains the make-up of the train must be shown on the back of the journal.

On arrival in Melbourne guards must forward a carbon copy of the journal to the timekeeper. The remaining two copies of the journal, three copies of the Victorian truck sheet, the Victorian guard's running statement, New South Wales guard's journal and truck sheet must be placed in the receptacle provided at the sign off point.

MELBOURNE—ADELAIDE EXPRESS GOODS TRAINS

The following special instructions will apply to the preparation of Victorian Guards' Truck Sheets (T.R. 44) and the South Australian Guards Journal (Form 196A) for all Express Goods Trains between Dynon and Mile End :—

The Victorian Guard working a "Down" Express Goods train, Dynon to Serviceton shall prepare Victorian Guards' Truck Sheet T.R. 44, original and THREE clear carbon copies.

On arrival at Serviceton, the original is to be handed over to the Relief South Australian Guard and the three copies handed to S.M. Serviceton for interchange purposes.

The Victorian Guard taking over an Express Goods Train from South Australian Guard at Serviceton, is to obtain from him, original of the South Australian Journal (Form 196A) which will have been prepared by the South Australian Guard.

The South Australian Journal (Form 196A) is to be used by the Victorian Guard to prepare the Victorian T.R. 44 Truck Sheet. The details shown on form 196A will suffice and it will not be necessary for the Victorian Guard to ascertain further particulars of the train load of the Express Goods from South Australia, except to indicate any vehicle detached or attached at Serviceton.

Particulars of the Locomotive, Driver and Guard are to be shown as usual.

South Australian Guards working Express Goods trains into Serviceton, will on arrival, hand THREE clear carbon copies of the South Australian Journal (Form 196A) to S.M. Serviceton for interchange purposes.

OTHER GOODS TRAINS

The Victorian Guard working a "Down" Goods train, other than an Express Goods into Serviceton shall prepare Victorian Guards' Truck Sheet T.R. 44 original and three clear carbon copies.

On arrival at Serviceton, the original and all THREE copies, are to be handed to S.M. Serviceton for interchange and other purposes.

South Australian Guards working goods trains into Serviceton, other than Express Goods, will hand THREE copies of Guards' Journal (Form 196A) to S.M. Serviceton for interchange purposes.

GENERAL INSTRUCTIONS

COMPILATION OF GUARDS' RUNNING STATEMENT

Running Statement.—Running statements are printed in distinctive colours according to the class of train.

The whole of the information specified on the Statement is to be compiled by the Guard and must be accurate in every detail.

(a) The Guard of each train must inform the Driver of the equivalent number of vehicles and the tonnage of the train before commencing the journey, and again at each station *en route*, wherever the train is required to work or an alteration of the load is made. He must inform the Driver of the position of any Van or Van wagon on the train, and also of any vehicles which have to be detached at an intermediate station.

(b) Guards must compile their Running Statements *en route*, enter thereon the time of passing, arriving and departing, for each station at the time, also all checks at Signals, and record particulars of all unusual incidents which occur on a journey.

(c) A note must be made of any variation of wind or other weather conditions which may effect the running of the train, indicating clearly the location at which such variations occurred.

(d) Particulars of the time occupied at stations, or the time lost or gained on each section, based on the schedule applicable to the full load or portion of that load, e.g., 3/5ths or 4/5ths of the train concerned, must be shown under the respective headings.

Every change in the total number of vehicles or tonnage of the train, as provided for on the Statement, is to be shown. Care must be used to record the correct sectional mileages as printed in the Load Schedule for the line concerned.

A note must be made on the Statement for Goods or Ballast trains, of the period of time occupied in loading or unloading material or ballast wagons whilst the engine is attached to them.

The full schedule tonnage is the tonnage which is specified for Goods trains, and this or any specially reduced schedule tonnage is the authorised schedule tonnage.

The Ruling Grade for any train is the grade that limits the maximum load that the engine can haul between recognised terminal stations and the tonnage hauled over this grade is termed the Ruling Grade Load.

The equivalent number of vehicles on the train must be shown at foot of Statement, as well as the schedule and actual tonnage.

In every instance in which a Goods or Mixed train obtains the maximum vehicle limit, a brief note to that effect must be made on the Running Statement.

When trains, both regular or special, are run over sections which involve more than one Train Control District (for areas see General Appendix), separate Running Statements are to be compiled for each Control District through which the trains run.

When Guards change over without running through a section, Running Statements are to be handed over to each other for completion as to the whole section. The Guard must compile two of these forms by means of carbon paper. The original is to be handed to the Stationmaster at the terminal of each Control District, and the copy retained by the Guard and handed in at his home depot for transmission to the Timekeeper who is responsible for his time. When dealt with by the Timekeeper the copy is to be forwarded to the District Superintendent, or to the Asst. Chief Traffic Manager (Room 242), in the case of trains operating within the Central Train Control area, which shall also be the procedure in regard to the original statement. Every change in the composition or tonnage of the train must be recorded and the total number of each class of vehicle shown. Full particulars of detentions and time lost or gained over each section must also be shown.

COMPILATION OF GUARDS' TRUCK SHEET

Truck Sheet.—The whole of the information on the Truck Sheet is to be compiled by the Guard. Vehicles to be entered on the Truck Sheet in order, commencing from the rear or brakevan end of the train.

The stations the vehicle is waybilled from and to, also attached and detached at, must be inserted. Vehicles used as safety are to be included in the load column, class of loading being shown "Safety". Water tank wagons containing water, whether attached by pipe to engine or not, are to be included as loaded, the weight of the contents being computed as shown on the succeeding pages. Passenger carriages and brakevans to be recorded and weight shown (see schedule tonnage rating on pages 30-36).

When computing the tonnage of tare and contents of vehicles, under 5 cwt. is to be dropped 5 to 14 cwt. to be reckoned as half a ton, and over 14 cwt. as 1 ton, e.g., a vehicle weighing 5 tons 14 cwt., and containing 5 tons 17 cwt. of goods to be shown as 5½ tons and 6 tons respectively. The weight of contents of "out of" van wagons to be considered the same as at starting point, and "pick up" van wagons the weight on arrival at destination.

Iced vans not containing goods to be shown as empty vans.

Vehicles sent for repairs—Guards to make special note "Repairs" opposite number of vehicle.

When a vehicle requiring to be weighed is placed on a train, the Guard must make a remark "To Weigh" opposite the corresponding entry on the Truck Sheet.

When loaded vehicles without waybills or waybill envelopes are on their trains, Guards must make a remark, "Without waybill or waybill envelope," opposite the corresponding entry on the Truck Sheet.

In entering the class of loading, the following symbols are to be used where they apply—

B—Bricks	Fl—Flour	Me—Manure	S—Stone
Bb—Box Blocks	Fu—Furniture	Mn—Mutton and Beef	Sd—Sand
BK—Bark	Fw—Firewood	Mr—Mallee Roots	St—Sawn Timber
C—Coal	G—Grain	Mt—Mining Timber	SW—Soft Wood Timber
Ch—Chaff	H—Hay and Straw	My—Machinery	V—Vegetables
DP—Dairy Produce	I—Iron	P—Poles	VG—Van Goods
F—Fruit	L—Live Stock	Pt—Potatoes	W—Wool
Fh—Fish	M—Merchandise	R—Rabbits	

