

A P P E N D I X J

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A copy of letter No. CR. 5960 dated May 31, 1960 from the Acting Secretary, Commonwealth Railways, Commissioner's Office, 623 Collins Street, Melbourne. C.I., addressed to the writer.

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COMMONWEALTH RAILWAYS

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RECRUITMENT.

1. From inside the Service - Departmental notice issued weekly and sighted by all employees.
2. From outside the Service - Public press.

QUALIFICATIONS, ETC. FOR ENTRANCE.

1. Age

Position	<u>Age last Birthday</u>	
	<u>Minimum</u> years	<u>Maximum</u> years
Junior Clerk	15	18
Youth Car Clesner)	17	20
Youth Helper)		
Youth Trainee Engineman	18	20
Youth Messenger)	15	20
Youth Storeman)		
Youth Conductor)		
Youth Porter)		
Adults	21	50

In any case the age of admission may be varied as may be determined by the Commonwealth Railways Commissioner.

2. Medical.

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3. Educational.

Day labour staff (wages employees) are required to have educational qualifications sufficient for the proper performance of duties allotted to their classification. Clerical appointees are required to possess an Australian University Intermediate certificate or its equivalent as a minimum and professional staff must hold the appropriate University Degree or Diploma.

PROMOTION

Promotion from one class or grade to a higher class or grade is governed by merit, suitability, experience and conduct, and all these being equal preference is given to the applicant who is senior in his class or grade.

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APPEALS AGAINST PROMOTION.

1. Wages Staff.

Any employee who considers that he has a grievance, or that he is suffering under any disability, and who desires to seek redress or make representations in regard thereto, must first approach his superior officer and if he is dissatisfied with any decision given by the superior officer he may appeal in writing, to the head of his branch and thereafter to the Commonwealth Railways Commissioner. The decision of the Commissioner is final.

2. Salaried Staff.

A salaried officer who applies for promotion and is passed over by another applicant may appeal to a departmental board of appeal comprising two senior officers (at head of branch level) nominated by the Commissioner and a representative of the appropriate Union. Findings of the Board of Appeal are submitted to the Commissioner for decision.

TERMINATION OF SERVICES.

1. Employees leaving Service.

Except those whose employment is from hour to hour or day to day, any employee intending to resign his position must give not less than a fortnight's notice of such intention. Failure to do so is regarded as a breach of discipline and affects entries upon the employee's official record of service.

Excepting where the employee has been dismissed for misconduct, and excepting also those whose employment is from hour to hour or day to day, the Department must give at least a fortnight's notice of intention to dispense with an employee's service.

2. Reduction in Staff.

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3. Retirement account Maximum Age.

The Commonwealth Railways Act provides that no employee shall remain in the service after reaching the age of 65 years. An employee who has attained the age of 60 years and who so desires may, with the permission of the Commonwealth Railways Commissioner, retire from the service.

4. Retirement account Illhealth.

Where in the opinion of the Commonwealth Railways Commissioner an employee is unable to perform his regular duties owing to permanent illhealth, the Commissioner may re-arrange his duties or retire him permanently. Where the employee takes up other duties the salary or wage of the employee is adjusted in proportion to the nature or value of the services rendered.

DISCIPLINARY ACTION.

An employee deemed to have committed a misdemeanour of a serious nature is, by notice in accordance with the prescribed form, charged with the misdemeanour and called upon for full report and explanation. If the charge is acknowledged all necessary information is submitted to the Head of the Branch for decision as to penalty. If the charge is denied, similar action is taken provided that where the employee holds permanent office and the misdemeanour is such that it may warrant reduction in salary or wage or dismissal of the employee a departmental inquiry must be held before decision is finalised. At the inquiry the employee must be afforded reasonable opportunity of bringing forward evidence and be permitted to call witnesses on his behalf and of examining and cross-examining all witnesses.

An employee appointed to permanent office and who is dissatisfied with a decision dismissing him or reducing him in grade or rate of pay may appeal to an Appeal Board constituted under the provisions of the Commonwealth Railways Act. The Appeal Board consists of three persons - a chairman who is a Police, Stipendiary or Special Magistrate appointed by the Minister administering the Commonwealth Railways Act, an employee appointed by the Commonwealth Railways Commissioner from a branch of the service other than that in which the appellant is, or was employed at the time of the dismissal or reduction, and a representative of the employees elected each two years by a ballot of employees holding permanent office. The decision of the Appeal Board is final.

LEAVE.

All employees are entitled to three weeks annual leave in respect of each full year's continuous service.

In terms of the Commonwealth Employees' Furlough Act 1948-1950 (copies obtainable from the Commonwealth Government Printer, Canberra), where an employee's continuous service is at least fifteen years he may be granted leave of absence for a period not exceeding three-tenths of one month on full salary, or three-fifths of one month on half salary, in respect of each completed year of his period of service. Provision is also made for pro-rata leave of absence where an employee is retrenched or retired after having completed not less than eight years service.

In terms of relevant industrial legislation, employees are entitled to cumulative sick leave credits of two weeks on full pay and two weeks on half pay for each year of service.

TRAVEL CONCESSIONS

Subject to completion of six months service, an employee may be granted up to six rail passes per annum for travel over Commonwealth Railways lines.

Under a reciprocal arrangement with the various Australian State Railway Systems, a privilege ticket order is granted for

travel over those Systems during annual leave clearance.

PENSION SCHEMES.

Employees occupying permanent office in the Commonwealth Railway Service contribute to the Superannuation Fund established under the Superannuation Act 1928-1959 for retirement on a pension. Rate of fortnightly contribution and number of units of pension are dependent upon the employee's age and annual wage or salary.

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INDUSTRIAL LEGISLATION.

Rates of pay and conditions of employment for staff in the Commonwealth Railways Service are as prescribed by determinations of the Public Service Arbitrator made pursuant to the Public Service Arbitration Act 1920-1953. Fifteen (15) industrial organisations are covered by such determinations which come into operation after a period of thirty days tabling in both Houses of the Parliament, subject to non-disallowance by the Parliament.

Provision is also made whereby any matter of importance affecting the public interest may, on application and subject to conditions prescribed by the Act, be referred to the Commonwealth Conciliation and Arbitration Commission, and for an appeal with respect to a determination made by the Public Service Arbitrator, other than a consent determination.

PROVISION STORES.

Departmental provision stores are operated at six locations, the bulk store from which retail stores are supplied with goods for sale being located at Port Augusta, South Australia.

Stores cater for practically all needs of employees and their families, i.e. groceries, fruit, vegetables, hardware and drapery, etc., and procure and deliver any furniture and domestic appliances required. Conducted on strict business lines, the stores nevertheless, as a matter of departmental policy, retail all goods at prices which compare more than favourably with prices charged in other centres situated nearer to sources of supply.

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