

VICTORIA.

POST OFFICE AND TELEGRAPH DEPARTMENT.

RULES AND REGULATIONS

FOR

GUIDANCE OF OFFICERS AND OTHERS

IN THE

TELEGRAPH BRANCH

OF THE

POST OFFICE AND TELEGRAPH DEPARTMENT.

PRESENTED TO BOTH HOUSES OF PARLIAMENT BY HIS EXCELLENCY'S COMMAND.

By Authority:

JOHN FERRES, GOVERNMENT PRINTER, MELBOURNE.

RULES AND REGULATIONS.

OFFICERS IN CHARGE OF STATIONS RESPONSIBLE.

1. Officers having charge of telegraph stations in Victoria, and all officers employed in the Post Office Telegraph service, will be held responsible for the efficient performance of the several duties of their appointment, in conformity with the following Rules and Regulations; and are required to make themselves acquainted with the provisions of Part III. of the Act 37 Victoria No. 455, a copy of which is appended hereto.

OFFICE HOURS.

2. Every office must be ready for the transaction of business daily (Sunday, Christmas Day, and Good Friday, excepted) at 8.30 a.m. In cases where the communication may be required to be kept available after usual office hours, or on Sunday, Christmas Day, or Good Friday, special instructions will be forwarded from the Deputy Postmaster-General, or the Manager of the Melbourne office.

ORDER OF BUSINESS.

3. The adjustment of receipt checks will commence at 8.30 a.m., and afterwards the ordinary business of the line, unless in cases of very important messages admitting of no delay. Such may be transmitted out of the usual order, but only as exceptional cases.

After the settlement of receipts, Melbourne office will "take circuit" and exchange business with every office for which messages may have been deposited; circuit will then be passed to other stations. Errors in check having been notified, immediate attention must be given to their adjustment by the manager or officer in charge.

LIMIT OF CIRCUIT.

4. No two offices shall keep the circuit between each other for more than *thirty minutes* at any one time, nor shall any office hold circuit for a longer period, unless in case of defective working in the line, adjustment of receipts, important despatches on Government service, or in transmitting reports for the press. In the latter case *one hour* will be the limit.

RULE FOR CALLING.

5. In "calling" or signalling between offices, the course adopted will be to give the "call" three times, then the "sign" or "call signal" of the office signalling. On repeating this three distinct times, making in all nine "calls," and receiving no affirmative in return, it will be understood that the office signalled is not in attendance, and the circuit may be passed to another station immediately; or, in the case of a general "call," the station neglecting to answer may be passed by. Offices neglecting to answer the "signal call" must subsequently furnish an explanation to the signalling office as to the cause of the irregularity.

RESPONSIBILITY OF OPERATORS.

6. Each operator, while engaged at an instrument in transmitting or receiving, will be held responsible for the correctness of the messages passing through his hands. All operators are specially cautioned against reading off messages to a copyist; but each operator, while in the act of receiving messages, must transcribe the contents from the register-paper to the message-form in his own handwriting. The full address of addressee and sender, as written on the message, must be transmitted.

MANIPULATION.

7. The manipulation must be *rapid, distinct, accurate, and intelligible*; this being essential, and especially so in forwarding public intelligence or voluminous reports.

CONTENTION FOR CIRCUIT.

8. Any officer finding it necessary to claim privilege under rule 4, may do so at the conclusion of a message, or a paragraph in "report," by using the signal 8. *No contention for circuit will be tolerated under any circumstances.* Any officer finding circuit broken or interrupted will permit the office interrupting to explain the cause, and, if in order, allow the latter privilege of transmission, if required; after which the former may proceed with the completion of the business in hand.

Operators are strictly cautioned not to "break in" or interrupt for frivolous or insufficient reasons, and in all cases to give up circuit to the Railway operators without demur, on receiving signal 8.

INSTRUMENTS TO BE KEPT IN PROPER ADJUSTMENT.

9. *Relay magnets*, or receiving magnets, must be kept constantly in true adjustment, more especially during the prevalence of rainy or foggy weather, imperfections in the insulation, the presence of atmospheric electricity, or other disturbing causes. Officers in charge of intermediate stations are required to observe this instruction particularly; and they are to be careful not to allow the lever-spring of the relay or register to become lowered or slackened more than will actually admit of writing being recorded.

Great care must be observed to keep the registering instruments in such perfect adjustment at all times that a clear and legible copy of each message transmitted may be retained on the strip of paper provided for that purpose. No excuse will be accepted for any neglect of this rule, nor are telegrams to be received by *sound* alone, under any circumstances.

The answering signal or acknowledgment for all telegrams transmitted, is invariably to be recorded on the register-paper of the transmitting office.

REGISTER-PAPER TO BE DATED AND TIMED.

10. The register-paper is to be dated and timed regularly every morning before commencing business, and also during the day should the paper require to be changed.

In using the wide register-paper, the lines printed or embossed shall not exceed eight in number, having spaces of not less than one-eighth of an inch between each line and the succeeding line; and that, in the case of the narrow register-paper, the number of lines shall not exceed three, having similar, or greater, spaces between two lines. In requisitioning for register paper, the required width, to suit the instrument, should be always stated.

ABBREVIATIONS.

11. The code of abbreviations (with which each office will be supplied on a separate sheet) and figure signals (page 20) are intended to be generally used, particularly in transmitting reports for the press; and operators are requested to make themselves thoroughly acquainted with all the abbreviations in a practical manner, so as to afford every facility for rapid communications. Ordinary messages must, however, be written in full, and all numbers therein transmitted in words as well as figures; thus, "Seventeen (17) pounds six (6) shillings and six (6) pence."

PROMPTNESS AND CELERITY TO BE OBSERVED.

12. In the receipt, transmission, and delivery of messages, and in all matters relating to the business of the department, the utmost promptness, accuracy, and despatch must be observed by the officers concerned.

COURTESY ON LINES ENJOINED.

13. Officers must be careful to observe proper decorum toward each other in conducting the working of the lines; impropriety of language or the exhibition of acerbity of disposition will not be permitted on any account. Conversation between the stations, except on the business of the department, is strictly prohibited.

OFFICERS AT INTERMEDIATE STATIONS REQUIRED TO ASSIST.

14. In the event of defective working of the line, preventing stations at great distance apart from working as usual, officers at intermediate stations are expected to render every assistance in their power to the stations on either side, by repeating the business, or assisting to break for the receiving station, and otherwise, as may be required.

OPERATORS MAY "BREAK IN" FOR PURPOSE OF KEEPING STATIONS THEY MAY REQUIRE UNTIL LINE UNOCCUPIED.

15. At stations where business may remain untransmitted until near 8 p.m., operators may "break in" at the end of any message (should another office be in possession of the circuit), and by using the words "Rule 15" claim the privilege of calling the offices required, and request them to remain in attendance until the line may be unoccupied, after which circuit will be returned to the offices previously engaged.

TESTING IN CASES OF INTERRUPTION.

16. If circuit be interrupted for more than five minutes, the officer in charge will at once ascertain locality of interruption, and report to stations on the other side of his office, if any, and carefully examine and test his office connections. If it is a repairing station, the line repairer, or contractor, must be directed immediately to prepare for starting; the order to start being given within twenty minutes from the time of losing circuit. To avoid the possibility of delay in restoring communication, precedence must in all cases be given to numeral signals 35 and 36.

INSTRUMENTS AND BATTERIES TO BE KEPT IN GOOD ORDER.

17. Every portion of the instruments must be kept clean and serviceable; wheels, pinions, bearings, levers, &c., to be carefully freed from dust; any material defect in, or damage to, the instruments to be immediately notified to the Deputy Postmaster-General.

The main and local batteries must always be kept thoroughly clean and in good working order. Care must be observed that a sufficient supply of all requisites be kept available to last until additional supplies may be received.

OFFICE WIRES, LIGHTNING ARRESTERS, AND CONNECTIONS TO BE EXAMINED.

18. In case of any interruption on the lines, before a line repairer is despatched to effect repairs, the manager or officer in charge of the station must first make a special examination of all the wires, batteries, instruments, metallic contacts, &c., within his office, and thoroughly test the same for insulation and continuity, or for a fault of any description. Neglect of this precaution will render him liable for the amount of the lineman's expenses in the event of the fault subsequently appearing to have been within the precincts of the station.

Lightning arresters must be *frequently* examined. The discharge points should be kept evenly adjusted; the space between the earplate to be no wider than will allow of a piece of thin writing paper being passed freely through the points.

All office connections to be kept bright and clean, and all joints in wire to be well soldered and carried quite free from walls. (*See diagram, Office Circuits, &c.*)

EARTH WIRES.

19. Earth wires (unless at terminal stations) must not be used *under any circumstances whatever*, except to ascertain the locality of an interruption, or by special direction from the Melbourne office.

LINES, INSTRUMENTS, ETC.—NO ALTERATION TO BE MADE.

20. Officers must not in *any way* alter the arrangement of the lines, instruments, wires, fittings, or fixtures at their respective stations, without special permission or instructions first received from the Deputy Postmaster-General; or, in cases of urgent necessity, from the Inspectors or Manager of the Melbourne office, who shall forthwith report in due course any such alteration that may be authorized by them, and the reason thereof.

REPAIRS TO LINES.

21. At country stations where linemen or contract repairers are employed, it will be the duty of the officer having charge of the station to despatch the lineman over the entire section of line under his care, and cause all necessary repairs to be properly executed at least once every three months, unless the lineman may, at some previous time within that period, have had occasion to go over all his section to effect repairs.

REPORTS OF INTERRUPTIONS.

22. Reports of interruption to any portion of the communication are to be forwarded by telegraph, as concisely as possible, to the Deputy Postmaster-General, Inspector of Postal and Telegraph Service, and the Manager of the Melbourne office, by officers in charge of stations adjacent to the break. Detailed reports with reference to the cause of interruption, or delay in effecting repairs, conveying full information on the subject generally, are to be conveyed by post to the Deputy Postmaster-General.

EXTENT OF SECTIONS.

23. Officers appointed to stations where a line repairer or contractor is employed must, immediately on taking charge, ascertain the condition and extent of the sections of line apportioned to the office.

PROCEEDINGS IN CASE OF DAMAGE TO LINE.

24. In cases where an interruption may have been occasioned through carelessness or wilful negligence on the part of any one, it will be the duty of the officer in charge of the section immediately to notify the police, and to institute proceedings under the 44th and 47th clauses of the Act 37 Vict. No. 455, reporting particulars forthwith to the Deputy Postmaster-General. If the officer in charge of the station report that he considers the damage to have been accidentally caused, and the person concerned shall offer to pay the expenses incurred, payment may be accepted with the sanction of the Deputy Postmaster-General.

MESSAGES FOR TRANSMISSION.

25. On receiving a message at the counter, or receiving window, care must be taken to see that it is plainly and legibly written, on the usual form. The particulars of the address must be full and detailed (giving street and number, if possible), especially when the telegram may be destined for a large city or for an extensive goldfield. Figures (if any) must be written out in words, and the document must bear a proper signature.

MESSAGES TO BE COUNTED AND INITIALED BY RECEIVER.

26. The proper fee must be charged according to the scale approved by the Governor in Council, except on messages sent on Her Majesty's Service, and on memoranda from and to officers of the Post Office and Telegraph Department, under authority of the Postmaster-General. The words contained in all messages must be carefully counted; and the number and amount of check, the time of reception, and the initial of the receiver must be duly recorded. The words "Reply paid," when used, must be charged for.

WORDS—HOW COUNTED.

27. All abbreviated or connected words, such as *don't*, *won't*, *you'll*, &c., must be counted as two or more words, as they would be if they were written in full.

UNPAID MESSAGES.

28. Unpaid-for messages must not be accepted, except under Rule 29, unless such messages may be replies to interrogative telegrams marked "33."

SECURITY FOR PAYMENT, AND CANCELLATION OF MESSAGES.

29. Unpaid-for messages, offered by responsible persons who will guarantee the payment of charges for the transmission and delivery of such messages on their being received at their destination, may be accepted; but, in case of doubt, a deposit as security for the full amount of charges must be obtained from the sender, which deposit must be refunded when the receiving officer reports that the charges have been collected on delivery. When from any cause it is necessary to cancel a message

after transmission (in accordance with Clause 8 of Amended Conditions, &c.), the Manager of the Melbourne office will give the necessary directions, and furnish to the Deputy Postmaster-General, with his monthly return, a statement of messages so cancelled.

OFFICE MESSAGES.

30. An office message, requesting an answer, should never be sent unless the person making the request guarantee payment of charges.

ASKING FOR ANSWERS.

31. When asking for an answer to a message, a memo. in a concise form must be sent (for example) as follows:—"From Melbourne to J. Smith, 110 Moorabool street, Geelong; answer requested to telegram of yesterday, from W. Brown. (Signed) Melbourne office." Such message to be copied without abbreviation on the usual form.

MESSAGES IMPERFECTLY ADDRESSED.

32. When the person to whom a message is addressed cannot be found, a telegram must be transmitted immediately to the sender, as follows (for example):—"From Geelong to W. Brown, 250 Bourke street west, Melbourne. J. Smith not known at 110 Moorabool street; send better address. (Signed) Geelong office."

PORTIONS OF MESSAGE TO BE REPEATED.

33. If any part of a message be of special importance, or liable to be misunderstood, the word or sentence must be repeated immediately after giving the check, the repetition to be given distinctly and shortly, with proper pauses between words or initial letters.

MESSAGES IN FOREIGN LANGUAGE OR CIPHER.

34. In sending messages in foreign languages, the writing must be given slowly, with a distinct space between each word or initial letter; the same precaution must also be strictly observed in transmitting cipher messages, which must, in all cases, be repeated back to the sending station.

TRANSFERRED MESSAGES.

35. When a message is intended to be transferred from one circuit to another, the signal call of the station to which it is addressed must be given before commencing the message, and the name of the station must be transmitted at length after the address, instead of the ordinary signal letter.

TIMING MESSAGES.

36. The exact time at which each telegram is sent or received, is to be noted thereon by the operator through whom it may have been sent or received, together with the initial letter of such operator in his own handwriting.

MESSAGES O.H.M.S.

37. All telegrams described as "On Her Majesty's Service," by officers authorized to send such messages, are to be transmitted and delivered as addressed, free of charge; but should a manager or operator have reasonable doubt whether any message so forwarded is on Public Service, he will, after transmission or delivery, forward a copy, by post, to the Deputy Postmaster-General for consideration.

SECRECY.

38. A telegram must be considered as *strictly confidential*, and as much the special property of the sender and receiver as if the communication had passed in the form of a sealed letter through the post office. Any officer divulging the contents of a telegram, or making use of information improperly obtained through such a source, will render himself liable to the penalties provided by section 41 of the Act 37 Vict. No. 455; and any person who shall make any message the subject of office gossip, or who shall in any way communicate to any other person whatsoever (otherwise than in the course of duty) the contents of any such message, will be liable to be dismissed the Public Service.

DEFINITION OF PRESS AND CIPHER MESSAGES.

39. Messages for publication not being private advertisements, and messages sent from one newspaper proprietor or news agent to another respecting information for publication, must be treated as press messages.

When a message otherwise ordinary contains a fictitious word, or word having no recognized existence in any language, such message must be charged cipher rate. (*See Section 83, Amended Regulations and Conditions.*)

BOOKS TO BE KEPT NEATLY WRITTEN UP.

40. All the record books and writings connected with each office must be kept in a neat and creditable manner, properly written up, and a daily entry made as to working of lines.

MONTHLY OR OTHER RETURNS.

41. Managers, or operators having the charge of offices, are requested to observe strict punctuality in forwarding their monthly returns, abstracts of salary, expenses, &c., to the Deputy Postmaster-General, and to keep a careful and exact account, in the authorized form, of the receipt and consumption of all stores, &c., supplied to them half-yearly or otherwise, as may be required under the general regulations of Government, and the Rules and Regulations of the Department.

As the financial year now terminates on the 30th June, all outstanding claims and accounts for the service of each financial year, should, to prevent delay in settlement, be sent to the General Post Office not later than the 16th June, or earlier if so advised.

BLANK FORMS.

42. Managers and operators in charge of offices are not to allow blank "receiving forms" or "telegram envelopes" to be removed from or taken out of the office *under any pretence whatever*. The only blank forms to be issued from the office for use by the public are the ordinary "transmission forms," in sheets or books.

ENTRY OF MESSAGES.

43. Each day the transmitted telegrams are to be properly entered in the Message Book, folded, and numbered on the outside with number corresponding to that in the book; these should be made into daily and monthly packets, neatly done up and docketed, so as to facilitate reference. Messages received must also be entered at once into the Message Book direct.

MESSAGES NEATLY WRITTEN.

44. All telegrams must be written in a neat, plain hand. Managers of stations, or other officers, are to be particularly careful to see that the telegrams issued from their respective offices are in every way correctly and creditably written out previous to despatch for delivery. The operator receiving a telegram is to count the words previous to its being entered.

STANDARD TIME.

45. A time signal for comparison or correction of mean time is passed over the lines at one p.m. daily. Managers of stations, or operators in charge of offices, must be careful to obtain the signal when transmitted, and failing to do so from any cause, they are to obtain the *exact correction* from the Melbourne office at some subsequent period during the day.

The clocks supplied to the various offices are to be kept always regulated exactly according to the signalled standard time. In all cases where practicable, tenders from competent persons for repairing, winding, and regulating the office clocks, during the ensuing financial year, should be forwarded to the Deputy Postmaster-General not later than the month of May in each year.

At not less than *three minutes of one o'clock p.m.*, standard time, all stations must cease working until after the one p.m. signal has been given.

SIGNAL "WAIT."

46. Great care must be exercised in making use of the abbreviation signal "1" or "Wait," not to allow the key to remain "open" on that or any other ground, for at farthest a longer period than *half a minute*. Leaving key open does not apply to lines on the open-circuit system.

FOREIGN MESSAGES.

47. All messages received in Victoria, for transmission to foreign countries, are to be sent in the first instance to the Melbourne office; and, in like manner, all messages received from foreign countries will be forwarded to the Melbourne office for despatch thence to destination. All foreign messages forwarded to destination by post must be registered.

COLLECT MESSAGES.

48. All telegrams payable on delivery, together with the check and the word "Collect," must be repeated back by the receiving operator to the transmitting operator before the usual acknowledgment (O.K.) is given.

PORTERAGE.

49. Whenever charges for portage are collected, the amount is to be remitted direct to the office to which it is due.

Charges for portage are to be kept quite distinct from remittances to the General Post Office for ordinary collections, and are not to be included in the monthly returns. In all cases the sending station will be held responsible for the payment of portage which cannot be collected on delivery of message. If therefore the manager accept a guarantee instead of cash deposit it will be at his own risk.

TIME OF CLOSING.

50. No station must be closed for the night until the signal S.F.N. ("Stop for night") has been received from the Melbourne office.

ATTENDANCE AT NIGHT.

51. Where assistants or messengers sleep in the operating room, immediate attention must be given when called at any time during the night, notwithstanding that the usual signal, S.F.N. ("Stop for night"), or N.M. ("No more"), may have been given by the Melbourne office.

STATIONS ENGAGED DURING NIGHT.

52. Should it be found necessary for any office to cut out of circuit at night, during a thunderstorm, the officer in charge must, before doing so, advise the Melbourne office; and, on being replaced in circuit, ascertain if his office has been called during the period such office was cut out.

CIRCUIT AVAILABLE DURING NIGHT AND ON SUNDAYS, ETC.

53. An officer must be in attendance at the Melbourne office every night, including Sunday, Christmas Day, Good Friday, and other holidays, to receive notice of maritime or other disasters, urgent private messages, or other important business.

TESTIMONIALS.

54. Officers are on no account to give a written or official recommendation or testimonial as to the merits of any officer who may have served or be serving under them, unless they are applied to on the subject by the Deputy Postmaster-General.

DELIVERY OF MESSAGES.

55. Messages will be delivered free, within a radius of a mile, from any office in any direction. Beyond this distance, the cost of delivery must either be prepaid or guaranteed by the sending station.

Managers or officers in charge are requested to circumscribe the above area on a map of their respective places, for the guidance and information of all persons concerned. In cases where there is no map in the office, and one cannot be locally procured, requisition for a map should be sent to the Deputy Postmaster-General.

DETENTION OF MESSAGES TO BE NOTIFIED.

56. When a telegram is detained in consequence of the line being down or otherwise interrupted, a note to that effect must be made on the message, for the information of the person addressed.

TELEGRAMS FORWARDED FREE PER POST IN VICTORIA.

57. Telegraphic messages forwarded by wire from any telegraph station in Victoria, upon which the full telegraph rates payable in this colony have been paid, may be sent by post as letters for delivery in Victoria, New South Wales, South Australia, Tasmania, Queensland, or New Zealand, without any payment for postage, if enclosed in the usual telegraph envelope bearing the frank stamp of the Postmaster-General. An account of the frank stamps supplied and used for telegrams so forwarded must be kept.

Letters containing messages for transmission by telegraph from any place within Victoria, posted at any post office not a telegraph office, with the words "*Telegraphic Message only*" written thereon above the address, and directed to the nearest telegraph office, may be forwarded free of postage; and the officer in charge of the telegraph office to which such letter may be addressed shall transmit the message contained therein to destination, if within the colony of Victoria, provided that at least the minimum telegraph fee of one shilling in postage stamps be paid thereon, any deficiency being collected on delivery.

Any telegraphic message received by post for transmission by wire, and upon which less than full rate (if for a place beyond Victoria), or less than one shilling (if for a place within the colony), has been paid, shall be returned at once by the officer receiving the same to the sender, together with a note of explanation.

POSTAGE STAMPS RECEIVED.

58. Unobliterated Victorian postage stamps may be received at any telegraph station as cash in payment of the rates chargeable on Victorian telegraphic messages. Stamps thus received on account of telegrams may be exchanged for stamp-window cash, to be remitted to the General Post Office, with the postmaster's or manager's other telegraph collections. Where postage stamps have been affixed to or impressed on the telegraph form or envelope, they are to be cut off, but not obliterated, the name of the telegraph office must be written on the back, and the stamps transmitted as part of the telegraph collections to the General Post Office, where credit will be given for them as cash in payment for the telegram.

TELEGRAPH MONTHLY RETURN, ETC.

59. (a) A telegraph return (agreeably to a form in a book to be supplied to postmasters) is to be forwarded to the Accounts Branch, General Post Office, at the commencement of each month, in the registered letter mail. It is not to be sent loose in the ordinary mail.

(b) Telegraph operators in charge of railway telegraph stations are to send their monthly telegraph returns, and their remittances, to the General Post Office, in such manner as may from time to time be directed.

(c) Operators or officers in charge of lighthouses, or look-out shipping telegraph stations not in the vicinity of a post office, are to forward their monthly telegraph return by wire.

(d) When several "collect" messages (press or private) have been transmitted during the month, the postmaster should make a note of the number of such "collect" messages on the face of his monthly return.

(e) Intercolonial telegrams transmitted and received are to be included in the number of messages in the monthly telegraph return.

(f) Telegrams for Europe, &c., for transmission *via* Port Darwin, are not to be included in the column "number of private messages transmitted," nor their cost in the column "cash receipts for private messages," nor in the summary of remittances.

(g) The Victorian local fees on such foreign messages are to be entered in the column immediately under that of the "cash receipts;" and the amount of the latter and the local fees should agree with the total remittances endorsed on the monthly return.

(h) When the charges for "O.H.M.S." messages transmitted in any month are greater than usual, the value of such messages for each public department is to be noted on the monthly return, except in the case of the returns from railway telegraph stations.

(i) The dates and amounts of remittances for telegraph collections are to be endorsed on the monthly return; and the amount of check against the Melbourne office for the month stated.

(j) Officers of other Governments in charge at border telegraph stations will forward their monthly returns as early as possible after the commencement of each month.

TELEGRAPH COLLECTIONS AND REMITTANCES.

(k) Telegraph collections are to be paid to the General Post Office by and in the name of the officer in charge of the station by whom they were received.

(l) When any such officer is granted leave of absence, any telegraph collections in hand are to be forwarded by him to the General Post Office, before handing over charge of the station, and not to be transferred to the officer relieving him.

(m) Officers in temporary charge of stations are, in like manner, to forward their telegraph collections weekly, or on the dates prescribed; also those in hand on being relieved.

(n) Officers in charge of telegraph stations are to forward their telegraph collections to the General Post Office, on the 8th, 15th, 22nd, and the balance on the 1st of each month; or, when those dates fall on a Sunday, on the day following, and by a bank draft (if of sufficient amount) when practicable.

(p) Such remittances are to be accompanied by the usual "remittance form," specifying the amount, of what composed, and the period "from ____ to ____" of the collections; and are to be enclosed, in the envelopes specially provided for the purpose, addressed to "The Cashier, General Post Office, Melbourne."

(q) The particulars of such payments are to be carefully noted on the butt of the Telegraph Monthly Return Book, so that the remittances for the collections of the month may be accurately recorded, and entered from the butt to the columns on the back of the monthly telegraph return.

(r) Postmasters are to remit the *exact* amount of their telegraph and their postal collections, but are not to include both on the same remittance form, nor portions of the telegraph receipts of two months on the same form.

MORE-TO-PAY TELEGRAMS.

60. (a) An officer in charge of a telegraph office receiving by post a letter or envelope containing a private message for transmission by wire to another station in Victoria, for payment of which postage stamps not less than one shilling in value have been enclosed or affixed, but which amount is found to be insufficient, will mark on the telegram the amount paid, and the amount deficient; and will inform the receiving telegraph officer to the same effect, when forwarding the telegram.

(b) The receiving telegraph officer, on the collection of such more-to-pay amount, will include it in his telegraph collections, and account for it in his monthly telegraph return, in his "cash receipts."

(c) When a more-to-pay telegram is received by post at a telegraph station, for transmission by wire to another station, and thence by mail to the post-town of the place of destination, the despatching officer, will, in like manner, mark on the telegram before transmitting it, the amount more to be paid, and advise the receiving officer of the sum to be collected, and that the message is to be posted.

(d) The receiving telegraph officer will enclose such message in a telegraph franked envelope, bearing a full address, and fastened in the usual manner.

(e) The words "Telegram from _____ of _____," are to be written on the outside of the envelope; and the amount to be collected marked with ink in a "more-to-pay" stamp on the face of the cover. On the telegram being applied for, the postmaster at the post-town will collect that amount before its delivery.

(f) A telegram post-bill is to be sent in the mail by which such telegram is forwarded; and the bill, when examined and signed, is to be returned by the postmaster by the following post to the officer from whom it was received, to be attached by him as a voucher to his next monthly telegraph return.

(g) The amount collected at a post-office (not being a telegraph station) on a more-to-pay telegram, is to be sent by the postmaster to the telegraph station from which he received the telegram, and entered on a remittance form, distinct from any other remittances. The telegraph officer will include such amount in his telegraph collections.

(h) If a more-to-pay telegram, forwarded from a telegraph station by post has not been applied for or delivered at the post-town, the postmaster, at the expiration of seven days after receipt, will report so, in writing, to the telegraph officer, from whom he received it; stating, at same time, the names and directions of the sender and person to whom addressed, as written on the frank-stamped envelope. The telegraph officer will immediately apply to the sender for further instructions.

(i) A telegraph officer who has received a more-to-pay telegram from another station, for delivery from his office, addressed to a person who cannot be found, is, in like manner, to telegraph without delay to the sender, for advice and more explicit address.

(j) If no reply be received from the sender, the undelivered telegram is to be forwarded at the end of one calendar month, from the date of its receipt, to the telegraph station from which received, for transmission to the Dead Letter Office, Melbourne. The cause of non-delivery to be written on the envelope.

(k) Telegraph officers will keep a record of the number of more-to-pay telegrams posted by them; the amounts collectable, the amounts received and how disposed of.

ERRORS IN CHECKS.

61. Errors in daily, weekly, or monthly checks may at any time be notified to the office in fault, in the form of a collect message from the Manager of the Melbourne office. Officers objecting to pay for such messages will be dealt with under the 33rd section of the Civil Service Act.

INTEREST IN MINING SHARES, ETC.

62. Managers, operators, clerks, or other persons engaged in receiving and despatching telegrams, are prohibited from holding, either directly or indirectly, any share in any gold-mine or gold-mining company, or from betting or having any pecuniary interest in any horse-race; this being one of the conditions upon which they will be allowed to hold their appointments in the public service.

MESSAGES CONTAINING PROFANE OR IMPROPER LANGUAGE.

63. Should a message containing blasphemous, or obscene, or scandalous language be at any time presented for transmission, no payment is to be taken for such message, which must be refused, but the particulars must be reported to the Deputy Postmaster-General.

OVERSEER OF TELEGRAPH LINES.

64. The Overseer of Telegraph Lines is held responsible for the sound and serviceable condition of the poles, insulators, brackets, and all materials appertaining to the maintenance of every line of telegraph in the colony.

The Overseer of Telegraph Lines is to report, in the form of a tabulated return (sheets of which will be supplied to him), respecting the condition of the various sections of the telegraph lines examined by him in the course of his duties, such returns or reports to be forwarded to the Deputy Postmaster-General at least once in every seven days, when the Overseer may be within reasonable distance of a post office; any departure from this instruction to be accompanied by an explanation of the cause.

Any special circumstances in connection with the examination of poles, wires, &c., not embraced by the ordinary return, are to form the subject of an additional or supplementary report.

The Overseer of Telegraph Lines will occupy a position superior to that of all line repairers, and he is required in the course of his duty to supervise the work performed by line repairers, and by persons holding contracts or agreements for the maintenance of lines; he is to report any evidences of negligence or inattention to duty, or any failure in the due performance of the terms of contract, that may come under his notice on the part of such line repairers or line contractors, from time to time.

The Overseer of Telegraph Lines will, once in each year, closely inspect every telegraph line in the colony, and carefully examine every pole for signs of decay or other imperfection likely to affect the stability of the line. He will, where necessary, mark the poles, either for shortening at the ground level or for removal; but no pole is to be marked for removal that has twenty-one inches in circumference of sound timber at or about the ground level, and is otherwise sound. Poles for shortening to be marked with a blaze; poles condemned for removal to be marked with a cross: in each case the mark is to be cut into the pole in a conspicuous place with a tomahawk.

The Overseer of Telegraph Lines will be required to indicate to the line repairer in charge of a section any repairs immediately necessary, and to instruct the line repairer as to special requirements in any particular case; a note of such instructions to be submitted in the Overseer's return of inspections, &c.

It will form a portion of the duty of the Overseer of Telegraph Lines to prepare, as occasion may require, a list of details of all work to be provided for under contracts for repoling of lines, or other extensive repairs usually executed by contract, and, when specially instructed, to act in the capacity of Inspecting Foreman of Works during the performance of the contractors' engagements.

In the course of his duty the Overseer of Telegraph Lines may be required to examine circuits at any intermediate office, when so instructed, for the purpose of ascertaining the locality of a fault, and to report as to the condition of such circuits, main and local batteries, &c.

At least once in every year, the Overseer of Telegraph Lines shall take stock of all poles, wire, insulators, pins, brackets, and other materials used for outside work, stored at the various telegraph stations, police camps, or other places, forwarding a report (on the printed form provided) as to the condition, quality, and security of such materials, with a recommendation as to their disposal when found to be unserviceable.

It will be the duty of the Overseer of Telegraph Lines to see that the ladders, straining tackle, soldering apparatus, and other tools required for maintenance and repairs, are at hand and kept in good order; also, where a horse and wagon are provided, that the horse is carefully groomed and fed, and that the wagon, harness, &c., are properly attended to, and report accordingly.

DUTIES OF LINE REPAIRERS.

65. In the event of interruption through breakage of wires between any two stations, the lineman having charge of the section is to be despatched immediately, by train, on horseback, or by the most convenient and rapid means of conveyance available at a reasonable charge, provided with spur climbers, main wire, straining tackle, vices, splicer, pins, insulators, and binding wire; the lineman to use all despatch in making good the damage and returning to his station; but in the event of observing insulators wanting, or binding wires broken, he is to make good those deficiencies at once, so far as the materials at hand will allow; any lineman proceeding specially on account of breakage being expected to carry with him at least six insulators, tie wire, &c., and the usual tools. Linemen are in all cases to exercise great care in keeping the sections of line under their respective charge free from scrub, second-growth timber, or trees likely to endanger the safety of the line.

The line repairer will keep a journal, specifying under each date all repairs, &c., effected, and other duties performed by him, with precise description, in each case, of the locality, expenses incurred, &c.

A supply of pocket-books suitable for the purpose will be forwarded. Each book will last a month, and must be transmitted to the Deputy Postmaster-General, on the first day of the succeeding month, endorsed "Line Repairer's Return."

Line repairers attached to country stations, when in charge of working parties, and executing work outside the ordinary duties of their sections, will report direct to the Deputy Postmaster-General.

HORSES, WAGONS, ETC.

66. At country stations where an express wagon and harness are provided, it is to be understood that they are to be used only and exclusively for line work, or service directly connected therewith, and for no other purpose whatever. The greatest care is to be taken to keep the wagon and harness at all times in perfect and serviceable order; the several parts are to be kept thoroughly clean, and when not in use the

vehicle and harness must be kept under cover. The line repairer will be held accountable and responsible for any damage done to the wagon or harness, other than what may arise through fair wear and tear only; and any repairs rendered necessary through carelessness, negligence, or omission on his part will be charged to him and must be defrayed at his cost. The manager will report to the Deputy Postmaster-General any instance of damage to the wagon, with full particulars as to the cause, &c. The horses attached to the various stations must be kept clean, well groomed, well fed, and in all respects well cared for, by the line repairer, who will be held fully responsible for the care and management thereof. Any risk to the safety of the animal, through omission on the part of the lineman in charge of the section, must be met entirely by the lineman himself, fair and reasonable precaution in this respect being expected from him under all circumstances. When the state of the roads does not admit of the line wagon being used, recourse may be had to the saddle and bridle, with the valise and usual tools, &c. Shoeing or farriery to be obtained in the best manner, at the most reasonable rates, and vouchers for the same forwarded for payment from time to time. The horse is intended solely for use on the line, and is not to be used privately for any purposes whatever.

LINE REPAIRERS' ACCOUNTS.

67. Managers are instructed to be particular in forwarding line repairers' accounts for disbursements incurred on line duty, to see that each account may be in every respect fully completed in accordance with the Treasury regulations, and that all sub-vouchers shall be duly attested by the manager as correct. Under no circumstances are vouchers to be forwarded unless for sums actually disbursed, nor must any account for maintenance of lines extend over a greater period than one calendar month. Special attention to this instruction is required. No expenditure will be allowed unless entered in the Line Repairer's Journal under the date when incurred. The allowance per diem for a line repairer's personal expenses whilst travelling on duty, is for a day of twenty-four hours, and only a proportion of the amount so allowed must be charged, according to the number of hours absent from the station.

STORES.

68. (a) All supplies of office fittings, furniture, or any appliances for cleansing batteries (such as troughs, tubs, buckets, brushes, brooms, &c.) forwarded to any station, are to be employed exclusively for office or battery room purposes, and are not under any circumstances to be applied to the private use of the officer in charge of the station.

(b) Every precaution must be adopted to prevent waste in stores and battery materials, particularly mercury, acids, and platina. Strict surveillance must be exercised in this matter, as there is constant liability to unnecessary consumption of these articles when intrusted to the charge of inexperienced or careless hands; it is therefore hoped that special attention will be paid to the preservation of the stores named.

(c) Old zinc, copper, and "copper deposit" must be preserved, and when a quantity of about 50lb. weight may have accumulated, it is to be forwarded by the most economical conveyance to the Stores Branch, General Post Office.

(d) To avoid expense of packing and transport, application for telegraph materials and stores which cannot be forwarded in the mail bags must, wherever practicable, be made *half-yearly only*, viz., in December and June; and the quantities that will probably be required for the ensuing half-year must be stated.

(e) Separate forms or sheets must be used in requisitioning for telegraph materials (*strictly*), i.e., chemicals, wire, register-paper, tools, &c., as distinguished from all other stores, such as stationery, twine, brooms, &c., &c., &c.; and printed books and forms must always be applied for on separate sheets or requisition forms.

(f) All requisitions for stores, instruments, and supplies of every description, must be on the authorized printed forms, or addressed to the Deputy Postmaster-General.

REPEATING CONNECTORS TO BE KEPT ADJUSTED.

69. Managers or operators in charge at repeating stations or terminals of branch lines, must be particular in maintaining the proper adjustment of "*repeating connectors*" and "*reversing switches*." The pen levers should have rather less "play"

than under ordinary circumstances, and the lever springs should be evenly and carefully adjusted, so as to pass the writing freely; the contact-points must also be kept free from oxidation or other substance likely to interfere with the working of the instrument.

MESSENGERS' DUTIES.

70. Messengers will be under the immediate control of the manager or despatch clerk, and all instructions emanating from these officers must be promptly obeyed.

Messengers will be supplied with delivery books, in which will be entered the messages handed them for delivery. A specified time will be allowed for the delivery of each message, which must be delivered in its order as entered in the delivery book. Should the time be exceeded, the messenger concerned must, on his return to office, furnish an explanation to the officer in charge.

Messengers must obtain a genuine signature and correct time of delivery, in their delivery books, for every message entered therein, and delivered by them; and in the event of their being unable to deliver a message, an explanatory note must be made in the book, and a full explanation furnished to the officer in charge immediately on return to office.

Messengers are cautioned against carrying messages in any other way than in the bags provided for the purpose; and, whilst engaged in delivery, must not receive messages from the public, unless authorized by the officer in charge.

Messengers, whilst on duty, must always appear clean, and must always wear their uniform, which must be properly brushed. If proper care be not taken of the uniform issued to them, new clothes will be supplied, and the cost of the same will be charged against the salaries of the messengers who may be at fault.

Messengers must not collect more money for portrage on messages delivered by them than they actually pay for horse hire, cab, omnibus, or railway fare. When no cost is incurred no money is to be collected.

When any less sum than that stamped on the envelope may be collected, the messenger will obtain an entry to that effect in his book from the person paying the amount, and report the circumstance to the manager on his return to office.

Messengers are not, under any circumstances, to collect charges on a telegram, unless the amount to be collected may first have been plainly written on the envelope, and initialed by the despatching clerk or the manager of the office; nor are messengers to alter or make additions to endorsements on telegrams intrusted to them for delivery. Vouchers for any sums exceeding one shilling, disbursed by a messenger in the execution of his duty, are invariably to be obtained and placed in the hands of the manager of the office for record and reference. Entries of the particulars relating to such expenditure and collection are to be made in the delivery books.

Messengers receiving replies to telegrams delivered by them, must immediately on return to the office, hand the message, with any money collected thereon, to the receiving clerk.

FLAG SIGNALLING, ETC.

71. Officers in charge of coast stations, or of offices provided with flagstuffs for signalling, are to be specially careful in all cases to adhere strictly to the instructions conveyed through the signal books (the authorized *Commercial Code*).

Supplementary sheets will be supplied from time to time as they may be received from England. It is requested that any instance of higher numbers being shown than are contained in the books or the supplementary sheets, may be immediately reported to the Deputy Postmaster-General. Signalmen are to keep all the flags under their charge in serviceable order; needles, thread, bunting, twine, &c., will be supplied for this purpose on requisition in the usual manner.

During night "mail-watch," when Royal Mail contract steamships may be due at either Cape Otway or Queenscliff, the officers in charge of those stations are to report to the Melbourne office, at such hours as may be required from time to time. In the interim between the hours stated, the signal, if required, is to be given in the usual manner through the magnetic bell instruments to be kept in circuit at the Melbourne office.

A fee of two shillings and sixpence (2s. 6d.) in addition to the usual rate, will be charged upon all telegrams signalled per code.

OFFICES TO BE KEPT PRIVATE.

72. Offices must be kept private. No person, unless those who may be actually engaged in the department, or who may have been specially authorized by the Deputy Postmaster-General, are to be admitted to the instrument (or operating) room under any circumstances.

OFFICE ATTENDANCE.

73. At stations, where two or more operators are engaged, the meal hours must be so arranged that no more than half the force of the office shall be absent therefrom at any one time.

OVERTIME.

74. On special occasions, when the services of operators, or others employed in the department, may be necessary, through the communication being kept open after the usual closing hour at night, the authorized rate of overtime will be allowed.

Managers or officers in receipt of quarters, &c., will be allowed overtime as above only during the period they may be actually employed in receiving or despatching telegrams, but claims for waiting will not be allowed, unless under special circumstances.

Managers, operators, signalmen, linemen, or messengers engaged on actual duty during Sunday, Christmas Day, or Good Friday, will be allowed overtime for the period during which they may be so employed.

LEAVE OF ABSENCE.

75. Applications for leave of absence will be recommended, and the necessary authority obtained, in all cases where officers can be relieved from duty consistently with other claims on the staff of the department, and should the officer applying be entitled to such leave.

Managers of stations and operators in charge of offices must on no account absent themselves from their stations, or from duty during office hours, without permission first specially obtained through the Deputy Postmaster-General; nor must they at any time confide the charge of their stations or offices to subordinate officers, unless under special circumstances, and then only under the authority before mentioned.

COMMUNICATIONS.

76. All communications with the Melbourne office, *of every kind whatever*, must be addressed to "The Deputy Postmaster-General," and should only be forwarded by telegraph when of an urgent nature. In forwarding accounts, requisitions, &c., the designation of the *branch* to which the documents more especially refer, should also be endorsed on the cover.

77. No official paper of any kind, whether it requires a reply or not, must be returned without some observation denoting that it has been received and noted.

DEPARTMENTAL ORDERS, GENERAL NOTICES, ETC.

78. Departmental orders, general notices, &c., when sent by telegraph, will be forwarded to all stations simultaneously, from the general signal key, test pillar, Melbourne office, immediately after one p.m. time signal has been given. Officers must pay special attention at this time, and refrain from "breaking in" during the transmission of such orders or messages, the receipt of which must be promptly acknowledged. All instructions from the Manager of the Melbourne office, to country and suburban offices, respecting the daily working of the lines, must be promptly attended to.

NUMERAL SIGNALS.

78a. The following numeral signals are to be used as occasion may require:—

- | | |
|---|--|
| <p>1—Stop a moment.
 2—What time is it?
 3—Have you any reply for ———?
 4—Where shall I commence?
 5—I have a message for you?
 6—I am ready.
 7—I do not know.
 8—Be particular: a very important message to be delivered at once.
 9—Get an answer at once for ———.
 10—Surrender circuit immediately and attend to communication now being made.
 11—Do you understand my last?
 12—I do not understand your last?
 13—I cannot read your last.
 14—Connect your circuit better.
 15—Separate your words more.
 16—Cipher message.
 17—Do not close your office; more business.
 18—What is the matter?
 19—Leave key open two minutes.
 20—I will send and inquire.</p> | <p>21—Disconnect leading-in wire.
 22—Cut your office out of circuit.
 23—Cut relay out of circuit.
 24—Cut main battery out of circuit.
 25—Write dots.
 26—Write the Alphabet?
 27—All stations except those indicated to keep clear of line until important despatch now being sent is finished. (This signal to be used only by manager at chief office.)
 28—Do you get my writing?
 29—Cannot find M ———. Give better address.
 30—Collect charges on this message.
 31—Foreign message: be particular.
 32—This message to be posted.
 33—Answer to this message is paid at my office.
 34—Manager of chief office at key: immediate attention required.
 35—Instrument fitter here: is all O.K.?
 36—Line repairer here: is line O.K.?</p> |
|---|--|

SIGNALS TO BE USED AT COAST STATIONS.

- | | |
|---|---|
| <p>50—How are wind and weather?
 51—Any vessels in sight?
 52—Steamer in sight.
 53—Ship in sight.
 54—Barque in sight.
 55—Brig in sight.
 56—Schooner in sight.</p> | <p>57—Vessel ashore, or in distress.—
 Urgent. (All stations, on hearing this signal, must give up circuit forthwith.)
 58—This message to be signalled by flags.</p> |
|---|---|

NEW ALPHABETICAL CODE.

79. The following new alphabetical code must be used in the transaction of telegraph business in Victoria. The writing must be firm and even, making dots, dashes, letters, and words, and allowing spaces, at proper relative distances; the running letters and words together to be especially avoided.

<u> A </u>	<u> B </u>	<u> C </u>	<u> D </u>	<u> E </u>	<u> F </u>	<u> G </u>
<u> H </u>	<u> I </u>	<u> J </u>	<u> K </u>	<u> L </u>	<u> M </u>	<u> N </u>
<u> O </u>	<u> P </u>	<u> Q </u>	<u> R </u>	<u> S </u>	<u> T </u>	<u> U </u>
<u> V </u>	<u> W </u>	<u> X </u>	<u> Y </u>	<u> Z </u>	<u> & </u>	
<i>Numerals.</i>						
<u> 1 </u>	<u> 2 </u>	<u> 3 </u>	<u> 4 </u>	<u> 5 </u>	<u> 6 </u>	<u> 7 </u>
<u> 8 </u>	<u> 9 </u>	<u> 0 </u>				

Punctuation.

COMMA, " " " " " "	SEMICOLON, " " " " " "	COLON, " " " " " "	PERIOD, " " " " " "	INTERROGATION, " " " " " "	EXCLAMATION, " " " " " "
PARENTHESES (), before and after words parenthesised. " " " " " "				ITALICS, before and after words <i>italicised</i> " " " " " "	
QUOTATION, before and after words quoted.					

REGULATIONS AND CONDITIONS.

80. The following amended regulations and conditions under which telegraphic messages are authorized to be transmitted in Victoria must be observed in the transaction of business with the public.

(a) A full and correct address must be given to every message, which must also bear the signature of the sender. Messages must be written with ink. All amounts must be written in words at length, with figures in parentheses.

(b) Messages must be transmitted in the order of their reception, and no precedence will be allowed, except for special despatches on the service of the Government, and the arrest of criminals.

(c) Payment of charges in advance is required, except for replies to interrogatory messages on which the sender may have written the words "Reply will be paid for," but special arrangements may be made for the receipt of messages payable by the receiver, either by depositing security at the receiving office, or by furnishing written guarantee to the satisfaction of the manager, covering the cost of transmission.

(d) Messages will be delivered free of charge within one mile of the office at which they are received by telegraph; over that distance cab or omnibus fare will be charged, when incurred; and for messages to be delivered on shipboard an extra charge to cover the disbursement for boat hire will be made.

(e) Messages may be transmitted in cipher in Roman letters or figures, on payment of an additional charge of fifty per cent. A group of five cipher letters or five cipher figures will count as one word.

(f) On special occasions, when the communication may be kept open during the night, the minimum charge will be 5s. for 58 words or under upon all messages received for transmission later than 8 p.m.

(g) No pecuniary liability is incurred by the Crown by reason of any errors or delays in the transmission or non-transmission, delivery or non-delivery of any message, from whatever cause the same may arise. In order, however, to afford the fullest security for the correctness of a transmitted message, the sender may obtain a copy of the message as repeated back from the receiving office, upon payment of one-half the original charge upon such message.

(h) In the event of serious delay occurring to prevent the transmission of a message within a reasonable time, or sufficient to destroy the value of the despatch, notice will be conveyed to the sender, should his address be known, and the message, together with the amount paid thereon, be returned, if desired.

(i) All messages, whether written upon the usual printed forms or upon plain paper, will be considered as tendered for transmission to their destination under the several conditions and stipulations above detailed.

(j) The offices will be kept open for the transmission of messages by the public generally between the hours of 8.30 a.m. and 8 p.m. (Sundays excepted).

(k) In case of any dispute arising as to the number of words chargeable on any message, the same shall be decided in accordance with the rules adopted at the latest European Telegraph Convention.

(l) In all cases where search for telegraphic messages or copies thereof may be made, after the date of their transmission, on the application of any duly authorized person, a fee of one shilling per telegram will be charged.

(m) Half rate will be charged for copies of messages having to be repeated in addition to the usual search fee.

PREVIOUS REGULATIONS CANCELLED.

81. The foregoing Rules and Regulations are in lieu of all previous rules and regulations relating to the Electric Telegraph Service, Victoria; and the latter are hereby cancelled.

82. All officers of the Post Office Telegraph Service must be supplied with a copy of the foregoing Rules and Regulations, and must give a receipt for the same, such receipt to be filed in the General Post Office.

VICTORIA.

ANNO TRICESIMO SEPTIMO VICTORIÆ REGINÆ.

No. CCCCLV.

An Act to amend "*The Post Office Statute 1866.*"—[25th June 1873.]

PART III.—ELECTRIC TELEGRAPHS.

29. The Postmaster-General or any person from time to time authorized in that behalf by the Governor in Council may enter into any contract for the construction and maintenance of lines of communication of electric telegraph.

30. Sections one hundred and ninety and one hundred and ninety-one of "*The Criminal Law and Practice Statute 1865*" and sections two hundred and sixty-two to two hundred and sixty-four of "*The Public Works Statute 1865*" are hereby repealed, and sections two hundred and fifty-one to two hundred and sixty-one of "*The Public Works Statute 1865*" are hereby repealed and re-enacted in sections thirty-one to forty-one of this Act, and such repeal and re-enactment shall not affect any appointments regulations rights obligations or penalties under the said repealed sections, but the same shall subsist under this Act as if the said sections of this Act had been in force during the time that the said repealed sections were in force.

31. Every line of communication by electric telegraph constructed or to be constructed in Victoria shall be subject to the several provisions of this Part of this Act and the several rules and regulations hereinafter mentioned.

32. The Governor in Council from time to time may appoint a proper person, who shall be called the General Superintendent of Electric Telegraphs, to superintend the construction establishment management maintenance and protection of lines of communication of electric telegraph, and such other officers clerks and servants as may be necessary.

33. Any person appointed by the Governor in Council or acting under his authority for any of the purposes aforesaid may enter into and upon any lands in Victoria, and may survey and take levels of the same or any part thereof, and also may dig cut remove and carry away any stone soil sand gravel and indigenous trees or timber suitable or necessary for the construction formation or maintenance of any such line of communication or any part thereof or any other works belonging or in anywise appertaining to any such line.

34. Any such person may erect set up and maintain all masts or posts for the supporting of any cord or wire of any such line in and upon any of the lands of the Crown any shore of the sea and any road; and may make all needful and necessary excavations in the same for erecting or placing such masts or posts and also for laying down subterranean lines of communication.

35. Every cord or wire of any such line if above the surface crossing any road shall be placed at least eighteen feet from the ground; and the free use and enjoyment of any road and the navigation of any inlet bay river creek or lake over along across or underneath which any such cord or wire or line of communication may pass shall not be hindered or obstructed further than is absolutely necessary for the proper construction establishment and maintenance of any such line of communication.

36. All trees and underwood shall be cut for the space of twenty feet on each side of any such line of communication by the proprietor of the lands upon which such trees and underwood may be; and in default thereof any such person may enter upon the said lands and cause the said trees and underwood to be cut; and this Act shall be sufficient to indemnify the said person and his servants agents and workmen and all other persons whomsoever for what he or any of them shall do by virtue of the powers hereby granted.

37. The Governor in Council may from time to time appoint the amount of fees rates or dues to be demanded or received for the transmission or conveyance of any despatch message or communication by means of any such line, and for the due delivery thereof respectively and for copies of any such despatch message or communication; and may make repeal or alter rules and regulations for the transmission and conveyance of all despatches messages or communications by means of any such line, and for the payment of such fees rates and dues, and generally for the conduct management working and maintenance of any such line of communication. A scale of all such fees rates and dues and a copy of every such rule or regulation shall be published in the *Government Gazette*; and a copy of every such scale of fees rates and dues shall be laid before Parliament if then sitting or if not then sitting within one month after the commencement of the next ensuing session thereof.

38. All such fees rates and dues shall be paid for the use of Her Majesty to such person at such place and in such manner as may be directed in such rules and regulations as aforesaid; and in case of refusal or neglect of payment of any such fee rate or due or any part thereof on demand to the person appointed to receive the same, such person may sue for and recover the same in any court of competent jurisdiction.

39. It shall be the duty of any such person and of all officers servants or workmen employed in the working or operating of any such line of communication to transmit all messages despatches or communi-

Postmaster-General may contract for construction and maintenance of line of electric telegraph.

Sections of "*The Criminal Law and Practice Statute 1865*" and Part VI. of "*Public Works Statute 1865*" repealed and re-enacted.

Person and future lines of telegraph to be subject to this Act.

Governor in Council may appoint superintendant and officers.

Telegraph officer may enter on and survey lands.

Telegraph posts may be set up.

Elevation of wire.

Trees within twenty feet of line to be removed.

Governor in Council may make rules.

Scale of fees to be printed and laid before Parliament.

Payment of rates.

Order of transmission of messages.

cations in the order in which they are received: Provided that any message in relation to the arrest of criminals the discovery or prevention of crime or any other matter connected with the administration of justice and all Government messages or despatches shall be transmitted in preference to any other message or despatch.

Penalty for failure to transmit messages in their proper order.

40. If any officer clerk operator or other person employed in the working of any line of electric telegraph neglect or refuse to transmit any message despatch or communication in the order hereinbefore directed, he shall forfeit not less than One pound nor more than Fifty pounds.

Penalty for violation of secrecy.

41. If any officer clerk operator or other person employed in the working of any line of electric telegraph divulge the contents of any private or secret message despatch or communication transmitted or conveyed or to be transmitted or conveyed by any such line otherwise than by giving if duly authorized in that behalf copies of any message despatch or communication, he shall forfeit a sum not exceeding One hundred pounds or at the discretion of the justices adjudicating may be imprisoned with hard labor for any period not exceeding six months.

Telegraphic messages may be paid for by postage stamps.

42. Unobliterated Victorian postage stamps may be received as cash in payment of any sum payable in Victoria under any Act or regulation in force in Victoria with respect to telegraphic messages.

Blasphemous obscene or scandalous messages may be refused.

43. Any officer clerk operator or other person employed in any line of electric telegraph may refuse to receive or transmit any message of a blasphemous obscene or scandalous character in its contents address or signature.

Injuries to telegraphs.

26 and 28 Vict., c. 40, s. 75.

44. Whosoever shall unlawfully and maliciously cut break throw down destroy injure or remove any battery machinery wire cable post or other matter or thing whatsoever being part of or being used or employed in or about any electric or magnetic telegraph or in the working thereof, or shall unlawfully and maliciously prevent or obstruct in any manner whatsoever the sending conveyance or delivery of any communication by any such telegraph, shall be guilty of a misdemeanor; and being convicted thereof shall be liable at the discretion of the court to be imprisoned for any term not exceeding two years: Provided that if it shall appear to any justice on the examination of any person charged with any offence against this section that it is not expedient to the ends of justice that the same should be prosecuted by information, the justice may proceed summarily to hear and determine the same; and the offender shall on conviction thereof at the discretion of the justice either be imprisoned for any term not exceeding three months, or else shall forfeit and pay such sum of money not exceeding Ten pounds as to the justice shall seem meet.

Attempt to injure telegraphs.
Ib. s. 33.

45. Whosoever shall unlawfully and maliciously by any overt act attempt to commit any of the offences in the last preceding section mentioned shall, on conviction thereof before a justice, at the discretion of the justice either be imprisoned for any term not exceeding three months, or else shall forfeit and pay such sum of money not exceeding Ten pounds as to the justice shall seem meet.

Mode of dealing with offender.

46. If any person be found offending against any of the two preceding sections of this Act, any other person may with or without warrant apprehend such offender, and may deliver him to some constable or convey him before some justice to be dealt with according to law; and if any person resist any person acting in execution of this Part of this Act, the person so offending shall on conviction forfeit a sum not exceeding Twenty pounds or may be imprisoned with hard labor for any period not exceeding two months.

Penalty for resisting officer.

Injuries by negligence punishable.

47. Any person who shall negligently break or injure any telegraph post or wire shall forfeit and pay a penalty not exceeding Five pounds recoverable by summary proceeding before justices.

Appropriation of penalties.

48. One-half of the penalty recovered for any offence relating to electric telegraphs shall be paid to the informer or party prosecuting.

Property of line may be laid in independent.

49. In any information or other proceeding under this Part of this Act, it shall be sufficient to state any property of any such line as aforesaid or any part thereof or of any work connected therewith to belong to and to lay it in the General Superintendent of Electric Telegraphs.

INSTRUCTIONS.

I.—INSTRUCTIONS FOR MAKING JOINTS.

In cases where the wire may be broken between two poles in such a manner that it cannot be tightened sufficiently to make a secure joint, it should be lifted off two or more poles on either side of the break and pulled up as tight as possible with the tackle; when the ends are brought together, the end of the fall should be made fast, the hand-vice screwed diagonally on the two ends of the wire, which must be brought close together and parallel to each other; one end is then taken and bent at right angles to the line—the splicer is then applied, the end of the wire being fixed into a hole for that purpose, and a twisted joint is then made, care being taken that the twists or turns are close together (*see sketch*). One end being finished, the hand-vice is placed in the opposite direction, and the other end is twisted in the same manner. The ends are then filed and broken off, the joints to be thoroughly soldered in the usual manner, the connections made metallically perfect, the blocks slackened out, and the joint is finished. All that remains is to replace the line on the poles. The wire should be well scraped and made bright over a space of about six inches at the broken ends before making this kind of joint. When two or more wires are on the same poles, the wire should be strained extra tight, care being taken to keep the wires at even tensions and at even spaces apart (fifteen inches, from wire to wire, is the usual space).

II.—INSTRUCTIONS FOR FIXING WIRES IN HOLLOWES.

It frequently happens that the insulators and pins are lifted from the poles and brackets when the poles are placed in hollows, or where the surface is uneven. This can be overcome by splitting the pin, say an inch at the top and bottom, and inserting a small wedge, say three-quarters of an inch; the insulator should then be driven on with a little cement; the wedge is then driven home; the split part of the pin is thereby expanded, and the insulator is firmly secured. The same plan answers very well for keeping the pins in the brackets and tops of the poles. Care must also be taken when two or more wires are arranged on the same poles, that they are both of equal tension, and not less than a foot apart. If in any place they are so loose that by any chance they can be made to touch each other, they must be tightened, by placing the straining tackle on the slack wire, cutting out so much of the wire as will effect even tension with the other wire or wires, and rejoining, soldering, &c. A main wire is not to be wound round the insulator, unless at a terminal, and then only after a piece of leather or leather cloth may have been interposed between the bight of the wire and the insulator. All rusty or imperfect joints must be cut out and perfect ones made in their stead, as described in clause 65.

III.—INSTRUCTIONS FOR CHARGING AND MAINTAINING CHESTER'S BATTERY.

1. Wipe out the glass cell.
2. Fill the glasses with water to one-quarter inch of wooden gauge (say within about one inch of top), pour in two and one-half ounces of pure sulphuric acid; after all are filled mix the solution by stirring.

For Battery without Terminal Supports.

3. Place the glasses on shelving, which should be six inches wide, long enough to allow two feet for every five cups, and of a convenient height from the floor. If more than one shelf is used they should be twelve inches apart, and the supports to the shelves twenty-three inches in the clear. The glasses should be placed in series of five, leaving about one-quarter inch between them, which would bring the shelf supports between each series.

4. Place the stretchers on the glasses, with connections outwards, the taller glasses at each end of the series, that the stretchers may rest on them, and not on the middle ones.

5. Screw the zinc plates after they may have been amalgamated into the metallic clamps, but not touching the bottom of the cell, and lastly screw in the platina plates, the exposed brass surface facing the screw. Connections to be made to suit the shelves.

6. The shelves should be thoroughly dry, seasoned, and coated with three coverings of the best copal varnish.

For Battery with Terminal Supports.

7. Wipe out the glass cell as before.

8. Let supports for shelves be separated in the clear twenty-two inches. (The battery stand to be thoroughly coated with three coverings of the best copal varnish.)

9. Screw iron brackets against these supports, so that they will just clear the glasses, and the stretchers resting on them will hang evenly over the glasses *without touching*.

10. To renew the battery, draw off with syphon about one-third of solution from bottom of each cell, and replace with fresh solution of a strength—one sulphuric acid and eleven water, always filling up to wooden gauge, also brush, or if necessary amalgamate the zincs. This is most easily done by throwing five cups at a time out of the circuit, by means of the double clamp and wire that accompanies the batteries. Screwing one end, for example, on the thumbscrew of cell No. 5, and the other end on that of No. 11. Then the intermediate cups are thrown out of main circuit, and one of their zincs should be instantly disconnected. In this operation the circuit is not broken for an instant. In amalgamating, only strong solution of sulphuric acid and water should be used; never muriatic acid.

11. The frequency of renewal will depend upon the use given to battery; once in fifteen days is the general average on Morse's lines; and its necessity will always be discovered by a weak current, and the formation of salt on zinc plates just above the solution.

Remarks.

12. The zinc plates when new should always be amalgamated before using; those sent with the battery are always amalgamated. Sometimes their first coating will last two weeks, or even longer. It is best to watch them carefully during the first week of their use, and if any oxidation or signs of much corrosion appear on any one, take it out at once and give it a new coating. The more clean the zinc plates are kept the longer the solution will last.

13. The solution is drawn by the syphon from the *bottom* of the glasses, because the used up acid-sinks.

14. A hissing in one or more cups shows that some wrong connection exists. This should be searched for and remedied immediately.

15. Through carelessness, neglect, or accident, the free acid in a cell may be all used up, and the solution become sulphate of zinc. Zinc will be deposited upon and injure the platina plate. It can easily be detected; put in a new platina plate and a fresh solution at once.

16. The hands need not be wetted in cleaning and removing the zincs, since only that part of the zinc plate that dips in the solution needs brushing. Keep the other part of the plate dry.

17. Cautions.—The clamps, brasses, screws, and woodwork must be kept thoroughly dry. They will remain bright and clean if handled carefully, but when requisite they must be scraped and brightened. Do not allow any pieces of metal, or any kind of salt, or any other acid than sulphuric, to get into the solution. Do not put up the battery where it will be exposed to the fumes of Grove's battery or nitric acid. Do not allow the zinc plates to touch or fall against the platina plates. Do not get mercury upon the platina plates. Keep the battery stand and everything connected with it thoroughly clean and dry; re-varnish the woodwork when necessary. Do not allow salt deposits to collect on the zinc plates.

IV.—INSTRUCTIONS FOR CHARGING AND MAINTAINING SULPHATE OF COPPER LOCAL BATTERY.

1. Amalgamate the zincs, for though they will work without amalgamation, yet by doing so they last longer. Place the copper in tumbler—porous cup in copper—zinc in porous cup. Fill the little cell attached to the copper with sulphate of copper (or blue vitriol) not pounded. Fill porous cups with hot water to within half an inch of top, and the tumbler to within an inch of top of porous cup; then add ten drops of sulphuric acid to water in tumbler, and as fast as sulphate of copper dissolves put in fresh. As soon as the solution is saturated with sulphate (*i.e.*, will not dissolve any more sulphate) the battery will work; but if it is slow, or weak, pour ten drops sulphuric acid into porous cups—(better not do this unless necessary.)

2. Be very careful not to let any of the vitriol solution or blue salt get into the porous cup; if the vitriol solution should rise so as to threaten such a result, draw off enough to prevent it. To form connection in the battery, screw the brass clamp attached to the copper of one battery to the zinc of the next, and be careful not to let the brass touch anything but the zinc. The third zinc has an independent screw-clamp to fasten it. To renew the battery when weak, wash the porous cups out clean, scrape off the thick scales adhering to the zincs, thoroughly wash them, and replace the porous cups and zincs filled, as before, with clean water. After the first charge use neither acid nor mercury.

3. Keep the stand and everything about the battery thoroughly clean. Do not allow blue salt deposit to accumulate.

4. If at the end of fifteen or twenty days the battery becomes weak, take it apart, scrape the black deposit off the zincs, and wash them well in soft pure water. Empty the porous cups and wash them also. Fill again with fresh water, and put up the battery as before. Every time you clean the battery wash the glass cells in water slightly warm, and wipe them out quite dry before rearranging the several elements. Be careful to keep the porous cells quite clear of the sides of the copper cylinder and as much as possible in the centre, otherwise the former will soon be destroyed by the copper depositing on them.

5. If the battery should become weakened by such deposits (say one-third of the cells covered), they should be replaced afresh.

6. The solution in the glass cells must never be thrown out or wasted. When dirt accumulates in the bottom of the cell, pour out the clear portion of the solution into another vessel, wash out the glass, and pour the solution back again, adding a little more to make up for any loss in cleaning, &c.

7. Keep the solution no stronger than is necessary to ensure a reliable current, as greater strength only causes waste. If there is a weak current (when the battery is clean) and the solution appears of a pale color, add more sulphate of copper to the small perforated cells.

8. Before using porous cells for the first time, soak them in water for 24 hours.

V.—DIRECTIONS FOR CHARGING, ETC., THE NEW SULPHATE OF MAGNESIA BATTERY.

1. Dissolve two (2 lb.) pounds sulphate of magnesia in pure water. Add sufficient water to fill the outer and inner glass cell with the solution to within two inches of the top of the large glass, when the cylinders, &c., are inside.

2. Place the copper cylinder inside the inner glass cell, zinc cylinders outside midway between the glass cells.

3. Lead up pole wires through wooden lid, taking care that the insulated pole passes at opposite sides to the bare wire.

4. Fill the conical glass cells with sulphate of copper, place in position, in centre of lid; replenish as required. Keep all clean and dry.

5. The cells when once placed in position should not be again disturbed.

6. The broken crystals of copper should be occasionally pushed down gently in the central glass cell and replenished with a further supply of the sulphate of copper.

With proper care and attention this battery will not require recharging oftener than once every six months.

VI.—ELECTRIC TELEGRAPH STATIONS IN VICTORIA, WITH THE SIGNAL CALLS.

Name of Station.	Signal Call.	Name of Station.	Signal Call.	Name of Station.	Signal Call.
Melbourne ...	A.	Inglewood ...	V.	Stockyard Creek	D.C.
Alexandra ...	A.D.	Jamieson ...	F.S.	Swanhill ...	W.H.
Ararat ...	A.F.	Kerang ...	K.G.	South Yarra ...	S.V.
Avoca ...	A.V.	Kilmore ...	K.I.	Talbot ...	B.K.
Bairnsdale ...	B.D.	Kyneton ...	K.	Taradale ...	S.Q.
Ballarat ...	B.	Koroit ...	K.O.	Tarnagulla ...	N.G.
Beaufort ...	F.K.	Lancefield ...	F.I.	Terang ...	R.G.
Beechworth ...	B.W.	Learmonth ...	M.H.	Treasury ...	N.E.
Belfast ...	B.F.	Leigh Road ...	H.D.	Wahgunyah ...	W.G.
Benalla ...	B.N.	Linton ...	G.S.	Walhalla ...	W.K.
Birregurra ...	B.G.	Longwood ...	W.D.	Wangaratta ...	F.
Buninyong ...	B.Y.	Majorca ...	M.J.	Warrnambool ...	W.B.
Bright ...	M.C.	Maldon ...	D.M.	Williamstown ...	W.
Brighton ...	B.I.	Maldon ...	D.M.	Winchelsea ...	W.C.
Brunswick ...	B.R.	Mansfield ...	D.S.	Wodonga ...	B.V.
Berwick ...	B.C.	Market Buildings	C.M.	Woodpoint ...	N.P.
Castlemaine ...	C.	Maryborough ...	M.B.	Wilson's Promtry.	W.P.
Camperdown ...	N.W.	Mornington ...	S.P.	Yackandandah ...	D.H.
Cape Otway ...	W.Y.	Mortlake ...	N.K.	<i>Railway Circuit.</i>	
Cape Schanck ...	C.S.	New Gisborne ...	N.	Avenel ...	E.V.
Caramut ...	C.Y.	Newstead ...	N.D.	Ballarat West ...	N.Y.
Casterton ...	N.S.	Port Albert ...	F.B.	Benalla ...	I.B.
Carisbrook ...	S.B.	Portland ...	P.	Broadford ...	R.F.
Chiltern ...	S.N.	Penshurst ...	K.S.	Buninyong ...	G.N.
Clunes ...	O.S.	Prahran ...	P.R.	Castlemaine ...	C.N.
Coburg ...	C.A.	Parliament House	P.A.	Chiltern ...	N.A.
Colac ...	D.K.	Queenscliff ...	Q.	Echuca ...	U.K.
Coleraine ...	C.D.	Rokewood ...	R.K.	Elphinstone ...	E.P.
Collingwood ...	S.F.	Rosedale ...	R.S.	Geelong ...	S.G.
Creswick ...	S.K.	Rutherglen ...	N.U.	Lancefield Road ...	F.I.
Chewton ...	C.W.	Richmond ...	R.M.	Longwood ...	G.W.
Dandenong ...	D.A.	St. Arnaud ...	N.F.	Runnymede ...	R.D.
Daylesford ...	D.F.	St. Kilda ...	K.A.	Sandhurst ...	Z.
Dunolly ...	D.Y.	Sale ...	Q.N.	Seymour ...	S.O.
Echuca ...	H.U.	Sandhurst ...	S.H.	Spencer street ...	P.N.
Eldorado ...	D.O.	Sandridge ...	S.R.	Sunbury ...	B.S.
Emerald Hill ...	E.M.	Sebastopol ...	S.U.	Violet Town ...	V.I.
Eaglehawk ...	E.H.	Serpentine ...	S.I.	Wangaratta ...	W.A.
Flinders ...	F.D.	Seymour ...	S.	Wallan Wallan ...	U.N.
Footscray ...	F.C.	Shady Creek ...	S.C.	Werribee ...	B.O.
Fryerstown ...	F.Y.	Smythesdale ...	N.H.	Williamstown Junc.	J.
Gaffney's Creek ...	G.C.	Sorrento ...	S.X.	Williamstn. Ry. Pier	W.N.
Geelong ...	G.	Stawell ...	S.W.	Woodend ...	D.W.
Hamilton ...	H.N.	Stratford ...	S.D.	Wodonga ...	D.
Hexham ...	H.	Streatham ...	S.M.		
Heathcote ...	H.F.	Scarsdale ...	S.J.		
Hawthorn ...	H.A.	Stuartmill ...	D.G.		