

26/696 237/12

13th November, 1959.

The Acting Secretary, HOBART.

District Commercial Officer N. H. Cox, Launceston.

In consideration of the amount of Saturday time compiled by the District Commercial Officer, Mr. N. H. Cox, during the past few weeks in connection with the work unassisted with the Dean Street Ferry, I have decided to pay him a special allowance of £30. 0. 0.

Will you please advise him accordingly.

It is to be understood, of course that in future and following the reduction in the concentrated organisation and attention, that has been necessary, he is expected to arrange to adjust his hours of duty to offset additional hours that may be incurred in connection with this work.

GENERAL MANAGER.

The Acting Commercial Superintendent, Hobart. For your information.

The District Staff Officer, LAUNCESTON. Will you please arrange

payment. 16/11/59.

59/428/T/H.

23rd October, 1959.

Mr. M. H. Cox,  
District Commercial Officer,  
LAUNCESTON.

Position of District Commercial Officer, Launceston.

I have pleasure in advising that you have been appointed to the position of District Commercial Officer, Class 3, with headquarters at Launceston.

The appointment becomes effective from 25th October, 1959.

SECRETARY.

# TRANSPORT DEPARTMENT (RAILWAY BRANCH) 59/428.EJP/MW

OFFICE OF THE GENERAL MANAGER,

HOBART.

20th October, 1959.

MEMORANDUM FOR The Secretary, HOBART.

SUBJECT                      Postion of District Commercial Officer, Launceston.

With reference to applications called in Weekly Notice 59/41 for the redesignated and reclassified position of Commercial Representative, now to be known as District Commercial Officer (Class 3), I desire to advise that I have approved of the appointment to the above position of the only applicant, Mr. M. H. Cox.

The appointment to become effective as from the 25th instant.

TASMANIAN RAILWAYS  
GENERAL MANAGER'S OFFICE

REC'D. 20 OCT 1959

FILE No. \_\_\_\_\_

ACCD. \_\_\_\_\_

GEN.	ACCTS.
S.D.	STORES
S.U.	RECORDS
C.	FILE
T.O.	
W.C.	

RESUBMIT

*J. E. Mastey*  
GENERAL MANAGER.

1 M. H. COX

59/428 KJP/MW

20th October, 1959.

The Secretary, HOBART.

Position of District Commercial Officer, Launceston.

With reference to applications called in Weekly Notice 59/41 for the redesignated and reclassified position of Commercial Representative, now to be known as District Commercial Officer (Class 3), I desire to advise that I have approved of the appointment to the above position of the only applicant, Mr. M. H. Cox.

The appointment to become effective as from the 25th instant.

81251  
9  
JF  
GENERAL MANAGER.



## TRANSPORT DEPARTMENT,

OFFICE OF THE GENERAL MANAGER OF RAILWAYS,  
LAUNCESTON.

9th October, 1959.

MEMORANDUM FOR COMMERCIAL SUPERINTENDENT : HOBART.

SUBJECT: Public Holidays, etc.

TAS. GOVT. RAILWAYS  
GENERAL MANAGER'S OFFICE

12 OCT 1959

Please note, the following is a record  
for my leave card for 1959 of days worked and/or  
taken off :-

1/ 1/59 - Off.

26/ 1/59 - Worked.

4/ 2/59 - " (Launceston Cup).

2/ 3/59 - Off.

27/ 3/59  
30/ 3/59  
31/ 3/59 } - On Annual Leave.  
25/ 4/59

15/ 6/59 - Off.

8/10/59 - Worked (Launceston Show).

Not entitled to  
credit

13/10/59

*M. H. Cox*  
COMMERCIAL REPRESENTATIVE.

13/10/59

Staff Supr  
Will you please  
record. B. H. Cox  
10/10/59

In reply please quote

MHC/BEG.



# TRANSPORT DEPARTMENT (RAILWAY BRANCH)

OFFICE OF THE GENERAL MANAGER,

LAUNCESTON,

2nd June, 1959.

MEMORANDUM FOR COMMERCIAL SUPERINTENDENT : HOBART.

SUBJECT : Return to Duty.

As advised by Mr. Colrain, I resumed duty on the 1st instant and shall be obliged if you will credit my leave card with the appropriate number of days from the 1st to 30th June inclusive, viz twenty six (26) days.

Whilst on the subject of annual leave, I wish to advise that I worked on the afternoon of 4th February last, (Launceston Cup.)

*Staff Asst.  
For your information  
Place your please adjust  
records & credit 2 day  
for 4/7/59. AG 7/6/59*

*MHC*  
COMMERCIAL REPRESENTATIVE.

In reply please quote

DMC/BEG.



## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

OFFICE OF THE GENERAL MANAGER,

LAUNCESTON,

1st June, 1959.

MEMORANDUM FOR COMMERCIAL SUPERINTENDENT : HOBART.

SUBJECT: M.H. Cox - Return to Duty.

Please be advised that Mr. M.H. Cox resumed duty on Monday, 1st June.

This refers to our telephone conversation on Friday, 29th ultimo.

ACTING COMMERCIAL REPRESENTATIVE.

*Staff Supr.  
For your information  
Due to urgent work some Rep mth 604  
resumed duty prior to expansion  
of approved leave. Will  
you please adjust records  
Colin  
27/6/59*

IN REPLY PLEASE QUOTE

47/146 AFE/SRN

# TRANSPORT DEPARTMENT (RAILWAY BRANCH)

## CHIEF TRAFFIC MANAGER'S OFFICE

LAUNCESTON

4th March, 1959

MEMORANDUM FOR: General Manager HOBART

SUBJECT: Leave Commercial Representative M.H.Cox.

Referring to your minute of the 20th ultimo 26/696, Instructor Colrain was off duty on sick leave from 19th February to the 2nd March but reported to Commercial Section on the 3rd instant.

TAS. GOVT. RAILWAY	
GENERAL MANAGER'S OFFICE	
5 MAR 1959	
FILE No. _____	
ACKD. _____	
G.M. _____	ACCTS. _____
SEC. _____	STORES _____
S.S. _____	RECORDS _____
C.S. _____	FILE _____
T.O. _____	
W.O. _____	
RESUBMIT	

*Staff Supl.*

*M. B. [Signature]*  
CHIEF TRAFFIC MANAGER.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH) CCG/DS.....

OFFICE OF THE GENERAL MANAGER,

HOBART. 3rd March, 1959.

MEMORANDUM FOR THE SECRETARY:

SUBJECT                      Annual Leave: Commercial Representative M. H. Cox - Launceston.

With reference to the above, it is desired to inform you that Mr. Cox will commence annual leave on and as from Monday 9th March for a period of 97 days, ie., until Tuesday 30th June inclusive.

Mr. D. M. Colrain, Schools Instructor of the Chief Traffic Manager's Branch, will relieve Mr. Cox during his absence.

*Staff Insp.*  
*SAZ*  
*3/3*

*G. Collins*  
A/COMMERCIAL SUPERINTENDENT

Carried Over	<i>[Signature]</i>
Date	<i>1/1</i>

20th February, 1959.

*N 2 3 59*

Commercial Representative M. H. Cox,  
LAUNCESTON.

Accumulated Annual Leave.

With reference to your application of the 11th instant for accumulated annual leave to commence as from the 3rd March, 1959, it is desired to inform you that the annual leave due is as under:-

1955	19½	days
1956	22	"
1957	18	"
1958	18	"
	<u>77½</u>	<u>days</u>

The Acting General Manager has approved, as a special case, a total of 19½ days for time worked in excess of normal duty hours and, therefore, the total annual leave due is 97 days.

The Chief Traffic Manager is being requested to arrange the release of Schools Instructor Colrain as from Wednesday of next week to enable him to gain an insight into the work required, so that he may take up relief duty in the position of Commercial Representative from Tuesday, 3rd March, until June 23rd inclusive.

Arrangements are in hand for the issue of a pass to yourself, wife and children for the period of leave outlined above.

SECRETARY.

The Chief Traffic Manager: LAUNCESTON.

It would be appreciated if Mr. Colrain could be released as per the above during the period of Mr. Cox's accumulated annual leave.

20/2/59.

The Staff Superintendent: HOBART.

For your information and attention please.

*SAH*

20/2/59.

20th February, 1959.

Commercial Representative M. H. Cox,  
LAUNCESTON.

Accumulated Annual Leave.

With reference to your application of the 11th instant for accumulated annual leave to commence as from the 3rd March, 1959, it is desired to inform you that the annual leave due is as under:-

1955	19½	days
1956	22	"
1957	18	"
1958	18	"
	<u>77½</u>	<u>days</u>

The Acting General Manager has approved, as a special case, a total of 19½ days for time worked in excess of normal duty hours and, therefore, the total annual leave due is 97 days.

The Chief Traffic Manager is being requested to arrange the release of Schools Instructor Colrain as from Wednesday of next week to enable him to gain an insight into the work required, so that he may take up relief duty in the position of Commercial Representative from Tuesday, 3rd March, until June 23rd inclusive.

Arrangements are in hand for the issue of a pass to yourself, wife and children for the period of leave outlined above.

*[Signature]*  
 SECRETARY.

The Chief Traffic Manager: LAUNCESTON.

It would be appreciated if Mr. Colrain could be released as per the above during the period of Mr. Cox's accumulated annual leave.

*[Signature]*  
 20/2/59.

The Staff Superintendent: HOBART.

For your information and attention please.

*[Signature]*  
 20/2/59.

20th February, 1939.

Commercial Representative H. H. Cox,  
LAUNCESTON.

Accumulated Annual Leave.

With reference to your application of the 11th instant for accumulated annual leave to commence as from the 1st March, 1939, it is desired to inform you that the annual leave due is as under:-

1935	19½	days
1936	22	"
1937	18	"
1938	18	"
	<u>77½</u>	<u>days</u>

The Acting General Manager has approved, as a special case, a total of 19½ days for time worked in excess of normal duty hours and, therefore, the total annual leave due is 97 days.

The Chief Traffic Manager is being requested to arrange the release of Schools Instructor Colvain as from Wednesday of next week to enable him to gain an insight into the work required, so that he may take up relief duty in the position of Commercial Representative from Tuesday, 1st March, until June 23rd inclusive.

Arrangements are in hand for the issue of a pass to yourself, wife and children for the period of leave outlined above.

SECRETARY.

The Chief Traffic Manager: LAUNCESTON.

It would be appreciated if Mr. Colvain could be released as per the above during the period of Mr. Cox's accumulated annual leave.

20/2/39.

The Staff Superintendent: HOBART.

For your information and attention please.

20/2/39.



RECD. 29 JAN 1959

331

In Reply Please Quote

FILE No. \_\_\_\_\_

47/1 MBT/BEG.

ACKD. \_\_\_\_\_

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

STORES  
CHIEF TRAFFIC MANAGER'S OFFICE,  
LAUNCESTON.

27th January, 1959.

MEMORANDUM FOR GENERAL MANAGER : HCBART.

SUBJECT

Relief for Commercial Representative ~~M.H. Cox~~,  
Launceston - Proceeding on Annual Leave.

Referring to your memo of the 20th instant in regard to relief of Commercial Representative M.H. Cox.

As far as can be seen at the present time, I can make available Instructor D.M. Colrain from the 3rd March.

  
CHIEF TRAFFIC MANAGER

20th January, 1959.

THE CHIEF TRAFFIC MANAGER: Lammerton.

Relief for Commercial Representative M.H. Cox - Lammerton,  
proceeding on Annual Leave.

It is understood that Commercial Representative M. H. Cox - Lammerton, is desirous of proceeding on annual leave on and as from the 3rd March, 1959, and he has formally requested that all days due to him be taken in this period. It is believed that approximately 70 days are involved.

The position of Commercial Representative in Lammerton is one of considerable importance to the activities of the Commercial Section of my Branch, and I am extremely reluctant to agree to Mr. Cox's request, unless a competent and suitable Officer is available for his relief. The Commercial Section is at present under strength due to long service and annual leave of the Commercial Superintendent, Mr. A. R. Blee, and, therefore, it is not possible to provide relief for Mr. Cox from within this Branch.

It would be greatly appreciated if a suitable Officer could be made available from your staff during this period of annual leave, and I should be obliged if you could nominate an Officer for same.

7

SUPERSTANT.

COMMERCIAL REPRESENTATIVE: M. H. COX - Lammerton.

To note.

7

20.1.59.



# TRANSPORT DEPARTMENT (RAILWAY BRANCH)

OFFICE OF THE GENERAL MANAGER,

LAUNCESTON,

In reply please quote

MHC:DV

"RAILWAYS"

GENERAL MANAGER'S OFFICE

RECD. 12 FEB 1959

FILE No. \_\_\_\_\_

11th February, 1959

SEC.

STORES

S.S.

RECORDS

C.S.

FILE

T.O.

W. O.

RESUBMIT

MEMORANDUM FOR A/Commercial Superintendent : HOBART.

SUBJECT: Accumulated Annual Leave.

I wish to apply for accumulated Annual Leave to commence as from 3rd March, 1959.

The leave due is as follows:-

1955	19½ days
1956	27 "
1957	27 "
	—
	73½ "
	—

19½	1955
27	1956
18	1957
18	1958
77½	+ 19½ pro 1959

The above does not include any extra time which may be allowed for overtime worked, as per my memo of 30th ultimo.

= 97 days  
L 31/12/58

COMMERCIAL REPRESENTATIVE.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

26/696  
CGC/DS.

OFFICE OF THE GENERAL MANAGER,

HOBART. 17th February, 1959.

MEMORANDUM FOR THE SECRETARY:

SUBJECT Overtime: Commercial Representative M. H. Cox - Launceston.

With reference to your minute on the application lodged by Mr. Cox for consideration regarding his overtime, it is not practicable for the Commercial Representative - Launceston, to take time off in lieu of overtime worked. This position has now assumed great importance in the activities of our Department, and difficulty is already apparent on those occasions when Mr. Cox is out of Launceston on Departmental business.

A close examination of the nature of the overtime worked shows clearly that the majority of it took place because of Mr. Cox' enthusiasm and conscientious approach to his duties. It is suggested that our customer relationship would have been seriously affected if Mr. Cox had decided to finish duty at stock sales at his normal time; and had declined to arrange furniture removals on Saturdays.

I have nothing but admiration for the manner in which Mr. Cox performs his duties, particularly in the way he "leans over backwards" to obtain business on our behalf.

Although it may not be the practice to allow credit for accumulated overtime, I strongly recommend that 129 $\frac{3}{4}$  hours listed on the attached application be credited to Mr. Cox' annual leave.

*H. G. M.**Recommended as special case.**M. H. Cox**19/2/59**[Signature]*  
*19/2**[Signature]*COMMERCIAL SUPERINTENDENT.

17th February, 1959.

THE SECRETARY:

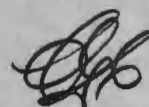
Overtime: Commercial Representative M. H. Cox - Launceston.

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A close examination of the nature of the overtime worked shows clearly that the majority of it took place because of Mr. Cox' enthusiasm and conscientious approach to his duties. It is suggested that our customer relationship would have been seriously affected if Mr. Cox had decided to finish duty at stock sales at his normal time; and had declined to arrange furniture removals on Saturdays.

I have nothing but admiration for the manner in which Mr. Cox performs his duties, particularly in the way he "leans over backwards" to obtain business on our behalf.

Although it may not be the practice to allow credit for accumulated overtime, I strongly recommend that 129½ hours listed on the attached application be credited to Mr. Cox' annual leave.



A/COMMERCIAL SUPERINTENDENT.

TASMANIA



## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(37H)

Record No.  
MHC:DY

TAS. GOVT. RAILWAYS GENERAL MANAGER'S OFFICE	
2 FEB 1959	
FILE No.	OFFICE OF THE GENERAL MANAGER,
ACKD.	LAUNCESTON.
ACCTS.	RECORDS
STORES	FILE
RESUBMIT	

MEMORANDUM FOR A/Commercial Superintendent : HOBART 30th January, 1959.

SUBJECT Overtime.

During the time I have been attached to the Commercial Section, considerable overtime has been worked and such time has not been taken off due to pressure of business.

As most of the overtime was worked side by side with a member of the Traffic Branch, who take the time off the following day, I would appreciate the Department either paying me for the time or allowing equivalent time on Annual Leave.

Unfortunately I did not keep a full record of the actual overtime worked and the following is only a portion of that which I have actually worked:-

<u>1956:</u>	26th December	2	hours	- Furniture removal.	<i>P. Holiday</i>
	29th "	13	"	- Tarpaulin stocktaking.	<i>Inspector</i>
	30th "	3	"	- Excursion Trains.	
	Total	18	"		
<u>1957:</u>	27th January	4	"	- Sunday Excursion Trains.	
	3rd February	15	"	- " " to Hobart.	
	11th-15th March inclusive	10	"	- Passenger Census.	
	17th March	5 $\frac{1}{2}$	"	- " " (Sunday)	
	17th "	1	"	- Excursion Train.	
	19th September	4	"	- Campbell Town Sale.	
	23rd "	5	"	- Fingal Sale.	
	2nd October	6	"	- Periodicals (6 pm-midnight)	
	28th December	6	"	- Furniture removal (Saturday)	
	29th "	6 $\frac{1}{2}$	"	- Excursion Trains & Periodicals.	
	Total	63	"		
<u>1958:</u>	26th January	2 $\frac{1}{2}$	"	- Sunday Excursion Trains.	
	16th February	2 $\frac{1}{2}$	"	- " " "	
	20th December	6 $\frac{1}{2}$	"	- Furniture Removal (Saturday)	
	27th "	3	"	- " " "	
	28th "	5	"	- Sunday Excursion & Periodicals.	
	31st "	1 $\frac{1}{2}$	"	- Furniture Removal, 5 pm.-6.30 pm.	
	Total	20 $\frac{3}{4}$	"		

For the above year, considerably more overtime was worked than shown, but unfortunately record was not kept; I would say that the total would be similar to 1957.

<u>1959:</u>	8th January	1 $\frac{3}{4}$	"	- Cressy Sale.	
	13th "	2 $\frac{1}{2}$	"	- Furniture Removal.	
	14th "	2 $\frac{1}{2}$	"	- " " 6 am.-8.45 am.	
	15th "	2 $\frac{1}{2}$	"	- Tunbridge Sale.	
	17th "	6 $\frac{1}{2}$	"	- Furniture Removal. (Sat.)	
	23rd "	6 $\frac{1}{2}$	"	- Campbell Town Sale, 5.06-11.30 pm.	

Continued.....

25th January	1	Hours	- Sunday Excursion Train.
28th "	4 $\frac{1}{2}$	"	- Fingal Sale, 5.06 pm.-9.30 pm.
Total		<u>28</u>	"

If such is possible, I would prefer payment to additional Annual Leave.

Total 129  $\frac{3}{4}$  hours

*M H Cox*  
COMMERCIAL REPRESENTATIVE.

*A/b L.*

It is not the practice to allow any credit for overtime accumulated over such a long period as three years; in fact it should be taken by corresponding time off as soon as possible after being worked. Mr. Cox claims this has not been possible because of pressure of business. Your comments please.

*B H Cox*  
11/1/59





STAFF HISTORY.

X COX, MALCOLM HENRY.

DATE OF BIRTH - 27.8.1911

DATE JOINED SERVICE - 10.5.1926.

PROMOTIONS AND APPOINTMENTS

10. 5. 1926	Messenger	Launceston Tourist
29. 9. 1926	Messenger	Launceston Goods
4. 8. 1927	Messenger	Launceston Tourist
4.11. 1927	Messenger	C.M.E's. Office
8. 4. 1929	Acting Clerk	C.M.E's Office
15. 9. 1935	Clerk	C.M.E's Office
1. 1. 1943	Clerk Grade 5.	C.M.E's Office
20. 3. 1943	Leave for duration of War (R.A.A.F.)	
10.12. 1945	Resumed. Clerk Grade 5.	Launceston Goods
28. 1. 1946	Clerk. Grade 5.	C.M.E.'s Office
7. 2. 1954	Goods discrepancies and Accounts Clerk Grade 5.	C.T.M's Office
3.12. 1956	Commercial Representative Grade 4.	Launceston

OFFENCES AND PUNISHMENTS

NIL



STAFF HISTORY.

COX, MALCOLM HENRY.

DATE OF BIRTH - 27.8.1911

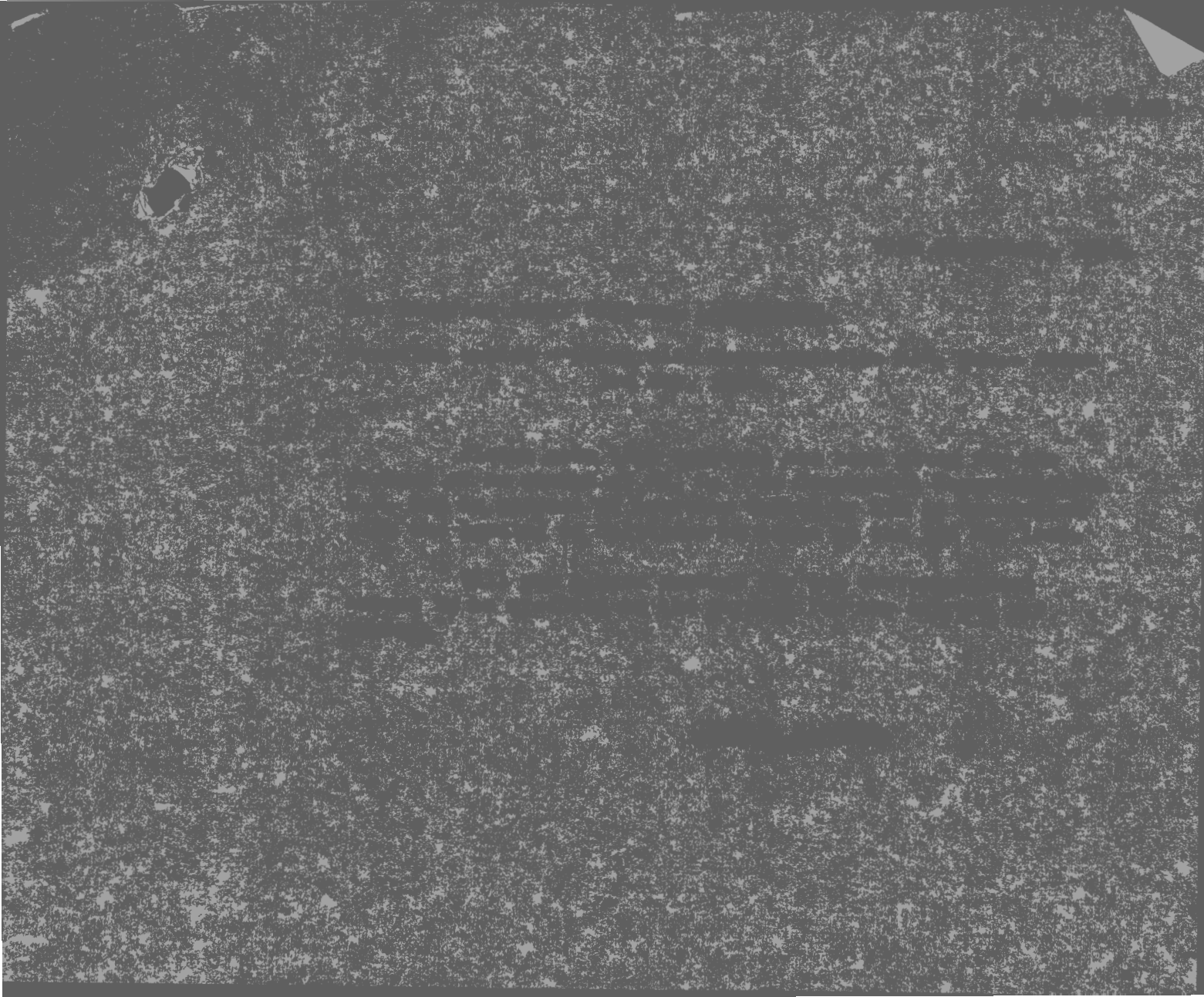
DATE JOINED SERVICE - 10.5.1926.

PROMOTIONS AND APPOINTMENTS

10. 5. 1926	Messenger	Launceston Tourist
29. 9. 1926	Messenger	Launceston Goods
4. 8. 1927	Messenger	Launceston Tourist
4.11. 1927	Messenger	C.M.Es. Office
8. 4. 1929	Acting Clerk	C.M.E's Office
15. 9. 1935	Clerk	C.M.E's Office
1. 1. 1943	Clerk Grade 5.	C.M.E's Office
20. 3. 1943	Leave for duration of War (R.A.A.F.)	
10.12. 1945	Resumed. Clerk Grade 5.	Launceston Goods
28. 1. 1946	Clerk. Grade 5.	C.M.E.'s Office
7. 2. 1954	Goods discrepancies and Accounts Clerk Grade 5.	C.T.Mis Office
3.12. 1956	Commercial Representative Grade 4.	Launceston

OFFENCES AND PUNISHMENTS

NIL



TRANSPORT DEPARTMENT (RAILWAY BRANCH) Record No. 24/1727 CGC/EM

OFFICE OF THE GENERAL MANAGER,

HOBART 16th September, 1958.

MEMORANDUM FOR STAFF SUPERINTENDENT: HOBART.

SUBJECT

Overtime worked by Commercial Representative M. H. Cox, Launceston, at Avoca Railway Station during the loading of Sulphides - 3rd May, 1958.

During loading operations of sulphides on the 3rd May, 1958, from the Aberfoyle Tin Company, Rossarden, at Avoca Railway Station, a request was received from the Secretary, Mr. Trickett, of the Mining Company that loading be permitted on the Saturday (3rd May). Mr. Trickett was advised that Commercial Representative Cox would be required to convey the Crane Driver, Mr. Robertson, of the Stores Department to Avoca on that day and that he was not normally in the receipt of overtime payment for Saturday work.

Mr. Trickett advised that his Company would bear the cost involved providing that the amount was not of a very large nature, and on the 31st July of this year the circumstances were detailed to the Mine Manager.

A letter was received on the 4th August from Mr. Dainton, the Mine Manager, stating that his Company was "quite happy about the arrangement for payment to Mr. Cox" as indicated in my letter and suggested that we forward an account for the amount of the £5 concerned.

Debit Note No. 23564 for the amount of £5 against the Aberfoyle Tin No Liability, Rossarden, Tasmania, was made out on the 6th August, and advice is now to hand from the Cashier that the amount was paid into Account No. 31 on the 15th instant.

Will you kindly arrange payment to Mr. Cox of the amount of £5 in accordance with the arrangement detailed herein.

SECRETARY.



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(331)

In Reply Please Quote.

TRANSPORT DEPARTMENT (RAILWAY BRANCH) 54/1021 AC/MH

OFFICE OF THE GENERAL MANAGER,

HOBART.

3rd December, 1957

MEMORANDUM FOR Commercial Superintendent, Hobart  
SUBJECT Increase.

Please note that the Salary of the under-mentioned officer has been increased to the amount and from the date shown opposite this respective name:-

M.H. Cox £1179 per annum from 24/11/57

*B. P. b. Hayne*  
General Manager *Kam*

TAS. C GENERAL	
DECD.	3 DEC 1957
FILE No.	
ACKD.	
G.M.	
SEC.	
S.S.	
C.S.	
T.O.	
W. C.	



## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

MHC:DG

OFFICE OF THE GENERAL MANAGER,

LAUNCESTON,

6th February, 1957.

MEMORANDUM FOR Commercial Superintendent : HOBART.

SUBJECT: Overtime.

During the period 5th to 21st December, 1956, it was found necessary for me to carry out the duties of Claims Clerk of an evening, and the time incurred was 32 hours.

You will appreciate that the work in Claims Section could not be left, particularly before and at Xmas, and at Mr. Dale's request I endeavoured to carry out the duties associated with that position in conjunction with my own as Commercial Representative.

I have spoken to Mr. Wayne regarding the matter of payment and he instructed me to make the necessary application which I am now doing.

Awaiting your decision.

*Approved Dale*  
*14/2/57*

*For your consideration please.*

*Obsolescence*  
*at Comm. Supt.*  
*7/2/57.*

*M. H. Cox*  
COMMERCIAL REPRESENTATIVE.

MHC:DG

6th February, 1957.

Commercial Superintendent : HOBART.

Overtime.

During the period 5th to 21st December, 1956, it was found necessary for me to carry out the duties of Claims Clerk of an evening, and the time incurred was 32 hours.

You will appreciate that the work in Claims Section could not be left, particularly before and at Xmas, and at Mr. Dale's request I endeavoured to carry out the duties associated with that position in conjunction with my own as Commercial Representative.

I have spoken to Mr. Wayne regarding the matter of payment and he instructed me to make the necessary application which I am now doing.

Awaiting your decision.

*AMB*  
COMMERCIAL REPRESENTATIVE.

26/696 OM/MH

18th April, 1957

X  
District Staff Officer, Launceston

Overtime - Commercial Representative M.H. Cox.

Will you please arrange payment of 32 hours overtime to Commercial Representative M.H. Cox on the current period payrolls.

The overtime was incurred between 5th and 21st December last.

  
Acting General Manager



Yours

I have a copy of  
original & Mr. Dale  
informed me that he  
had approved of the  
original.

W. L. H.  
A. C. L.

Cox  
Staff Sub.

A/Gen. Almaguer states he  
approved original for payment  
but it must have gone astray.  
Please arrange. J. H.

17/4/57

MEC:DG

6th February, 1957.

Commercial Superintendent : MCBART,

Overtime.

During the period 5th to 21st December, 1956, it was found necessary for me to carry out the duties of Claims Clerk of an evening, and the time incurred was 32 hours.

You will appreciate that the work in Claims Section could not be left, particularly before and at Xmas, and at Mr. Dale's request I endeavoured to carry out the duties associated with that position in conjunction with my own as Commercial Representative.

I have spoken to Mr. Wayne regarding the matter of payment and he instructed me to make the necessary application which I am now doing.

Awaiting your decision.

*M. H. Cox*  
COMMERCIAL REPRESENTATIVE.

13562

331

TAS. GOV. RAILWAYS  
GENERAL MANAGER'S OFFICE

In Reply Please Quote

RECD. 10 DEC 1956 54/2202 AFE/NP.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

ACKD  
CHIEF TRAFFIC MANAGER'S OFFICE,

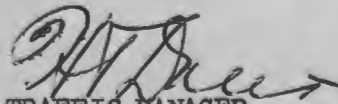
G.M.	LAUNCESTON.
SEC.	7th December, 1956
S.S.	RECORDS
C.S.	FILE
T.O.	
W.C.	

MEMORANDUM FOR GENERAL MANAGER : HOBART.

SUBJECT Position of Commercial Representative - Clerk M.H. Cox.

Referring to your 56/789 of the 9th ultimo, please note Clerk M.H. Cox was released from this office on the 3rd December to take up the position of Commercial Representative, however he is still carrying out some of his duties in my office.

It is essential for his successor to take up duty as soon as possible, as this time of the year is a particularly busy period.

  
CHIEF TRAFFIC MANAGER.

J.  
21/12/56  
S.

K 10/12

**Chief Justice Burger, Dissenting:**

With reference to applications called in Weekly Notice 25/42, please note that Clark H.H. Cox of your office was the successful applicant and is to be provisionally appointed to the aforementioned position.

£1149 pa

**SIGNED**  
**R.G.C.W.**

Certified By [Signature]

Date 1. 1

8/11/88.

55/789, 25/898  
RM/C.

9th November, 1956.

Clark M.E. Cox,  
Chief Traffic Manager's Office, Launceston.

Appointment to the position of Commercial Representative.

I have pleasure in advising that you  
have been selected for appointment to the position of  
Commercial Representative at Launceston as advertised in  
Weekly Notice 55/42.

I desire to extend to you my  
congratulations on your promotion. I trust that you  
will continue the good work of your predecessor in the  
commercial field.

SIGNED  
C. G. C. W.  
General Manager.

TAS. GOVT. RAILWAYS  
GENERAL MANAGER'S OFFICE

CHIEF TRAFFIC MANAGER'S OFFICE,

LAUNCESTON.

RECD.

23 OCT 1956

22nd October, 1956.

MEMORANDUM FOR GENERAL MANAGER : HOBART.

SUBJECT Annual Leave - Clerk M.H. Cox.

FILE No. \_\_\_\_\_

A.K.D. \_\_\_\_\_

C. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

V. \_\_\_\_\_

Please note Clerk M.H. Cox of this office is granted twenty four (24) days annual leave from the 22nd October to the 17th November inclusive and such time will be debited 12 days against his 1953 annual leave, 16 days against his 1954 annual leave and 6 1/2 days against his 1955 annual leave.

  
 CHIEF TRAFFIC MANAGER.

  
 Corded

COPY.

Railway Management Act, 1948

## NOTICE OF APPEAL

### To the Railway Service Promotions Appeal Board

I, Malcolm Henry Cox of 74 Campbell Street, Launceston.

(Here state address)

an \* ~~employee~~ officer of the Railway Service do hereby appeal against the promotion of

Mr. O.H. Hale to the position of Staff Records Clerk,  
C.M.E.'s Office, Launceston.

on the grounds that I am:

- \* I. ~~Of superior efficiency~~
- \* II. Of equal efficiency: and
  - \* (a) Holding a position which is of a class or grade higher than that of the position held by the officer or employee provisionally promoted immediately before his promotion: or
  - \* (b) Have had longer service than the officer or employee provisionally promoted in a position which is of the same class or grade as the position held by such officer or employee immediately before his promotion.

The following is a concise statement of my case:

As per my application for the position of Staff Records Clerk,  
C.M.E.'s Office, Launceston and addressed to the General Manager,  
Hebart under date of the 10th November, 1954.

I hereby undertake to abide by the provisions of the Act.

Signature M.H. Cox.

Position Goods Discrepancy and Accounts Clerk

Date 6th January, 1955.

Received by the Secretary of the Board, the Bennett day  
of Jan, 1955.

Transmitted by the Secretary to Mr J. B. Bennett  
Chairman of the Promotions Appeal Board, the Bennett day  
of Jan, 1955.

\* Strike out that which is not applicable.

STAFF HISTORY.

M. H. COX.

APPOINTED	10. 5. 1926	Tourist Bureau, Launceston	Messenger
	29. 9. 1926	Launceston Goods	Messenger
	4. 8. 1927	Launceston Bureau	Messenger
	4.11. 1927	C.M.E. Office	Messenger
	8. 4. 1929	Launceston	A/Junior Clerk
	15. 9. 1935	Launceston	Clerk
	1. 1. 1943	Launceston	Clerk Grade 5
	1. 1. 1943	Transferred to N.T.O. Office	
	25. 1. 1943	Enlisted R.A.A.F.	
	10.12. 1945	Resumed duty, Launceston Coaching	
	28. 1. 1946	C.M.E. Office	Clerk
	7. 9. 1946	C.M.E. Office	Record Clerk Grade 5 <i>now 6.</i>
	7.11. 1946	C.M.E. Office	Correspondence Clerk
	22. 2. 1954	C.T.M. Office	<i>Car 5</i>



EVIDENCE OF APPEAL OF CLERK M.H.COX AGAINST APPOINTMENT  
OF CLERK O.H.HALE TO POSITION OF STAFF CLERK.  
-----

MR. CHAIRMAN,

In presenting my case of appeal against Mr.O.Hale, I do so for the reason that I am qualified to carry out the duties associated therewith and extenuating circumstances which deprived me of the position some years ago.

The circumstances to which I refer are as under -

In 1939 Mr.Morgan who was occupying this position was promoted and transferred to Hobart (the position of Staff Clerk being 6th then as against 7th today), and the late Chief Clerk, Mr.E.G.McEnmulty instructed me to take over the duties - the move being inter-office. I occupied the position until my enlistment in 1943 - during the time I actually applied for enlistment until actual acceptance, I trained some three people for the position.

At this stage I would like to state that I was appointed to a 5th grade position in the Traffic Branch but did not take up this position under instructions from the Secretary for Railways, it being held by the Clerk who was doing the duties then, until my return.

On my return in 1945 - the late Chief Mechanical Engineer (Mr.G.E.Mullins) was responsible for my early return as he had made application for release due to shortage of experienced Clerks - I was attached to the Traffic Branch for some two months and then took up duty in the Chief Mechanical Engineer's Office in my previous position as Staff Clerk.

I took over from Mr.Durno (now Goods Officer) who had been carrying out the staff work for some time, and for the next 9 months or so I was paid higher grade relief of 4B - the then classification of Mr.Durno.

I carried out the duties of Staff Clerk until ill health forced Mr.Hale off duty and I was called upon to carry out his duties as Personal Clerk to the Chief Mechanical Engineer, and at the same time supervise the work of Staff Clerk.

At about this time re-organisation was taking place in the Branch and the position of Personal Clerk was amongst them. A Mr.Jones of Hobart was appointed, but before he took up the position he resigned and although I was not an applicant for the position I was appointed.

Mr.R.Kiernan was appointed Staff Clerk and occupied the position from 21/11/46 to 9/3/47, and he was shown the duties by myself at the same time I was carrying out the duties of Personal Clerk. Eventually Mr.Kiernan applied for and was appointed to a position at Hobart and Mr.C.Knowles took his place, and this Officer was also shown the duties by myself.

Mr.Knowles occupied the position from 10/3/47 to 12/12/47 and was then appointed to the position of Examining Officer in the Traffic Branch at Launceston. It was at this juncture that Mr.Hale was appointed to the position.

It was at this point that I protested to the late Mr.Mullins that as Mr.Hale's health had improved, and he was a qualified shorthand writer he should revert to the position of Personal Clerk and I take over the duties of Staff Clerk. I was overruled on the grounds that I was better fitted for the arduous duties associated with that of Personal Clerk as required by the Chief Mechanical Engineer.

Unfortunately I did not place my protest in writing and take it further, but even had I done so it would not have been approved by the Chief Mechanical Engineer - he was very adamant in his convictions once his mind was made up. The only other person who could verify this statement is unfortunately dead, I refer to the late Chief Clerk of that Branch (Mr E.G.McEnmulty).

After the death of Mr. Mullins the position of Personal Clerk became redundant as his successor (Mr. G. J. Hastie) was not so voluminous with his correspondence or statistics required by the former.

I was placed in charge of the Record Room, and dealt also with correspondence, but with the shortage of staff and a resignation, I eventually found myself as Record Clerk - a 6th grade position being carried out by a 5th grade Clerk who was within one or two of the top of the grade.

I protested to my then Chief Clerk (Mr. F. J. Beauchamp) but again unfortunately not in writing, but without the position being rectified to my satisfaction, and this meant that the position of Staff Clerk was being carried out by a junior 5th grade Clerk, ~~while~~ <sup>while</sup> a senior was doing the routine duties of a 6th grade Clerk.

This anomalous position obtained until 1951 when various positions (including that of Staff Clerk) were regraded, and in view of the then Act, the occupants of the positions went with the positions.

I appealed against some 15 Officers but was advised that an Appeal was not in order, hence I found myself junior to men with a lot less service, and I could do nothing about it.

Despite repeated representations by the Union (Australian Railways Union) to the Minister for Transport, and promises that the Act would be amended for right of appeal, nothing was done, and I was therefore by passed by Junior Clerks.

Had an appeal been permissible I am certain that the present position of having to appeal against an Officer some 10 years my junior would not be necessary.

This is the first opportunity I have had to state my case due to it being found necessary to amend the Act to enable me to do so.

A perusal of Mr. Hale's record of service and that of mine will reveal that I have had considerably more service and was appointed to the 5th Grade (now 6th) in January, 1943, whereas Mr. Hale was not appointed until some years later (11/1/48)

I also would like to state that my appointment to 5th Grade (now 6th) in the first instance was brought about by a Mr. Leane being successful in having the classification of his position raised, and when applications were called, I as the senior man was appointed.

EVIDENCE OF APPEAL OF CLERK M.H.COX AGAINST APPOINTMENT  
OF CLERK O.H.HALE TO POSITION OF STAFF CLERK.  
-----

MR. COX,

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I took over from Mr.Durno (now Goods Officer) who had been carrying out the staff work for some time, and for the next 9 months or so I was paid higher grade relief of 4B - the then classification of Mr.Durno.

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In Reply Please Quote

54/2202 AFE/NP

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

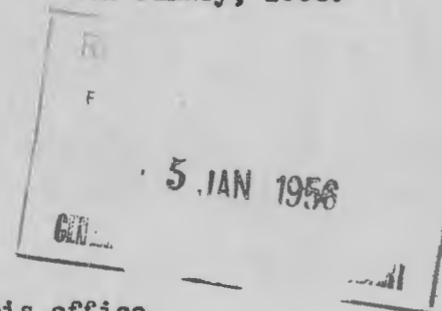
CHIEF TRAFFIC MANAGER'S OFFICE

LAUNCESTON.

4th January, 1956.

MEMORANDUM FOR GENERAL MANAGER : HOBART.

SUBJECT Annual Leave - Clerk M.H. Cox.



Please note Clerk M.H. Cox of this office is granted thirteen (13) days annual leave from the 9th to the 23rd January inclusive and such time will be debited against his 1953 annual leave.



07-1-1944

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Staff. C. T. M. office 24/10/55

Dale H.T.	Chief Traff Manager.	1. 5. 0.
Turnbull W.B.	Asst	4. 5. 0
Gall A.H.	Dist Supt	6. 5. 0
Burns J.A.	Timetables Clerk	2. Cler.
Wallace J.W.	Trunk Controller	2. Cler.
Fox E.B.	Serv. Train Controller	T.C.
Hayes T.	Train Controller	T.C.
McTear J.A.		} T.C.
Knowles C.B.		
Wicks M.R.		
Gunter H.G.		
Williams H.J.		
Ladie L.N.		
Murray Williams E.G.		
Easton A.F.	Staff Clerk	4. Cler.
Cox M.H.	Clk.	5
Keeling A.J.	Corresp. Clerk	5
Roughton W.D.	Clerk	6
Collinson H.J.		7
Goss A.O.		7
Bryans W.G.		7
O'Toole T.	Jun	7
Matthews K.T.	Jun	7
Colvane D.W.	Inspector	7
Murray R.G.	Traffic Inspector	5

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

54/2202 HTD/NP

OFFICE OF THE CHIEF TRAFFIC MANAGER,

20 OCT 1955

LAUNCESTON.

19th October, 1955.

MEMORANDUM FOR ACTING GENERAL MANAGER : HOBART.

SUBJECT: Re-Classification - Clerk M.H. Cox.

On the 7th December, 1953, I wrote you in regard to a proposed re-organisation to which you agreed and Clerk M.H. Cox was appointed to the position of Goods Discrepancies and Accounts Clerk, which was previously occupied by Clerk E.G. Williams, classified in Grade 4 of the Clerical Division.

I am attaching an application from Clerk M.H. Cox of this office to have his position reclassified to Grade 4 of the Clerical Division. This application has been held pending the amendment to the Appeal Board Act, which I understand has now been completed.

I have been very pleased with the manner in which Clerk Cox has handled his present position and the Department, I feel, has benefited greatly by the way he has dealt with many matters relating to claims by his personal contact with our Customers and employees. On a number of occasions he has spoken to me on matters relating to stowing etc., and has then put his ideas into practice by personally showing staff what he wants of them. The carriage of pipes from Hume Pipe Company would, I feel, have been lost had it not been for his efforts and I have no hesitation in recommending his reclassification.

When the position of Correspondence Clerk was created it was proposed that this Officer should carryout some of the duties previously performed by the Goods Discrepancies and Accounts Clerk, however due to the amount of work this has not been possible and irrespective of the occupant I do not think any more work could be done than is at present.

*L. B. Dale*  
CHIEF TRAFFIC MANAGER.

-1-

*by wire*  
*list of staff C.T.M. office*  
*showing classification*  
*24/10/55*



TRANSPORT DEPARTMENT  
RAILWAY BRANCH  
FILE NO.

15 MAR 1955

In Reply Please Quote

54/2202 MHC/NP.

OFFICE OF  
CHIEF TRAFFIC MANAGER  
TRANSPORT DEPARTMENT (RAILWAY BRANCH)  
LAUNCESTON

CHIEF TRAFFIC MANAGER'S OFFICE,  
LAUNCESTON.

15th March, 1955.

MEMORANDUM FOR CHIEF TRAFFIC MANAGER, LAUNCESTON.

SUBJECT

Reclassification.

I wish to make application for the position  
I am at present occupying to be reclassified to Grade 4.

The reason for this request is that I am  
carrying out the same duties as was performed by my  
predecessor when the position was classified in Grade 4.

*MHC*  
CLERK.


7

15th September, 1955.

Chief Traffic Manager, Launceston.

Jury Service - Clerk M.H. Cox.

In reply to your memorandum 54/2202 of the 8th instant on the above subject, the alternative recommendation made in your memorandum of the 15th July last that Clerk Cox be credited with the three (3) days to his annual leave is, as a special case, approved.

  
Acting General Manager.

54/2202-HTD/NP...

30  
51/1206  
2 SEP 1955  
TRANSPORT DEPARTMENT (RAILWAY BRANCH)CHIEF TRAFFIC MANAGER'S OFFICE,  
LAUNCESTON.

8th September, 1955.

MEMORANDUM FOR ACTING GENERAL MANAGER : HOBART.

SUBJECT      Jury Service - Clerk M.H. Cox.

Referring to your 26/696 of the 1st ultimo. In view of this case I would deem it a favour if further consideration be given it.

At the time I did not have the staff to Relieve Clerk Cox and as stated, he agreed to bring his work up to date before and after attending the jury, this being at my request.

As you will agree it is necessary for work on which he is engaged to be dealt with immediately in order that matters can be brought to early conclusion and papers referred to you with least possible delay, and the only way in which this could be done was by Cox working as stated.

It is therefore recommended for favourable consideration that the alternative suggestion contained in my memo be granted as a special case.

*A. E. Dale*  
CHIEF TRAFFIC MANAGER.

51/1206 C/S.

The Staff Superintendent.

The alternative recommendation of the Chief Traffic Manager, as marked in his memorandum of the 15th July, is now approved.

*J. Cairns*

13/9/55.

BRITISH AIRWAYS (COMMONWEALTH) LTD.

51/1206 O/S.

The Staff Superintendent.

The alternative recommendation of the Chief Traffic Manager, as marked in his memorandum of the 15th July, is now approved.

A handwritten signature in dark ink, appearing to be 'HJ' or similar, written in a cursive style.

13/9/55.

Jury service - Clerk M. H. Cox.

26/696 G/S.

1st August, 1955.

The Chief Traffic Manager: LAUNCESTON.

Jury Service - Clerk M. H. Cox.

Referring to your 54/2202 of the 15th instant, all members of the Railway staff are subject to jury service and it is the usual practice to arrange for leave to be granted to the member of the staff without pay, and the member of the staff makes application to the Court for payment for the time engaged in jury service.

In offices where a number of clerks are engaged, it is the standing practice for the urgent work to be performed by other members of the staff and for the balance of the work to be attended to on the return of the member of the staff to duty. If it were agreed to grant leave in cases similar to Clerk Cox's, the effect would be far reaching and would undoubtedly involve the Department in considerable cost.

  
ACTING GENERAL MANAGER.

Acting General Manager

Jury service - Clerk M. H. Cox

Referring to the Chief Traffic Manager's memo of 15th Inst on the above subject I have to say that whilst the good work of Clerk Cox is appreciated the granting of leave in such cases is far too dangerous to start.

Leave for jury service must be without pay.

I have yet to learn of a position in an administrative office where an officer cannot be spared for two or three days. It is agreed that urgent work should be attended to and in cases such as the one under review it can be performed by another officer.

J. V. Barnes

Staff Superintendent  
18/7/1955



26/696 KM/C.

30th March, 1955.

Chief Traffic Manager, Launceston.

Accumulated leave - Clerk M.H. Cox.

With reference to your minute (file 54/2202) of the 10th instant, please note that I am unable to approve of the payment of the value of accumulated annual leave to Clerk M.H. Cox of your office.

Please see my further remarks on Clerk Boughton's file.

General Manager.

In Reply Please Quote

54/2202 AOG/NP

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

CHIEF TRAFFIC MANAGER'S OFFICE,

LAUNCESTON.

4th March, 1955.

MEMORANDUM FOR GENERAL MANAGER : HOBART.

SUBJECT Accumulated Annual Leave - Clerk M.H. Cox.

In reply to your 26/696 of the 3rd instant, I have to advise that Clerk Cox was granted 10 days leave from 14th December, 1953 to 24th December, 1953 inclusive advice of which was apparently not sent you. This therefore makes his accumulated annual leave  $14\frac{1}{2}$  days not  $13\frac{1}{2}$  days as originally advised. ✓ JMS

*J.H. Dwyer*  
CHIEF TRAFFIC MANAGER.

28/696 CM/C.

K 10/3

3rd March, 1955.

Chief Traffic Manager, Launceston.

Accumulated Annual Leave - Clerk M.H. Cox.

Referring to your 54/2202 of the 10th ultimo, please note that, according to my records, Clerk Cox is due for a balance of  $24\frac{1}{2}$  days accumulated leave up to and including 1953 as set out hereunder:

<u>Due</u>	<u>Taken</u>
1951 - 19	1952 - 12
1952 - 18	1953 - 6
1953 - 20	1953 - 7 paid in lieu
<u>57</u>	1954 - $\frac{1}{2}$
	1955 - 7
	<u>32<math>\frac{1}{2}</math></u>

Balance  $24\frac{1}{2}$  days.

Will you please check with your records  
and advise.

N

General Manager.

Due.

Taken.

1901. - 19

52 18

53 20.

57

19 52. 12

19 53 6

7 paid in fees

19 54.  $\frac{1}{2}$

19 55 7.

— — —  
22  $\frac{1}{2}$

Balance 24  $\frac{1}{2}$

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

CHIEF TRAFFIC MANAGER'S OFFICE,

LAUNCESTON.

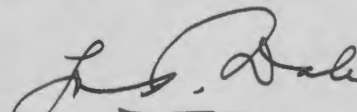
1st March, 1955.

MEMORANDUM FOR GENERAL MANAGER : HOBART.

SUBJECT Accumulated Annual Leave - Clerk M.H. Cox.

Referring to your memo of the 25th ultimo,  
in regard to the above, list of Public Holidays worked by  
Clerk M.H. Cox for 1951, 1952 and 1953 is as follows:-

1951 Easter Tuesday BH  
1952 Nil  
1953 Anzac Day (Saturday).  
Queen's Birthday.

  
CHIEF TRAFFIC MANAGER.


28/698 CW/W

25th February, 1955.

K 8/3  
CHIEF TRAFFIC MANAGER: LAUNCESTON.

Accumulated Annual Leave - Clerk M.H. Cox.

Referring to your 54/2202 of the 10th instant,  
please forward list of public holidays worked by Clerk  
M.H. Cox for 1951, 1952 and 1953.

  
A/GENERAL MANAGER.

TRANSPORT DEPARTMENT  
RAILWAY BRANCH  
FILE NO.

9 FEB 1955

OFFICE OF—  
CHIEF TRAFFIC MANAGER  
LAUNCESTON

# TRANSPORT DEPARTMENT (RAILWAY BRANCH)

CHIEF TRAFFIC MANAGER'S OFFICE,  
LAUNCESTON.

9th February, 1955.

MEMORANDUM FOR CHIEF TRAFFIC MANAGER, LAUNCESTON.

SUBJECT Payment of outstanding leave for 1953.

I wish to make application for payment of  
outstanding annual leave for 1953, viz., ~~12~~<sup>14 1/2</sup> days.

*M. Cox*  
CLERK.

14 1/2 ok  
*Cox*

54/2202 AFE/NP  
GENERAL MANAGER : HOBART.

Forwarded for your approval. Payment is recommended.

*L. D. Dale*  
10/2/55.



In Reply Please Quote

AFE/MB/54/2202.

GOVT. RLYS OF TAS.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

25 JAN 1955

COMMUNICATIONS SECTION

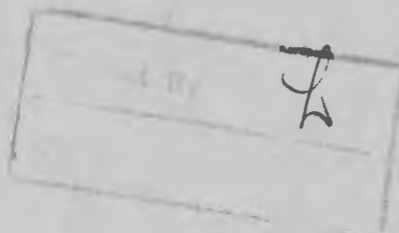
CHIEF TRAFFIC MANAGER'S OFFICE,  
LAUNCESTON.

24th January, 1955.

MEMORANDUM FOR GENERAL MANAGER : HOBART.

SUBJECT Leave - Clerk M. H. Cox.

Please note Clerk M. H. Cox was granted one days annual leave  
on the 21st instant.

  
CHIEF TRAFFIC MANAGER.

In Reply Please Quote

54/2202 AFE/NP

GOVT. RLYS. C.  
11 JAN 1955  
TRANSPORT DEPARTMENT (RAILWAY BRANCH)CHIEF TRAFFIC MANAGER'S OFFICE,  
LAUNCESTON.

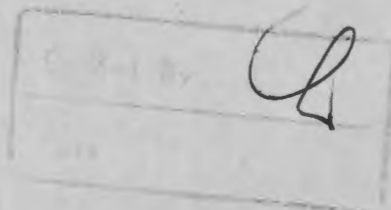
20th January, 1955.

MEMORANDUM FOR ~~GENERAL MANAGER~~ : HOBART.7  
SUBJECT

Leave - Clerk M.H. Cox.

Please note Clerk M.H. Cox has been granted six (6) days annual leave from the 10th to 15th January inclusive and the time has been debited against his 1953 annual leave.

*J. T. Dale*  
CHIEF TRAFFIC MANAGER



26/696 KM/P.

17th September, 1954

CHIEF TRAFFIC MANAGER : LAUNCESTON

Higher grade relief - Clerk M.H. Cox.

With reference to your minute, file 34/2202 of the 16th instant, please note and inform Clerk M.H. Cox that, as stated by him, there is no provision in the Salaried Officers' Award for the time occupied relieving in a higher position to be credited towards yearly increments on appointment. However, it has been the practice in such cases to apply the provisions of paragraph (1) of sub-clause (c) of clause 34 of the Award. It will be noted that this paragraph applies only in cases where an officer performs the duties of a higher position in which he previously acted. As Clerk Cox was appointed to a position other than the one in which he previously relieved, it is regretted that approval cannot be given for such acting time to be credited towards his salary increments in his present grade.

DISTRICT STAFF OFFICER : LAUNCESTON

For your information.

GENERAL MANAGER

17/9/54

## TRANSPORT DEPARTMENT—(RAILWAY BRANCH)

54/2202. HTD/N

OFFICE OF CHIEF TRAFFIC MANAGER,

LAUNCESTON

15th July, 1955.

MEMORANDUM FOR A/GENERAL MANAGER, HOBART.

SUBJECT Jury, Service - Clerk M.H.Cox.

The above Officer was recently called for Jury Service in the Supreme Court, and he was selected on the first and last panels - the time he was actually away from duty totalling 36 hours.

It was not possible for relief to be provided and Cox agreed to attend the Office from 8.45 a.m. until just prior to the Court sitting, and to return to duty after Court arose until such time the Office closed - approximately one hour in each instance.

The above mentioned two hours was far from sufficient for him to complete his daily duties and he therefore took home and completed a large proportion of it. Despite this work automatically accumulated from 21st to 24th ultimo (he being absent on these days) and it was necessary for him to spend 5 hours on Sunday, 26th, to bring it up to date. The time spent at his home was in all 15 hours (actual) and I consider his action in the best interest of the Department as it is imperative that lost goods, etc., must be dealt with without delay.

After giving the matter some thought I consider and recommend that the 15 hours worked by Cox at home be classified as two working days, and that the remaining 21 hours, or approximately 3 days, be claimed by him on the Court as the time lost.

Alternatively, as Cox's co-operative spirit enabled the work in the Office to be carried out without disruption, that the three days mentioned above be credited to his Annual Leave - thus clearing some of that outstanding, and for which he cannot be relieved at the present time.

Your early decision would be appreciated.

*L.S.*  
*For records*  
*Please*  
*Q. am*  
*18/7/55-*

*J. S. Dale*  
CHIEF TRAFFIC MANAGER.

TRANSPORT DEPARTMENT  
RAILWAY BRANCH  
FILE NO.

16 SEP 1954

CHIEF TRAFFIC MANAGER  
LAUNCESTON

**TRANSPORT DEPARTMENT (RAILWAY BRANCH)**

CHIEF TRAFFIC MANAGER'S OFFICE,  
LAUNCESTON.

16th September, 1954.

MEMORANDUM FOR CHIEF TRAFFIC MANAGER,  
LAUNCESTON.

SUBJECT Higher grade relief towards second year increment.

Prior to being appointed to my present position I served some time relieving in 5th grade whilst attached to the Chief Mechanical Engineer's Office.

As I did not have an opportunity to carry out relief in Traffic Branch, particularly in my present position, I would like to be advised if the time occupied carrying out relief in another Branch can be credited towards my second year increment in this Branch.

No mention is made in Award as to whether relief is to be credited towards increments and your decision is therefore sought.

*M. H. C.*

CLERK.

54/2202 AFE/NH  
GENERAL MANAGER, HOBART.

Forwarded on. I shall be obliged if  
you will enable me to reply to Clark Cox.

*L. S. Dale*  
16/9/54

GOVT.

17 SEP 1954

54/2202 AFE/NH

21st June, 1954.

DISTRICT STAFF OFFICER : LAUNCESTON.

Sick Leave - Clerk M.H. Cox, Launceston.

Please note Clerk M.H. Cox resumed duty  
after sick leave on the 21st instant.

ACTING CHIEF TRAFFIC MANAGER.

GENERAL MANAGER : HOBART.

For your information.

Carried By	<i>[Signature]</i>
Date	21/6/54.

*M. G. Looftack*  
21/6/54.



AFE/MB/54/2202.

17th June, 1954.

DISTRICT STAFF OFFICER : LAUNCESTON.

Sick Leave - Clerk M. H. Cox, Launceston.

The attached medical certificate submitted by Clerk M. H. Cox, of this office, covering 7 days from the 14th instant, is forwarded for your information and attention please.

Clerk M. H. Cox
17/6/54

ACTING CHIEF TRAFFIC MANAGER.

GENERAL MANAGER : HOBART.

For your information.

*M. J. Lamball*  
17/6/54.

26/696 KM/P.

26th May, 1954

CHIEF TRAFFIC MANAGER : LAUNCESTON

Transfer of privileges to Road Transport Branch

With reference to your minute of the 20th instant on the above subject, please note and inform Clerk M.H. Cox that in the event of his transferring to the Road Transport Branch and re-transferring to the Railway Branch no guarantee could be given that he would retain his seniority rights in this Branch.

Under the Long Service Leave Act all service in the Railway Branch would count towards Long Service Leave granted in any other Branch of the Transport Department, or, in fact, any other State Government Department, therefore, Clerk Cox' rights in this respect would be unaltered.

W  
GENERAL MANAGER.

rules for the Launceston  
as follows:—  
of Tradesman's Work—  
ing Subclause (e), page 11,  
which shall hear both parties  
his decision shall be final  
parties concerned."

The book issued covering rules Workshops is to be amended as follows:-  
CLAUSE 30—Demarcation of is to be amended by deleting Su which reads as follows:-  
"The Head of the Branch shall to the dispute and his d and binding on all partic

(334)

In Reply Please Quote.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

E NO

20 MAY 1954

OFFICE OF—  
CHIEF TRAFFIC MANAGER

LAUNCESTON

FOR CHIEF TRAFFIC MANAGER LAUNCESTON.

OFFICE OF CHIEF TRAFFIC MANAGER,

LAUNCESTON.

20th May, 1954.

Privileges, etc, in event of transfer to Branch  
other than attached to Railway Department.

Referring to the attached copy of application  
submitted to the Administrator of Road Transport.

In the event of this application being  
successful I would like the following points clarified -

1. Would I be allowed to re-transfer to the  
Railway Department in same grade or higher  
in event of suitable vacancy occurring therein.
2. Would all rights and privileges enjoyed in the  
Railway Department be applicable in the Road  
Transport Branch, i.e., would service and  
Long Service Leave, etc., still exist.

Thanking you.

*M. Cox*

CLERK.

GENERAL MANAGER : HOBART.

Forwarded on. Will you please enable me to reply to  
Clerk Cox.

*J. D. Cox*  
20/5/54.

*copy*

20th May, 1954.

ADMINISTRATOR of ROAD TRANSPORT, HOBART,  
(thru' Chief Traffic Manager, Launceston).

Position of Senior-Clerk-in-Charge, Road Transport  
Branch, Launceston.



I wish to submit my name for consideration  
in connection with appointment to the above position.

I have now been associated with the Railways  
Department for some 28 years during which time I have been  
connected with Administrative Offices, carrying out such  
positions as Record Clerk, Correspondence Clerk, Personal  
Clerk to the late Chief Mechanical Engineer (G. R. Mallins),  
Staff Clerk, and have also relieved in the position of  
Timekeeper and Costing Clerk.

For some years I was utilised as Clerk  
for reporting on Deputations, Enquiries and the like.

I am a returned Soldier, Married with  
two children, being 42 years of age.

CLERK.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH) 49/1468 AFE/NH

OFFICE OF CHIEF TRAFFIC MANAGER,

LAUNCESTON. 23rd February, 1954.

MEMORANDUM FOR GENERAL MANAGER : HOBART.

SUBJECT Transfer - Clerk M.H. Cox.

7

Please note Clerk M.H. Cox took up duty in this office on the 22nd instant.

*A. L. R. [Signature]*  
CHIEF TRAFFIC MANAGER.

*Q* *f* 986  
*from report*

Control By	<i>LD</i>

H/MH 27/245.

19th February, 1954.

CLERK M.H. COX.

Leave of absence.

Your application of 17th instant for  
leave of absence on that date (half day) is approved.  
The time involved will be debited to your Annual Leave,  
as requested.

DISTRICT STAFF OFFICER : L'TON.

✓ GENERAL MANAGER : HOBART.

For your information.

19/2/54.

*[Signature]*  
CHIEF MECHANICAL ENGINEER.

In reply please quote

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

H/MN 27/245.

CHIEF MECHANICAL ENGINEER'S OFFICE,

19 FEB 1954

LAUNCESTON.

17th February, 1954.

MEMORANDUM FOR GENERAL MANAGER : HOBART.

SUBJECT: Transfer - Clerk M.H. Cox.

Referring to your memo 53/1316 of 19th ultimo. I have to advise that Clerk M.H. Cox can be released for transfer to the Chief Traffic Manager's Office as from Monday next, 22nd February, 1954.

He has been instructed to report to the Chief Traffic Manager for duty at 8.45.a, on that date and the Chief Traffic Manager has been notified accordingly.

*G. J. Hardie*  
CHIEF MECHANICAL ENGINEER.

Control By *HL*

53/1316 KM/P.

11th January, 1954.

K  
25/1  
  
CHIEF TRAFFIC MANAGER : LAUNCESTON

Applications for position of Goods Discrepancies and  
Accounts Clerk.

With reference to your 49/1468 of the 4th instant,  
please note that approval is given to your recommendation  
that Clerk M.H. Cox be appointed to the position of Goods  
Discrepancies and Accounts Clerk. Please advise me in  
due course the date on which he takes up duty in this  
position.

CHIEF MECHANICAL ENGINEER : LAUNCESTON

For your information. Will you please advise  
Clerk Cox and arrange for his transfer to be effected  
at an early date.

+ DISTRICT STAFF OFFICER : LAUNCESTON  
For your information. GENERAL MANAGER.

11/ 1/'54.



C/G.

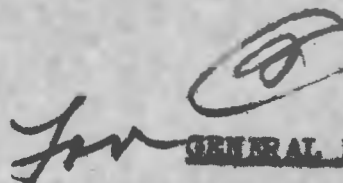
11th December, 1953.

7 CHIEF MECHANICAL ENGINEER: LAUNCESTON.

Higher Grade relief - Clerk M.H.Cox.

Please advise Clerk M.H.Cox that 313 days of higher grade relief must be carried out within a period of 2 years before he is due for 2nd year rate.

Relief carried out to 13/12/1953,  
179 days.

 GENERAL MANAGER

I have carried  
out a lot of higher  
grade relief since  
return from War  
Service. Will you  
please check to see  
that I am not  
due for 2nd year  
rate.

M.H. Cox



## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

H/MN 27/245.

28 JAN 1953

CHIEF MECHANICAL ENGINEER'S OFFICE,

ENGINEER'S OFFICE, HOBART

LAUNCESTON. 27th January, 1953.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT:

Accident on Duty - Clerk M.H. Cox.

Further to my minute of 19th November last, the attached account for 12/6d. in favour of Dr. C. Mary Kingsmill, Launceston, is in connection with the injury sustained by the abovenamed employee whilst at work in this Branch.

The account has been certified correct.  
No Order has been issued. .

Will you please arrange payment.

*G. Hestie*  
CHIEF MECHANICAL ENGINEER.

*vauche 12/6  
2nd person Dr. C. Mary Kingsmill  
attention 18/11/52.  
In Reg. & passed  
for payment  
D.*

In Reply Please Quote

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

H/MN 27/245.

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 19th January, 1953.

MEMORANDUM FOR SECRETARY ; HOBART.

SUBJECT Annual Leave - Clerk M. Cox.

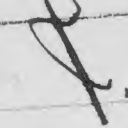
GOVT. RLYS OF TAS.

No. ....

20 JAN 1953

[RECEIVED 1953, JAN 20]

I have to advise that Clerk M. Cox  
has been granted six days Annual Leave dating  
from 19th to 24th instant, inclusive.

  
CHIEF MECHANICAL ENGINEER.  


Control No.
Date

F.

X

Said 6 days

Acc. #12

Oct. 10/1/33.

Endeavour.

J.

26/696 AM/P.

27th November, 1952

CHIEF MECHANICAL ENGINEER : LAUNCESTON

Accident on duty - Clerk M.H. Cox.

Referring to your Accident Report Form in regard to injury sustained by Clerk M.H. Cox of your Office on the 17th November, please note payment of full salary in accordance with the Regulations is approved.

DISTRICT STAFF OFFICER : LAUNCESTON

For your information.

*[Handwritten signature]*

Carried By
Date

SECRETARY.  
27/11/52.

ORIGINAL:—To be forwarded by Head of Branch to Principal Staff Officer, Hobart.  
TRANSPORT DEPARTMENT—(RAILWAY BRANCH).

FORM 598.

File No. ....

18 NOV 1952  
CHIEF MECH. ENGS. OFFICE  
LAUNCESTON

## ACCIDENT REPORT FORM

Station LAUNCESTON

To:

CHIEF MECHANICAL ENGINEER  
LAUNCESTON

Date 17/11/52

No

20 NOV 1952

COMMISSIONER'S OFFICE, HOBART

### Report of Accident Sustained Whilst on Duty

Name COX, M.H. No. 111 Section ---

Position CLERK - C.M.E.'s Office

Residential Address 74 Campbell Street, Launceston

Date Injury Sustained 17/11/52 Time of Injury 11 a.m./p.

Time Discontinued Duty --- a.m./p.m. Date Discontinued Duty ---

Description of Accident Drawer of cabinet jammed and when  
endeavouring to open same twisted back, attended  
Doctor on 18/11/52 from 2 p.m. to 3 p.m. for  
attention. Certificate attached.

Names of Witnesses

Signature of Injured Person

*M. H. Cox*

Date 18. 11. 52

Report of Officer or Person in Charge:—

Date

18/11/52

Signed

*J. D. Leachman*  
(Person-in-Charge.)

Report of Head of Branch:—

Time lost attending Doctor for medical treatment only. Full

payment of salary is recommended. (Med. Certificate attached)

Signed

*G. H. Dief*  
C.M.E.

Date 19TH November, 1952.

To PRINCIPAL STAFF OFFICER,  
HOBART.

Approval for the payment of Accident Pay will not be given until receipt of this report.



DR. C. MARY KINGSMILL,

77 Cameron Street,  
Launceston,  
Tasmania

R. 17 B. 194

This is to Certify  
that I have attended  
is, in my opinion, suffering from  
W. D. M. Cox this R. 17.

and will not ~~be~~ fit for duty  
for        days.

Signature C. M. Kingsmill  
auths

**TRANSPORT DEPARTMENT (RAILWAY BRANCH)**

(334)  
In reply please quote

**H/MN 27/245.**

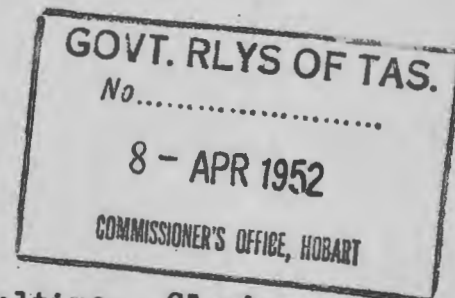
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**CHIEF MECHANICAL ENGINEER'S OFFICE,**

**LAUNCESTON. 7th April, 1952.**

**MEMORANDUM FOR SECRETARY : HOBART.**

**SUBJECT: Sick Leave - Clerk M.H. Cox.**



Further to my memo of 24th ultimo, Clerk  
M.H. Cox resumed duty to-day after sick leave.

*G.D. Laing*  
CHIEF MECHANICAL ENGINEER.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)

In reply please quote

H/MN 27/245.

80530...25M....12...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 26th March, 1952.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Sick Leave - Clerk M.H. Cox.

GOVT. RLYS OF TAS.

No.....

26 MAR 1952

COMMISSIONER'S OFFICE, HOBART

I have to advise that Clerk M.H. Cox has been absent from duty since 24th instant owing to sickness. Copy of medical certificate attached.

Sick payment is recommended.

  
CHIEF MECHANICAL ENGINEER.

COPY.

MEDICAL CERTIFICATE.

I certify that...Mr. Cox......  
is suffering from...influenza......  
and is unfit for work for...Fourteen. (14). days.

Signed : C. Mary Kingsmill.

Date : 21st March, 1952.

7

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 17<sup>th</sup> March, 1952

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT Sick Leave - Clerk M.H. Cox.

Further to my memo of the 4th instant,  
I have to advise that Clerk M.H. Cox resumed duty  
today after sick leave.



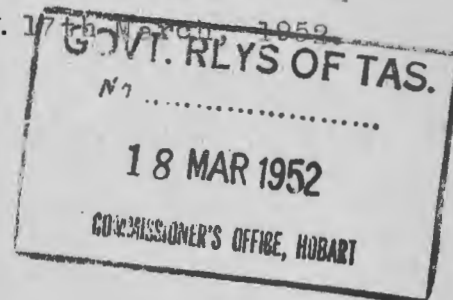
*J. H. Hester*  
CHIEF MECHANICAL ENGINEER.

(334)

In reply please quote

H/MN 27/245.

90530...25M...12...47



In Reply Please Quote

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

H/DN 27/245

CHIEF MECHANICAL ENGINEER'S OFFICE,

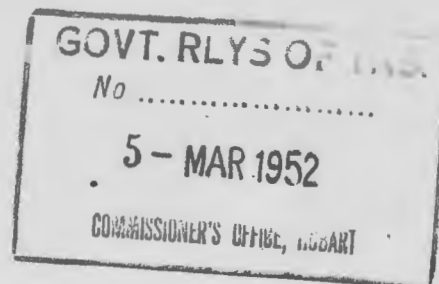
LAUNCESTON. 4th March, 1952.

MEMORANDUM FOR

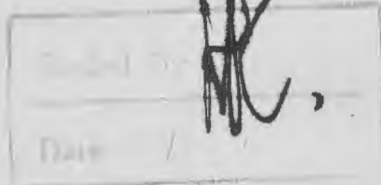
SECRETARY - HOBART.

SUBJECT

Sick Leave - Clerk M.H. Cox.



Further to my memo of 27th ultimo,  
forwarded herewith <sup>13</sup>Copy of Progressive Medical  
Certificate for fourteen (14) days, dated 3rd instant,  
submitted by Clerk M.H. Cox. Continuation of Sick  
Pay is recommended.

  
CHIEF MECHANICAL ENGINEER.

COPY

ORDINARY MEDICAL CERTIFICATE.

I certify that COX Malcolm

is a patient of the Launceston General Hospital,

suffering from Acute Appendicitis

and will be unfit to follow his daily occupation for

fourteen (14) days.

Dated : 3/3/52

Signed : ?  
Medical Officer.

In Reply Please Quote

GOVT. RLYS OF TAS  
TRANSPORT DEPARTMENT (RAILWAY BRANCH)

H/DN 27/245

28 FEB 1952

CHIEF MECHANICAL ENGINEER'S OFFICE,

COMMISSIONER'S OFFICE, HOBART

LAUNCESTON. 27th February, 1952.

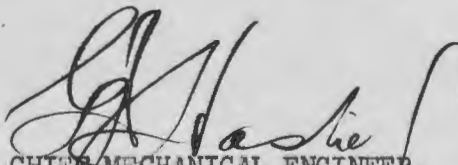
MEMORANDUM FOR

SECRETARY - HOBART.

SUBJECT

Sick Leave - Clerk M.H. Cox.

I have to advise that Clerk  
M.H. Cox has been absent from duty owing to  
sickness since 25th instant. Copy of  
Medical Certificate is attached. Sick Pay  
is recommended.

  
CHIEF MECHANICAL ENGINEER.



COPY

MEDICAL CERTIFICATE.

25/ 2/52.

I Certify that Mr. Cox is  
suffering from Appendicitis - is unfit for  
work for 7 days.

C.M. Kingsmill.

In Reply Please Quote

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

H/MN 27/245.

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON 15th January, 1952.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT

Annual Leave - Clerk M.H. Cox.

GOVT. RLYS OF TAS.

No.....

15 JAN 1952

COMMISSIONER'S OFFICE, HOBART

I have to advise that Clerk M.H. Cox has been granted 12 days Annual Leave dating from 14th January to 26th January, 1952, inclusive.

Carried By	<i>[Signature]</i>
Date	15/1/52

*[Signature]*  
CHIEF MECHANICAL ENGINEER.

M L box

Accumulated leave  
due to 31/12/1950 - 13 day

Paid P/L 12/1/52

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN 27/245.

80967...25M....2...50

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 20th August, 1951.

21 AUG 1951

COMMISSIONER'S OFFICE, HOBART

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT:

Mainland Passes - Clerk M.H. Cox.

The attached Queensland Pass No.45476 in favour of Clerk M.H. Cox and wife has been used and is returned for collection purposes.

*G. H. Hasting*  
CHIEF MECHANICAL ENGINEER

26/696 =KM/F

6th July, 1951.

7  
CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Sick Leave - Clerk M.H. Cox.

Referring to your 27/245 of the 3rd instant, regarding the absence from duty of Clerk M.H. Cox on account of sickness on the 28th ultimo, please note that in view of your recommendation approval is given for the payment of sick pay and for the time involved to be debited against sick leave due to him.

DISTRICT STAFF OFFICER : LAUNCESTON.

For your information.

SECRETARY.

Carded By	<i>AK</i>
Date	6/7/51

6/7/51.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)



(334)  
In reply please quote

H/MN 27/245.


80967...25M....2...49

LAUNCESTON. 3rd July, 1951.

MEMORANDUM FOR SECRETARY ; HOBART.

SUBJECT: Sick Leave - Clerk M.H. Cox.

I have to advise that Clerk Cox was absent owing to sickness on the 28th ultimo. I am satisfied as to the bona fides of his absence and, sick payment, without Doctors Certificate in support thereof, is recommended.

  
CHIEF MECHANICAL ENGINEER.

31st May, 1951.

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Long Service Leave - Clerk M. H. Cox.

Referring to you minute of the 25th instant, please note that approval is given for the payment of Salary in advance to Clerk M. H. Cox covering the period of his Long Service Leave.

Mainland passes in favour of Clerk Cox and his wife are attached hereto as requested.

DISTRICT STAFF OFFICER : LAUNCESTON.

Please note and arrange payment of salary. Clerk Cox has been granted 60 days Long Service Leave dating from the 2nd July to the 30th August, 1951 incl SECRETARY.

31/5/51



H/MN 27/245.



25th May, 1951.

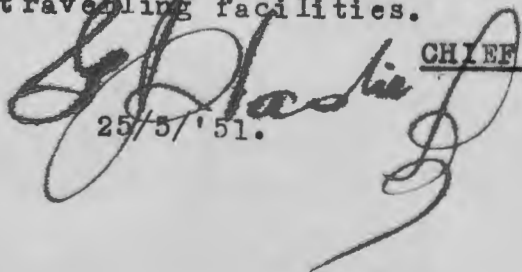
CLERK M.H. COX.

Long Service Leave.

Referring to your application of the 21st instant, please note that approval is given for you to be granted 60 days Long Service Leave dating from 2nd July to 30th August, 1951, inclusive. Mainland travelling facilities will follow.

SECRETARY : HOBART.

This refers to your memo 26/696 of 24th instant. Will you please advise me regarding payment of salary in advance and travelling facilities.

  
CHIEF MECHANICAL ENGINEER.

25/5/51.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)

quote

H/

245.

80530...25M....12...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 23rd January, 1950.

24 JAN 1950

MEMORANDUM FOR

SECRETARY : HOBART

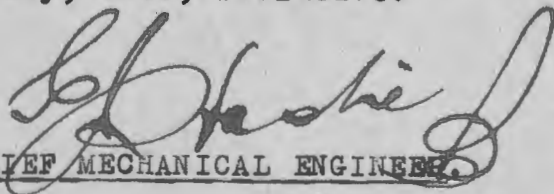
SUBJECT:

Annual Leave - Clerk M.H. Cox.

I have to advise that Clerk M.H. Cox  
has been granted 6 days Annual Leave dating from  
23rd January to 28th January, 1950, inclusive.

Cc'd By

Date 24/1/50

  
CHIEF MECHANICAL ENGINEER.

26/696 KM/P

24th May, 1951.

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Long Service Leave - Clerk M.H. Cox.

Referring to your 27/245 of the 22nd instant, please note that approval is given for Clerk M.H. Cox to be granted 60 days Long Service Leave dating from the 2nd July to the 30th August, 1951 inclusive.

SECRETARY.

Carded By *[Signature]*

Date

28 5 57

*Kamr*

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN 27/245.

80967...25M....2...49



CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 22nd May, 1951.

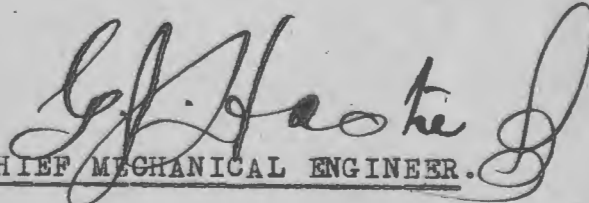
MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Long Service Leave - Clerk M.H. Cox.

Forwarded herewith is application received from Clerk M.H. Cox dated 21st instant for 60 days Long Service Leave commencing on 2nd July, 1951. Clerk Cox states that he requires this leave as a result of his wife's ill health. Staff arrangements can be made for this leave to be granted and his application is recommended.

If leave is approved it is further recommended that payment of salary be made in advance and that Clerk Cox be supplied with Mainland travelling facilities Melbourne-Brisbane return in favour of himself and wife dating from 2nd July, 1951 and 30th August, 1951, inclusive.

*30*  
*30*  
*29*

  
CHIEF MECHANICAL ENGINEER.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

File No.

21 MAY 1951

CHIEF MECH. ENG'S. OFFICE  
LAUNCESTON

Chief Engineer's Office,

Launceston, 21st May, 1951.

MEMORANDUM FOR

CHIEF MECHANICAL ENGINEER, LAUNCESTON.

SUBJECT

Long Service Leave.

I wish to apply for 60 days Long  
Service Leave to commence on and from 2nd July,  
1951.

In the event of leave being granted  
will you please also arrange for payment in advance,  
together with letters of introduction to the Victoria,  
New South Wales and Queensland Railways.

Staff *ack.*  
Approved *D. J. S.*

*M. H. Cox*  
CLERK.

*Pass reqd*  
*Shbourne to*  
*Brisbane*  
*Self + wife*  
*from 2/7 to*  
*30/8/51*

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN 27/245.

80967...25M...2...50

GOVT. PLYS Q  
No. ....  
4 - APR 1951  
COMMISSIONER'S OFFICE, HOBART

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 3rd April, 1951.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Leave of Absence - Clerk M.H. Cox.

I have to advise that Clerk M.H. Cox was granted leave of absence on 22nd ultimo ( $\frac{1}{2}$  day). This time will be debited to his Annual Leave,

*L.H. Hastie*  
CHIEF MECHANICAL ENGINEER.

Carded By *RS*  
D-514-57

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

27/245 H/IG.

80967...25M....2...49

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 21st. March, 1951.

MEMORANDUM FOR SECRETARY : HOBART.

GOVT. RLYS OF TAS.

No.....

22 MAR 1951

COMMISSIONER'S Office, Hobart

SUBJECT: Leave of Absence - Clerk M.H. Cox.

I have to advise that Clerk M.H. Cox was granted leave of absence on 19th and 20th instant (1½ days). This time will be debited to his annual leave.

  
CHIEF MECHANICAL ENGINEER.

Recorded By 

22 3 51

H/MN 27/245.

GOV. RLYS OF T.S.

No .....

- 9 FEB 1951

COMMISSIONER'S OFFICE, HOBART

8th February, 1951.

CLERK M.H. COX.

Leave of Absence.

Your application for leave of absence on  
9th instant is approved. This day will be debited  
to your Annual Leave as requested.

SECRETARY : HOBART.  
DISTRICT STAFF OFFICER : L'TON.

For your information.

CHIEF MECHANICAL ENGINEER.

8/2/51

Carded By

Date

9. 2. 51



TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN 27/245.

80967...25M....2...49

No

CHIEF MECHANICAL ENGINEER'S OFFICE,

-7 FEB 1951

LAUNCESTON. 6th February, 1951.

COMMISSIONER'S OFFICE, HOBART

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Leave of Absence - Clerk M.H. Cox.

I have to advise that Clerk M.H. Cox was granted leave of absence on the 5th instant (half day). This time has been debited to his Annual Leave.

Carded By

Date

CHIEF MECHANICAL ENGINEER.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN 27/245.

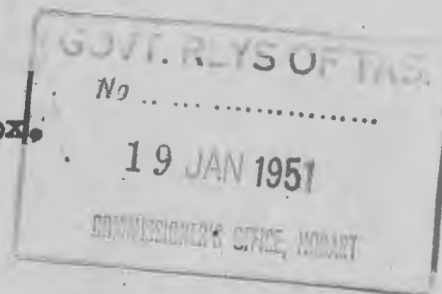
80957...25M....2...49

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 18th January, 1951.

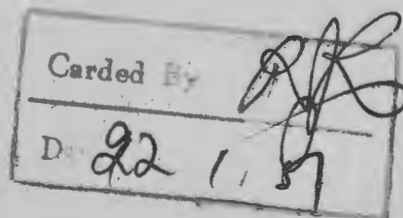
MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Annual Leave - Clerk M.H. Cox.



I have to advise that Clerk  
M.H. Cox has been granted six (6) days Annual Leave  
dating from 15th to 20th January, 1951, inclusive.

*G. H. Hester*  
CHIEF MECHANICAL ENGINEER.



50/1191 AB/7

2nd November, 1950

CHIEF TRAFFIC MANAGER : LAUNCESTON

Appeals - R.H. Hind and W.R. Cox v. A.S. Huxtable.

With reference to the appointment of Clerk A.S. Huxtable to the Stores Branch and the appeal lodged by Clerk R.H. Hind of the Launceston Goods Shed against this appointment, this appeal was heard by the Railway Service Promotions Appeal Board at Launceston on the 9th October and after careful consideration of the evidence produced the Board unanimously dismissed the appeal and made the recommendation that the cost of the Departmental Representative, Departmental Advocate and Secretary of the Board be borne in equal proportion by Clerk Hind and the other appellant Clerk Cox. Consequently a debit will be raised against each member for the sum of £/ 0 covering these expenses and the amount will be deducted from their paysheet in due course.

Please advise them accordingly.

SECRETARY.

DISTRICT STAFF OFFICER : LAUNCESTON

For your information. Please  
arrange deduction of 6/ Od from Clerk Cox's next payroll.

Secretary.  
2/11/50.

Reference to your Letter.
---------------------------



4 - OCT 1950

COMMISSIONER'S OFFICE, HOBART

In your reply please refer to	
C.M.E.	H/MN.
27/245.	

# TRANSPORT DEPARTMENT (RAILWAY BRANCH)

OFFICE OF THE CHIEF MECHANICAL ENGINEER

LAUNCESTON 3rd October, 1950.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Staff History - Clerk M.H. Cox.

In reply to your memo 50/1191 of the 2nd instant, Clerk M.H. Cox' Staff History reads as follows:-

Full Name - COX, Malcolm Henry  
Date of Birth - 27th August, 1911.

.....

First Appointed - 10th May, 1926, Tourist Bureau, Launceston - Messenger.

29/ 9/1926 - Transferred to Launceston Goods.

17/12/1926 - Appointed Permanent Staff.

4/ 8/1927 - Transferred to Tourist Bureau.

4/11/1927 - Transferred to C.M.E's Office, L'ton.

8/ 4/1929 - Appointed Acting Junior Clerk.

15/ 9/1935 - Appointed Clerk (6th Grade)

1/ 1/1943 - Appointed Clerk (5th Grade) and transferred to N.T.O.

25/ 1/1943 - Enlisted R.A.A.F.

10/12/1945 - Resumed Duty Launceston Coaching Staff as 5th Grade Clerk.

28/ 1/1946 - Transferred to C.M.E's Office, L'ton.

Punishments - Nil.

No other record.

*[Signature]*  
CHIEF MECHANICAL ENGINEER.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)

In reply please quote

H/MN 27/245.

80967...25M...2...50

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 2nd October, 1950.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Annual Leave - Clerk M.H. Cox.

GOVT. RLYS OF TAS.

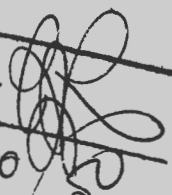
No. ....

3 - OCT 1950

COMMISSIONER'S OFFICE, HOBART

I have to advise that Clerk M.H. Cox  
has been granted 12 days' Annual Leave dating  
from 2nd to 14th instant inclusive.

  
CHIEF MECHANICAL ENGINEER.

Carded By   
Date 2/10/50

In reply please quote

H/MN 27/245.

80967...25M....2...50

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

GOVT. RLYS. OF TAS  
 No .....  
 3 - AUG 1950  
 CHIEF MECHANICAL ENGINEER'S OFFICE,  
 COMMISSIONER'S OFFICE, HOBART

LAUNCESTON. 2nd August, 1950.

MEMORANDUM FOR SECRETARY : HOBART.

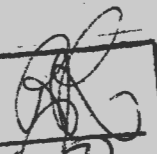
SUBJECT: Leave of absence - Clerk M.H. Cox.

I have to advise that Clerk Cox was granted half day's leave of absence on the 1st instant. This day will be debited to his Annual Leave.



CHIEF MECHANICAL ENGINEER.



Carded By   
 Date 4 / 8 / 50

26/696 M/H.

20th July, 1950.

7  
CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Sick Leave - Clerk M.H. Cox.

Referring to your 27/245 of the 6th July with reference to sick leave taken by Clerk M. H. Cox from the 3rd to the 5th July inclusive, please note that payment of sick pay in this instance is approved and the time taken will be debited to sick leave due.

However, I wish to bring to your notice that in future payment for sick leave will be strictly in accord with the Regulations and any absences beyond the single day laid down in the Regulations will require medical certificate. Will you please inform those concerned.

DISTRICT STAFF OFFICER : LAUNCESTON.

For your information.

SECRETARY.

20/7/1950.

Carded By	<i>[Signature]</i>
Date	21/7/50



## TRANSPORT

GOVT. RLYS OF TAS. DEPARTMENT (RAILWAY BRANCH)

No.....

7 - JUL 1950

COMMISSIONER'S OFFICE, HOBART

**CHIEF MECHANICAL ENGINEER'S OFFICE.**

LAUNCESTON. 6th July, 1950.

(334)

In reply please quote

H/MN 27/245.

80967...25M....2...50

MEMORANDUM FOR SECRETARY : HOBART .

SUBJECT: Sick Leave - Clerk M.H. Cox.

I have to advise that Clerk M.H. Cox was absent from duty owing to sickness from 3rd to 5th instant inclusive. I am satisfied as to the bona fides of his absence and sick payment is recommended.

CHIEF MECHANICAL ENGINEER

3, 4, 5,

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

No.....

CHIEF MECHANICAL ENGINEER'S OFFICE,

13 DEC 1949

LAUNCESTON.

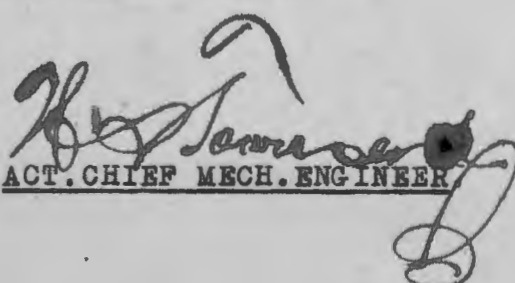
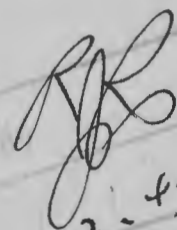
COMMISSIONER'S OFFICE, HOBART

12th December, 1949.

MEMORANDUM FOR SECRETARY: HOBART.

SUBJECT: Leave of Absence - Clerk M.H.Cox.

Further to my memo of the 7th instant on the abovementioned subject, I have to advise that, owing to family sickness Clerk M.H.Cox was again granted leave of absence on the 8th and 9th instant. The days concerned will be debited to his annual leave.

  
ACT. CHIEF MECH. ENGINEER  
13-12-49

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN 27/245.

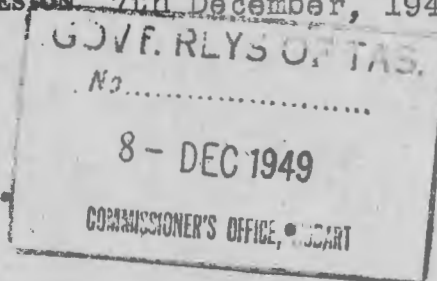
80530...26M....12...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

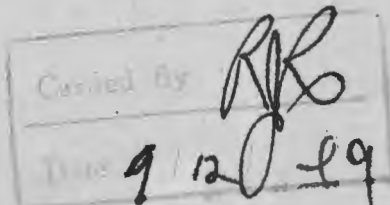
LAUNCESTON 7th December, 1949.

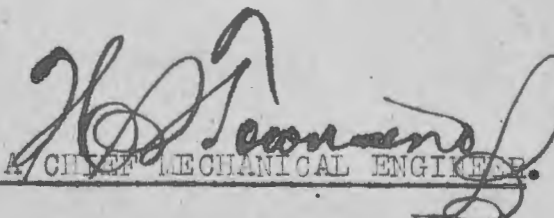
MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Leave of absence - Clerk M.H. Cox.



I have to advise that Clerk M.H. Cox was granted leave of absence on the 7th instant. This day will be debited to his Annual Leave.



  
A CHIEF MECHANICAL ENGINEER.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)

In reply please quote

H/MN. 27/245.

80530...25M....12...47

GOVT. RLY. CHIEF MECHANICAL ENGINEER'S OFFICE,

No. .... LAUNCESTON. 6th December, 1949.

7 - DEC 1949

MEMORANDUM FOR SECRETARY : HOBART  
COMMISSIONER'S OFFICE, HOBART

SUBJECT: Leave of Absence - Clerk M.H. Cox.

I have to advise that Clerk M.H. Cox  
was granted leave of absence on the 5th instant. ( $\frac{1}{2}$  day)  
This time will be debited to his Annual Leave.

*[Signature]*  
A/CHIEF MECHANICAL ENGINEER.

Copied By *[Signature]*

Date

7 12 49

26/696 KM/M.

9th September, 1949.

1  
ACTING CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Long Service Leave - Clerk M.H. Cox.

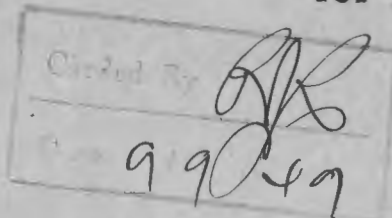
Referring to your 37/245 of 6th instant, please note that approval is given for Clerk M.H. Cox to be granted 30 days' Long Service Leave dating from 3rd October to 1st November, 1949, inclusive.

DISTRICT STAFF OFFICER : LAUNCESTON.

For your information.

SECRETARY.

9/9/49.



TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN...37/245...

90530...25M....12...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON, 6th September, 1949.

RECEIVED  
No. ....  
7 - SEP 1949  
COMMISSIONER'S OFFICE, HOBART

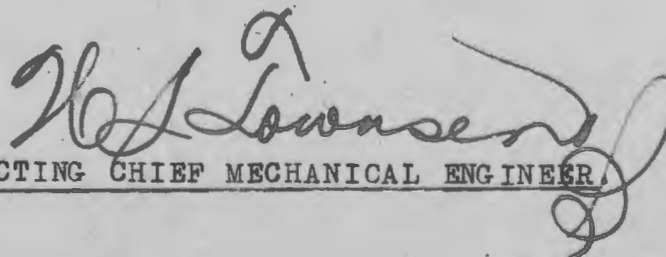
MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT Long Service Leave - Clerk M.H. Cox.

I am forwarding herewith application received from Clerk M.H. Cox dated 5th instant for 30 days' Long Service Leave commencing on 3rd October, 1949. It is recommended that this leave be granted.

According to records in this office Clerk M.H. Cox has continuous service since 10th May, 1926 and has not yet been granted any Long Service Leave.

Will you please advise me.

3 10/49  
14/49  
mcy  
  
ACTING CHIEF MECHANICAL ENGINEER

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

File No. \_\_\_\_\_

5 SEP 1949

CHIEF MECH. ENG'S. OFFICE

LAUNCESTON

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 5th September, 1949.

MEMORANDUM FOR

CHIEF MECHANICAL ENGINEER, LAUNCESTON.

SUBJECT

Long Service Leave.

I wish to make application for  
30 days Long Service Leave to commence on and from  
3rd October, 1949.

*M. H. Cox*  
CLERK.

*Mr Hale*  
*Leave approved*  
*8/9/49*

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN 27/245.

80530...25M....12...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

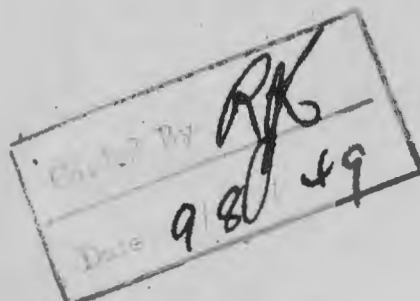
9 - AUG 1949 LAUNCESTON. 8th August, 1949.

COMMISSIONER'S OFFICE, HOBART

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Leave of Absence - Clerk M.H. Cox.

I have to advise that the abovenamed employee was absent from duty on the 5th instant (half day). This time will be debited to his Annual Leave.



*G. J. MacKie*  
CHIEF MECHANICAL ENGINEER.



26/696 KM/H.

10th February, 1949.

A/CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Sick Leave - Clerk M.H. Cox.

Referring to your 27/245 of the 10th instant on the above subject, please note that in view of your recommendation approval is given for the time involved, viz. 2½ days, to be paid for and debited against Clerk M.H. Cox's sick pay.

A/DISTRICT STAFF OFFICER : LAUNCESTON.

For your information. Clerk Cox was absent from duty owing to sickness from the 7th to the 9th instant.

SECRETARY.

Carded by

Date

10/2/1949.

11 2 49

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

H/MN 27/245.

80530...25M....12...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 10th February, 1949.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT: Sick Leave - Clerk M.H. Cox.

30.11.1948
RECEIVED
No. ....
11 FEB 1949
CHIEF MECHANICAL ENGINEER'S OFFICE, HOBART

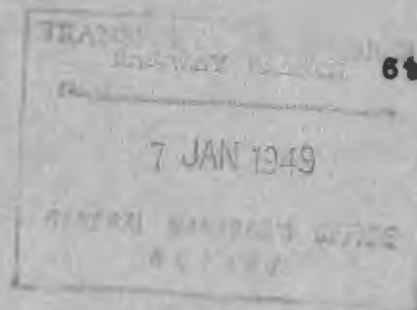
I have to advise that Clerk Cox was absent from duty owing to sickness from 7th to 9th instant (2 $\frac{1}{2}$  days). I am satisfied as to the bona fides of his absence and it is recommended that sick payment be made.

*N.H. Townsend*  
ACTING CHIEF MECHANICAL ENGINEER.

H/MN 27/245.

CLERK M.H. COX.

Annual Leave.



Referring to your application on the abovementioned subject, please note that approval is given for you to be granted 22 days Annual Leave dating from 12/1/'49 to 5/2/'49 inclusive.

SECRETARY : HOBART.

For your information.

Carded By	<i>[Signature]</i>
Date	<i>[Signature]</i>

6/1/'49.

CHIEF MECHANICAL ENGINEER.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)  
In reply please quote

H/MN 27/245.

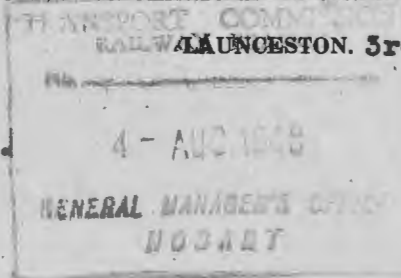
90530...25M....12...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 3rd August, 1948.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT Clerk M.H. Cox.



I have to advise that Clerk M.H. Cox was granted one (1) days bereavement leave on 2nd August, 1948.

Carded By	<i>[Signature]</i>
Date	4/8/48

*[Signature]*  
CHIEF MECHANICAL ENGINEER.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(33½)  
In reply please quote

27/245 MHC

90346...25M...2...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 23rd February, 1948.

MEMORANDUM FOR SECRETARY, HOBART.

SUBJECT Clerk M.H.Cox.

TRANSPORT COMMISSION RAILWAY BRANCH
No. _____
24 FEB 1948
GENERAL MANAGER'S OFFICE HOBART

Further to my memo of the 18th instant.

As it was necessary for Cox to return to duty on 23rd idem to complete some urgent matters, due to absence of the Chief Clerk on sick leave on Thursday and Friday, please note Cox will now commence Annual Leave from 24th February to 16th ultimo, both dates inclusive.

*G. Thorneycroft*  
CHIEF MECHANICAL ENGINEER.

27/245 MHC

80346...25M...2...47

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

CHIEF MECHANICAL ENGINEER'S OFFICE,

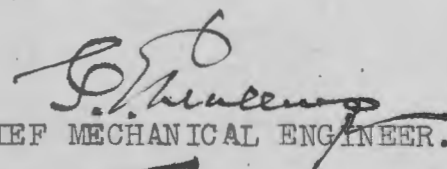
LAUNCESTON, 18th February, 1948.

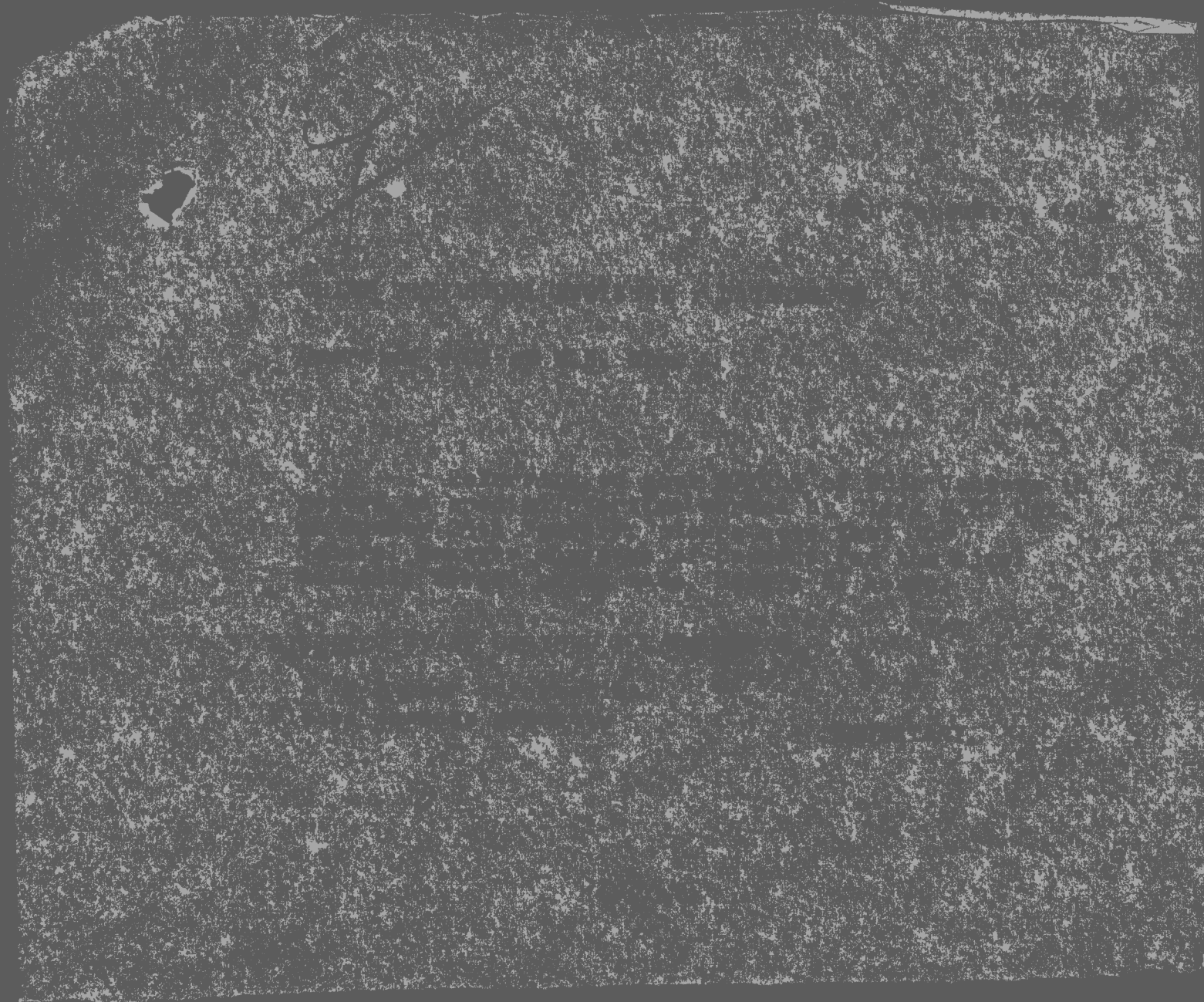
MEMORANDUM FOR SECRETARY, HOBART.

SUBJECT: Clerk M.H.Cox.



Please note the above employee has been granted 19 days Annual Leave dating from 23rd instant until 15th ~~ultimo~~ mo, both dates inclusive. Leave is for year 1947.

  
CHIEF MECHANICAL ENGINEER.



TRANSPORT DEPARTMENT (RAILWAY BRANCH)

In reply please quote

27/245 MHC

80346...25M....2...47

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON, 28th January, 1948

29 JAN 1948

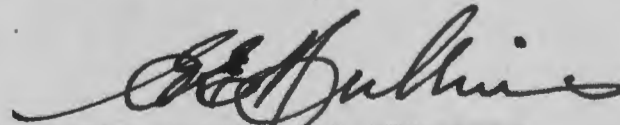
GENERAL MANAGER'S OFFICE  
HOBART

MEMORANDUM FOR SECRETARY, HOBART.

SUBJECT: Overtime - Clerk M.H.Cox.

In order to complete my report for presentation to the Enquiry Commissioner it was necessary for Clerk Cox to work from 2 p.m. to 11.30 p.m. on Sunday last, 25th instant, with 1 hour for tea.

In view of the special circumstances and the urgency of the matter it is recommended that Cox be paid for the time actually worked, viz., 8½ hours.

  
CHIEF MECHANICAL ENGINEER.

*Concurred  
6/6/48  
28/1/48*



26/696 M/M.

22nd December, 1947.

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Overtime worked by Clerk M.H. Cox.

Referring to your 27/245 of 15th instant in regard to overtime worked by Clerk M.H. Cox on Sunday, 15th December, please note that as a special case, in view of the circumstances, approval is given for the time involved from 8.30 a.m. to 3.30 p.m. to be paid as special overtime.

DISTRICT STAFF OFFICER : LAUNCESTON.

For your information. Please arrange payment.

SECRETARY.

22/12/47.

27/245

90346...25M....2...47

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON, 15th December, 1947

MEMORANDUM FOR SECRETARY, HOBART.

SUBJECT Overtime - Clerk M.H.Cox.

LAUNCESTON, 15th December, 1947 RAILWAY BRANCH No. _____ 16 DEC 1947 GENERAL MANAGER'S OFFICE HOBART
---

Referring to the attached application from Clerk M.H.Cox.

It is recommended that payment of this claim be made as it was necessary for me to attend a Deputation of the North Western Division of the A.F.U.L.E. at Devonport on Sunday last, 15th instant, and Clerk Cox was required to report on the proceedings.

The time involved, viz., 8.30 a.m. to 3.30 p.m. is exclusive of penalty rates.

*2 1/2 hrs @ £9 7-11 per week*  
*131-*  
*PSO. Treat case*  
*spread pay*  
*18/12/47*

CHIEF MECHANICAL ENGINEER.

27/245 C

90346...25M....2...47

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON. 15th December, 1947

MEMORANDUM FOR CHIEF MECHANICAL ENGINEER

SUBJECT Overtime.

I wish to make application for payment of overtime worked on Sunday, 14th instant, time involved being from 8.30 a.m. to 3.30 p.m.

*M. H. Co.*  
CLERK.

26/696 M/M.

5th September, 1947.

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Clerk M.H. Cox.

Referring to your minute of 28th July in regard to protest from Clerk M.H. Cox in regard to appointment to Grade 4B. of Clerk E.G. Williams, Northern Transport Office, will you please inform him that this matter has been investigated and it is found that Williams has been appointed to the position on his qualifications, and it is not considered that Clerk Cox's qualifications are superior to those of Williams which would entitle him to the position.

Please inform him accordingly.

SECRETARY.

27/245

90346...25M....2...47

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

FILE No.

JUL 1947

CHIEF MECHANICAL ENGINEER'S OFFICE

29 JUL 1947

CHIEF MECHANICAL ENGINEER'S OFFICE,

GENERAL MANAGER'S OFFICE

HOBART

LAUNCESTON. 25th July, 1947.

MEMORANDUM FOR SECRETARY, HOBART.  
(thro' Chief Mechanical Engineer)  
SUBJECT Classification.

I wish to enter a protest and appeal against the appointment of Clerk E.G. Williams, whom, I understand, has been appointed to Grade 4B, ~~Correspondence~~ Clerk, Northern Transport Office.

My protest and appeal is based on the grounds that I possess all the necessary qualifications to successfully carry out the duties associated with the position, and also the fact that I am Williams' senior in classification and service.

*M. H. Cox*  
CLERK.

*The Secretary*

*E. G. Williams*

28/7/47

5th August, 1947.

GENERAL SUPERINTENDENT : LAUNCESTON.

Appointment of Mr. E. G. Williams as Clerk, Grade 4.

I forward herewith an appeal by Mr. M.H. Cox against the appointment of Mr. E.G. Williams claiming that he possesses the requisite qualifications for the position.

In my discussion with you on Williams' case I was assured that Cox had not had the necessary experience in your Branch to be able to perform the work carried out by Mr. Williams, but in view of the representations now made, I shall be glad if you will report fully on the matter so that Mr. Cox's representations can be decided upon.

D. J. HOWSE

ACTING GENERAL MANAGER.

COPY.

27/245.

Chief Mechanical Engineer's Office.

Launceston. 25th July, 1947.

Memorandum for : Secretary : Hobart.  
(thro' Chief Mechanical Engineer.)

Subject: Classification.

I wish to enter a protest and appeal against the appointment of Clerk E.G. Williams, whom, I understand, has been appointed to Grade 4B, Correspondence Clerk, Northern Transport Office.

My protest and appeal is based on the grounds that I possess all the necessary qualifications to successfully carry out the duties associated with the position, and also the fact that I am Williams' senior in classification and service.

Sgd. M.H. Cox.  
CLERK.

The Secretary,

Sgd. G.E. Mullins.  
28/7/47.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(33)  
In reply please quote

27/245 Mc/6

80107...25M...2...46

21 JAN 1947  
Chief Engineer's Office,

Launceston, 20th January, 1947.

MEMORANDUM FOR PRINCIPAL STAFF OFFICER:

SUBJECT

Higher Grade Pay.

In reply to your 26/696 of the 17th instant, I have to advise that the higher grade relief as claimed by Clerk M.H.Cox from 27/10/46 to 9/11/46 is correct and I have instructed Clerk Cox to collect same.

I would advise that no dates were shown on the pay envelope, therefore, Cox was under the impression that a clerical error has been made.

*E. J. Haskins*  
ACT. CHIEF MECHANICAL ENGINEER.



26/696 W/S

17th January, 1947

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Higher Grade Pay.

Referring to your minute of 14th instant, please advise Clerk M. H. Cox that payment was made in accordance with claim submitted by him for relief in Higher Grade 4B from 27/10/46 to 9/11/46 inclusive.

Please advise if the claim as submitted by Clerk Cox is correct.

OFFICER IN CHARGE EXPENDITURE : LAUNCESTON

PRINCIPAL STAFF OFFICER.

This refers to your memo of 14th instant addressed to the Accountant.

17/1/47.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

FILE No. \_\_\_\_\_

14 JAN 1947

CHIEF ENGINEER'S OFFICE

Chief Engineer's Office, 15 JAN 1947

GENERAL MANAGER  
Launceston Hobart 14th January, 1947.

80107...25M...2...46

MEMORANDUM FOR PRINCIPAL STAFF OFFICER, HOBART:  
 (thro' Chief Mechanical Engineer).  
 SUBJECT Payment in Advanced Grade.

For period ended 4th January, 1947  
 an amount was entered on paysheets in favour of  
 myself for difference between 5th and 4B Grades.  
 This amount I did not sign for as no such claim  
 has been made, the acting money being discontinued  
 in November of last year. Possibly there may be  
 some clerical error between this payment and the  
 18 hours overtime which has been recommended but not  
 yet paid.

*Mac*  
 CLERK:

27/245

PRINCIPAL STAFF OFFICER, HOBART:  
 Forwarded on.

*G. H. Mac*  
 14/1/47

OK

27/10 - 9/11



TRANSPORT DEPARTMENT

FINANCE BRANCH

LAUNCESTON

TELEPHONE:  
LAUNCESTON 41

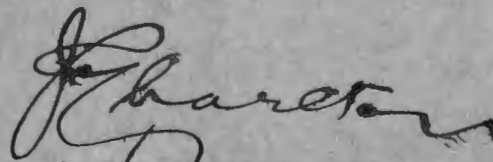
14th January 1947.

ACCOUNTANT.

WAGES PAY ROLL P.E. 4TH JANUARY 1947.

An amount is shown payable to M.H.Cox whilst acting in a higher grade and Mr. Cox will not accept payment, he states he is not due for the payment and has not made any application for such payment.

Details are shown on the attached envelope receipt, will you please arrange clearance.

  
O. in O. Expenditure.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(334)

In reply please quote

27/245 Mc/EM.

80107...25M...2...46

3 JAN 1947

Chief Engineer's Office,

Launceston, 24th December, 1946.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT Timesheet - Clerk M.H.Cox.

Referring to your 26/696 of the 23rd instant; I have to advise that the overtime as per timesheet was necessary in order to complete the work of compiling the Workshops' Classification, and in consequence it is recommended that payment for the overtime claimed be made.

The timesheet has been certified and is attached hereto.

APPROVED

Enc.

*L. D. Hawke*  
21 JAN 1947

*Mr. Whist.*  
*to arrange payment*  
*13/1/47*

*paid 18/1/47*  
*E. C. Culver*  
CHIEF MECHANICAL ENGINEER.

26/696 M/M.

23rd December, 1946.

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Timesheet - Clerk M.H. Cox.

The attached timesheet in favour of Clerk M.H. Cox claiming overtime for compilation of Workshops Classification has been received but is not certified to or recommended by yourself.

Will you please let me have your recommendation in the matter.

SECRETARY.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

13 AUG 1946

Chief Engineer's Office,

Launceston, 8th August, 1946.

(334)  
In reply please quote

Mc/M.  
27/245.

80107...25M....2...46

MEMORANDUM FOR STAFF OFFICER - HOBART.

SUBJECT Higher Grade Relief.

Referring to your 27/245 of the 7th instant, will you please be advised that it was necessary to temporarily utilise Clerk M.H. Cox for special work in connection with details of estimates requiring his full concentration which rendered necessary Clerk O.H. Hale taking over the duties of Clerk L.J. Durno.

It is desired to point out that if Clerk M.H. Cox was not paid throughout for higher relief duty he would be penalised for carrying out a most important and urgent duty in view of which it is recommended that both Clerks be paid at the higher rate for the period 22nd to 27th July, 1946.

Staff Officer  
appl

DEC  
14/8/46



CHIEF MECHANICAL ENGINEER..

27/245 WS

7th August, 1946.

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Higher Grade Relief.

Referring to the attached forms 525 submitted by Clerks M.H. Cox and O.H. Hale, it will be noticed that both Clerks claim higher grade relief pay for relieving Clerk L.J.Durno from 22nd July, 1946 to 27th July, 1946.

As both Clerks cannot be paid for the relief will you please let me have further particulars.

STAFF OFFICER.

27/245 JD/EM.

80107...25M....2...46

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

16 APR 1946

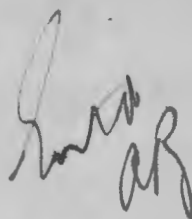
GENERAL MANAGER  
HOBART  
Chief Engineer's Office,

Launceston, 15th April, 1946.

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT Clerk M.H.Cox.

In reply to your 26/696 of the 11th instant;  
please be advised that Clerk M.H.Cox took up duty in  
this office on the 28th January, 1946.

Handwritten signature, possibly "L. J. Mackay" or similar, in cursive script.Handwritten signature of G. J. Mackay in cursive script.  
ACTING CHIEF MECHANICAL ENGINEER.



26/696.

13/18.

11th April, 1946.

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Clerk M.H. Cox.

Referring to your 27/245 of 13th ultimo  
in regard to Clerk M.H. Cox, his transfer to your  
section will date as from time he took up in your office.  
Please advise me as to this.

SECRETARY.

TRANSPORT DEPARTMENT

TRANSPORT DEPARTMENT  
(RAILWAY CBRANCH)

(33½)  
In reply please quote:

27/245 J.D./EM..

875...25M....10...44

No. \_\_\_\_\_

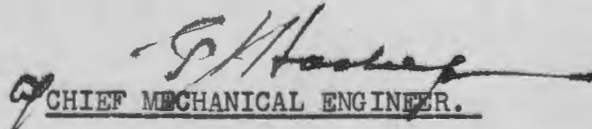
Chief Engineer's Office,  
12 APR 1946

Launceston, 11th April, 1946.  
GENERAL MANAGER'S OFFICE  
HOBART

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT Clerk M.H.Cox.

Will you please let me have your reply to  
my memo of the 13th ultimo at earliest.

  
CHIEF MECHANICAL ENGINEER.

27/245

80107...25M...2...46

TRANSPORT DEPARTMENT (RAILWAY BRANCH)  
RAILWAY BRANCH

No.

Chief Engineer's Office,

14 MAR 1946

GENERAL MANAGER'S OFFICE

HOBART

Launceston, 13th March, 1946.

MEMORANDUM FOR SECRETARY, HOBART

SUBJECT

Clerk M.H.Cox.

In reply to your 26/696 of the 7th  
Marsh last.

It is pointed out that the reference  
in the memo mentioned is rather indefinite. Clerk  
M.H.Cox on his return from active service took up  
duty in the Traffic Branch, and after Christmas and  
New Year Holiday traffic was verbally instructed to  
report to this Office by the Northern Transport Officer.

Will you please advise the date to be  
regarded as that of his transfer to this Office.

*P. J. H. H. H.*  
CHIEF MECHANICAL ENGINEER.

26/696.

13/18.

7th March, 1946.

CHIEF MECHANICAL ENGINEER : LAUNCESTON.

Clerk M.H. Cox.

Referring to your 27/245 of 25th ultimo in regard to Clerk M.H. Cox, cannot a copy of the memo already forwarded to you be made and placed on Clerk Cox's file for record purposes.

SECRETARY.

TRANSPORT DEPARTMENT

TRANSPORT COMMISSION  
RAILWAY BRANCH  
(RAILWAY BRANCH)

In reply please quote  
27/245 Mc/MB

875...25M.....10...44

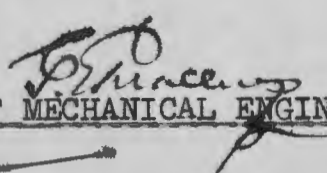
26 FEB 1946

Chief Engineer's Office,  
GENERAL MANAGER'S OFFICE  
HOBART, 25th February, 1946.

MEMORANDUM FOR SECRETARY - HOBART.

SUBJECT Clerk M.H. Cox.

Reference has been made on other papers to the transfer of Clerk M.H. Cox to this Office. I would be obliged if you would confirm the transfer by separate memo in order to complete Clerk Cox's personal file.

  
CHIEF MECHANICAL ENGINEER.

LAUNCESTON, 17/1/46

S.M. LAUNCESTON.

Leave without Pay..

Further to my memo of the 31st ultimo, and with reference to Secretary's memo to the Station Master at Devonport.

As a week of the fortnight for which I applied for leave has now elapsed, and owing to the fact that arrangements were made for a fortnight only at the seaside resort, I now make application for leave without pay from the 18th to 26th January, both dates inclusive, and will report for duty on Monday, 28th instant.

*M. A. Cox*  
CLERK.

TRANSPORT COMM  
RAILWAY TRANS  
No.

-21 JAN 1946

GENERAL MANAGER  
DEVONPORT

*S. J. Roberts*  
*Please see above*  
*W. Sweeney*  
*at Lm*

*18*  
*7/1/46*

*Entered*  
*[Signature]*

MORANDUM FOR STATION MASTER, LAUTON.

SUBJECT Group Assurance.

Today I received a form setting out future amounts to be deducted from my salary, but no mention was made of a deduction for a group assurance policy for which deductions were made up to the time of my enlistment.

I understand that under National Security Regulations policies of Servicemen cannot be cancelled owing to non payment of premiums.

I shall be obliged if you will obtain information regarding said policy.

Secretary Hobart  
Will you please advise  
D. Sweeney  
Ch. Lm 12/14/45

M. H. Cox  
CLERK.

TRANSPORT CO RAILWAY
No.
19 DEC 1
GENERAL MANAGER HOBART

26/696.

13/18.

ACCOUNTANT : HOBART.

For attention please.

*R.C. Prock* *NR*

24/12/45.

SECRETARY,  
HOBART.

It is understood that when employees enlisted they were requested to make their own arrangements with regard to the payment of Group Assurance premiums.

*E. J. Baker* *NR*

ACCOUNTANT

2/1/46.

No. \_\_\_\_\_

2 JAN 1946

GENERAL MANAGER



Staff Officer 14/1/46

Please arrange to release  
Coe from Sporthal  
earliest

Noted  
TJB  
14/1/46

D.C.S.

## INWARD FORM

Prefix *St* Station from *Devonport* No. *385* Words *20* Time *10*  
 TO Station *HOBART*

<i>check</i>	<i>box</i>	<i>enquiring</i>	<i>whether</i>	<i>application</i>
<i>leave</i>	<i>without</i>	<i>may</i>	<i>granted</i>	<i>or</i>
<i>relief</i>	<i>being</i>	<i>sent</i>	<i>enable</i>	<i>him</i>
<i>take</i>	<i>up</i>	<i>position</i>	<i>Launceston</i>	<i>nodu</i>

Time Received *11 A* m.Operator's Initials *W. L. M.* SIGNATURE *James*

2/7.

26/696.

11th January, 1946.

S. M. DEVONPORT.

Clerk M. H. Cox.

Please inform Clerk M. H. Cox, in reply to his memorandum of 9th instant written from Launceston, that it was with great regret that it <sup>was</sup> found imperative to send him to Devonport for special duty. Owing to the abnormal amount of sickness existing in the staff at present, and the adverse conditions under which we are working in other respects, we are able to carry on the services only with the greatest difficulty and there was no alternative but to arrange for ~~him~~ to go to Devonport.

As soon as the position eases to any extent Cox will be the first one to be released so as to continue the Military leave due to him before returning to regular duty in the Department.

SECRETARY.

URGENT.

LAUNCESTON, 9th January, 1946.

SECRETARY FOR RAILWAYS, HOBART:

(thru Station Master, Launceston).

Sir,

I wish to address to you a letter of protest regarding the position in which I am placed at the present time.

On my discharge from the Air Force I called at the Transport Office in Hobart and informed the Staff Officer that I had been discharged and wanted to make arrangements regarding my resuming with the Department. That Officer asked me if I would be prepared to resume duty over the Xmas Holidays with a view to assisting during the busy period. To this I agreed and then told him that I would like to have a fortnight's leave without pay to enable me to spend a holiday with my wife and family, with whom I have not been away for over three years. He assured me that this would be granted and I consequently commenced duty in the Booking Office at Launceston where I assisted to the best of my ability and for which assistance both Booking Clerks Wise and Davies have expressed their appreciation.

On the 31st ultimo I addressed a memo to the Station Master at Launceston applying for the above mentioned leave without pay as from the 11th to 26th January, 1946. Up to the 8th instant I had not received a reply regarding same and I interviewed Mr. Barnes who informed me that it may not be possible for me to take the leave as I may be required at Devonport. This came as a surprise to me as it was only intended that I should carry on with the Department until the time that I was to proceed on the promised leave. This morning I was informed that I was required to proceed to Devonport by No. 23 train, but as the time was short this was not possible and I am going to that Station by No. 13 train on the 10th instant. In this regard I wish to enter a protest and accept no responsibility with regard to the position I am to either occupy or relieve, as I consider that my knowledge with respect to such a position, plus my absence from the Department, is such that I do not consider that I could do justice to the position at the present time. Such being the case, and it should be well known to the Staff Officer, I am of the opinion that other suitable arrangements could have been made which would have been more suitable from a Departmental view point.

As the position regarding the leave was a gentleman's agreement, I consider that such should have been honoured and the consideration which I showed to the Department has definitely been overlooked. With regards to my resignation, I have not yet received a reply.

If the matter now stands I shall be obliged to you to arrange for me to be relieved of the position at Launceston, or if possible to have it as nightingale duty in the Transport Office, either at Launceston or Hobart.

- 2 -

I should be grateful, however, if the above mentioned leave could be granted as my Wife and Child have been looking forward to this holiday for some time, and all necessary arrangements have been made.

Trusting to hear a favourable reply from you at earliest. The letter has been addressed direct to you to save time, and to also acquaint you of the facts of the case.

For Sy's information  
P. W. Sweeney 9/26  
atq. Mr.

*McK. Cor*  
CLERK.



Mr Hobart  
Clerical Relief.

In view of hold up of clerical  
relief could Clerk Mr. H  
Coff be retained here until  
Mr James takes up duty  
urgently Please advise only

O. W. Sweeney  
a/m



TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(337)  
In reply please quote

869...20M...10...44

Office of the Northern Transport Officer,

Launceston, 31st Dec., 1945

MEMORANDUM FOR STATION MASTER, LAUNCESTON.

SUBJECT Leave without Pay.

In accordance with arrangements made between the Staff Officer and myself I wish to apply for leave without pay from the 11th to 26th January, 1946, both dates inclusive.

I should be obliged if you will also advise me where I am to resume duty on the termination of above leave.

*J. J. Hobart*

*Please see above and advise*

*SKA Con*  
CLERK.

*Brown*  
*up to 31/12*  
*1945*



PORT COLLEGE  
ALWAY

12 DEC 1945

GENERAL MANAGERS OFFICE  
HOBART

*Launceston*  
*11-12-45*

*N. Hobart*

*Clerk. M. H. Co. Resumes*

*Please note above commenced  
duty learning booking office  
dates 10-12-45.*

*W. Spencer  
apm*

*AR 12/18/45*

*L416 pa  
Entered  
my*



# GOVERNMENT RAILWAYS OF TASMANIA

## Medical Examination of Employees

Name in full Cox Malcolm Henry

Age 27<sup>1</sup> Aug 1881

Position Staff Clerk

### QUESTIONS

1. Is he in good health, of sound constitution, and, as far as you can judge, free from organic, functional, or mental disease? yes
2. Has he any defect in figure or muscular development? no
3. Does his appearance and manner indicate that he is, and has always been, temperate and sober in his habits? yes

Chest measurement: Fully expanded ..... inches  
 " " : Range of expansion ..... inches 6ft.  
 Weight ..... 13 st. .... lb.  
 Blood pressure (employees over 40 years of age) ..... m.m. Mercury.

### VISION

Acuteness (per Snellon's Test Types)—

Left Eye	Right Eye	Both Eyes
<u>6/6</u>	<u>6/6</u>	<u>6/6</u>

Remarks:—

### COLOUR-SENSE

Examination (per Ishihara Test Plates).—Satisfactory.  
 Examination (per Ishihara Test Plates).—Unsatisfactory.

### EDRIDGE-GREEN LANTERN TEST

(To be used only when employee fails in test by Ishihara Plates.)

Size of Opening.

Distance, in Feet.

Answers Given.

	1	2	3	4	5	6	7
Ground .....							
Ribbed.....							
Neu. 1 .....							
" 2 .....							
" 3 .....							
" 4 .....							
" 5 .....							

W(white). R(red, A. & B). G(green, or signal green). B(blue). P(purple). Y(yellow).

### HEARING

	Left Ear	Right Ear
Watch .....	<u>10/10</u>	<u>10/10</u>
Tuning Fork .....		

I have this day examined the abovenamed employee, and consider him physically fit to perform the duties of the position he seeks to retain.

### REMARKS

M H Cox

Kneel

ROYAL AUSTRALIAN AIR FORCE.

INTERIM CERTIFICATE OF DISCHARGE.

This is to certify

that

NO. 88346. Rank. LAC.

Name. COX. M.H.

has been discharged from the

ROYAL AUSTRALIAN AIR FORCE

Length of Satisfactory Service -

2 Years 10 Months.

Mustering on Discharge. Flight Rigger.

Effective Date of Discharge. 29th Nov 1945.

Reason for Discharge. A.F.R. 115 (tP "on  
demobilization.

*Super Adjutant*  
*AR* 30/11/45  
Sgd. W. King ???  
Commanding Officer.

No. 6 Personnel Depot,  
R.A.A.F.

Date 28/11/45.



TELEPHONE: 5054

IN REPLY, QUOTE 11.13  
887

OFFICE OF DEPUTY DIRECTOR GENERAL  
OF MAN POWER, TASMANIA,  
T. AND G. BUILDING,  
COLLINS STREET,  
HOBART.  
28th November, 1945.

The Manager,  
Tas. Government Railways,  
HOBART.

Dear Sir,

re 88346 L.A.C. Cox, M.H.

Referring to your application for the discharge of the above named it is desired to inform you that advice has been received from the R.A.A.F. that this is approved.

Yours faithfully,

*Basil Plummer*  
Basil Plummer.

Deputy Director General of Man Power.

12/18.

29th November, 1945.

N RTHERN TRANSPORT OFFICER : LAUNCESTON.

Staff.

Please note that Clerk W.H. Cox is being discharged from the R.A.A.F. today and it is understood that he will report to you on Monday next, 3rd proximo. As his discharge is on occupational grounds he is obliged to return to duty when required and he is to be requested to take up in Launceston Coaching Staff on Monday, 10th December and assist there over the holiday period.

The Goods Officer has been instructed to send a Clerk to the Coaching from the 19th idem and this, together with Cox, should suffice to cover assistance for extra holiday requirements.

Please arrange for Clerk Cox to be medically examined on Wednesday next and send certificate together with his Discharge Certificate to this office early.

SECRETARY.

28th August, 1945.

K  
13/18.

The Deputy Director-General of Man Power,  
T. & G. Building,  
Collins Street,  
HOBART.

Dear Sir,

The following personnel are members of the Clerical Staff of this Department, and were released on leave of absence in order to serve with the Fighting Forces. It is now desired, on account of the acute Staffing position, to have them returned to their Railway duties as early as possible.

I will be glad if you could take action to have this carried out.

TX. 6872.  
Tpr. Bonney H. E.  
"C" Sqn.  
2/9 Aust Armcd Regt.,  
A. I. F.  
AUSTRALIA.

No. 88346  
L. A. C. Cox, M. H.  
R. A. A. F.

Yours faithfully,

SECRETARY FOR RAILWAYS.

25th January, 1945.

CHIEF ENGINEER : LAUNCESTON.

Clark R.L. Cox.

Referring to your 27/243 of the  
15th December in regard to Clark R. Cox, please  
note that the Deputy Director General of Man Power  
has advised that he is unable to recommend his  
release from the S.I.A.P.

Yours faithfully,  
[Signature]



DEPARTMENT OF LABOUR AND NATIONAL SERVICE

9.7  
TELEPHONE: 5054

IN REPLY, QUOTE 887.....

OFFICE OF DEPUTY DIRECTOR GENERAL

OF MAN POWER, TASMANIA

T. AND G. BUILDING,

COLLINS STREET,

HOBART.

20th January, 1945.

General Manager of Railways,  
Transport Department,  
HOBART.

RE. 88346 L.A.C. COX. M. H.

Dear Sir,

Receipt is acknowledge of your letter of the 15th January.  
In reply I regret to advise that your application for the release  
of the above named soldier is NOT recommended.

Yours faithfully,

*Basil Plummer*

(BASIL PLUMMER)

Deputy Director General of Man Power.

*Noted  
J.B.  
23/1/45*



MEMORANDUM FOR THE SECRETARY OF THE ARMY  
SUBJECT: [Illegible]

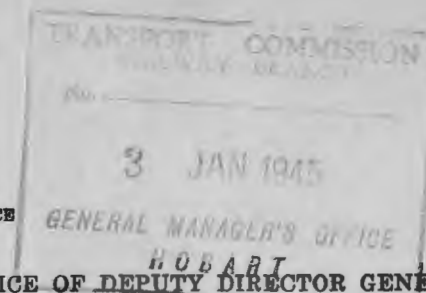
Reference is made to your letter of 10/10/43  
of the 2nd instant, in which you advise that the  
[Illegible] is extremely difficult to obtain  
[Illegible] and [Illegible] in the [Illegible]  
[Illegible] and [Illegible] in the [Illegible]  
[Illegible] for release of [Illegible] in the  
[Illegible] is regarded as a very important [Illegible] and  
is required to coordinate with [Illegible] [Illegible]  
[Illegible] of our Administration [Illegible]

Very truly yours,  
[Illegible Signature]





DEPARTMENT OF LABOUR AND NATIONAL SERVICE



OFFICE OF DEPUTY DIRECTOR GENERAL  
OF MAN POWER, TASMANIA  
T. AND G. BUILDING,  
COLLINS STREET,  
HOBART.

2nd. January, 1945.

<sup>97</sup>  
TELEPHONE: 5054

IN REPLY, QUOTE 18/19/42

General Manager of Railways,  
Transport Department,  
HOBART.

Subject - 88346 L/Aircraftsman M. COX.

Receipt is acknowledged of your letter of the 21st November in which you apply for the release of the above named Airman.

Before any further action can be taken in this case I require further information as to the nature of the work for which Mr. Cox is required. On receipt of this information the matter will receive my attention.

(BASIL PLUMMER)  
Deputy Director General of Man Power.

21st December, 1944.

CHIEF ENGINEER, LAUNCESTON.

Clerk Malcolm Cox, now Flight Rigger in R.A.A.F.

In reply to your 27/245 of 16th instant, application is being made for the release of Cox from the Air Force. If this is approved, it will, of course, be necessary for him to take up duty in the Northern Transport Officer's office, in accordance with his appointment there made at the time of his enlistment.

SECRETARY.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(874)

TRANSPORT COMMISSION RAILWAY BRANCH		Station.
No.	20 FEB 1944	1944

MEMORANDUM FOR

SUBJECT:

Secretary. Halant.  
Comparative Statement January.

Passenger Revenue. Decrease in income from due to  
 less people travelling to long distance stations.

Goods. Decrease in goods traffic due mainly to less  
 goods forwarded from Koinode to southern <sup>military</sup> depots.

*William W. G. W.*

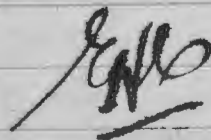
21st December, 1944.

The Deputy Director General of Man Power,  
T. & G. Building,  
HOBART.

Dear Sir,

In view of the acute shortage of trained Railway staff, I desire to submit application for the release from the R.A.A.F., of Leading Aircraftman Malcolm Cox, No. 88346, who is stationed at Western Junction under Wing Commander Lansell. Cox has had many years experience in this Department and his return to duty would assist us in meeting our staff position.

Yours faithfully,



GENERAL MANAGER OF RAILWAYS.

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(337)  
In reply please quote

27/245, GM/BD

588...20M...2...44

Chief Engineer's Office,

Launceston, 16th December, 1944

MEMORANDUM FOR SECRETARY : HOBART.

SUBJECT Clerk Malcolm Cox, now Flight Rigger in R.A.A.F.

The abovenamed former clerk has made representations to me to arrange for his release from the R.A.A.F., as he considers that under the present circumstances, his training and ability could be more effectively used in this Department, and he has requested that the Department might make application for his release.

He is at present located at Western Junction under Wing Commander Lansell. Cox's rank is Leading Aircraftsman and his number is 88646.

CHIEF ENGINEER.

*Secretary*  
*He we to make for please not resume duty*  
*application release. It will duty if release*  
*staff*  
*20/12/44*

GOVERNMENT RAILWAYS OF TASMANIA.

Rolling Stock Branch.  
Launceston Station.

Certificate of Time Occupied Attending Parade or Encampment.

For use of Employees attached to Reserve in the Naval Forces, and to any section of the Military Forces other than the Senior Cadets.

(This upper portion to be filled in by Applicant and certified to by authorised Naval or Military Officer.)

Name COX, MALCOLM HENRY  
Date of Birth 27th August, 1911  
Naval or Military Rank A.C. 1 R.A.A.F.  
Day or Dates of Parade, Camp, or Continuous Training at Sea, &c.  
Duration of same — From Duration  
(State time or date.)  
Description of Parade }  
[State whether statutory (i.e., compulsory), voluntary, or to make up statutory time lost.] }  
Authorised Naval or Military Pay 6/6 per diem plus 4/6 wife 3/- child  
Total = 14/-

I hereby certify that the above information is correct.

Signature of authorised Naval or Military Officer. AREA FINANCE OFFICER SOUTHERN AREA

(NOTE.—This lower portion to be filled in by authorised Railway Officer.)

Departmental Rank of Applicant Clerk  
Rate of Pay £38.4 p.a. = 24/6 p.d.  
Relieved from Duty: Time Date 27/3/43  
Resumed Duty: Time Date  
Amount of Pay entered 16 days @ 15/6 = £8.8.0  
Less 8.0 = £8.10.0 p.w.s.

Signature

TRANSPORT DEPARTMENT

TRANSPORT COMMISSION  
(RAILWAY BRANCH)  
No. \_\_\_\_\_

In reply please quote

No. 27/245

22 APR 1943  
CHIEF ENGINEER'S OFFICE.

GENERAL MANAGER'S OFFICE

HOBART LAUNCESTON

21st April, 1943.

MEMORANDUM FOR SECRETARY. HOBART.

SUBJECT                    Military Duty, Clerk, M.H. Cox

Enclosed is form 374 to enable payment of the difference between Military and Naval pay for the first fourteen (14) days to ~~be made~~ <sup>be made</sup> to Clerk, M.H. Cox. Will you please arrange.

Railway.

ACTING CHIEF ENGINEER

1 ENC :

$$\frac{1}{5} \times 384 = 76.8$$

Rock

4.1  
16 p d.  
16 amp @ 10/16.  
Leads  
Two leads  
$$\begin{array}{r} 18.80 \\ - 8.16 \\ \hline 10.64 \end{array}$$
  
$$\begin{array}{r} 17.7 \\ - 7.17 \\ \hline 10.53 \end{array}$$



## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

CHIEF ENGINEER'S OFFICE,

GENERAL MANAGER'S OFFICE

LAUNCESTON,

22nd. April, 1943.

MEMORANDUM FOR Staff Officer, HOBART.

SUBJECT Annual Leave - Clerk M.H. Cox.

Clerk M.H. Cox who was granted annual leave from 18/1/43 to 20/3/43 inclusive, prior to enlistment in R.A.A.F., has requested that adjustment of salary be made in respect of increase in base salary, as from the 4th. February last.

Will you please arrange accordingly.

*G. G. G. G.*  
ACTING CHIEF ENGINEER.



26/696 TVB/Ma.

15th January, 1943.

CHIEF ENGINEER : LAUNCESTON.

Enlistment - Clerk M.H. Cox.

Please inform Clerk M.H. Cox in reply to your memo 27/24 of the 13th instant that approval is given for him to be released for service with the R.A.A.F., and arrangements are in hand for payment for annual leave due, to be available at Launceston today.

I enclose herewith Group Certificate No. 56 for £17 for deductions from his salary on account of Income Tax.

SECRETARY.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

GOVERNMENT RAILWAYS OF TASMANIA

File No. \_\_\_\_\_

In reply please quote

No. 27/245

CHIEF ENGINEER'S OFFICE,

CHIEF ENGINEER'S OFFICE

LAUNCESTON LAUNCESTON,

13th February, 1943.

MEMORANDUM FOR CHIEF ENGINEER, LAUNCESTON.

SUBJECT

Enlistment.

Further to my application of the 11th ultimo and your reply of the 11th idem.

I have now received word from the R.A.A.F. that I am to report to Hobart on the 25th instant, and would, therefore, like my leave to date as from that date.

If it is at all possible I would deem it a favour if I could be allowed to commence my Annual Leave (54 days) as from 18th idem.

The above Annual Leave is made up as follows:-

1941 Annual Leave	=	18 days.
1942 " "	=	21 "
Pro rate 1943	=	11 "
4 days special leave	=	4 "
		---
		54 "
		---

*M. A. Cox*  
CLERK

URGENT

URGENT

27/245.

SECRETARY, HOBART.

Arrangements are being made for Clerk Cox to commence his Annual Leave on the 18th instant from which date he will be released for service with the Royal Australian Air Force. Will you please arrange payment for leave due, and for pay to be available on Friday next.

13/1/43.

*R. S. Long*

14 JAN 1943

GENERAL MANAGER

URGENT

26/696 P/S.

2nd September, 1942.

CHIEF ENGINEER: LAUNCESTON.

Leave - Clerk M. H. Cox.

In reply to your 27/245 of the 28th July,  
four days' leave of absence is approved for Clerk M. H. Cox  
in consideration of the overtime worked in connection with  
the 1942 staff classification.

*Noted gmo 9/9/42*

SECRETARY.

Ab H. Box £357.

per 11/7/42. 30 hours worked =  $8 + 22 + 11 = 41$  hours.

$$£ \frac{357}{313} \times \frac{12}{96} \times \frac{41}{1} = £7.7.4 \checkmark$$

$$\frac{357}{313} \times \frac{12}{96} \times \frac{33}{1} = £5.18.10 \checkmark$$

AR 31/8/42

TRANSPORT DEPARTMENT (RAILWAY BRANCH)  
RAILWAY BRANCH

No. \_\_\_\_\_

In reply please quote

N<sup>o</sup> 27/245

4 AUG 1942

CHIEF ENGINEER'S OFFICE,

GENERAL MANAGER'S OFFICE

LAUNCESTON, July 2 th, 1942.

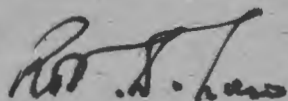
MEMORANDUM FOR HOBART SECRETARY - Hobart.

SUBJECT

Overtime.

In reply to your 26/696 of the 27th inst; it is considered that the provisions of the Award should apply, but in the event of leave being granted in lieu, four days would be reasonable.

It is pointed out that a great deal of overtime is being incurred by members of the staff for which hitherto no claim for payment or time off in lieu has been made, with the exception of a recent claim for overtime by typistes who were called back at night and Saturday afternoon to type important documents and schedules of machine tools. The time involved was entered on time sheets, but so far has not been paid.

  
CHIEF ENGINEER .

26/696 P/OB.

27th July, 1942.

CHIEF ENGINEER, LAUNCESTON.

Overtime.

Referring to your 27/245 of the 22nd instant on the above subject, will you please say what you consider would be a reasonable allowance of leave to make to Clerk Cox for the overtime worked.

SECRETARY.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

In reply please quote

No. 27/245

## CHIEF ENGINEER'S OFFICE,

TRANSPORT COMMISSION  
RAILWAY BRANCH

22nd July, 1942.

No. \_\_\_\_\_

23 JUL 1942

GENERAL MANAGER'S OFFICE  
HOBARTMEMORANDUM FOR SECRETARY, Hobart.

SUBJECT Overtime.

Inreply to yours of the 20th instant.

The special work was carried out during the period ended 11th idem and no allowance has been made for the 84 hours per fortnight before the amount of 30 hours overtime was calculated, as it was assumed that overtime at ordinary rates was paid in excess of 76 hours per fortnight and the penalty was applicable only in cases when the fortnight's work exceeded 84 hours.

  
CHIEF ENGINEER.



26/596 P/S.

20th July, 1942.

CHIEF ENGINEER: LAUNCESTON.

Overtime.

In reply to your 27/245 of the 13th instant, the Award provides that members of the clerical staff working 78 hours per fortnight are required to work up to 84 hours per fortnight before overtime is payable.

Has the special work carried out during one period and has allowance been made for the 84 hours per fortnight before overtime was calculated?

SECRETARY.

Staff Officer 16/7/42

What is usual allowance

I have for the time worked?

Secretary think we should  
ask if the work <sup>was</sup> <sup>as</sup> leave  
done in one period to grant  
it is not usual to grant  
in view of overtime worked  
84 hours has  
been work d  
J.V.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

In reply please quote

No. ....27/245....

CHIEF ENGINEER'S OFFICE,

LAUNCESTON, 13th July, 1942.

MEMORANDUM FOR CHIEF ENGINEER:

SUBJECT Overtime.

In order to complete the 1942 classification it was necessary for me to carry out the work at home, and I submit for your consideration that the overtime worked, 30 hours, be granted me on my next Annual Leave.

Trusting my request will receive your favourable consideration.

*A. Mox*  
CLERK.

GENERAL MANAGER .

For your consideration please.

*R. D. Law*  
14/7/42.

TRANSPORT COMMISSION  
RAILWAY BRANCH

No. ....

15 JUL 1942

GENERAL MANAGER'S OFFICE  
HOBART

28th May, 1942.

The Deputy Director General of Man Power,  
11 Argyle Street,  
HOBART.

Dear Sir,

Referring to the attached file of correspondence in regard to the release of Clerk M. H. Cox of Launceston for Military duties, the following report has been received from the Chief Engineer on the matter:-

"I have to advise that owing to the shortage of experienced clerks it is not practicable to release Clerk Cox at the present time.

I would point out that Clerk Cox applied for leave to serve with the Royal Australian Air Force and that the Squadron Leader O/C. No. 6 Recruiting Centre, Hobart, has been advised that an endeavour will be made to release Cox in approximately three months time. Similar remarks apply to your query.

Clerk Hale is now the only other member of the staff with knowledge of important staff and industrial matters available to replace Cox and he has submitted a medical certificate recommending six months leave. A new man over Military age is receiving instruction at present but it will be some months before he will attain the desired proficiency."

Yours faithfully,

GENERAL MANAGER.

TRANSPORT COMMISSION

RAILWAY BRANCH

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

(33)

In reply please quote

No. 27/245.

27 MAY 1942

CHIEF ENGINEER'S OFFICE,

GENERAL MANAGER'S OFFICE  
HOBART

LAUNCESTON, 26th May, 1942.

MEMORANDUM FOR SECRETARY - HOBART.

SUBJECT: Leave - M.H. Cox.

In reply to your 26/696 of the 21st instant. I have to advise that owing to the shortage of experienced clerks it is not practicable to release Clerk Cox at the present time.

I would point out that Clerk Cox applied for leave to serve with the Royal Australian Air Force and that the Squadron Leader O/C No. 6 Recruiting Centre, Hobart has been advised that an endeavour will be made to release Cox in approximately three months time. Similar remarks apply to your query.

Clerk Hale is now the only other member of the staff with knowledge of important staff and industrial matters available to replace Cox and he has submitted a medical certificate recommending six months leave. A new man over Military age is receiving instruction at present but it will be some months before he will attain the desired proficiency.// Your papers returned herewith.

CHIEF ENGINEER

26/896 P/S.

21st May, 1943.

CHIEF ENGINEER: LAUNCESTON.

Clerk : H. Cox.

Referring to the attached papers, will  
you please let me know what is the position in regard  
to this matter now.

SECRETARY.

28/696 P/S.

4th May, 1942.

CHIEF ENGINEER: LAUNCESTON.

Clerk M. H. Cox - Reference.

Will you please hand Clerk Cox the attached  
reference in connection with his application for appointment  
to the Air Force.

GENERAL MANAGER.

4th May, 1942.

I have pleasure in stating that Malcolm Henry Cox has been employed in this Department since the 10th May, 1926. Commencing as a Messenger, he was later appointed to the clerical staff and since 1927 has been attached to the Chief Engineer's office at Launceston.

His work has always been carried out in a highly efficient manner and he is of exemplary character.

GENERAL MANAGER.



reference to your letter.	

GOVERNMENT



RAILWAYS.

In your reply please refer to	
C.M.E.	

CHIEF ENGINEER'S OFFICE,

LAUNCESTON, 29th April, 1942.

Dear Mr. Bennett,

I am making application to the R.A.A.F. for a position in their Organisation, but before I am able to do so I have to supply references, and was wondering if you would be good enough to let me have a personal reference as to my character and intelligence (doubtful I admit) and so enable me to complete application form.

Hoping I am not asking too much.

Sincerely yours,

M. H. Cox

26/596 P/A.

24th April, 1942.

CHIEF ENGINEER: LAUNCESTON.

Clerk M. H. Cox - Military Duty.

It is understood that Clerk M. H. Cox has been called up for Military duty as from Monday next. Will you please inform the Military officer concerned that the Railway Department has now been declared a protected industry and that it is not practicable to release Clerk Cox at present. If necessary the regulations to be shown to the officer.

At the same time the General Manager would be glad if arrangements could be made to train another clerk in Cox' work so that Cox may be released for military duty say in a month's time.

SECRETARY.

TRANSPORT COMMISSION  
RAILWAY BRANCH

(334)

No. .... TRANSPORT DEPARTMENT (RAILWAY BRANCH)

17 MAR 1942

GENERAL MANAGER'S OFFICE  
HOBART

CHIEF ENGINEER'S OFFICE,

In reply please quote

No. .... 27/245 .....

LAUNCESTON, 16th March, 1942

MEMORANDUM FOR STAFF OFFICER. HOBART.

SUBJECT: Relief in Higher Grade.

Clerk M.H. Cox relieved Record Clerk J.L. Durno from 18th ultimo to 14th instant, both dates inclusive, and is therefore due for difference between his salary and that of the Record Clerk.

*25 9 1942*  
*365*  
*23.5.42*  
*arranged by*  
*28/3/42.*

*[Signature]*  
CHIEF ENGINEER.

220/10M-10-41

TRANSPORT COMMISSION  
RAILWAY BRANCH

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

11 FEB 1942

GENERAL MANAGER'S OFFICE  
HOBART

CHIEF ENGINEER'S OFFICE,

(331)

In reply please quote

27/245

No. ....

LAUNCESTON, 9th February, 1942

MEMORANDUM FOR STAFF OFFICER. HOBART.

SUBJECT: Relief in Higher Grade.

Clerk M.H. Cox relieved Record Clerk J.L. Durno on the following days, viz. 9th, 11th, 12th and 13th instant and is therefore due for difference between his salary and that of Record Clerk Durno.

*10/10/42*  
*10/10/42*  
*arranged for*  
*17/1/42*  
  
CHIEF ENGINEER.

TRANSPORT COMMISSION  
RAILWAY BRANCH

(391)

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

8 JAN

GENERAL MANAGER'S OFFICE  
HOBART

CHIEF ENGINEER'S OFFICE,

In reply please quote

No. 27/245

LAUNCESTON, 7th January, 1942

MEMORANDUM FOR STAFF OFFICER. HOBART.

SUBJECT: Relief in Higher Grade.

Clerk M.H. Cox, relieved Record Clerk J.L. Durno from the 29th ult. until the 5th inst. both days inclusive.

Clerk Cox commenced relief work in Grade 4B on the 28th April, 1941. According to Clause 28 (Conditions) of the A.R.U. Award, the period taken into consideration when calculating relief pay is twelve calendar months. If your interpretation of this clause in connection with this application is that the calendar year is from April 1941 to April 1942, will you please arrange payment on current payrolls. If not, please arrange payment for three days and credit for the balance.

29/1/41 100 57/1/42  
8. 7. 48/1-2-71.  
365  
arranged 24  
9/1/42  
R. D. Lewis  
CHIEF ENGINEER.

## TRANSPORT DEPARTMENT (RAILWAY BRANCH)

GOVT. RLYS. OF TAS.

No.

CHIEF ENGINEER'S OFFICE,

1 DEC 1941

COMMISSIONER'S OFFICE, HOBART

In reply please quote

No. 27/245

LAUNCESTON, 10th December, 1941.

MEMORANDUM FOR STAFF OFFICER. HOBART.

SUBJECT: Relief - Record Clerk.

Clerk M.H. Cox has carried out the undermentioned relief of the Record Clerk and is therefore entitled to the difference between his salary and minimum of Grade 4B:-

28/4/41 to 3/5/41 inclusive = 6 days.  
 1/7/41 to 3/7/41 inclusive = 3 days.  
 7/7/41 to 15/7/41 inclusive = 9 days.  
 13/10/41 to 10/12/41 inclusive = 58 days.

Less 76 days,  
 28 days,  
 48 days.

Received 349  
 349  
 48

due payment from  
 28/10/41 to 10/12/41  
 48  
 365

56/6/3  
 R. D. Law  
 CHIEF ENGINEER

GOVT. PLYS. OF T.S.

No. \_\_\_\_\_

TRANSPORT DEPARTMENT (RAILWAY BRANCH)

8 JAN 1941

CHIEF ENGINEER'S OFFICE,

COMMISSIONER'S OFFICE, HOBART

In reply please quote KEY

No. 27/243

LAUNCESTON, 7th January, 1940.

MEMORANDUM FOR SECRETARY:

SUBJECT: Annual Leave - Clerk M.H.Cox.

Please note Clerk M.H.Cox has been granted annual leave for 1939 and 1940 from the 8th instant and same will terminate on the 20th February next.

*Request for payment of salary in advance is now confirmed.*

*Arranged  
any*

*H. Bennett*  
CHIEF ENGINEER.

26/696 P/OB.

14th November, 1940.

CHIEF ENGINEER, LAUNCESTON.

Clerk M. H. Cox.

Please inform Clerk Cox in reply to his memorandum of the 7th instant that it is not correct that the position of Correspondence Clerk in the Transport Superintendent's Office at Hobart has been raised to Grade 5. The recommendation of the Salaried Officers' Committee in this respect was disallowed.

SECRETARY.



RECEIVED  
- 8 NOV 1940

COMMISSIONER'S OFFICE LAUNCESTON Office of the Chief Engineer,  
LAUNCESTON

7th November, 1940.

SECRETARY.

(Through Chief Engineer).

Position of Correspondence Clerk - Transport  
Superintendent's Office, Hobart.

On perusal of the A.R.U. Gazette, it revealed that Clerk E.G. Williams of the Transport Superintendent's office Hobart apparently succeeded in having his position raised to 5th Grade by the Classification Board and designated Correspondence Clerk.

As other clerical positions were advertised and applications invited, I am addressing this query to you with a view to having the matter clarified as to why applications for this particular position were not called through the usual channels as was done with other positions.

My contention is that as I am Williams' senior in classification and possess all necessary qualifications for the position of Correspondence Clerk, I should have been given the opportunity to apply for the position.

27/245.

SECRETARY.

Forwarded on.

*M. G. Cox*  
CLERK.

## TRANSPORT DEPARTMENT—RAILWAY BRANCH.

(33½)

No.

In reply please quote this No.

27/245

2-OCT 1940

CHIEF ENGINEER'S OFFICE,

COMMISSIONER'S OFFICE, ROHAN

LAUNCESTON, 2nd October, 1940

MEMORANDUM FOR STAFF OFFICER:

SUBJECT:

Relief of Costing Clerk.

Clerk M.H.Cox carried out the duties of Costing Clerk whilst that Officer was on leave from 10th to 29th ultimo, both dates inclusive, and is, therefore, due for the difference between his salary and minimum of the 5th Grade.

Will you please arrange payment.

  
CHIEF ENGINEER.

Pl  
5/10/40  
2-6-9  
W.D.

GOVT. RLYS. OF 7

792 10M. 6.40

TRANSPORT DEPARTMENT—RAILWAY BRANCH.  
10 SEP 1940

(33½)

COMMISSIONER'S OFFICE. CHIEF ENGINEER'S OFFICE,

In reply please quote this No.

27/245

LAUNCESTON, 9th September, 1940.

MEMORANDUM FOR STAFF OFFICER:

SUBJECT: Relief of Record Clerk.

Clerk M.H.Cox has been carrying out the duties of Record Clerk in their entirety from the 9th July last to 9th instant, both dates inclusive, the record Clerk relieving Senior Clerk A.J.Robinson, whilst that Officer has been on Annual Leave.

*Lus* *7.14* → Clerk Cox is, therefore, due for the difference between his salary and minimum of the 5th Grade.

*Lus* *7.14* → Record Clerk Durno is also due for payment for the same period for having relieved Senior Clerk Robinson.

Will you please arrange payment.

*7/9/40*  
*Cox*  
*W.H. Kennedy*  
CHIEF ENGINEER.

# GOVERNMENT RAILWAYS OF TASMANIA

## Medical Examination of Employees

Name in full Cox Malcolm Henry  
 Age 28 Position Clerk (Launceston)

### QUESTIONS

1. Is he in good health, of sound constitution, and, as far as you can judge, free from organic, functional, or mental disease? Yes
2. Has he any defect in figure or muscular development? No
3. Does his appearance and manner indicate that he is, and has always been, temperate and sober in his habits? Yes

Chest measurement: Fully expanded 34 inches  
 " " : Range of expansion 3 1/2 inches  
 Weight 172 st. 7 lb.  
 Blood pressure (employees over 40 years of age) \_\_\_\_\_ m.m. Mercury.

### VISION

Acuteness (per Snellon's Test Types)—

Left Eye	Right Eye	Both Eyes
<u>6/6</u>	<u>6/6</u>	<u>6/6</u>

Remarks:—

### COLOUR-SENSE

Examination (per Ishihara Test Plates).—Satisfactory.  
 Examination (per Ishihara Test Plates).—~~Unsatisfactory~~.

### EDRIDGE-GREEN LANTERN TEST

(To be used only when employee fails in test by Ishihara Plates.)

Size of Opening. Distance, in Feet.

### Answers Given.

	1	2	3	4	5	6	7
Ground							
Ribbed							
Neu. 1							
" 2							
" 3							
" 4							
" 5							

W (white). R (red, A. & B). G (green, or signal green). B (blue). P (purple). Y (yellow).

### HEARING

	Left Ear	Right Ear
Watch	<u>Normal</u>	<u>Normal</u>
Tuning Fork		

I have this day examined the abovenamed employee, and consider him physically fit to perform the duties of the position he seeks to retain.

### REMARKS

M. Cox  
 Signature of person examined.

R. Shakti  
 Railway Medical Officer.  
20th October, 1927

26/696 P/J

30th June, 1939.

CHIEF ENGINEER:

Annual leave -/Clerk M.H. Cox

In reply to your memo 20/817 of the 29th instant, we have been able to make temporary arrangements at Hobart which will meet for a limited period the delay in transferring Clerk Morgan. There is, therefore no desire to inconvenience Clerk Cox by deferring his annual leave.

SECRETARY.

GOVT. RLYS. OF AS.

No. GOVERNMENT RAILWAYS OF TASMANIA.

(33½)

30 JUN 1939 CHIEF ENGINEER'S OFFICE,

COMMISSIONER'S OFFICE, HOBART

In reply please quote this No.

20/817.

LAUNCESTON, 29th June, 1939.

MEMORANDUM FOR SECRETARY.

SUBJECT: Annual Leave - Clerk M.H.Cox.

In reply to your memo 26/696 of the 26th instant, Clerk Morgan is relieving at Hobart and is expected to return to Launceston at the end of the week. With regard to annual leave for Clerk M.H.Cox, I have to advise that he was informed last month that his annual leave would be granted after Clerk R.C.Hays resumed. His leave was therefore arranged to date from the 3rd to 29th July and he has booked steamer passages for himself and wife and accommodation at Sydney. It would create a hardship if his leave was again deferred as on a previous occasion when leave due was granted he was recalled for duty after 5 days and subsequently granted 5 and 7 days respectively annual leave at varying periods.

I shall be obliged for a reply by return.

*H. Smith*  
CHIEF ENGINEER.

26/696 P/J

26th June, 1939.

CHIEF ENGINEER:

Annual leave - Clerk W.H. Cox

Further to my memo of the 22nd instant,  
it is desired that Clerk Morgan shall transfer to  
Hobart immediately. If necessary, to arrange  
this please defer Clerk Cox's annual leave.

SECRETARY.

25/696 P/J

22nd June, 1939.

CHIEF ENGINEER:

Annual Leave - Clerk H.H. Cox

In reply to your memo 27/245 of the  
21st instant, I forward herewith the passes  
and letter of introductions asked for in  
favour of Clerk and Mrs. H.H. Cox.

SECRETARY.



26/696 P/J

22nd June, 1939.

The Secretary,  
New South Wales Railways,  
SYDNEY.

Dear Sir,

This will be presented by Mr. M.H. Cox,  
a Clerk on the Salaried Staff of this Department,  
who is visiting your State on Annual Leave ex-  
piring on the 31st July, 1939.

Mr. Cox who will be accompanied by his  
wife will be glad of the usual facilities for  
travelling over your Lines.

Yours faithfully,

SECRETARY.

54/20

26/696 P/J

22nd June, 1939.

The Manager,  
Mt. Lyell Mining & Railway Co.,  
QUEENSTOWN.

Dear Sir,

This will be presented by Mr. M.H. Cox,  
a Clerk in this Department, who accompanied by  
his wife is visiting the West Coast on Annual  
Leave expiring on the 31st July, 1939.

Will you please afford him the usual  
facilities for travelling over your Lines.

Yours faithfully,

SECRETARY.

GOVT. RLYS. OF TAS.

## GOVERNMENT RAILWAYS OF TASMANIA.

(88½)

No. \_\_\_\_\_

22 JUN 1939

CHIEF ENGINEER'S OFFICE,

COMMISSIONER'S OFFICE, HOBART

In reply please quote this No.

27/245.

LAUNCESTON, 21st June, 1939.

MEMORANDUM For SECRETARY.

SUBJECT: Clerk M.H.Cox.

The above employee who is proceeding on annual leave as from 30th instant to 31st proximo asks for the following passes in favour of himself and wife:-

Melbourne to Sydney, return, available from  
10th to 24th July, 1939 (inclusive)  
Burnie to Zeehan, return, available from  
17th to 31st July, 1939 (inclusive)  
Letter of Introduction to the Mt. Lyell Co.

  
CHIEF ENGINEER.

## GOVERNMENT RAILWAYS OF TASMANIA.

(88½)

GOVT. RLYS. CHIEF ENGINEER'S OFFICE,

In reply please quote this No.

27/245.

22 JUN 1939

LAUNCESTON, 21st June, 1939.

MEMORANDUM FOR STAFF OFFICER.

SUBJECT: Clerk M.H.Cox.

The above employee is proceeding on annual leave as from 30th instant to 31st proximo and asks that his Salary for periods ending 12th and 26th July be advanced and available at Launceston before the former date.

Will you please arrange.

  
CHIEF ENGINEER.

26/696 P/J.

5th May, 1938.

CHIEF ENGINEER.

Expenses - Clerk M.H. Cox

Re attached, the daily rate does not apply when an officer is absent from home for less than 24 hours in which case the actual expenses incurred are payable.

Will you please let me have amended claim.

Claim for 5/- expenses.

STAFF OFFICER.

## GOVERNMENT RAILWAYS OF TASMANIA.

(334)

GOVT. RLYS. OF TAS.

CHIEF ENGINEER'S OFFICE,

In reply please quote this No.

27/245

17 SEP 1937

LAUNCESTON, 16th September, 1937.

MEMORANDUM FOR STAFF OFFICER, HOBART.

SUBJECT:

Clerk M. Cox.

The above Officer proceeding on Annual Leave asks that his Salary for Period Ending 9th proximo be advanced and available at Launceston on Wednesday, 22nd instant.

Will you please arrange.

*Pay arranged  
17/9/37  
J.B.*

*A. Bennett*  
CHIEF ENGINEER.  
*M.C.*

22/000/7/0.

19th September, 1935.

CHIEF MECHANICAL ENGINEER.  
LAMBETH.

Acting Clerk M.H. Cox.

Referring to previous correspondence in connection with Acting Clerk M.H. Cox of your office, will you please note that he has now passed examination in shorthand and typewriting, and will be appointed to the permanent staff at a salary of £175 p.a. dating from 15th instant.

SECRETARY.







Premier to-day and endeavour to arrange a week end conference at  
Launceston as soon as possible.

Lord Horder ~~stated~~ that he had not yet heard in  
Melbourne the particularly offensive motor horn which was prevalent  
in London and in many parts of the English countryside, the  
noise of which could be heard for miles. The English Traffic  
Act had been amended recently to make it illegal for <sup>any</sup> motor  
vehicle to be offered for sale, which was inadequately  
silenced.

declared Lord Horder <sup>but</sup> ~~which~~ we cannot / <sup>convince</sup> people that making  
noise if bad manners, we will achieve what the Anti-Noise League  
of London is ~~going~~ to do.

327

## GOVERNMENT RAILWAYS OF TASMANIA.

(164)

No. 297

## Medical Examination of Applicant for Employment.

Name in Full Box, Malcolm HenryDate of Birth 27/8/1911 Position applied for Act Clerk

QUESTIONS.	ANSWERS.
1. Is he in good health, of sound constitution, and, as far as you can judge, free from organic, functional, or mental disease?	<u>Yes</u>
2. Has he any defect in figure or muscular development?	<u>No</u>
3. Does his appearance and manner indicate that he is, and has always been, temperate and sober in his habits?	<u>Yes</u>

## VISION.

Acuteness per Snellen's Test Types.

LEFT EYE.	RIGHT EYE.	BOTH EYES.
<u>6/6</u>	<u>6/6</u>	<u>6/6</u>

REMARKS:—

## COLOUR-SENSE.

Examination per Holmgren's Wool Test { SATISFACTORY.  
UNSATISFACTORY.

## Dr. Williams' Lantern Test.

 $\frac{5}{8}$  in. Openings — 2 discs.

Note.—

Correct answers are as follows:—

1. Red.
2. Green.
3. Red.
4. Green.
7. Purple.
8. Red.
9. Green.
10. White.
11. Red.
12. Green.
13. White.
14. Red.
16. Red.
18. Blue.

Colour shown	1	2	3	7	8	9	10	11	12	13	14	16	18
Answers— LEFT EYE.													
Answers— RIGHT EYE.													

 $\frac{1}{4}$  in. Openings — 2 discs.

Colour shown	1	2	3	4	7	8	9	10	11	12	13	14	16	18
Answers— LEFT EYE.														
Answers— RIGHT EYE.														

Answers to be indicated as follows:— R (Red). G (Green). B (Blue). W (White). P (Purple).

## HEARING.

Acuteness per Racht Acoumometer.

LEFT EAR.	RIGHT EAR.
<u>10/10</u>	<u>10/10</u>

I have this day examined the abovenamed Applicant, and consider him physically fit to perform the duties of the position he seeks to obtain.

REMARKS:—

Signature of Person examined—

M. A. C. O. T.10<sup>th</sup> December 1934.

2M-1987-1-29

L. L. C. O. T.  
Railway Medical Officer.

2931/5 M./1/34

GOVERNMENT RAILWAYS OF TASMANIA.

(374H)

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON,.....3/4/35.....

MEMORANDUM for STAFF OFFICER/

Acting Clerk M.H.Cox.

4 APL 1935

The above employee is proceeding on  
Leave on Monday, 8th instant, and asks for his  
pay for period ending 13th instant to be advanced  
and available at Launceston on Saturday morning  
the 6th idem.

Will you please arrange.

*Arranged*  
*4/4/35*  
*AMB*

*H. Bennett*  
CHIEF MECHANICAL ENGINEER.  
*H.B.*

26/696 P/BF

25th February, 1935.

C.M.E. LAUNCESTON.

Clerical Examination - A/Clerk M.H. Cox.

Will you please inform Acting Clerk M.H. Cox that at the recent clerical examination he passed in arithmetic with seven sums correct out of 10, and passed in spelling with 2 errors only.

In regard to the shorthand examination he was not successful in transcribing the test in full, but he will be given the opportunity of coming up for re-examination as soon as he considers he is sufficiently advanced to pass.

1  
SECRETARY.

Sunday 10.35

(15)

Skklot

Arithmetic

1/  $4\frac{2}{3} - 2\frac{1}{8} = 4\frac{16}{24} - 2\frac{3}{24} = 2\frac{13}{24}$  larger  
 $7\frac{1}{2} - 5\frac{5}{6} = 7\frac{3}{6} - 5\frac{5}{6} = 1\frac{2}{3}$  lesser

Answer  $2\frac{13}{24}$  larger  $1\frac{2}{3}$  lesser =  $\frac{7}{8}$  ✓

2/

Man does .075 piece of work in one day  
.124 " " " another  
.276 " " " "  
.475 in the 3 days

Part of work to be done = 1.000  
- .475

Answer. .525 work to be done. ✓

3/

Interest on £429.3.4 for 4 years at 5% per annum

A.  $£429\frac{1}{6} \times \frac{4}{1} \times \frac{5}{100} =$   
 $\begin{array}{r} 169 \\ 507 \\ 2535 \\ \hline 631 \end{array} \times \frac{4}{1} \times \frac{5}{100} = \frac{169}{2} = £84.10.0$

Answer £84.10.0 ✗

Interest on £399 for 4 years at 2½% per annum

B.  $£\frac{399}{1} \times \frac{4}{1} \times \frac{2\frac{1}{2}}{100} =$

$\frac{399}{1} \times \frac{4}{1} \times \frac{1}{10} = \frac{399}{10} = £39.18.0$  ✓

Interest 39.18.0

Answer £39.18.0

Sunday 10<sup>2</sup>/<sub>35</sub>

Maths

Arithmetic

3 Contd. Interest on £135 for 3 years at 5% per annum  
C.

$$\frac{\overset{27}{\cancel{135}}}{1} \times \frac{3}{1} \times \frac{1}{20} = \frac{81}{4} = \text{£ } 20.4.0$$

Answer - £20.4.0 Interest.

4. Man sells 35% of his sheep. = 455 left =

$$\frac{\overset{13}{\cancel{455}}}{1} \times \frac{100}{35} = 1,300 \text{ sheep.}$$

Answer - 1,300 Sheep Left. X

5. Clerk pays = 18/6 per week board.  
£1. 14.10 " " Expenses.

Total = £2. 13. 4 per week.

x 52 weeks in year.

£138. 13. 4 Yearly Expenditure

He saves £55. 18. 0

Total £194. 11. 4 Yearly Income.

$$\text{£ } 194. 11. 4 \div 52 =$$

Answer: £3. 14. 10<sup>3</sup>/<sub>4</sub>. X

$$\begin{array}{r} 52 \overline{) 194.11.4(3} \\ \underline{156} \phantom{00} \\ 38 \phantom{00} \\ \underline{104} \phantom{00} \\ 52 \overline{) 771(14} \\ \underline{52} \phantom{00} \\ 251 \phantom{00} \\ \underline{208} \phantom{00} \\ 43 \phantom{00} \\ \underline{42} \phantom{00} \\ 12 \phantom{00} \\ 52 \overline{) 564(10} \\ \underline{52} \phantom{00} \\ 44 \phantom{00} \\ \underline{44} \phantom{00} \\ 0 \phantom{00} \\ 52 \overline{) 56(3} \\ \underline{156} \phantom{00} \\ 0 \phantom{00} \end{array}$$

6. Train moves. 66 feet per second. =

66' x 3600 seconds per hour =

237600 <sup>feet</sup> ~~seconds~~ per hour.

237600 feet ÷ 3 ft in yd = 79200 yds.

79200 ÷ 1760 yds in mile = 45 mph.

Answer. 45 miles per hour.

1760 79200 (45 mph.

$$\begin{array}{r} 104 \\ 880 \\ 880 \\ \hline \end{array}$$



Sunday. 10  $\frac{2}{35}$

M. H. Cox

# Arithmetic

7.

Value of 7 miles 12 chains 50 links @ £213.4 per mt.

£ 2. 13. 4 cost of 1 mile

 $x \neq y$ 

£ 18 . 13 . 4 cost of 7 miles

6.8

10 chains

10 chains =  $\frac{1}{8}$  of 1 mile

2 " =  $\frac{1}{5}$  " 10 chains

1.4

2

50 links =  $\frac{1}{4}$  " 2 "

4

" " 50 links

L 19 . 1 . 8

" " 7 miles 12 ch

Answer - £19.1.8

8.

miles in 10560 times  $5' 6'' =$

5' 6"

x 10560

3) 58080' - 0" (

1760 ) 19360 yds. 0 feet 0 inches

1936

= 11 miles

Answer = 11 miles

9/

Man reaped  $\frac{9}{13}$  of a field =  $\frac{9}{39}$

Another "  $\frac{17}{39}$  " " "  $\frac{17}{39}$ .

$$= \frac{9}{39} + \frac{17}{39} = \frac{26}{39} = \frac{26}{39} - \frac{26}{39} = \frac{19}{39}$$

Answer:  $\frac{13}{39}$

Sunday 10<sup>35</sup>

4

Math

Arithmetic

10

Grocer buys tea at £5.5.0 per 112 lbs.

Retails at 1/4<sup>1</sup>d per lb.

Buys at  $\frac{£5.5.0}{112} = 11\frac{1}{4}$  per lb.

Retails at 1/4<sup>1</sup>d per lb.

Buys " 11<sup>1</sup>/<sub>4</sub>d " "

Profit = 5<sup>1</sup>/<sub>4</sub>d " "

$$\begin{array}{r} £5.5.0 = 105/- \\ \times 12 \\ \hline 112 \overline{) 1260 d. (11} \\ 112 \\ \hline 140 \\ 112 \\ \hline 28 \\ 4 \\ 112 \overline{) 112 (1} \\ 112 \\ \hline \end{array}$$

Profit on 560 lbs = 5<sup>1</sup>/<sub>4</sub>d x 560 =

$$\begin{array}{r} 5\frac{1}{4} \times 560 \\ 560 \\ \hline 12 \overline{) 2940} \\ 24 \\ \hline 540 \\ 12 \overline{) 2940} \\ 24 \\ \hline 540 \\ 12 \overline{) 2940} \\ 24 \\ \hline 540 \\ \hline \end{array}$$

Answer £12.5.0 profit on 560 lbs.



Sunday, 10 <sup>2</sup>/<sub>35</sub>

(3)

M.H. Lot

Dictation

30

The United States continues the Roosevelt<sup>at</sup> career of financial experiments. With the dawn of 1934 the President announced what was in theory the end of the emergency measures of Government supervision and control of the Banks. In practice, however, the control virtually continues, for 14,000 of the 14,500 U. S. A. Banks have availed themselves of the Government's deposit insurance scheme, and must submit their books for examination in order to qualify for the Insurance. Then there came the re-valuation of the dollar at ~~for~~ 59.06 cents, with the price of gold ~~soaring~~ <sup>soaring</sup> and the Government appropriating a profit of about £500,000,000, and starting an exchange equalisation account. There followed measures for control of Stock Exchanges and Commodity Exchanges, and the plan to ~~remonetise~~ remonetise silver, further retarding recovery in ~~the~~ China which is some important a market for World Trade recovery. When at the end of September the Advisory Council of the Federal Reserve's Board suggested the fixing of a definite gold value of the dollar and the abandonment of monetary experiments, the President scuttled

them in no uncertain terms. No long afterwards Mr. Roosevelt announced that Government policy must be to continue to disburse credit till Private Banks are ready to resume the job; that he intended, in the meanwhile, to use every effort possible through the Treasury, the Federal Reserve, reconstruction, finance, corporation, securities, exchange commission, Federal housing administration, and by large relief expenditures to facilitate and encourage private investment. Early in November he removed restrictions on export of U. S. A. currency for such transactions as purchases of securities.

Despite her enormous difficulties, the set-backs that have followed bursts of <sup>optimism</sup> ~~optimism~~ and the national recovery administrations serious troubles with Employers and employees on balance the U. S. can claim to have achieved a moderate degree of recovery. It has, however, very little of the quality and stability of what Great Britain and to a lesser extent the British Empire has achieved.

In smoothing out the effects of foreign exchange developments the operations of the British exchange equalisation account have considerably

assisted in accelerating the pace of recovery in British trade and Industry. Much of the improvement has undoubtedly been in Home and Empire Trade, but Foreign Trade has also contributed. Throughout the year funds have been in superabundant supply, and discount rates at a minimum. Banks reduced their minimum rate on Bills from one percent (1%) to the unprecedented low rate of  $\frac{1}{2}\%$ , while gilt edged stocks have been a firm market, and towards the year end experienced a sensational boom, reaching the highest levels for 28 years.

2 errors  
R.D.

*Transcription 22 Minutes*

Have you ever lost your luggage, or rather, have you ever lost your suit case. Have you ever had the appaling experience of arriving at your destination on some special occasion, such as Annual Leave, a wedding, birthday 3 amongst your own clothes, glad rags, ~~etc.~~, trunk key, etc, and with the lost suit case ~~you~~ also have ~~had~~ some special ~~present~~ which you had purchased as a present, perhaps at some self denial on your part. It is an appaling position to be in, and the object ~~in~~ this short article is to try and put the readers of this Magazine, who will soon be packing their suitcases and leaving by train at Christmas, ~~and so~~ guard against such an experience. ~~please~~ see that the suitcase is securely fastened. There is nothing more annoying or humiliating ~~to~~ have one's ~~treasured~~ possessions out on the platform, among a crowd of people

~~Have~~ a good lable enclosed in a leather holder for preference, as ~~liable~~ quite easily ~~to~~ be ~~xx~~ torn off under certain circumstances, which I shall mention later. Take ~~care~~ that there are no old ~~destination~~ labels on your suit case. If you have some there, wash, or scrap them off. And now, having made your suit case secure, dont part with it. If you go into the refreshment room, ~~Booking~~ Office, Dining Car ~~xxxx~~ don't be parted from your ~~bag~~case. It may be ~~xx~~ when it is necessary to get into the correct with a big suitcase. But there is room for their suitcases if each passenger was ~~to~~ carry only one, and you are just as much entitled to take your suitcase in with you as are those others sitting there, who may have two or even three each, so don't let that prevent you from

*BBB*



## SHORTHAND TEST.

Have you ever lost your luggage? or rather have you ever lost your suit case? Have you ever had the appalling experience of arriving at (1) your destination on some special occasion, such as annual holiday, a wedding, birthday, and so on, minus your night clothes, "glad rags", toilet kit (2) &c., and when the lost suit case may also have contained some special treasure which you had purchased as a present - perhaps at some self-denial (3) on your part? It is an appalling position to be in, and the object of this short article is to try and put the readers (1) of this Magazine, who will soon be packing their suit cases to travel by train at Christmas, on their guard against such a catastrophe.

Take, (1) then, these precautions for safety. In the first place, see that the suit case is securely fastened. There is nothing more annoying or humiliating than (2) to have one's private possessions suddenly shot out on the platform amongst a crowd of people. A strap in addition to the locks is a (3) good precaution.

Then a good label - enclosed in a leather holder for preference, as a tie-on label can be easily torn off under certain (2) circumstances, which I shall mention later. Take particular care that there are no old destination labels on your suit case. If you have some there (1) wash or scrape them off.

And now, having made your suit case secure, DON'T PART WITH IT!

If you go into the refreshment room, the (2) booking office, the dining car, to the bookstall, or on the crowded platform, don't be parted from your suitcase. It may be argued that (3) it is unreasonable to get into a crowded compartment with a bulky suit case. But there is room for every occupant's suit case if each (3) passenger was content to carry only one, and you are just as much entitled to take your suit case in with you as are those (1) others sitting there who

may have two or even three each. So don't let that prevent you from sticking to your case, and never mind ( $\frac{2}{2}$ ) the black looks you may get.

If you do this, you will undoubtedly arrive at your destination with your luggage safe, and your holiday is ( $\frac{3}{4}$ ) free from disaster.

Now let us see what might happen to you if you take no precautions at all, or are not on your guard (4) at any time of your journey. As soon as you get on to your terminus you will be one of a very large crowd standing ( $\frac{1}{4}$ ) together, waiting for the platform barriers to open. Five out of every six will be carrying a suit case or other article of luggage. You ( $\frac{2}{2}$ ) are tired carrying this heavy suit case from the ~~car~~<sup>car</sup> or tube on to the station, and so you do the obvious thing - put it ( $\frac{3}{4}$ ) on the ground at your feet or by your side. You are looking about you, very possibly interested in the crowd, or watching the train indicator (5).

26/696 P/HT

24th December, 1944.

C.M.A. LAUNCESTON.

7  
Clerical Examination - Acting Clerk M.H. Cox.

In reply to Acting Clerk M.H. Cox' memo of the 21st instant, his application for permission to sit for the clerical examination is noted.

He will be examined in the same clerical examination as other competitors, but his practical subjects will be shorthand at 100 words per minute and type writing at 30 words per minute, instead of station accounts and telegraphy.

SECRETARY.

2931/5 M./1/34

GOVERNMENT RAILWAYS OF TASMANIA.

(371H)

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON,.....21/12/34.....

MEMORANDUM for SECRETARY/  
(forwarded through Chief Mechanical Engineer)

Clerical Examination.

I beg to apply for permission to sit at clerical examination to be held early in the New Year in accordance with notice contained in Fortnightly Notice 34/25.

Not being conversant with telegraphy and station accounts I respectfully request that I be examined in shorthand and typewriting in lieu thereof.

Hoping my request will be granted.

GOVT. RLYS. OF TAS.

No. \_\_\_\_\_

22 DEC 1934

COMMISSIONER'S OFFICE, HOBART

Yours obediently,

*M. H. Cot*

ACTING CLERK.

SECRETARY/

Forwarded on.

*W. Dean*  
21/12/34. *P. V. C.*



## GOVERNMENT RAILWAYS OF TASMANIA.

(374H)

25 SEP 1933

CHIEF MECHANICAL ENGINEER'S OFFICE,  
COMMISSIONER'S OFFICE, HOBART

LAUNCESTON,.....23/9/33.....

28/210

## MEMORANDUM FOR SECRETARY:.....

Acting Clerk M.H.Cox and Staff.

Your 25/696 of the 19th instant.

Clerk R.C.Hays who returned to this Office for a few days this week after relief duties in the Traffic Manager's Office has now been transferred to that Office.

In conformity with telephone conversation this morning with the Staff Officer it is recommended that nothing further be done in the matter at present.

*H. Bennett*  
CHIEF MECHANICAL ENGINEER.

26/696 P/\_

19th September, 1933.

K  
Chief Mechanical Engineer.

Acting Clerk M.H. Cox and Staff.

In reply to your memo No. 28/210 of the 16th instant, I shall be glad if you can make it convenient to deal with the matter of your staff before you commence your annual leave.

A number of Clerks who were regressed to the position of porter some time ago are being re-appointed to their former positions and this involves transfers of other members of the staff, some of which will be interfered with if Clerk R.C. Hays is not available.

It is understood that Hays was sent to your staff for relief purposes and after the relief was finished he was kept for a few weeks to overtake some arrears of mileage returns etc. About three months ago the Traffic Manager advised that Hays would be required for a further period of about six weeks, but this time has long since expired.

SECRETARY.



28/210

G.M.E.

*Tasmanian Government Railways.**Chief Mechanical Engineers Office,**Launceston,*

MEMORANDUM FOR SECRETARY:

16th September, 1933.

SUBJECT: ACTING CLERK M.H.COX AND STAFF

Your 26/696 of the 14th instant.

Acting Clerk M.H.Cox is employed as the junior in the Office, but his work is of a wide range. In addition to attending to the correspondence to and from the Workshops he ~~also~~ does the bulk of the stenographic work in the Office. As you are aware the staff over the past few years has been reduced to the minimum, and Clerk Cooper, who formerly did the typing etc. is employed on duties performed by Mr.Baillie, and also the recording.

Clerk R.C.Hays is employed on mileage and relief work, and has just finished a term of relief in the Traffic Manager's Office.

I would ask that this matter be held over until my return from Leave, when further consideration could be given to it. In the meantime, Cox will be advised of what is expected of him regarding the qualifying examination.

*W. J. Bennett*  
CHIEF MECHANICAL ENGINEER.

14th Sept

Chief Mechanical Engineer.

Acting Clerk M.H. Cox and Staff

At a recent Deputation of representatives of the A.R.U. to the Commissioner the matter of members of the wages staff occupying clerical positions was raised. One of the cases mentioned was that of Acting Clerk M.H. Cox of your office.

I am not sure of the position in regard to your office staff following the retirement of Draftsman Webber, but R.C. Hays has been attached temporarily to your staff for some months past primarily I understand for relief purposes.

It has been suggested that now that Cox has reached adult age a messenger should be appointed to your office which would probably enable you to carry out your annual relief without the assistance of an additional clerk such as Hays.

A number of the regressed clerks are being returned to their former position on the salaried staff, but there is still one to be dealt with. After this appointment has been made the question of appointing Cox to the salaried staff can be considered provided he is thoroughly suitable. It would be necessary for him to pass an educational examination and also examination in shorthand and typewriting. If informed of the position now give him an opportunity of becoming proficient in subjects in which he will be examined.

Will you please let me have your opinion as to the above suggestion.

SECH

## CHIEF MECHANICAL ENGINEER'S OFFICE,

27/245

LAUNCESTON, 8/11/32 193...

MEMORANDUM for SECRETARY

CLYS. OF TAS.

No. \_\_\_\_\_

9 NOV 1932

COMMISSIONER'S OFFICE, HOBART

Acting Clerk M.H.Cox.

The above employee is commencing his Holiday Leave on Monday next - 14th instant - and asks that his holiday pay and pay for the 12th instant be advanced and available at Launceston on 12th instant. He is entitled to 15 days and will resume duty on 1st proximo.

Will you please arrange.

*Paid P.E. 12<sup>th</sup> + 26<sup>th</sup>*

*Pay 9<sup>th</sup>*

*H. Bennett*  
CHIEF MECHANICAL ENGINEER.  
*P.O.*

26/696 P/T

7  
Chief Accountant.

27th August 1931.

Annual Leave- Acting Clerk M.Cox.

Please note that Acting Clerk  
M.Cox of Lannceston has been granted 15 days  
annual leave dating from the 31st instant, and  
asks for payment of wages in advance. This is  
approved. Paysheets attached. Please arrange  
payment.

Staff Officer.

# URGENT

CHIEF MECHANICAL ENGINEER'S OFFICE.

(3744)

LAUNCESTON, .....26/8/31..... 193....

MEMORANDUM for STAFF OFFICER/

27 AUG 1931

ACTING CLERK M.H.COX

-----

COMMISSIONER & CHIEF ENGINEER

The above employee is starting on Holiday Leave on 31st instant for 15 days ending 16th September next, and asks that his wages be advanced and available at Launceston on 29th instant.

Will you please arrange.

*H. Bennett*  
CHIEF MECHANICAL ENGINEER.  
*H.B.*



26/696 S/C.

CHIEF ACCOUNTANT

16th September 1930

Act. Clerk M. Cox - Launceston

Will you please note that  
dating from the 25th ultimo the wages of  
the above employee have been increased to  
9/10d. per day

SECRETARY



## GOVERNMENT RAILWAYS OF TASMANIA.

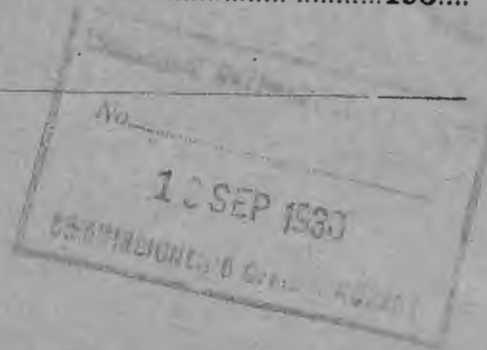
(374H)

CHIEF MECHANICAL ENGINEER'S OFFICE,

Launceston, 12th Sept.. 1930. 193...

MEMORANDUM for STAFF OFFICER/WAGES - ACT. CLERK M. COX/  
-----

The above employee's increase to 9/10d per diem was  
not entered on paysheets for P.E. 6th instant.  
Will you please adjust next period.

*noted**Jaz 12/9/30*

*H. Bennett*  
CHIEF MECHANICAL ENGINEER.

T/G

CHIEF ACCOUNTANT.

19th February 1930.

Annual Leave.

Please note that Acting Clerk M. Cox has been granted 13 days annual leave dating from the 24th instant and asks for payment of wages in advance. This is approved. Will you please arrange. Paysheets attached.

Please arrange payment at Lancington on Saturday, 22nd instant.

STAFF OFFICER.



MC/696 P/C

7  
CHIEF ACCOUNTANT

10th April 1929.

Messenger M. H. Cox

Will you please note that dating  
from the 8th instant Messenger M. H. Cox of the  
Locomotive Branch is to be rated as Acting Clerk  
at 6/8 per day.

*Int RQ*  
*noted*  
*JAG*  
*17/4/29*  
SECRETARY

26/696 P/C

C. M. E. LAUNCESTON

10th April, 1929.

Messenger M. H. Cox

In reply to your 27/245 of the 18th February last, we do not wish to perpetuate the practice of members of the wages staff being appointed to the salaried staff without first passing examination in prescribed subjects, and it is proposed strictly to apply this in future.

Cox has not suffered any loss of pay as his wages rate of 6/8 per day is in excess of the minimum salary rate. He will be rated at 6/8 per day as from the 8th instant and may be transferred to the salaried staff at any time less than 12 months if he passes examination.

26.696

M/M

CHIEF ACCOUNTANT,

16th March, 1929.

Messenger Cox - Annual Leave.

5 The above employee who is commencing his annual leave on Monday next, asks for payment of wages to be made in advance at Launceston on that date. Will you please arrange. H

His leave expires on the 27th April.

Recorded  
HJ

SECRETARY.

GOVERNMENT RAILWAYS OF TASMANIA.

(37½M)

27/245

CHIEF MECHANICAL ENGINEER'S OFFICE,

Launceston.....14th March, 1929.....192...

MEMORANDUM for SECRETARY/

TASMANIAN GOVERNMENT RAILWAYS

No. ....

15 MAR 1929

COMMISSIONER'S OFFICE, HOBART

Messenger M.Cox.  
-----

The above employee who is commencing Annual Leave on Monday next asks for his pay to be advanced at Launceston on the 18th instant. His leave expires on the 27th April. Will you please arrange.

*H. Bennett*  
CHIEF MECHANICAL ENGINEER.  
*H.V.B.*

## GOVERNMENT RAILWAYS OF TASMANIA.

(37 1/2 H)

27/245

CHIEF MECHANICAL ENGINEER'S OFFICE,

Launceston, 18th February, 1929 192...

MEMORANDUM for SECRETARY/

Messenger M.H.Cox.  
-----

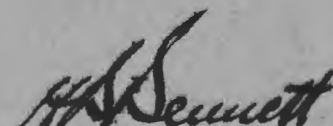
No. \_\_\_\_\_

FEB 19 1929

COMMISSIONER'S OFFICE, HOBART

Replying to your 26/696 of the 16th instant.

I understand Messenger Fahey attached to Engineer's Branch at Launceston was appointed to salaried staff without being required to pass an examination. Messenger Cox is at present receiving tuition in Shorthand and Typewriting, but is not sufficiently advanced to undergo an examination.

  
CHIEF MECHANICAL ENGINEER.



26/696 P/C

K  
CHIEF MECH. ENGINEER  
LAUNCESTON.

15th February, 1929.

Messenger M.H. Cox.

In reply to your 27/245 of the 16th inst. it is not usual to make appointments to the salaried clerical staff without an examination being held. Is Cox prepared to sit for examination now in shorthand or some other approved subject now? If not, and you so recommend, he can be rated as Acting Clerk on the wages staff at 6/8 per day for 12 months, at the expiration of which time he may be examined for appointment to the staff.

SECRETARY

Reference to your letter	

GOVERNMENT



RAILWAYS.

In your reply please refer to	
C.M.E.	

GOVERNMENT RAILWAYS OF TASMANIA
No. <i>27/245</i>
16 JAN 1929
CHIEF MECHANICAL ENGINEER'S OFFICE, LAUNCESTON

CHIEF MECHANICAL ENGINEER'S OFFICE,

LAUNCESTON,

16th January, 1929

CHIEF MECHANICAL ENGINEER/

Sir,

Re My Classification.

-----

✓ Having been in the Railway Service three years on the 10th May next, and having served in the Tourist Bureau, Good Shed and the last 14 months in my present position and am still classed as a Messenger I beg to make application to be appointed Junior Clerk.

Trusting you will give this your favourable consideration.

I am,  
Your obedient servant,

*M. H. Cox*

27/245

SECRETARY/

Recommend that Messenger Cox be appointed Junior Clerk  
as from the 1st proximo.

30/1/29

No. 26

JAN 31 1929

CONSTITUTION.

RECOMMENDATION TO BE SUBMITTED TO THE BOARD OF DIRECTORS  
RECOMMENDATION TO BE SUBMITTED TO THE BOARD OF DIRECTORS  
RECOMMENDATION TO BE SUBMITTED TO THE BOARD OF DIRECTORS  
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RECOMMENDATION TO BE SUBMITTED TO THE BOARD OF DIRECTORS



U.S. DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

Form

Reclamation Act of 1902

1. Name of the project: The State of California

2. Name of the project: The State of California

3. Name of the project: The State of California

4. Name of the project: The State of California

5. Name of the project: The State of California

6. Name of the project: The State of California

7. Name of the project: The State of California

8. Name of the project: The State of California

9. Name of the project: The State of California

Date joined 10/5/26

Leave since nil  
Leave due

7 days 1927

1 arrear

$1\frac{1}{2}$  R West

6 days pro  
rata to

---

$15\frac{1}{2}$  days 11/11/27



26/696 F/C.

1  
C.M. ENGINE R  
LAUNCESTON

30th November, 1927

Messenger R. Cox.

In reply to your 245 of the  
4th instant the following are particulars  
of the service of Messenger Cox :-

Date of Birth 27-8-1911.

10/5/1926	Launceston	Messenger	17/6
29/9/1926	" Goods	"	17/6
1 /5/1927	" "	"	£1-0-0
4 /8/1927	" Tourist	"	£1-0-0
4/11/1927	C.M.E.'s Office	"	£1-0-0

SECRETARY

Malcolm Henry Cox

Date of Birth

27.8.1911.

10.5.1926.	Lawrence J. Messenger	17/6
29.9.1926	L'lon goods	17/6
21.5.1927	"	£1.0.0
4.8.1927	L'lon Tourist	£1.0.0
4.11.1927	L. M. E. office	£1.0.0



TASMANIA.

Reference to your letter

GOVERNMENT



RAILWAYS.

In your reply please refer to

C.M.E.

CHIEF MECHANICAL ENGINEER'S OFFICE,

TASMANIAN GOVERNMENT RAILWAYS

LAUNCESTON,

55.

No. 26  
2000.

19th. October, 1927.

ACTING SECRETARY/

Successor to Messenger StHill.  
-----.

Referring to your 26/696 of 7th ultimo.  
Will you please advise when Messenger  
Cox is being transferred, as it is necessary that  
we should have a successor to Messenger StHill, as  
early as possible.

*R. Row*  
ACT. CHIEF MECHANICAL ENGINEER.  
*R.O.B.*

26/696 D/S.  
CHIEF MECHANICAL ENGINEER.

Arrangements are being made for  
Messenger Cox to transfer to your Office this  
week.

*E. J. Emmett*  
*ptd*

245.

2/11/27.

ACTING SECRETARY/

Messenger Cox took up duty at  
this office this morning. Will you please forward  
particulars of his service.

*E. J. Emmett*

4/11/27.

*R. V. C.*

*gof*

*Records*

*Particulars of service*

*pls*

*9/7*

26/696 D/S.

CHIEF MECHANICAL ENGINEER.

Arrangements are being made for  
Messenger Cox to transfer to your Office this  
week.

2/11/27.

Transfer of Messenger Cox.

TASMANIA.

Reference to your letter

GOVERNMENT



RAILWAYS.

In your reply please refer to	
C.M.E.	

TASMANIAN GOVERNMENT RAILWAYS	
No.	CHIEF MECHANICAL ENGINEER'S OFFICE,
2 NOV 1927	
RECEIVED	

LAUNCESTON, 1st. November,  
1927.

55.

ACTING SECRETARY/

Successor to Messenger StHill.  
-----

ultimo.  
now stands.

Referring to my memo of the 19th  
Please advise me how this matter

*H. Bennett*  
CHIEF MECHANICAL ENGINEER.  
*P. 6*

When replying, quote



Tasmanian Government Tourist Bureau,  
Opposite Post Office,

Launceston, 2nd September 1927.

MEMORANDUM FOR Acting Manager, Tasmanian  
Launceston.

Sir,  
SUBJECT: Transfer.

Some time ago I spoke to M. Curtis of the Chief Mechanical Engineer's Office with regard to a transfer to that Branch. Mr Curtis sent for me to interview him today, and advised me to apply for a transfer as the position of messenger there was vacant, and that I may have a better chance of getting along as I would be able perhaps to get in some practical shorthand work later on when I am efficient. I am at present studying shorthand 2 nights a week.

Trusting that you will have my request sent on with a recommendation.

Yours faithfully.

M. H. Cox  
Messenger.

The Acting Secretary, Hobart.

Messenger Cox's application for transfer forwarded for your consideration. Should there be a vacancy as indicated he would be a very good lad, and is working hard at his shorthand. He is really too young to perform many useful duties here, especially as things begin to get busy.

Geo. H. Scott. 2/9/27

26/696 P/C.

TRANSPORT INSPECTOR  
LAUNCESTON.

7th. September, 1927

Messenger Cox.

Will you please inform Messenger M. Cox of the Tourist Bureau that he is to be transferred to the Rolling Stock Branch when Mr. Bruce resumes duty at the end of the month. As he will not therefore be available for the telephone room the appointment of Peters or Russell will now be on probation for the permanent staff.

CHIEF ACCOUNTANT  
To note.

ACTING SECRETARY

7/9/27

26/696 P/O.

C.M. ENGINEER  
LAUNCESTON.

7th. September 1927

Successor to Messenger St. Hill.

In reply to your 55 of the  
3rd. instant the transfer of Messenger Cox to  
your staff will be arranged but this cannot  
be done until Mr. Bruce resumes duty towards  
the end of the month.

ACTING SECRETARY

## GOVERNMENT RAILWAYS OF TASMANIA.

(37½)

CHIEF MECHANICAL ENGINEER'S OFFICE

55.

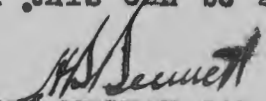
LAUNCESTON,.....3rd. September, 1927. 192....

MEMORANDUM for ACTING SECRETARY/Successor to Messenger StHill - Resigned.  
-----

Referring to your 27/64 of 17th May last.

Endeavours were made to obtain a suitable lad, but after waiting for sometime the Headmaster of the School advises that he cannot recommend a suitable boy for the position.

Messenger Cox (now employed at the Tourist Bureau) made application for a transfer to this Branch, and I shall be glad if this can be arranged as early as possible.

  
CHIEF MECHANICAL ENGINEER.



26/696 P/O

C.M. ENGINEER  
LAUNCESTON.

5th. September, 1927

Transfer - Messenger M.H.Cox.

Re attached-

Will you please advise me on  
this matter.

ACTING SECRETARY

26/696 P/C.

THE MANAGER  
TAS. GOVT. TOURIST BUREAU  
LAUNCESTON

27th. August, 1927

Messenger M. Cox.

In reply to your memo of the  
19th instant Messenger Cox's service dates from  
the 10th. May, 1926.

ACTING SECRETARY



35/496 2/0.

S.M. LAUNHURTON

17th. August, 1927

Messenger M. Cox.

Please inform Messenger M. Cox that his appointment to the permanent staff is approved and he is required to effect life assurance in accordance with the Regulations.

Will you please let me know what steps he is taking to improve himself and in what subject.

CHIEF ACCOUNTANT

To AGING

SECRETARY

17/8/27

TASMANIA.



# Government Railways of Tasmania.

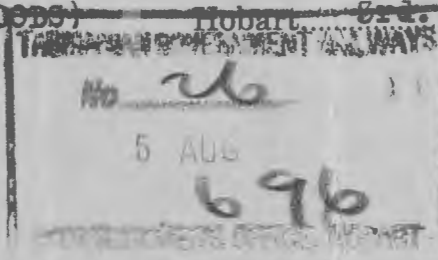
Commissioner's Office,

In reply please quote

No. 26/696 P/C.

MEMORANDUM FOR S.M. LAUNCESTON (GOODS) Hobart 5th August, 1927

SUBJECT: Messenger M. Cox.



Will you please let me have report as to the manner in which Messenger M. Cox performs his duties and say if you recommend his appointment to the permanent staff.

SECRETARY. HOBART.

Messenger Cox carries out his duties in a very satisfactory manner and I have pleasure in recommending his appointment to the permanent staff.

SECRETARY

Chief Clerk

4-8-27

26/696 P/C.  
TRANSPORT INSPECTOR

Will you please say if you endorse  
this recommendation.

*C. J. Rollins*  
9/8/27

TASMANIAN GOVERNMENT RAILWAYS
No. <i>2712</i>
1 AUG 1927
L AUNCESTON
TRANSPORT SUPT'S OFFICE.

SECRETARY

I endorse Chief Clerk Tabart's recommendation.

*L. J. Munn*  
15/8/27

TASMANIAN GOVERNMENT RAILWAYS
No. <i>26</i>
16 AUG.
<i>696</i>

26/696 P/C.

TRANSPORT INSPECTOR

Will you please say if you endorse  
this recommendation.

9/8/27

Messenger M. Cox - proposed  
appointment to permanent staff.

26/696 P/C.

S.M. LAUNCESTON (GOODS)

3rd. August, 1927

Messenger M. Cox.

Will you please let me have report  
as to the manner in which Messenger M. Cox performs  
his duties and say if you recommend his appointment  
to the permanent staff.

SECRETARY




26/696 P/C

S.M. LAUNCESTON

17th May, 1927

Messenger M. Cox.

Will you please note that dating from the 1st instant the wages of Messenger M. Cox have been increased to £1- per week.



SECRETARY

26/696 P/C

CHIEF ACCOUNTANT

17th May, 1927

Messenger M. Cox.

In reply to your memo of the 12th instant and  
increase in wages to £1- per week for Messenger M.  
Cox of the Launceston Goods Branch dating from the  
1st instant is approved.

SECRETARY

## THE GOVERNMENT RECORDS OF TASMANIA.

Chief Constable's Office Station,12<sup>th</sup> May 1892

MEMORANDUM for

SecretaryMessenger Mr. Cox, Launceston Jails

Re attached, will you please see Jails Agent's remarks and advise him of Messrs. Cox's increase. Your list of increases, dated 21<sup>st</sup> Dec. last shows Mr. H. Cox. We have assumed that this is an error and should read Mr. Cox?

Mr. H. Crawford

Superintendent

Jails

Exp. 12-5-26

12-5-26

Ind. Agency

San Francisco  
San Francisco, Cal. 7<sup>th</sup> month

Mr Cox is doing @  $\frac{7}{16}$  =  $\frac{1}{2}$  1.15.0  
Shower bar @  $\frac{2}{16}$  =  $\frac{1}{2}$  1.22.6  
6 @  $\frac{3}{16}$  =  $\frac{1}{2}$  1.22.6

My increase in business for the month from 1<sup>st</sup> to 4<sup>th</sup>  
I have not been advised of any

by Accountant Hobart

increase for Cox

J. Hobart  
12-5-27

# GOVERNMENT RAILWAYS OF TASMANIA.

APPOINTMENT OF.....MALCOLM HENRY COX.....

AS.....MESSENGER.....

1. Is the Applicant of the required age? ...Yes.....
2. Has Birth Certificate been produced? ...Yes.....
3. Is the Applicant of the required height? (See below) .....Yes.....
4. Has <sup>Traffic Manager</sup> Chief Mechanical Engineer examined Applicant? .....Yes.....  
Chief Engineer
5. Has the Applicant passed Clerical Examination? .....Yes.....
6. Has the Applicant passed Medical Examination? .....Yes.....
7. Has satisfactory references been produced to date? .....Yes.....
8. Does Pay agree with the Regulations of Classification? .....Yes.....
9. Has the Chief Accountant been advised of appointment? ....Yes.....
10. Has the Treasury been advised of appointment? .....  
(Required only when a Clerk is appointed)

## STANDARD OF HEIGHT.

Age.	Height.
15 years	5ft. 1½in.
16 „	5ft. 2½in.
17 „	5ft. 4in.
18 „	5ft. 4¾in.
19 „	5ft. 5½in.
20 „	5ft. 6in.

THE GOVERNMENT RAILWAYS OF CANADA

Launceston, Inspector's Office,

Station,

28th March, 1927

28 MAR 1927

Launceston,  
MEMORANDUM for

Traffic Manager,  
Robert,

COMMISSIONERS OF R.R.

Temporary Messenger Cox.

Referring to your memo 25/598 of the 17th inst., Clerical  
and Medical Examination papers are attached herewith.

Cox has been attached to the Launceston Goods Staff for several  
months.

*Effonno*

Temporary Messenger

*What about these*

TASMANIA.



**Government Railways of  
Tasmania.**



In reply please quote

No. .... 26/696 uD/C

MEMORANDUM FOR **TRANSPORT INSPECTOR  
LAUNCESTON.**

Hobart, ..... 17th March 1927 .....

SUBJECT: **Temporary Messenger Cox.**

Temporary Messenger Cox of the Tourist Bureau,  
Launceston, has been instructed to report to you  
for clerical and medical examinations. Please  
arrange. Examination papers enclosed.

*C. J. Rollins*  
SECRETARY. *A.P.S.*

Malcolm H. Cox.

25-3-27

①

Arithmetic

18 x 6 = 108.  
27 x 4 = 108  
36 x 3 = 108

Ans 8.

②

Cost of 33 sheep £41-16-0.  
Cost of 1 sheep £ 1 5-4  
" " 52 " £ 65-17-4  
Ans £ 67-17-4

3.

807  $\frac{6}{7}$  yds @ 18  $\frac{1}{2}$ .

Cost of 807 yds = £741-8-7  $\frac{1}{2}$   
" "  $\frac{6}{7}$  " = 15-9  
Ans = £752 4 4  $\frac{1}{2}$

Date 25-3-27

4.

Mr. Jones.

Bought of Sharp & Simmonds.

March 12<sup>th</sup>

9 $\frac{3}{4}$	lbs	steak @	1 $\frac{1}{6}$	per lb	=	14	7 $\frac{1}{2}$
13 $\frac{1}{4}$	"	Roast @	1 $\frac{1}{4}$	" "		17	8
7 $\frac{1}{2}$	"	Suet @	8 $\frac{1}{2}$	" "		5	2 $\frac{3}{4}$
13 $\frac{1}{2}$	"	Lamb @	9 $\frac{1}{2}$	" "		9	1 $\frac{1}{4}$
8 $\frac{1}{4}$	"	Tongue @	1 $\frac{1}{2}$	" "		9	17 $\frac{1}{2}$
5 $\frac{1}{2}$	"	Sausages @	11 $\frac{1}{2}$	" "		5	2 $\frac{1}{4}$
						£ 3 1	7 $\frac{1}{2}$

⑤

Tax on £1. = 7-  
" on £900 = £26-5-0

Ans £ 26-5-0 £900-0-0

4 out of  
Pass



Malcolm H. Cox

25-3-27.

Dictation

If early on a summer morning, before the smoke of countless fires had narrowed the horizon of the metropolis, a spectator were to ascend to the top of St Paul's, and take his stand upon the balcony that with gilded rail flashes like a fringe of fire on the summit of the dome, he would see sleeping beneath his feet the greatest camp of men upon which the sun has ever risen. As far as he could distinguish by the morning light, he ~~he~~ would behold stretched before him the mighty map of the metropolis; and could he ascend still higher, he would note the stream of life over-flowing the brim of hills which enclosed the basin in which it stands

---

**MEDICAL EXAMINATION OF APPLICANT FOR EMPLOYMENT.**Name in Full Malcolm Henry CoxDate of Birth 27 Aug 1911 Position applied for Messenger

QUESTIONS.	ANSWERS.
1. Is he in good health, of sound constitution, and, as far as you can judge, free from organic, functional, or mental disease?	<i>yes</i>
2. Has he any defect in figure or muscular development?	<i>no</i>
3. Does his appearance and manner indicate that he is, and has always been, temperate and sober in his habits?	<i>yes</i>

**VISION.**

Acuteness per Snellen's Test Types.

LEFT EYE.	RIGHT EYE.	BOTH EYES.
<i>6/6</i>	<i>6/6</i>	<i>6/6</i>

REMARKS:—

**COLOUR-SENSE.**Examination per Holmgren's Wool Test } SATISFACTORY.  
UNSATISFACTORY.

Dr. Williams' Lantern Test.

Note—

 $\frac{1}{8}$  in. Openings—2 discs.

Correct answers are as follows:—

1. Red.
2. Green.
3. Red.
4. Green.
7. Purple.
8. Red.
9. Green.
10. White.
11. Red.
12. Green.
13. White.
14. Red.
16. Red.
18. Blue

Colour shown.....	1	2	3	4	7	8	9	10	11	12	13	14	16	18
Answers— LEFT EYE.														
Answers— RIGHT EYE.														

 $\frac{1}{4}$  in. Openings--2 discs.

Colour shown.....	1	2	3	4	7	8	9	10	11	12	13	14	16	18
Answers— LEFT EYE.														
Answers— RIGHT EYE.														

Answers to be indicated as follows:—R (Red). G (Green). B (Blue). W (White). P (Purple).

**HEARING.**

Acuteness per Racht Acoumeter.

LEFT EAR.	RIGHT EAR.
<i>normal</i>	<i>normal</i>

I have this day examined the abovenamed Applicant, and consider him *fit*  
to perform the duties of the position he seeks to obtain.

REMARKS:—

Signature of Person examined—

*M. H. Cox*

25-3-1927

*Geo. E. [Signature]*  
 Railway  
 Medical Officer.

26/696mD/C

TRANSPORT INSPECTOR  
LAUNCESTON.

17th March, 1927

Temporary Messenger Cox.

Temporary Messenger Cox of the Tourist Bureau.  
Launceston, has been instructed to report to you  
for clerical and medical examinations. Please  
arrange. Examination papers enclosed.

SECRETARY.

26/696 D/C

THE MANAGER  
TAS. GOVT. TOURIST BUREAU  
LAUNCESTON

17th March, 1927

Temporary Messenger Cox.

Please arrange for Temporary Messenger Cox to report himself to the Transport Inspector for clerical and medical examinations as early as possible.

SECRETARY.

SECRET

THIS MESSAGE IS FOR THE USE OF THE  
OFFICE OF THE SECRETARY OF DEFENSE  
AND IS NOT TO BE DISTRIBUTED OUTSIDE OF THE  
OFFICE OF THE SECRETARY OF DEFENSE





Record N

26/696 P/R.



Tasmanian Government Railways.

Commissioner's Office.

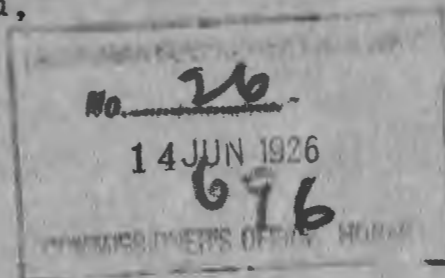
Hobart, 10th June, 1926.

MEMORANDUM FOR

The Manager,  
Tasmanian Government Tourist Bureau,  
LAUNCESTON.

SUBJECT:

Temporary Messenger Cox.



I forward herewith Temporary Messenger  
W.H. Cox's Birth Certificate and References. Please let  
me have his acknowledgment for same.

*C. Rollic*

Secretary.

*Received Birth Certificate and References as  
mentioned above.*

*M. H. Cox.*

*12/6/26*



1954 June 23 AM

Dear Mr. [illegible]  
[illegible] [illegible] [illegible] [illegible]  
[illegible] [illegible] [illegible] [illegible]

[illegible] [illegible] [illegible] [illegible]

[illegible] [illegible] [illegible] [illegible]

[illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

[illegible] [illegible] [illegible] [illegible] [illegible]

[illegible] [illegible]

When replying, quote

MEMORANDUM FOR The Secretary Hobart

SUBJECT: Temporary Messenger M Cox.

Referring to your letter of 21st May re above, I attach herewith papers required. I presume that the original references will be returned to Cox.

*L. P. Russell*  
Manager.

*and the testimonial required LWR*



# TASMANIAN GOVERNMENT RAILWAYS.

APPLICATION for employment to be made in the handwriting of the Applicant, and forwarded to the  
Commissioner Tasmanian Government Railways, Hobart.

(SEE REGULATIONS ON BACK HEREOF.)

1. Name in full .....	Malcolm Henry Cox
2. Address in full .....	39 Welman St
3. Date of Birth .....	August 27th 1911 <span style="float: right;">✓ 1W</span>
*4. Present or last employment. (See Note "A" at foot) .....	Runner Boy
5. Whether previously employed in Railway service in any capacity. If so, in what? .....	
6. Nature of employment applied for .....	Temporary Messenger Boy
†7. Testimonials as to character (originals AND COPIES) attached from.—(Two Testimonials required from well-known persons) .....	Mr. & A. Wright B.A. Headmaster Charles Street State School Mr. J. A. Gault Manager Daily Telegraph
†8. Education Certificate (original and copy) attached from .....	
9. Height .....	5 feet 1 1/2 inches
10. Weight .....	7 stone 1 pound
11. Married or Single .....	
12. Name and address of Parent or Guardian .....	William Henry Cox 39 Welman St

(Signature of Applicant) Malcolm Henry Cox

Date 2-6-1926

\*"A." Where an Applicant has been previously employed, a satisfactory testimonial (original and copy) from employer as to ability and character, or satisfactory explanation as to why such testimonial is not procurable, must be furnished.

When applications are posted care to be taken to ensure full amount of postage being affixed.

† Original documents will be returned after inspection.

(Copy)

Charles St State School Launceston 14th April 1926

To whom it may concern

This is to certify that Master Malcolm Cox has passed through all the classes in this school and gained the Merit Certificate of the Education Department at the end of 1925. He is a good, reliable, trustworthy lad, truthful and honest. I have no hesitation in recommending him for any position of trust.

(signed) C A Wright B A  
Headmaster

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The Daily Telegraph Newspaper  
Launceston  
27th May 1926.

TO WHOM IT MAY CONCERN

This is to certify that the bearer Malcolm Henry Cox, has been employed by the Daily Telegraph(1919) Pty Ltd for the past 7 years as runner boy. During the whole of that period we have found him to be trustworthy, painstaking, punctual, and diligent and ever anxious to further his employers interests. We can confidently recommend him to anyone requiring the services of a youth possessing the above named qualities.

The Daily Telegraph(1919) Pty Ltd

(signed) F A Gaunt

Manager.

21st May 1936

Manager

Leamington Tourist Bureau

Temporary Messenger H. Cox.

Will you please have the enclosed application form filled in by the above employee and returned to this office with his birth certificate and testimonials.

U.J. Rollins

21 MAY 1936

Secretary

When replying, quote



(374)  
TASMANIAN GOVERNMENT  
TOURIST BUREAU  
Tasmanian Government Tourist Bureau,  
A.M.P. BUILDINGS,  
C/r St. John and Cameron  
197 Edward Street,  
LAUNCESTON.

MEMORANDUM FOR

The Secretary Hobart

Brisbane,

14-5-26

SUBJECT:

Appointment of Messenger

In reply to your memo of 30th April I have to advise that Malcolm Cox aged 16 years took up duties at this office on Monday last - wages 17/6 per week.

10  
/5  
/1926

L. P. Prince  
Manager.

25/58 P/R.

CHIEF ACCOUNTANT.

18th May, 1926

Malcolm Cox.

Will you please note that Malcolm  
Cox has been appointed temporary Messenger in the  
Launceston Tourist Bureau at 17/6 per week and  
commenced on the 10th instant.

SECRETARY.

12 recorded  
van



25/58 P/R.

MANAGER TAS. GOV. TOURIST BUREAU

30th April, 1926

Appointment of Messenger.

LAUNCESTON.

In reply to your memo of the 17th instant, it is necessary to remove Sinclair from the Bureau during the Winter months, but the Commissioner approves of your obtaining the services of a suitable messenger at 17/6 per week whilst Sinclair is away. Please do this as early as possible and let me know the lad's name and the date he takes up duty.

Secretary.



