



SUPPLEMENT
TO THE
NEW ZEALAND GAZETTE
OF
THURSDAY, DECEMBER 4, 1913.

Published by Authority.

WELLINGTON, SATURDAY, DECEMBER 6, 1913.

Regulations under the Government Railways Act, 1908.

LIVERPOOL, Governor.
ORDER IN COUNCIL.

At the Government House, at Wellington, this fifth day of December, 1913.

Present :

THE HONOURABLE W. F. MASSEY PRESIDING IN COUNCIL.

IN pursuance and exercise of the powers conferred upon him by the Government Railways Act, 1908, and of all other powers and authorities him enabling in this behalf, His Excellency the Governor of the Dominion of New Zealand, acting by and with the advice and consent of the Executive Council of the said Dominion, doth hereby revoke the respective regulations made under the Government Railways Act, 1908, and doth hereby make the regulations set forth in the Schedule hereto; and doth hereby declare that this Order in Council and the regulations hereby made shall come into force on the fifteenth day of December, one thousand nine hundred and thirteen.

SCHEDULE.
REGULATIONS.

1. In these regulations—

- “Department” means that branch of the Public Service employed in connection with the Government railways open for traffic;
- “Minister” means the Minister of Railways;
- “Permanent Head” means the General Manager of Railways, or the member acting for or on his behalf for the time being;
- “Member” means any person employed in the service of the Department, but does not include an apprentice or a person serving on probation pursuant to regulations or any person temporarily employed in any capacity;

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“Master” means any member to whom any apprentice is indentured, and includes the successor in office of such member:

“Apprentice” means any person indentured to learn a trade under the guidance of a master:

“Promotion” means advancement to a higher grade or subgrade or more responsible position, and includes progression from the minimum to the maximum salary or wage of any class, subclass, grade, or subgrade:

“Regular casual” means any person engaged to fill a vacancy that may develop into a permanent position:

“Term casual” means any person engaged for a fixed period specified by the Department:

“Emergency casual” means any person engaged to fill a temporary position, and employed by the hour or day for short periods.

Admission to the Service.

2. Every person who desires to enter the service of the Railway Department shall make application on the prescribed form, which can be obtained from the General Manager of the New Zealand Railways, Wellington, or from the officers in charge of the various districts throughout the Dominion. Every application must be in the handwriting of the applicant, and be forwarded to the General Manager of the New Zealand Railways, Wellington, accompanied by the following documents:—

- (a.) Registrar’s certificate of birth, provided that where it is established to the satisfaction of the General Manager that it is impossible to obtain a Registrar’s certificate of birth, he may at his option accept a duly stamped statutory declaration of birth, or demand such other documentary evidence of age as he determines.
- (b.) Original of certificate of education.
- (c.) Two satisfactory testimonials as to character from well-known individuals.

(d.) A satisfactory testimonial from last employer (if any) as to ability and character, or satisfactory explanation why such testimonial is not procurable.

(e.) A certificate from the Area Officer of the District in which he resides that he has performed or is performing the military service for which he may be liable.

3. Every person who is permitted to enter the service of the Department with a view to becoming a permanent hand shall be deemed to be a probationer, and shall find such guarantee of fidelity as may be required. At the expiration of his probationary service he shall, if his service has been satisfactory to the General Manager, become a member, and shall thereupon join the Government Railways Superannuation Fund subject to the provisions of the Act and regulations appertaining thereto. During the period of probation there shall be deducted from the pay of the probationer the amount required to meet his contributions to the Superannuation Fund. Such amount shall be paid into the Superannuation Fund Suspense Account to the credit of the probationer, and on his becoming a "member" shall be transferred to the ordinary account. Should the probationer resign or be otherwise dispensed with the amount paid in by him shall be refunded, but without interest.

4. Persons may be temporarily employed in any branch of the Department in cases where the General Manager is satisfied that the exigencies of the Department so require.

5. No person who is over the age specified in Regulation No. 19 shall be eligible for employment as a regular casual or be eligible for appointment subsequently to the permanent staff.

6. Every regular casual shall be required to pass a medical examination in terms of Regulation No. 16 before commencing work.

7. The age-limit and medical examinations will not apply to term and emergency casuals.

8. Term casuals may, on the approval of the General Manager, be employed for any period up to six months at any one time, provided that the General Manager may authorize the re-engagement of any term casual for such further periods up to three months each as the circumstances necessitate.

9. No emergency casual shall be continuously employed for a period exceeding four weeks without the authority of the General Manager.

10. The name of any person who fails to present himself and take up the position offered within six days of the date he is notified that his services are required will be removed from the register, and such person will not again be considered until the then existing list of applicants has been exhausted and he has renewed his application for registration.

11. No person shall become a member if three or more persons belonging to his family are already members. "Family" shall be deemed to include father, mother, and their children, but shall not include the step-children of either father or mother.

12. No person shall become a member unless he possesses the educational qualification following, that is to say,—

(a.) In the case of a cadet (other than engineering or drafting), the proficiency certificate of the Government schools;

(b.) In the case of a civil or mechanical engineering or drafting cadet, the candidate must have (a) sat for and passed with credit the Junior Public Service Examination, or (b) passed the Matriculation Examination of the University of New Zealand;

(c.) In the case of a surfaceman, platelayer, or labourer in any branch except the Traffic, the Third Standard of the Government schools;

(d.) In every other case, the Fifth Standard of the Government schools.

13. For the purpose of determining the educational qualifications in respect to persons who have been educated in the Government schools the certificate of the Education Department shall be accepted:

Provided that in the absence of such certificate it shall be sufficient if the applicant furnishes a satisfactory certificate from a person duly authorized by the Education Department that he has passed an equivalent examination elsewhere than in a Government school.

14. Every application for employment shall be recorded in the office of the General Manager.

15. All applications will lapse after six months from the date they are made unless renewed before the expiration of that period, but if so renewed they shall continue to rank as on the date when they were first recorded.

16. No person shall become a probationary member of the service or be employed as a regular casual until and unless he passes a satisfactory medical examination by a medical

officer named by the Department. The fee for such examination shall be paid by the Department; provided, however, that in cases where the issue of a certificate is deferred for any reason, and the candidate is required to undergo a second examination, the fee for the second examination shall be paid by him. No person who has been deferred by the medical examiner shall be employed until he produces a clean certificate from the medical officer.

17. Every member who is authorized by the General Manager to engage casual workmen must select from the applicants those who, in his opinion, are best qualified to perform the duties and work required to be done, and shall forward to the General Manager at the end of each four-weekly period a statement showing the names of all persons engaged during the period, their ages, rates of pay, location, and work, and shall certify whether each person named is suitable and in all respects qualified for the position he is filling.

18. Sons of railway employees shall not be employed at stations, in workshops, offices, or other capacity under their fathers' immediate charge.

19. The age of the applicant at the time of his becoming a probationary member or being employed as a regular casual shall not be less than the minimum nor greater than the maximum following:—

In the First Division—	Age at Entry.
As a cadet	15 to 17 years last birthday.
In the Second Division—	
As an apprentice	15
As a rivet-boy	16 to 17
„ junior porter	18 to 21
„ „ surfaceman	18 to 21
„ „ striker	18 to 21
„ „ machinist	18 to 21
„ „ labourer	18 to 21
„ cleaner	17 to 18
„ surfaceman	22 to 34
„ labourer	22 to 34
„ tradesman	21 to 34

Provided that in the case of the Traffic Branch the maximum age of a labourer shall be twenty-eight years, unless the applicant has had previous training in the Traffic Branch of a railway.

20. Adults, labourers, surfacemen, &c., shall be classified below juniors who entered the service before them, but for the purposes of promotion they shall, after serving the full term of probation, be regarded as senior to any juniors who at the time the vacancy occurs are receiving less than the minimum rate of pay for an adult, and who have been receiving that rate for less than one year.

21. Persons who enter the service as juniors (porters, surfacemen, strikers, machinists, and labourers) will be classified according to length of service in each case, and seniority as between such junior persons shall in all cases be determined by length of service, the provisions of Regulation No. 61 notwithstanding: Provided that no junior shall be eligible for promotion until he has served at least one year at the minimum rate of pay prescribed for an adult porter, labourer, &c. Should no person who joined the service as a junior be able to comply with these requirements when a vacancy occurs, the person who has been standing longest at the next inferior rate of pay shall be appointed to fill such vacancy subject to the provisions of Regulation No. 61.

22. No person shall become a member without the approval of the Minister.

23. All appointments to Subdivision I, Classes 1 and 2, of the First Division shall be made by the Governor.

24. Except in the case of apprentices, every person who enters the service of the Department shall be deemed to be on probation, and will be forthwith dispensed with should he fail to give satisfaction in the discharge of his duties, or in any other way be found unsuitable for retention in the service of the Department. No probationer shall be eligible for promotion or for transfer from one branch of the service to another. In no case shall casual service count as part of the probationary period.

25. The probationary period shall be: For members of the First Division, three years; and for members of the Second Division, one year.

26. Every such person shall, during the period of probation, be deemed to be employed temporarily; and in no case shall a probationer become a member after the expiration of that period unless at such expiration the General Manager, or, in his absence, the member acting for the General Manager, certifies that he is suitable and required.

Such certificate shall not be given—

(a.) In the case of a cadet (other than engineering or drafting) unless he has passed an examination before a duly authorized officer, and obtained from him a certificate that he is qualified as a telegraph

operator, has a sufficient knowledge of telegraph connections, and has passed an efficiency test in the work he has been performing.

- (b.) In the case of an engineering or drafting cadet of the Maintenance Branch unless he has passed the Senior Public Service Examination, and in doing so has qualified in English composition, including precis-writing and correspondence, arithmetic and algebra, geometry and trigonometry, or in lieu thereof either practical mathematics or practical geometry and graphics, mechanics and hydrostatics, applied mechanics (materials and structures) and building-construction ;
- (c.) In the case of an engineering or drafting cadet of the Maintenance Branch attached to the Signal and Electrical Sub-branch unless he has passed the Senior Public Service Examination, and in doing so has qualified in English composition, including precis-writing and correspondence, arithmetic and algebra, geometry and trigonometry, or in lieu thereof either practical mathematics or practical geometry and graphics, mechanics and hydrostatics, applied mechanics (materials and structures), and magnetism and electricity ;
- (d.) In the case of an engineering or drafting cadet of the Locomotive Branch unless he has passed the Senior Public Service Examination, and in doing so has qualified in English composition, including precis-writing and correspondence, arithmetic and algebra, geometry and trigonometry, or in lieu thereof either practical mathematics or practical geometry and graphics, mechanics and hydrostatics, magnetism and electricity, and applied mechanics (machines and hydraulics) :

Provided that in any case where, on the report of the General Manager made before the expiration of the period of probation, the Minister is satisfied that the cadet has not had reasonable opportunity of qualifying for or passing any such examination, the period of probation may be extended for any period not exceeding twelve months.

Cadets who are appointed to the telegraph galleries shall pass the prescribed examination in telegraph operating and connections within four months. Cadets who are not attached to a telegraph gallery shall pass a similar examination within twelve months of their entering the service.

27. Every engineering cadet in the Maintenance Branch shall be required to pass a period of two years at practical work in the Railways workshops.

28. Every person who is selected for employment as an apprentice shall be deemed to be on probation for the first three calendar months during which he is actually at work.

29. Every probationer apprentice shall during the period of probation be deemed to be employed temporarily, and in no case shall he be retained after the expiration of that period unless a satisfactory certificate is given by the master that the apprentice is suitable in every respect.

30. Upon satisfactory certificate being given by the master, the indenture shall be prepared by the General Manager binding the apprentice as from the commencement of his probationary period, and after the necessary signatures have been obtained it shall remain in the custody of the master until expiration of apprenticeship.

31. Upon completion of apprenticeship the indenture, duly indorsed by the General Manager with the date of completion and period of service, shall become the property of the person who has completed such apprenticeship.

Duties and Discipline.

32. The duties to be performed by all persons in the service of the Department, whether members or not, and the discipline to be generally observed in the performance of such duties, shall be as specified in the rules, regulations, and instructions of the Department.

33. Every such person shall hold his position conditional on his efficient performance of the duties allotted to him.

He shall report punctually for duty at such hours as are from time to time assigned to him or specified on the duty sheet by the officer in charge, and shall not leave his post during working-hours without first obtaining leave from the officer in charge.

He shall be subject to and strictly observe the rules and regulations and codes of instruction issued from time to time for his guidance, whether the same are published with the general rules and regulations or otherwise ; and shall consider and regard all rules of general application equally as binding upon him as those specially appertaining to his own particular position or duties.

34. Every person who, by reason of sudden illness or other emergency, is unable to report for duty at the appointed hour shall immediately send notice of the fact and cause to his

immediate superior officer, who shall forthwith verify the facts and take such other steps as the occasion requires. Where the employee is absent over twenty-four hours a medical certificate may be required at the option of the Department, and if the absence extends beyond one week additional certificates may be required from a medical practitioner nominated by the Department and at such intervals as the Department determines. The cost of such certificates shall be borne by the person concerned.

35. Any person in the employ of the Department who in respect of his duties addresses any communication to any person outside the Department, or, directly or indirectly, seeks the influence or interest of any such person or persons, with a view to obtaining promotion, transfer, or any other advantage in the service, communicates official information to the Press, or uses it otherwise than in the course of strict official duty, shall be liable to dismissal.

36. No person in the service of the Department shall take an active part in politics other than by recording his vote at elections, nor shall any such person without permission first obtained accept or continue to hold the office of Mayor, President, Chairman, or member of the Council or Board of any local authority or Board of Education.

37. If any person in the employ of the Department is convicted by any Court of any offence arising from his improper conduct the member in charge of such person shall forthwith fully report the circumstances. The person so reported shall be liable to dismissal or such other punishment as the Department may determine.

38. Every person employed by the Department shall immediately report every case that comes under his notice where any employee of the Department is by reason of indulgence in intoxicating liquor or drugs unfit for or unable to perform his duties satisfactorily. Any employee of the Department who is unfitted for duty from either of the causes stated shall be liable to dismissal. Any person against whom a prohibition order is issued shall be liable to dismissal.

39. Apprentices shall be indentured to the Workshop Manager, or to the Foreman of Works, or Workshop Foreman in cases where there is no Workshop Manager, and the indenture and apprenticeship shall terminate when the apprentice has served the full period of five years and completed his indenture : Provided, however, that nothing in this clause contained shall affect the provisions of section 28 of the Master and Apprentice Act, 1908.

40. Apprentices will not be required to work overtime, but may be called upon to work when shops are closed for holidays.

41. Where from any cause other than shop holidays an apprentice has not served five years at his trade, he shall be called upon on completion of apprenticeship to work as a junior tradesman for the balance of the five years.

42. An apprentice who has served not less than five years' apprenticeship may on completion of his indenture, and subject to the departmental certificate, be appointed in the Second Division as follows : To Grade 2, Subclass 2, of Class 2 ; or to Grade 2, Subclass 5, of Class 3.

43. Members of the Traffic and Stores Branches who have served as juniors for the full probationary period, and have been certified as suitable for retention in terms of clause 3 of these regulations, may be rated and employed as guards, signalmen, storemen, and shunters, and when so employed may be paid as such.

44. Any cleaner may be employed from time to time as fireman, and when so employed may be paid as such : Provided always that no cleaner shall be so employed until he has served in the Department as cleaner for not less than two years and has passed the prescribed examination for firemen : Provided further that no cleaner shall be permanently appointed as fireman until he has served the full probationary period and has been certified as suitable for retention in accordance with clause 26 of these regulations.

45. Any fireman may be employed from time to time as engine-driver, and when so employed may be paid as such : Provided always that no fireman shall be so employed until he has passed the examination prescribed for engine-drivers.

46. Every person in the service of the Department will be required to transfer from one locality to another or from one branch of the service to another as circumstances require and the General Manager may direct. Any person who, for reasons unsatisfactory to the General Manager, declines to comply with any order directing his removal from one location to another shall be liable to dismissal or such other punishment as the General Manager may determine.

47. Members in charge of one or more members shall report annually on the 31st January to the District Officer on the efficiency, suitability, merit, conduct, and progress of each such member. The District Officer shall carefully consider each such report, and, after making any investigation necessary, report to the General Manager

regarding the suitability of each member for advancement in the Service and the positions for which he is recommended as being suitable and capable of filling satisfactorily and efficiently. Where any member who is considered to be within the range of promotion, or whose pay will be affected, is adversely reported on, the District Officer shall notify him of the fact and the reasons therefor.

Promotion.

48. Promotions from a lower to a higher class, subdivision, subclass, grade, or subgrade shall in all cases be contingent on efficiency, suitability, good conduct, and merit. No promotion shall in any case be made until and unless the General Manager furnishes the certificate required under Regulation 61.

49. No engineering or drafting cadet of the Maintenance Branch shall be eligible for promotion beyond Grade 8 until such time as he has qualified as an Associate Member of the Institute of Civil Engineers.

50. No engineering or drafting cadet of the Locomotive Branch shall be eligible for promotion beyond Grade 8 until he has qualified as an Associate Member of the Institution of Mechanical Engineers.

51. Cadets who have served through Subgrades 1 to 5 of Class 10, Subdivision II, will, subject to the regulations, be ranked as clerks, assistant engineers, or draftsmen, as the case may be, and receive the minimum pay for the first subgrade of Grade 9 in the case of clerical cadets, and of the second subgrade of Grade 9 in the case of engineering and drafting cadets.

52. Cadets desirous of being examined in shorthand or typewriting shall notify their superior officers of the fact, and submit themselves for examination by such shorthand or typewriting expert as the General Manager may determine; the fee for first examination in each case to be paid by the Department, but the cadet concerned shall pay for all subsequent examinations. In no case shall a second examination be made within three months of the first examination, and a like period shall elapse between such subsequent examinations as are authorized by the General Manager.

53. Every member of the Second Division who is desirous of qualifying for promotion to the First Division, and is willing to attend at stations, in his own time, at times mutually convenient to the Stationmaster and himself for that purpose, shall be given an opportunity of acquiring a practical knowledge of station accounts in their various branches. Similarly, members of the Second Division employed at stations where the work is intermittent may, if they so desire, be permitted to utilize their spare time in qualifying for the First Division, but the fact of their so doing shall not be regarded as constituting continuous work, nor entitle them to claim consideration in any respect except as regards their qualifications for promotion to Division 1. Officers in charge of stations for the time being shall direct the efforts of such members so that they may become proficient.

54. Promotions may be made from the Second to the First Division in the following manner:—

Specially qualified members of the Second Division may be promoted to the First Division as Timber-checkers or Foremen and Inspectors of the Traffic, Locomotive, and Maintenance Branches respectively. Members of the Second Division who produce proficiency certificates, and have served not less than five years, may, subject to the provisions of clause 61 of these regulations and the following conditions, be promoted to the First Division as clerks, Stationmasters, and draftsmen of the 9th grade; and the date on which such members of the Second Division are transferred to Grade 9 of the First Division shall determine the order of further promotion:—

(1.) Members of the Second Division desirous of transfer to the First Division must pass an examination in telegraph operating, balancing station books and accounts, invoicing goods, computing wages and salaries, and costing articles, and in the Accounts Instructions, Appendix to Working Time-tables, and Rules and Regulations.

(2.) Provided, however, that no transfer from the Second Division to the First Division shall be made unless two members of Subdivision II of the First Division nominated by the General Manager certify that the candidate is competent, by reason of merit, ability, and qualifications, to fulfil the duties of the position he seeks.

Members of the Second Division who have been permanently physically injured in the service, and who, in the opinion of the General Manager, are by reason of such injury incapacitated to such an extent as to be unfit to follow their ordinary avocation or take up other duties in the Second Division, may, at the

discretion of the General Manager, be transferred to Subdivision II of the First Division, the provisions of subclauses (1) and (2) hereof notwithstanding.

55. Examinations for promotion shall be conducted by the members appointed by the General Manager, and at such times as he may direct and appoint.

56. On the promotion of any member he shall be paid the initial rate of pay assigned to the subdivision, class, subclass, grade, or subgrade to which he is promoted, as from the date on which he vacates his previous position; provided, however, that in no case shall he be paid less than the rate of pay he was receiving at the time of such promotion.

57. Members acting temporarily in a higher capacity will receive the annual increment in the higher grade only after having actually worked a full year in the higher grade.

58. Where two or more members of the Second Division are transferred to the First Division at the same time, their seniority in respect to each other shall be determined by length of service since date of last permanent appointment. Eligible members shall be transferred in order of seniority.

59. No promotion shall take effect until it has been confirmed by the Minister.

60. Any member who desires to be passed over in the event of promotion being offered to him, or to decline promotion or transfer involving promotion, shall, if his request is acceded to, forfeit his right to future promotion for a period of two years: Provided always that, good and sufficient reasons having been given to the satisfaction of the General Manager, he may at his option restore such right to such member. No member who is absent on extended holiday or sick-leave shall be considered eligible for promotion or to receive increase of pay during the period of such absence.

Vacancies.

61. (1.) Whenever a vacancy occurs, or a new position is to be made, the member who has been standing for the longest period at the nearest inferior rate of pay to that attached to such vacancy or position shall be appointed thereto if the General Manager certifies—

- (a.) That it is necessary in the interests of the Department to make the appointment;
- (b.) That the member named is suitable and qualified to fill it;
- (c.) That he has passed the prescribed examinations;
- (d.) That he is the member best entitled to the appointment.

(2.) If such member does not fulfil these conditions, then another member shall be selected in like manner, and so on, until the list is exhausted. Every member who has been promoted and who fails to efficiently perform the duties of his position shall be subject to reduction or such other punishment as may be determined.

62. In any case where the General Manager reports to the Minister that no available member is qualified to fill such vacancy or position, the Minister may appoint thereto any person in the temporary employ of the Department who possesses the requisite expert or technical knowledge or skill. The person so appointed shall be deemed to be a member, and be subject to the regulations and the rules and discipline for the time being in force in the Department.

Travelling-allowances.

63. Members of the First Division when travelling on duty shall be paid the following travelling-allowances for personal expenses, but such allowances shall not be payable when members are travelling on transfer:—

General Manager £1 1s. per day.

Members, not otherwise specified, in receipt of salaries exceeding £700 per annum, 17s. 6d. per day.

Members, not otherwise specified, in receipt of salaries exceeding £525 but not exceeding £700 per annum, 15s. per day.

Members (not otherwise specified) receiving salaries over £400 but not exceeding £525 per annum, 12s. 6d. per day.

Members (not otherwise specified) in receipt of salaries exceeding £110 per annum but not exceeding £400 per annum, 10s. per day.

Duly appointed Relieving Officers in Grades 7, 8, and 9, and members in the same grades temporarily employed as Relieving Officers, will be paid 10s. per diem for the first three days at each station, and 7s. 6d. per diem for each additional day at such station.

For sea-travel the allowance shall be,—

	s.	d.
For first night	5	0
Each subsequent night	2	6

Provided that where a land journey has to be undertaken before joining vessel out-of-pocket expenses for meals and contingencies may be charged, full details being entered on

claim voucher. The total of such expenses for meals, together with the sea allowance, shall in no case exceed the full daily allowance prescribed above for personal expenses.

64. The allowances specified in Regulation 63 shall be paid only where the member is necessarily absent from his headquarters at night; but for all the journeys where he is not obliged to be absent at night actual expenses will be paid, to an amount in no case exceeding the full daily rate above authorized for personal expenses, on production of a statement giving details of the nature of the charges, with dates, places, and to whom paid; but receipts for these items need not be produced.

Cadets, actual expenses, supported by vouchers, not exceeding such sum as the General Manager considers reasonable: Provided always that cadets who are entitled to lodging-allowance shall, in addition to actual expenses, continue to receive such lodging-allowance unless absent on duty from headquarters for any period exceeding one week.

65. Members of the Second Division acting temporarily for members of the First Division, and paid at an annual rate while so doing, will, if absent from their usual headquarters, be paid travelling-allowance in terms of Regulation No. 63.

66. Members of the Second Division when absent on duty from headquarters at night shall be paid night allowance at the following rates for such periods as the General Manager may determine, but in no case shall the payment extend over a period exceeding six weeks in any one locality.

- (a.) To every member not otherwise specified, 4s. per night where no sleeping-accommodation is provided; 3s. per night where sleeping-accommodation is provided.
- (b.) Guards, engine-drivers, and firemen, 5s. per night where no sleeping-accommodation is provided; 4s. per night where sleeping-accommodation is provided.
- (c.) Gangers of ballast and work trains if provided with sleeping-vans or huts will be paid night allowance of 4s. per night.
- (d.) Other members of the Maintenance Branch, if provided with sleeping-vans or huts, 1s. per night.

67. Where in the opinion of the General Manager the allowances specified in Regulation 66 are insufficient in any particular case to cover the actual expenses incurred by the member he may, at his discretion, increase the amount to such sum as he considers the circumstances warrant, but in no case shall the increased allowance exceed the disbursement of the member as supported by receipts.

68. When members are transferred to meet the exigencies of the Department, the cost of conveyance of members, their families, and effects by land or sea will, except as otherwise provided in clause 73, be paid by the Department, together with such actual personal contingent expenses as the General Manager may decide are fair and reasonable. Where the cost of transfer is paid by the member travelling, it will be recouped to him on production of receipts. No receipts will be required for sums under 5s.

69. For the purposes of Regulation No. 68 members' effects shall be deemed to consist of household furniture and effects, but shall not include fuel and provisions, boats, vehicles, or live-stock of any kind, timber, or other material forming or connected with outside structures of any description.

70. The maximum period for which personal expenses are allowed on transfer shall be,—

- At commencement of journey—
- (a.) For married members, two days.
 - (b.) For single members, one day.

After arrival at destination—

- (a.) For members who are married, one week.
- (b.) For members who are single, two days.

The General Manager may at his discretion, reduce this time as circumstances warrant.

71. Where transport by sea and land is involved the member concerned shall, where practicable and before removal, obtain and submit offers from at least two carriers for an overall charge for such removal, excluding cost of railage, which will be free. The General Manager may at his option authorize the acceptance of the most suitable offer, or in lieu thereof authorize payment to the member concerned of a lump sum not exceeding the maximum amount prescribed in Regulation No. 72 to cover all expenses of removal and damage to furniture and effects other than those excluded under Regulation No. 69. The member must himself pay the cost of removal of such effects as are excluded under Regulation No. 69.

72. The maximum amount allowed to reimburse any member for the transport of his furniture and effects shall be as follows: Salary not exceeding £200, £35; over £200 but not exceeding £400, £45; over £400 but not exceeding £525, £50; over £525, £60.

73. When members are transferred at their own request, or in consequence of their own failure to satisfactorily dis-

charge their duties at the place at which they are located free passes by rail will be granted for themselves, their families, household furniture and effects, except those excluded under Regulation No. 69, but all other expenses shall be borne by the members themselves. Members will not in such cases be paid for the time they are travelling.

74. When travelling by sea at the expense of the Department, saloon passages will be furnished to members.

75. Subject to the conditions laid down in Regulations Nos. 68 to 74, the cost of transport by land will be paid by the Department whenever such is incurred at the authorized expense of the Department: Provided that in all cases where members of the Department occupy sleeping-berths on railways they must personally pay the cost thereof at tariff rates.

Other Allowances.

76. The Minister may grant any member of either division, for special work performed in the course of his duty, such allowance in respect to such work as he may deem proper.

77. Overtime allowances will not be paid to members of First Division: Provided that any such member who is ordered to commence duty at least two hours before the usual time, or to remain on duty at least two hours after the ordinary time, shall, if compelled to take a meal away from home, be granted meal allowance of 1s. 6d. in the case of officers receiving less than £400 per annum, and 2s. 6d. where salary is £400 per annum or over.

78. Where an officer is ordered specially on duty on Sunday and the nature of his duties prevent his returning to his home for meals, the allowance for meals will be 2s. 6d. per meal. In each case tram fares to and from residence shall be paid when no meal allowance is granted.

79. Where any member, with the consent of his District Officer, regularly uses his own bicycle to facilitate departmental business he may be granted such allowance as the General Manager may determine, but not exceeding £5 per annum.

80. Members of Second Division who ordinarily work under a leading hand may be temporarily placed in charge of a gang, and whilst so in charge may receive such allowance as the Minister may direct.

81. Overtime allowances will be paid to members of Second Division in accordance with departmental regulations now in force or issued from time to time.

82. (a.) No member who is married, or is a widower with child or children under the age of sixteen years dependent on him, shall receive a salary of less than £140 17s. per annum.

(b.) No member who is twenty-two years of age or upwards shall receive a salary of less than £100 per annum.

(c.) For the purpose of giving effect to the two last preceding subclauses, every such member shall receive by way of special allowance such additional sum as will raise the salary to which he is entitled under the Schedule to the Government Railways Act, 1912, to the rate of £140 17s. per annum in case (a) and £100 per annum in case (b).

(d.) Such additional sum shall, in the case of each such member, be paid in the same manner and subject to the same conditions as his salary under the aforesaid Schedule.

(e.) The right to such additional sum shall be deemed to commence on the date on which the member furnishes to the General Manager satisfactory evidence that he possesses the qualification entitling him thereto; and the first payment shall be made with the first payment of Schedule salary after that date.

Leave of Absence and Sick and Accident Pay.

83. The General Manager may, at such times as in his opinion are convenient, grant to members leave of absence on pay as follows:—

- (a.) *First Division*: To each member with less than ten years' continuous service since last appointed, not exceeding two weeks in each year.

To each member who has served continuously for ten years and upwards since last appointed, not exceeding three weeks in each year.

Members who regularly work seven days per week throughout the year, not exceeding four weeks in each year—to be taken in two periods of two weeks each at the convenience of the Department:

Provided, however, that in all cases where the intermittent emergency and sick-leave granted on full pay to members of Division I exceeds fourteen days in any one year, the days in excess of fourteen shall be deducted from the ordinary leave specified above.

- (b.) *Second Division*: To each member entitled to overtime and with less than ten years' continuous service since date of last appointment—for each continuous year's service six working-days' leave in each calendar year.

To each member entitled to overtime and with ten years or over continuous service since date of last appointment—for each continuous year's service, nine working-days in each calendar year.

- (c.) To each member not entitled to overtime and with less than ten years' continuous service since last appointed—for each continuous year's service, nine working-days in each calendar year.
- (d.) To each member not entitled to overtime and with ten years' or over continuous service since last appointed, twelve working-days in each calendar year.

Such leave shall in each case be in addition to the four Departmental holidays—Christmas Day, Good Friday, Labour Day, and Sovereign's birthday, or days in lieu thereof: Provided, however, that in every case where any member is relieved from duty on any of the Departmental days, such day or days shall not be added to the annual leave.

84. No member shall be entitled to claim leave of absence as a right. All such leave shall be granted at the option of the General Manager, and be subject to good behaviour and satisfactory conduct of the member, and may be refused or reduced in cases where the General Manager considers such action necessary.

85. No member who fails to avail himself of the annual leave when due shall be entitled to a more lengthened leave in any subsequent year.

86. The Minister may, on the recommendation of the General Manager, grant to any member with at least ten years' service twelve months' leave of absence, and to any member with less than ten years' service, not exceeding six months' leave of absence: Provided that any annual increment or promotion becoming due during such absence shall be deferred, and date from the time the member resumes duty.

87. Subject to the production of a satisfactory certificate from a medical practitioner, or a copy of such certificate attested by an officer of a friendly society under conditions laid down in Regulation No. 34, the General Manager may grant to any member in the First Division absent from duty owing to illness leave as follows:—

Service.	On Full Pay.	On Half Pay.
Under 5 years	1 month ..	2 months.
5 years and under 10 years	2 months ..	1 month.
10 years and over	3 "

88. In special cases where the member has not recovered from his illness, further extension may be granted as follows:—

Service.	On Half Pay.	On Third Pay.	No Pay.
Under 5 years	1 month	6 months	8 months.
Over 5 years and under 10 years	3 months	6 "	6 "
10 years and over	6 "	3 "	6 "

89. No member who has been absent from duty on sick-leave for any period exceeding three months shall be allowed to resume duty until the Railway Medical Officer certifies that he is fit to do so.

90. The period of sick-leave provided for under the foregoing regulation may be granted at one or more periods, but shall in each case be regarded as the maximum sick-leave permitted for a period of three years commencing from the date of the first absence on sick-leave.

91. Application for sick-leave shall in all cases be forwarded through the usual departmental channel. The member under whom the applicant is employed shall forward the application to the District Officer, reporting at the same time whether, as a result of his inquiries and knowledge, he is satisfied as to the *bona fides* of the case. The provisions of Regulations Nos. 34 and 87 shall apply to sick-leave granted under this regulation.

92. Every member shall immediately report any case coming to his knowledge where a member or other person obtains sick-leave without justifiable cause, or remains off duty after he is fit to resume. Any member or other person who so obtains sick-leave, absents himself from duty on the plea of sickness, or fails to return to duty as soon as he is fit, will be liable to dismissal or such other punishment as the General Manager may determine.

93. No pay will be granted in cases where the sickness or ill health is shown to have been caused by the misconduct of the person concerned.

94. Any member in the Second Division (other than an apprentice) incapacitated through accident sustained in the

execution of his duty will be paid in accordance with the Workers' Compensation Act, 1908, and its amendments.

95. Apprentices will be paid for shop holidays and when absent from duty with permission; they will also be paid during absence from duty through illness or accident, provided satisfactory medical certificate is supplied when required by the master.

96. Members retiring from the railway service under the provisions of the Government Railways Superannuation Fund Act will be granted three months' leave on full pay.

97. Members voluntarily retiring from the service for their own purposes will be granted leave on full pay as under:—

Continuous Service.	Period of Leave.
10 years and under 20 years	4 weeks.
20 years and over	6 "

98. Members dispensed with, through no fault of their own, before reaching the retiring-age will be granted leave on full pay as under:—

Continuous Service.	Period of Leave.
Under 5 years	4 weeks.
5 years and under 10 years	8 "
10 years and over	12 "

99. The granting of leave on retirement will in every case be subject to the express condition that sick or other leave during the twelve months preceding date of retirement has not exceeded three months, and that the interval between the ordinary leave and date of retirement is at least three months. In any case, however, where the ordinary leave of the retiring member for the previous year is due, such leave will be granted in addition to the special leave.

100. Persons who are members of the Defence Force, and who can be conveniently spared, may be granted leave of absence for the purpose of attending military camps and courses of instruction without prejudice to their ordinary leave, from which no deduction will be made on account of leave granted under this regulation.

101. Apprentices who are students at any college or university may, at the convenience of the Department, be granted leave for any period not exceeding five hours in any week for the purpose of attending any lectures connected with the course the student is taking, and which are given during ordinary working-hours. Time off granted under this regulation shall in every case be made up by the member concerned at such periods as the Officer in Charge may direct and determine.

102. In any case where leave of absence is granted to any person under the provisions of Regulation Nos. 100 and 101, the Officer in Charge shall satisfy himself that the person concerned duly attended the camp or instructional course or university lectures, as the case may be. Every person who obtains and misuses the leave provided for under this regulation shall be liable to dismissal.

Passes.

103. Every member granted leave of absence may receive once in each year a station-to-station free pass, available for the period of leave, in favour of himself and his family (meaning thereby his wife or housekeeper, and his own children who are residing with and solely dependent upon him for their maintenance, and, if male, are not more than eighteen years old, or, if female, are unmarried): Provided that in lieu of such free pass each such person may receive once in each year a single-journey free pass from one station to another and return.

104. Where members are stationed at isolated places and paid the isolated allowance, special passes, not exceeding one per week, will be granted to them or to their wives or housekeepers, to enable them to travel to the nearest station at which stores can be purchased.

105. With the previous authority of the General Manager any member, whilst living by direction at an isolated place along the line, may have his own household stores carried free by train from the nearest station at which stores can be purchased.

106. The provisions of clause 103 shall apply in the case of a person in the temporary employment of the Department, and the provisions of clauses 104 and 105 shall apply in the case of his wife or housekeeper, provided that in every case he has been so employed continuously for not less than twelve months; but those provisions shall cease to apply forthwith upon his ceasing to be employed by the Department.

107. First-class passes will be issued to all members of the First Division and also to members of the Second Division with not less than ten years' continuous service, and second-class passes to members of the Second Division with less than ten years' service. Provided that persons holding second-class passes may be permitted to travel first-class on payment of the difference between first-class and second-class privilege-ticket fares for either the single or return journey, as they may elect.

108. Every employee to whom a free pass is granted under these regulations will be liable to dismissal and prosecution if he transfers or otherwise permits any unauthorized person to use such pass for travel on any part of the railway over which it is available, and the right to receive further passes will be absolutely forfeited.

109. Any other person to whom a free pass is issued under these regulations will be prosecuted if he or she transfers or otherwise permits any unauthorized person to use it on any part of the railway, and the right to receive further passes will be absolutely forfeited.

Privilege Tickets.

110. On presentation of an order signed by the proper authority, a member may receive a privilege season ticket to enable him to travel between his home and the station at which he is employed. In addition, each member shall be entitled to receive one privilege-ticket order per week, authorizing him to obtain a ticket available for travel between specified stations at one-fourth of the ordinary rates.

111. The wife or housekeeper of such member may in like manner receive one privilege-ticket order per week, entitling her to obtain a ticket to travel between specified stations at one-fourth of the ordinary rates.

112. The provisions of clause 110 shall apply in the case of a person in the temporary employment of the Department, and the provisions of clause 111 shall apply in the case of his wife or housekeeper, provided that in every case he has been so employed continuously for not less than three months; but those provisions shall cease to apply forthwith upon his ceasing to be employed by the Department.

113. Any employee to whom a privilege-ticket order or privilege ticket is granted under these regulations will be liable to dismissal and prosecution if he transfers or permits any unauthorized person to use or travel thereon. The wife or housekeeper of any employee will be liable to prosecution if she similarly transfers any privilege order or ticket issued to her, or permits any other person to use same, and the right to receive further orders will be absolutely forfeited.

114. Members of the Railway service who have been retired on superannuation may be granted one privilege ticket per month for themselves and their wives for a specified journey at one-fourth of the ordinary rates. Applications must be made to the District Traffic Manager in each instance at least three days before the journey is to be undertaken, and the applicants must in each case furnish proof of identity if required so to do.

Any person to whom a privilege-ticket order is issued under this regulation will be liable to prosecution if he or she transfers or permits any other person to use such order or the ticket issued thereon, and the right to receive further orders will be absolutely determined.

115. The provisions of Regulation No. 114 shall also apply to the widows of railway men while they are in receipt of the widows' allowance under the Superannuation Fund Act.

116. Privilege-ticket orders not presented within seven days from date of issue will lapse.

House Accommodation.

117. Where houses are provided by the Department which, in the opinion of the General Manager, are suitable for the occupation of members, it will be a condition of employment that members reside therein, and shall quit the houses immediately they cease to be in the service of the Department.

118. Except as otherwise provided, members will be charged rental as assessed by the General Manager, and shall not sublet any portion of any railway-house without express permission of the General Manager, which must be obtained in writing.

119. Where dwellings which, in the opinion of the General Manager, are suitable are supplied in lieu of lodging-allowance, or are used as camping-places, no rental will be charged.

Reduction of Staff.

120. Whenever the Minister decides that it is necessary to reduce the staff he may order that the services of a given number of members shall be dispensed with, and may make such equitable staff arrangements to give effect to this as he may deem proper.

121. The name, status, and New Zealand address of members so dispensed with shall be registered, and each such member shall, in order of seniority of service, have the offer of re-employment in any position in the service for which

he is qualified sent to him at the registered address before any other candidate is admitted into the service.

122. In every case where a member of the Railway service is dismissed all privileges to which he was entitled shall be forfeited.

Complaints.

123. All charges against members must be made in writing, signed by the complainant, and where the complainant is a member he shall make the complaint to his immediate superior officer within seven days after the subject-matter thereof came to his knowledge.

124. The officer to whom any formal complaint is made shall furnish the member complained of with a copy of the complaint, obtain his explanation, and shall forthwith forward the same to the General Manager, through the proper departmental channels, and the General Manager shall investigate and dispose of the same in such manner as he deems equitable.

125. If in the opinion of the General Manager any charge is of so serious a nature as to require a formal inquiry, he may direct such inquiry to be held by two or more persons, and suspend the person or persons implicated pending the investigation and determination of the charge.

126. At all such inquiries evidence must be taken on oath or, if the witness so desires, on affirmation, reduced to writing, and signed by the witnesses in the presence of the accused, who may question the witnesses and make any verbal or written statement on his own behalf.

127. The report on such inquiries, with evidence, shall be forwarded to the General Manager.

128. Whenever any member is punished he must be informed in writing by the District Officer of the punishment inflicted, and the offence for which he is punished.

129. Offences may be punished by reprimand, fine, reduction in status or pay, withholding annual increment of pay, or dismissal.

Appeal.

130. For the conduct of elections of the Appeal Boards the following provisions shall apply:—

(1.) There shall be prepared by the General Manager and retained at the Head Office in Wellington ten separate alphabetical voting-lists, to wit,—

- (a.) One of all members of the First Division resident in the North Island;
- (b.) One of all members of the Second Division (Traffic and Stores Branches) resident in the North Island;
- (c.) One of all members of the Second Division Workshops Branch (Locomotive and Maintenance) resident in the North Island;
- (d.) One of all members of the Second Division Locomotive-running Branch resident in the North Island;
- (e.) One of all members of the Second Division Maintenance Branch (exclusive of workshops) resident in the North Island;
- (f.) One of all members of the First Division resident in the South Island;
- (g.) One of all members of the Second Division (Traffic and Stores Branches) resident in the South Island;
- (h.) One of all members of the Second Division Workshops Branch (Locomotive and Maintenance) resident in the South Island;
- (i.) One of all members of the Second Division Locomotive-running Branch resident in the South Island;
- (j.) One of all members of the Second Division Maintenance Branch (exclusive of workshops) resident in the South Island;

and all such lists may be inspected by members at all reasonable times.

(2.) If any member wishes to take any objection to any list, particulars of such objection must be communicated through his immediate superior officer to the General Manager, Wellington, who shall decide the same, and whose decision shall be final.

(3.) No objection shall be entertained unless it reaches the General Manager not later than the third day before the lists are closed. The lists shall be closed for the purposes of each election on the forty-second day before such election, and shall continue closed until the election is completed.

(4.) Ordinary elections shall be held on the first Monday in March in every third year, calculated from March, 1908.

(5.) Special elections shall be held on dates to be fixed by the General Manager, being in no case later than three months after the vacancy occurs, and he shall give to all members concerned not less than two months' previous notice of the date so fixed.

(6.) Nominations shall be made in writing, by not less than three members in the same list as the candidate, and shall be indorsed with the nominee's consent in the event of his being willing to become a candidate, and must reach the Returning Officer at Wellington not later than the twenty-eighth day before the election. Any nomination which fails to duly comply with this subclause shall be void.

(7.) All members registered in the respective lists shall be entitled to vote for one duly nominated member of their own

