

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.