

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