

1915.  
NEW ZEALAND

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# PUBLIC SERVICE COMMISSIONER

(THIRD REPORT OF THE).

*Presented to both Houses of the General Assembly by Command of His Excellency.*

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To His Excellency the Right Honourable Arthur William de Brito Savile, Earl of Liverpool, Knight Grand Cross of the Most Distinguished Order of Saint Michael and Saint George, Member of the Royal Victorian Order, Governor and Commander-in-Chief in and over His Majesty's Dominion of New Zealand and its Dependencies.

MAY IT PLEASE YOUR EXCELLENCY:

As Commissioner appointed under the Public Service Act, 1912, I have the honour to submit the following Report, as required by section 15 of the Act:—

## WORK OF THE COMMISSIONERS.

The matter appearing elsewhere in this report gives a general indication of the work of the Commissioners during the year.

On the outbreak of war it was so obvious that unusual and unexpected work would be required for which no Department had the necessary machinery, that Government was offered such assistance by the Commissioners as could be made use of. This offer was availed of, and the services of Mr. Triggs, Assistant Commissioner, have been utilized for a considerable time in connection with the provision of insulated tonnage for freighting New Zealand produce to overseas markets; in organizing and supervising arrangements for the importation of wheat by Government; the purchase and distribution of flour; and the establishment and control of the Imperial Government Frozen-meat Supply Branch. Latterly he has been acting as representative for the Government on the Overseas Shipowners' Committee. The work has entailed long hours and close application. In addition to the foregoing, Mr. Triggs has acted as Chairman of the Government Buildings Accommodation Board.

Mr. Thomson, Assistant Commissioner, conducted inquiries into the canteen arrangements of the troopships, and submitted to Government a scheme for their control which, it is understood, was adopted and has worked satisfactorily. He is now acting as Chairman of the Education District Boundaries Commission.

These duties have thrown the work of inspection somewhat in arrear, but it is hoped that it will be possible to overtake this in the course of a few months. In the meantime the Commissioner has inspected offices at Dunedin and Christchurch, and has visited Invercargill, Dunedin, Timaru, Christchurch, and Palmerston North for the purpose of hearing the representations of the recently transferred School Inspectors in connection with their proposed classification.

## EFFICIENCY AND CONDITION OF THE SERVICE.

The efficiency of the Public Service should be of the highest standard, and, while this is the goal looked for by the Commissioners, a certain disappointment must be expressed at the comparatively slow rate of improvement in some Departments. It is useless to refer further to the matter at the present moment, except to remark that more than one point of inefficiency has been disclosed which has been the result of methods dating back for many years. Steps are being taken which, it is hoped, will result in an improvement. It is, however, difficult, when the existing inefficiency is the result of thirty or forty years' entanglement in the meshes of unbusinesslike methods, to produce greater efficiency without vexatious delays, but it is satisfactory to record that while some Departments passively or actively resist improvements which are likely to lead to increased efficiency, others show a sustained endeavour to bring their Departments into the best condition.

Even at the risk of reiteration the Commissioners again stress the necessity for business methods, which are nothing more than methods which give a maximum result at a minimum of cost. Unfortunately, much of the work of the Public Service cannot be expressed in terms of profit and loss; and even when it can, the failure to produce balance-sheets according to recognized commercial methods is not conducive to economy. This matter was fully referred to in the Second Report, but it is not known that any action has been taken by the Departments in the direction recommended.

Owing to the number of officers who volunteered for military service immediately on the outbreak of war, and the number specially required for clerical work in the Defence Department, it was a matter of difficulty for a time to satisfactorily ensure the carrying-on of the current work of Departments. The assistance of Permanent Heads who, almost without exception, waived objections to the temporary transfer of their officers to Departments where work was more pressing, enabled the work of most Departments to return to fairly normal conditions. The choice of applicants for temporary clerical work became restricted as commercial business recovered itself soon after the outbreak of war, but the Commissioners were successful in obtaining a number of clerks for such work as they might be considered suitable, and the results of the Public Service Examinations enabled cadets to be appointed in February and March. At the present time, with the exception of a few cases in which it is stated by Departments that only trained officers can be employed, the condition of the work of Departments is practically normal. It has not been necessary to consider the restriction of any service to the public by any Department.

A hearty response to the call for volunteers from the Service for military duty was expected, but the result exceeded anticipations, and the Commissioners are gratified to observe that the loyalty of the Public Service has been displayed in such a practical way. Every facility has been placed in the way of public servants to volunteer, and on the 1st April last 635 officers had been given leave to join the Expeditionary Forces. This number has been considerably added to since then.

The Commissioners have, wherever practicable, maintained the principle of filling vacancies in the higher positions from within the Service, and only in a few isolated cases has it been considered necessary to invite applications from outside the Service. This principle the Commissioners hope to continue. At the same time they feel that it is due to the officers themselves to state in plain language that difficulties are being experienced in finding capable officers to fill positions of responsibility, particularly officers with initiative, and possessing a knowledge of higher accounts-work, together with capacity to supervise and control.

The movement of staff and expansion of the Service is referred to on page 25.

## CO-OPERATION AND CO-ORDINATION OF DEPARTMENTS.

The pressure placed upon Departments owing to the rapid changes in staff, as the result of officers volunteering for the Expeditionary Force, has prevented progress in the direction of the amalgamation of Departments. In any case, legislation would be necessary in some cases before the scheme outlined in the last report could be carried into effect; and the Commissioners are not at the moment pressing any changes which, although ultimately beneficial, might result in momentarily increasing the volume of work during the transition stage. The

general condition of the Service is, however, being carefully watched, and opportunity is being taken of the retirement of officers to fill their places in such a way as to keep in view possible changes in organization when affairs become normal.

It is, however, to be remarked that the unsettled state of the times has not lessened the effort on the part of some officers to build up their Departments. The tendency in this direction led the Hunt Commission, who investigated the Service in 1912, to say, and their remarks are worthy of repetition,—

There is a great tendency for each Department to magnify and glorify itself. The Secretary for each of the main Departments desires to make his Department an important one, because it means a more important position for himself. He is assisted in this way by all the officers of his Department, for raising the status of the Secretary means raising the status of all the principal officers under him. The head of every minor Department wishes to magnify his office and make it appear as important as possible, in order that he may break free from the leading-strings of the Secretary of the Department under which he is grouped, and become a Secretary on his own account; and he, too, is assisted in doing this by all the principal officers under him, because if they can increase the importance of the head of their Department their own importance also increases. . . . In business life the tendency to magnify one's position is held in check by the unceasing demands of the profit and loss account, and the only way a man in business can magnify his office is by swelling the balance to the credit of his account. To do this in the face of the competition usually met with in business life, the strictest economy and efficiency have to be observed. With the exception of a few trading departments, the Government officers are not in the same position; they have no profit and loss account to face at the end of the year, and nothing to hold them in check except the head of the whole organization.

So long as small Departments exist, economy and efficiency are not likely to be regarded by them as of equal importance to the aggrandizement of the Departments. This condition will probably be kept in check to a certain extent by classification. It is not, however, unknown for a recommendation to be made involving a change in title of an officer, which is stated to be more or less formal, and for the recommendation to be followed by an application for promotion, the improved status being used as a lever therefor.

It has been the constant endeavour of the Commissioners to extend, wherever possible, the policy of co-operation between Departments, particularly in the matter of special and routine office-work. For instance, where there has been a rush of business in one Department, which so often occurs when special returns or statistics are demanded in a hurry, the Commissioners have enabled Departments to cope with it in some instances by utilizing the services of officers in other Departments in which there was no pressure of work at the moment, instead of employing outside temporary assistance, working overtime, or sending the work to commercial firms, as was usual in the past. The same practice has also been followed in regard to the exchange of mechanical appliances (including typewriters) between Departments, to enable work to be overtaken at the point where the pressure has been most urgent. The Commissioner's Office has further been used in this connection as a medium for distributing work between Departments, thus enabling an accumulation in one Department to be transferred to and dealt with by one or more of the other branches of the Service. This policy has proved most useful and economical in dealing particularly with occasional statistical returns and kindred work of Departments which have no regular use for mechanical appliances.

#### ACCOUNT-KEEPING.

It was pointed out in the Commissioner's First and Second Reports that a large saving would result from a reorganization of the system of imprest advances. It was stated in the First Report that savings to the extent of about £16,000 per annum could be effected by better methods of account-keeping and better arrangements for the payment of accounts. There was then an average of £375,000 of floating cash in the hands of imprestees throughout the Dominion; and there was little doubt that this could be reduced to £100,000, provided the Treasury kept the whole matter of imprest accounts constantly under review by means of inspection of imprestees' balances and an examination on the spot of the conditions requiring imprests. Co-operation between the Treasury, Post Office, and other Departments would result in the saving estimated.

It is understood that so far little has been done in the direction indicated, although the Commissioners appointed a Treasury officer in 1913 as Inspector of

Departmental Accounts, and, later on, an Assistant Inspector. A matter of such importance as this should not be allowed to rest or be unnecessarily delayed. This is the third separate occasion on which the Commissioners have called attention to it. The work done by the Treasury, as the result of representations by the Commissioners, is not overlooked, but in this important particular the need for improvement is great.

To reduce the matter to its simplest terms, it is surely obvious that it is better to provide an imprestee paying out £10,000 per month, at the rate of £2,500 a week, with a minimum working-balance, and at the same time to arrange for him to be credited by the Treasury from day to day or week to week with such amounts as are actually required for the payment of accounts, than to provide him with cash at the beginning of each month to the amount of £10,000. The working-balance and the consequent loss of interest could thus be reduced by one-half or more. If the question of exchange need be considered in connection with the Treasury bankers, drafts could be negotiated through a revenue department, such as the Post Office, without cost; or the Post Office could make the whole of the payments on properly approved vouchers.

The Commissioners were fully under the impression that some such arrangement as this was contemplated by section 9, subsection (4), of the Public Revenues Act, 1914. It appears, however, that the arrangement with the bank left the matter almost precisely as it was—that is to say, instead of the bank crediting the local imprestee at, say, Christchurch, as formerly, at the beginning of each month, the cash is withdrawn from the Public Account and credited to a Suspense Account in Wellington.

It is considered that in many of the Departments the standard of efficiency could well be improved in the details of both revenue and expenditure account-keeping.

A uniform system of accounting for expenditure has been introduced. The tendency, however, has been in some Departments to continue to record a great deal of unnecessary information.

The method adopted in revenue branches of many Departments still requires revision. This duty should devolve upon the Treasury, which should direct the system of accounts in all Departments, and once a system has been instituted no alteration should be made without reference to the Treasury. This proposal is on lines similar to that put forward in 1909 by the Public Service Commissioner, Western Australia, after investigating account and stores systems in that State.

Notwithstanding what has been pointed out by the Commissioners during the past two years, and the knowledge that experts on the Commissioner's staff are available to give advice, there is still a tendency on the part of some officers to introduce obsolete and unwieldy methods of account-keeping. Such officers are, it need scarcely be said, those who have not passed the Accountants' Examination, and it will have to be considered whether the position of Accountant in any Department of the Public Service should not be reserved for officers who have so qualified. The opportunities offered by the University are now so extensive, and the proved value of accountants who have passed the University test is so marked, that it is time Government was receiving the advantages of such special education.

#### CARE OF PUBLIC MONEYS.

What is believed to be the most serious defalcation heretofore by any member of the Public Service came to light in Christchurch in October last in connection with the collection of land revenue. The failure to discover the theft at the proper time has been investigated, and a special report made by a Board appointed by the Public Service Commissioner, consisting of an accountant from outside the Service and the Permanent Head of a revenue Department. It is to be regretted that in this particular case a system of keeping the accounts, recommended in 1911 by a committee consisting of two Audit Inspectors, two Receivers of Land Revenue, and one Treasury officer, is responsible for the facilities offered to a dishonest officer. In September, 1913, some months after the Commissioners assumed office, the attention of the Auditor-General was called by them to an inherent weakness of method, but he considered that it would be a retrograde step to revert to the former system.

The change of method in account-keeping in 1911 was probably inspired by some Receivers of Land Revenue, who apparently desired to hold positions independently of the Commissioners of Crown Lands. Unhappily, their desire appears to have been fulfilled to a large extent. A separate report, which has been forwarded to Government, gives at considerable length the result of the investigation.

It is necessary to suggest a remedy. It is useless to attempt to patch the present system, which has the inherent defect of entrusting the collection of a revenue of £1,060,000 per annum to local officers without supervision and check of the Head Office. The Head Office control prior to 1909, although somewhat elaborate, was effective, and it is imperative that a reasonable modification of the system should be resumed.

Under the arrangement referred to, ledgers were kept in every provincial district, and accounts for rents due issued locally. In addition, duplicate ledgers were kept at the Head Office, from which an Auditor of Land Revenue obtained information concerning outstandings, and took independent action to verify them. It is now proposed that the keeping of ledgers should be resumed in the Head Office, the provincial-district ledgers abandoned or modified, and all notices of rents due issued from the Head Office. At the same time, instead of requiring tenants to pay their rents to a special officer in each district, arrangements should be made under which rents can be paid at any post-office money-order office. It is difficult to understand why the latter facility has not been accorded to tenants before now. It has been proposed on more than one occasion during the last seven years, but the Lands Department has been consistently opposed to the proposal, for reasons which do not appear to be valid.

The Commissioners have carefully examined objections to the course now proposed, and are of opinion that, besides facilitating the payment of rents, the opportunities for fraud will be reduced to a minimum, whilst senior officers in the local offices, instead of taking a more or less perfunctory interest in the collection of land revenue, will be compelled to keep in closer touch with it than appears to be the case at present.

Fortunately, the multiple scheme of rendering accounts, devised by the Commissioners for operation in local offices, can be adopted practically without modification, so that very little is required to bring the proposed new system into force beyond arranging some slight changes of staff. Incidentally, an appreciable economy in staff will result.

From other cases which have come under notice it is evident that many officers do not recognize the responsibility attached to the care of public moneys. The Commissioners have observed an absence of supervision on the part of those whose duty it is to exercise it, and that accounts clerks are allowed both to deal with cash and keep the account-books, thus paving the way for peculation and fraud.

During the year in one Department it was found that some hundreds of pounds' worth of negotiable documents had been received in payment for services carried out, and no entries had been made in the books; moreover, these documents were not in the care of any one, and no one could guarantee that theft had not resulted. In another case, in which trust-moneys were involved, an officer had *carte blanche* to issue cheques without any countersignature. Again, in another Department it was found that moneys had been received and no officer was able to give any satisfactory account of them or of what had become of a portion of the cash itself. These are some of the cases that have happened, but there are several others, all equally pointing to the conclusion that the supervising element is weak, and that the responsibility on the part of those whose duty places them in positions of trust is not properly appreciated.

In this matter it seems to the Commissioners that a great change in methods is required.

As soon as possible, complete instructions in pamphlet form, indicating the responsibility of officers handling moneys, should be issued by the Treasury. It is also considered that surprise audits should be carried out.

#### ECONOMIES.

The disturbing conditions which have overtaken the Service, arising from the war, have not been favourable to the discovery of additional economies to any great

extent during the year. Noticeable economies, however, have resulted in many ways through the development of modern methods, &c., and in addition there are other economies of an unseen character arising as a reflex of those methods, which will continue to prove beneficial. The principal influence that has exercised a negative effect, in so far as economy is concerned, has been the necessity for filling the vacancies caused by members of the Service volunteering for the Expeditionary Forces, and rendering necessary at short notice the employment of a temporary staff; besides which it was considered inadvisable to disturb the work of Departments too severely by conducting inquiries at a critical period.

This critical period, however, is one in which economy in method should be practised. A case may be instanced in which proposals originated by the Public Service Commissioners, and which met with the approval of Parliament, have not been taken advantage of.

In the Public Revenues Act, 1913, provision was made for dispensing with individual receipts for wages when payments are made in the presence of and certified to by two officers that they were present when the wages were paid. The proposal had the approval of the Audit and Treasury Departments, yet up to the present time no Department, so far as can be ascertained, has adopted the system. At ordinary times this saving would be large; but when it is considered that individual receipts continue to be taken for payments to soldiers, the cost of maintaining an adequate staff must be represented by a very large sum indeed, to say nothing of the loss of valuable time to military officers owing to the unnecessarily prolonged absences of their men on pay-days.

The Commissioners, on the general question of economy, after two years' experience, are now able to say with certainty that given prudent and careful administration, the development of initiative, a closer application to duty by officers and stricter insistence on their punctual attendance, the prevention of unnecessary travelling, the exercise of proper care in the use of stores and stationery (in which great waste occurs), the use to the fullest extent of mechanical devices, the introduction and extension of modern methods, and a judicious absorption of some of the smaller Departments, a saving of a sum not far short of £100,000 per annum could be brought about in the expenditure of the Public Service without curtailing services, impairing efficiency, or incurring the slightest risk; in fact, it is considered that many interests would be more completely safeguarded than at present, and the public better served.

#### CENTRALIZATION OF STATISTICS.

With a view to ascertain the possibility of effecting improvements and economy in the compilation of statistics prepared by the Departments, the Government Statistician, at the instance of the Commissioners, made an examination of the methods and practices followed in the principal Departments. This report has for some time past had the careful consideration of the Commissioners, who are convinced that the present method of preparing statistics should be recast. At present there is little regard to uniformity and the purposes for which the statistics are required.

Further, as the result of inspection it has come repeatedly under notice of the Commissioners that statistical information has been prepared at regular intervals simply because a request for information in that form had been received some years ago. Returns, of which no use whatever is made, are obtained with regularity, and needless labour entailed upon senior officers whose time could well be occupied in other directions.

In other cases it has been found that information on subjects of vital interest to the community, which ought to be immediately available on request, has not in some cases even been collected, while in other instances, where collected, the information was incomplete and of little value. It has been a source of embarrassment during the last few months that information concerning primary products was not readily available.

If the statistics of the Dominion are to be of greatest value, both from a local point of view and for purposes of comparison with other parts of the world, some radical changes in the present methods must be adopted. The current statistics

should be brought more into harmony with local requirements and advances in scientific research.

It is hoped that during the current year a distinct advance will be made in the direction of centralizing the assembling of statistical data, thus ensuring that a specialized staff, with the assistance of the latest mechanical aid, will undertake this important work.

#### TEMPORARY EMPLOYEES.

The passing of the Temporary Employees Act, 1913, made provision for the permanent appointment of temporary employees who were in Departments on the 1st April of that year. Power was given to the Commissioner to make regulations determining the conditions of employment of such persons, prescribing conditions under which they might be appointed to the Public Service, and providing that persons appointed by virtue of any such regulations should not in any case obtain precedence over public officers appointed before them. Regulations were made on the 8th April and the 28th July, 1914, and 251 employees, whose annual salaries now total £42,445, were appointed to the permanent staff.

Under the Act the persons appointed cannot take precedence of officers who were in the Service before them, and cannot be promoted until the latter reach a higher class. This should avoid the difficulty which arose under the Act of 1907, when all persons who had been continuously employed for five years were deemed to have been permanently appointed, without any provision being made to protect the interests of officers permanently appointed before them.

Apart from casual labourers and the like, the two main classes of temporary employees were found to be clerks and draughtsmen. It is not necessary to consider whether there should have been temporary clerks or draughtsmen in the Service in 1914 who had been employed for some years, seeing the provisions of the Act of 1907 restricting temporary employment.

It was quite inexcusable on the part of the Lands and Survey Department that steps should not have been taken to comply with the spirit of the 1907 Act by training its own draughtsmen, and thus reducing the need to employ temporary draughtsmen unless actually required for short periods to cope with emergencies. Judging by the experience of the Commissioners, there is a tendency in more than one Department to avoid the responsibility of training cadets, and to plead that business cannot go on without the appointment of adults. Apparently, as the result of the stand the Commissioners have taken, this now frequently takes the form of asking for trained officers from some other Department; but, while it is advisable that cadets should not remain too long in some of the smaller Departments, it should be obvious that the attempt to avoid temporary inconvenience by asking for the appointment of an officer from another Department or a temporary clerk, instead of training a cadet, will assuredly lead to difficulty in the future. In the larger Departments there should always be a number of cadets undergoing a course of training to fit them to fill vacancies as they arise.

In the reports of the Public Service Commissioners of other countries strong representations are made as to the undesirability of temporary employment of clerks. The Public Service Commissioner of the Commonwealth, in referring to the matter, says that "The histories of the Public Services of the States and of other countries are not wanting in precedents which show the dangerous potentialities latent in such a body" [permanent temporaries] "who sooner or later clamour to be placed on the permanent establishment, and whose claims Governments have found it difficult to deny." This has occurred twice in New Zealand, and it was hoped that the action taken under the Temporary Employees Act would place matters on a satisfactory footing for the future. On the whole, there was every prospect that the temporary clerk and temporary draughtsman would disappear, with the exception of a few who, although otherwise qualified for appointment under the Temporary Employees Act, could not, for health or other reasons, be placed on the permanent staff. Unfortunately, the disturbance of the permanent staff, owing to the absence of so many officers on military duty and the increased work in the Defence Department, necessitated a number of temporary appointments. These were, however, made on the distinct understanding that the employment would be strictly limited to the period prescribed by the Public Service Act. This may in some cases have to be

extended under section 45 until permanent officers return to duty, but Departments have been so fully apprised of the intention of the Commissioners that it is hoped there will be no more pressure on their part to retain temporary employees beyond the proper time.

As regards temporary draughtsmen, the Department of Lands and Survey having failed for years to appoint a sufficient number of draughting cadets, the position is very unsatisfactory, and will continue to be so until draughting cadets about to be appointed are qualified. It may, however, be some years before they can do more than provide for the expansion of business. While it is without doubt that many draughtsmen who are temporarily employed are well qualified, the Department admits that a proportion is in the category of tracers, and that an intelligent youth should be able to acquire an equal facility in from three to six months. In the case of the temporary adult tracer, it is not likely that he will be able to qualify for more important draughting-work, while the cadet should progress continuously and be properly trained in the higher branches of the work of the Department.

#### RELIEVING STAFF.

The policy of finding employment for those officers who have been displaced owing to the introduction of new methods, and whose record was satisfactory, has been continued, and their names have been placed on the relieving staff attached to the Department of Internal Affairs. These officers have been available for any special duty which might arise, thus preventing the unnecessary employment of temporary clerks by individual Departments.

Owing to the absence of so many officers on military duty whose places are being kept open, a number of cadets appointed during the past few months is being treated as on the relieving staff, although they will be required to fill the places of absent officers in Departments continuously until the officers return to duty. Under this arrangement the staff in excess of normal departmental requirements can be readily traced. During the year the services of a number of employees for whom work could no longer be found in the Government Printing Office, and who in the ordinary course would have been dispensed with owing to the outbreak of war, were utilized by the Post and Telegraph Department.

#### LEGISLATION AFFECTING THE PUBLIC SERVICE ACT.

The Education Act, 1914, contains several provisions affecting the Public Service Act which are of some importance. Under section 26 the Commissioner is empowered to appoint to the Clerical Division of the Education Department or of any other Department of the Public Service any person who on the 1st January, 1915, was permanently employed by any Education Board for more than twenty hours a week in clerical work. As the old education districts—thirteen in number—will remain in force until the 1st January, 1916, when they will be reduced to not less than seven nor more than nine, it is not likely that many clerks will require to be provided for before then. The only provision made so far is the transfer of the Secretary of the Southland Education Board to the Head Office of the Education Department.

Under section 131 the Inspectors appointed by Education Boards under any former Education Act, and in office on the 1st January, 1915, are deemed to be Inspectors of the Education Department as if they had been appointed under the Public Service Act, 1912. These Inspectors are referred to under a separate heading. Unfortunately, section 131 is so difficult to interpret that an amendment to make more clear the intention of legislation appears to be desirable.

Section 160 empowers the Commissioner to classify for the purposes of the Public Service Act officers of the Public Service who are engaged in the Educational service, in a division to be known as the Educational Division. This is a matter of distinct importance to teachers and others, who, owing to no other division being available, had to be temporarily classified in the General Division.

#### PUBLIC SERVICE ACT.

Experience has shown that it would be desirable to amend the Public Service Act in order to provide machinery clauses to meet several classes of cases which



have arisen, and to make clear the intention of the Legislature in regard to appeals on the subject of promotion. Other matters which it is suggested might be considered are the enlargement of the clauses relating to appeals, with the object of enabling a simpler and more direct procedure to be adopted, and also for the purpose of enabling members of the Professional, Educational, and General Divisions to be directly represented on the Appeal Board. The question of fixing the minimum salary of married men in the Public Service by Act is also a matter calling for attention. At present there is no statutory provision for the payment of a minimum, which necessitates special appropriation every year. Other matters of some importance are the method of appointing Permanent Heads of Departments, and making provision for a higher salary than £600 per annum in the Clerical Division to cover exceptional cases.

As there appears to be no provision for a retiring-age in any existing Act, it is desirable that a maximum age should be fixed by amendment of the Public Service Act. As the Commissioner has power under section 51 of the Act to dispense with officers on three months' notice, and as the retiring-age has, following what is believed to be the intention of the Public Service Superannuation Act, been fixed at sixty-five, no particular difficulty exists at present except that officers are claiming the right to be retained in the Service until that age. Under the Civil Service Act, 1866, retirement was compulsory at the age of sixty, subject to the officer being required to continue to perform his duties if so directed by the Governor in Council.

#### BOARDS OF APPEAL.

##### *General Service.*

When the Second Report was presented the Board was still engaged in dealing with the appeals which had been lodged against the original classification.

The actual number of appeals lodged against the original classification was 1,457, which engaged the attention of the Board from the 29th September, 1913, until the 3rd August, 1914, when a short adjournment was made prior to dealing with the 1914-15 appeals.

In order to allow appellants every opportunity of placing their cases before the Board, sittings were held in the following towns: Wellington, Blenheim, Nelson, Glenhope, Hokitika, Greymouth, Christchurch, Dunedin, Invercargill, Napier, Gisborne, Palmerston North, Wanganui, New Plymouth, Auckland, Hamilton, and Rotorua.

The following statement shows how the appeals were disposed of:—

##### FIRST GENERAL CLASSIFICATION.

Total allowed in part or whole (including 243 on the re-					
commendation of the Commissioner)	..	..	..	..	461
Not considered for various reasons	..	..	..	..	70
Withdrawn	..	..	..	..	53
Disallowed	..	..	..	..	873
Total	..	..	..	..	1,457

The financial effect, and the number allowed on the recommendation of the Commissioner, will be seen from the undermentioned figures:—

	No.	Increase 1913-14.
Allowed by Board	218	£1,312
Allowed on recommendation of Commissioner	243	£1,865

During the year ended the 31st March, 1915, the number of appeals under all headings (classification, promotions, &c.) dealt with by the General Service Board was twenty-three, and these were disposed of as under:—

Allowed in part or whole (including one allowed on recommendation of Commissioner)	..	..	..	9
Disallowed	..	..	..	12
Withdrawn	..	..	..	1
Not considered, as not in order	..	..	..	1
Total	..	..	..	23

## POST AND TELEGRAPH.

In order to save time and expense the Board decided to take both the 1913-14 and 1914-15 appeals in each place before passing on to the next centre.

The total number of appeals dealt with was as under :—

	Telegraph.	Postal.
1913-14 list	263	206
1914-15 list	16	22
Totals	279	228

Visits were made to the following towns: Christchurch, Dunedin, Napier, Palmerston North, Hastings, Wanganui, and Auckland.

The results were as follow :—

*Telegraph Branch.*

Allowed (including 69 on the recommendation of the Commissioner)	..	..	..	88
Disallowed	..	..	..	180
Withdrawn/	..	..	..	10
Not considered	..	..	..	1
Total	..	..	..	279

The number of appeals allowed on the recommendation of the Commissioner, and the financial effect, will be seen from the following :—

	No.	Increase in Salaries.
Allowed by Board	19	£233
Allowed on recommendation of Commissioner	69	£324

*Postal Branch.*

Allowed (including 36 on the recommendation of the Commissioner)	..	..	..	56
Disallowed	..	..	..	154
Withdrawn	..	..	..	18
Total	..	..	..	228

	No.	Increase in Salaries.
Allowed by Board	20	£128
Allowed on recommendation of Commissioner	36	£342

It is noticeable that the majority of appeals were allowed on the recommendation of the Commissioner. That it should be necessary, as it is under the present legislation, to place formally before the Board of Appeal appeals which the Commissioner is willing to agree to is a cumbersome process, which it would be desirable to meet by giving the Commissioner power to deal with appeals, while preserving the right of an appellant to have his appeal placed before the Board if he is still dissatisfied after receiving the Commissioner's decision.

The comparatively small number of appeals from the Post and Telegraph Department is accounted for by the fact that the Department had been classified for twenty years.

#### RIGHT OF APPEAL.

Much misconception about the right of appeal on promotion arose during the year. The Public Service Association sought a declaratory judgment in the Supreme Court, when a judgment as follows was delivered by the Chief Justice :—

This is an originating summons under the Declaratory Judgments Act, 1908. The Court is asked to interpret certain provisions of the Public Service Act, 1912—namely, those regarding appeals from the decision of the Commissioner.

The Act is a new departure in the mode of appointing Civil servants, and was no doubt aimed at removing all appointments from the usual method of Ministerial recommendation to the Governor. Under the statute the right to appoint Civil servants (with a few exceptions) is vested in a Commissioner and Assistant Commissioners. I presume the appointment was vested in the Commissioner and not in the Governor so as to absolutely free the appointment from any political control. Rights are, however, given to Civil servants by the statute, and the most important is the right of appeal from the Commissioner's decision. Section 31 provides,—

“(1.) Any officer dissatisfied with any decision of the Commissioner, or of any person or persons to whom the Commissioner has delegated his powers or functions, in regard to grade affecting such officer, or in regard to the classification of the work performed by him or assigned to him, or in regard to salary or promotion, may forward to the Commissioner, within thirty days after such decision has been notified to him, a notice of appeal setting forth the grounds of his dissatisfaction; and a Board of Appeal, constituted in the manner hereinafter set forth, shall thereupon consider such appeal and the grounds thereof, and further evidence in relation thereto which the Board may deem necessary for the proper determination of the appeal, and may allow or disallow the appeal; and the decision of the Board of Appeal thereon shall be final.

“(2.) If in the opinion of the Board any appeal is frivolous or vexatious the Board may order the appellant to pay the cost of the appeal, and the sum so ordered to be paid shall be paid in the manner prescribed for the recovery of fines for breaches of regulations.”

The only word in the section that has caused a difference of opinion between the Commissioner and the Civil servants is the word “promotion,” and the meaning to be applied to it. It is granted that if a Civil servant is not promoted to a grade that he thinks he is entitled to he may appeal, or if he is assigned work he does not like he may appeal, or if he gets no rise in salary to which he thinks he is entitled he may appeal. But though all these things are really questions of promotion, and are specifically provided for in the statute, for the words are “in regard to grade, in regard to the classification of the work,” &c., “or in regard to salary,” yet that the word “promotion” used after the word “salary” cannot mean promotion to another office. It is admitted that the word “promotion,” unlimited as it stands in the section, may include an advancement to a new office, but it is said, if it means that, a great inconvenience will arise, and that the word “promotion” should be limited to four classes: (1) Advancement from Class F under subsection (4) of section 20; (2) advancement from Subdivision 4 of Class VII or from Subdivision 7 of Class VII; (3) advancement from the Clerical Division to the Professional Division; (4) promotion from one grade to another.

It seems to me that all these advancements come under “grade,” “work,” and “salary,” and that unless the word “promotion” has to mean what it ordinarily would include, an appointment to a new office, it was unnecessary. Nor am I influenced by the contention that it would create inconvenience. The inconvenience that is suggested would be that many thousands of officers would expect that they were eligible for a new office, and if they did not get it they might appeal. The same might be said if salaries were not raised or if their grades were not advanced.

It appears to me that section 31 contemplates an application to the Commissioner by the Civil servant, and the right of appeal does not arise until there is a notification. The decision has to be notified. Without a request or application to reply to there is no need of a notification “to him”—that is, to the Civil servant. It is suggested that a general notice of an officer being appointed would be a “notification to him.” To so read the section would be to strain its language.

It was argued that section 6 would prohibit any application for advancement in any shape to the Commissioner. The words of the section are (subsection 3), “Any officer who, directly or indirectly, solicits or endeavours to influence the Commissioner or an Assistant Commissioner for the purpose of obtaining promotion or increase of salary shall be deemed to be unworthy of such promotion or increase, and it shall not be accorded to him; and he shall be liable to immediate dismissal.” The word “solicit” may mean “apply for,” but it is, I think, obvious that it means something more than a formal application. For example, suppose the Commissioner advertised for candidates for an engineership, would it be contended that if an engineer in the Service applied he was soliciting the office? “Solicit” in its primitive meaning has something violent or abnormal in it; it is not a bare application; it is a beseeching, begging, persistently begging, persuading, or entreating.

I notice in Funk and Wagnall's new Standard Dictionary the word “solicit” is not given the meaning of “apply”; the meanings go beyond mere “apply,” such as “to ask for with some degree of earnestness, to seek to obtain by persuasion or entreaty, or to solicit a favour,” &c. It means “applying with importunity”; and in Latham's Johnson's Dictionary the meaning of “apply” is not given. “Importune,” “entreat,” “implore,” “ask,” &c., are given; and in Sweet's Etymological Dictionary “apply” is not given as a meaning of “solicit,” nor as a synonym of the word.

The section seems to me to assume an application and a refusal before an appeal can arise, and if it were otherwise interpreted the inconvenience might be exceedingly great. Can every one not advanced in salary or grade appeal without applying for change of grade, salary, or work? I am of opinion that might occasion great inconvenience in the Service, and greater than in construing the section as allowing an appeal if an application for a new office were refused.

The next contention was that the appeal, if one applied for a different office to that which he held, and it was not granted to him, would not be a decision within section 31 of the Act. It was said the officer is appointed by the Commissioner, and, once appointed, the appointment remains, even if His Excellency does not issue his Warrant (see section 60). The Commissioner must come to a decision before he actually signs the appointment. The decision comes first, and if an application is made and is declined, that is a decision. It may mean that in carrying out the Act the proper thing to do is to wait until the thirty days—the time within which to appeal—lapses before the final appointment is made. For example, an officer is second clerk, and he applies for first clerk: could it be said that as this would mean a new appointment, there is no right of appeal? That is, I understand, the contention. If that is correct, the right of appeal given is slight indeed.

The word “promotion” means and includes the change to a new office; and by our Acts Interpretation Act, 1908, every provision in a statute is to receive such fair, large, and liberal construction and interpretation as will best ensure the attainment of the object of the Act, and of such provision or enactment, according to its true intent, meaning, and spirit. “Promotion” meaning, as it does, appointment to a higher office, I do not know any authority that would warrant me in limiting its true meaning. Further, the general intent of the statute appears to me to give a broad and liberal appeal to Civil servants.

There need arise no inconvenience if applications are asked for and if the final appointment is not made until after thirty days after the decision has been come to, and it is not, therefore, a case in which the maxim *ab inconvenienti* can be applied. Lord Halsbury said in *Cooke v. Charles A. Vogler Company* (1901, A.C., 102, 107) that a Court of law has no jurisdiction to disregard what the Legislature has enacted. It cannot balance one inconvenience against another inconvenience, or choose between alternatives. The words in this statute are clear, and it does not appear to me that by reading “promotion” as meaning “promotion” any greater inconvenience can arise than may arise in carrying out the other provisions of section 31.

I must therefore answer the questions put as follows: 1. No. 2. Yes. 3. The officer can, after application for an office and notification of the decision of the Commissioner against him, appeal to the Board. 4. Yes, he can appeal. 5. No.

As this judgment, particularly in its insistence on the necessity for application for promotion precedent to an appeal, left matters in an unsatisfactory condition from the point of view of officers, the Commissioners decided, after lengthy discussion with the association and their legal adviser, to meet the case by agreeing to provide special facilities to all officers for appeals on the subject of promotion until the Public Service Act could be amended. The existing arrangement is as follows:—

(1.) In the case of positions not exceeding £220 per annum (which generally require to be made without delay, as, for example, positions in the Post and Telegraph and Mental Hospitals Departments), although the Commissioner will advertise where practicable, the appointments may be finally made; but if any officer, whether he has applied for the appointment or not, considers that the action taken has superseded him, he may, within thirty days of the first notification in the Official Circular, lodge an appeal.

(2.) All other positions to be advertised for, except in extraordinary circumstances where it is impracticable to do so; but in order that all officers, whether or not they have applied for the vacant position or for any vacancy consequent upon the filling of such vacant position, may be given an opportunity of appealing, appointments shall not be finally made for thirty days after notification in the Official Circular, or longer if any appeals are forthcoming.

(3.) All appeals lodged under the conditions in paragraph (1) shall be sent on to the Board of Appeal on the understanding that if an appellant is successful he shall be placed on an equivalent footing with the officer appealed against.

(4.) Notification in the Official Circular of a particular appointment, or of a decision to make a particular appointment, shall be deemed notification to the whole of the Service, and the thirty days within which an appeal must be lodged shall commence from the date of the Circular in which the notification first appears.

(5.) Appeals shall be deemed to be made against the decision not to promote the officer appealing.

This is said to fully meet the contentions of officers. So far as the Commissioners are concerned, the Act is being interpreted in this matter in the broadest way, and

it remains for officers to give such close attention to the notices in the Official Circular as will assist the Commissioners in dealing with a difficult problem, particularly such assistance as can be rendered by early application for any advertised positions for which they desire to apply.

#### ADMINISTRATIVE DIVISION.

In last year's report attention was called to the desirability of classifying Permanent Heads. It is recommended that this matter should, if possible, receive attention whenever any further legislation concerning the Public Service is contemplated. At the same time, it is considered that provision should be made to classify Assistant Secretaries in the larger Departments. At present the number of administrative officers is unduly large, mainly as the result of the Public Service Act fixing a maximum salary for the Clerical Division of £600, a lower salary than some Assistant Secretaries were receiving at the time of the classification.

The Commissioners are of opinion that there should be only one officer in each Department in the Administrative Division—namely, the Permanent Head—and that the salary of an officer should never be a determining factor in connection with placing him in that division. Until the classification suggested is provided for by Act it does not appear possible to reduce the number of officers in the Administrative Division.

#### CLASSIFICATION.

In the Second Report reference was made to a proposal to add to the salaries of Mental Hospital officers the value of such emoluments as rations and lodging, a corresponding deduction being made for refund to the maintenance vote. This was provided for in the 1915-16 classification, and a similar arrangement was made in regard to like emoluments payable to officers of the Education Department employed in special schools, and to cases in other Departments. There is no doubt that the provision was a reasonable one, as it goes without saying that the cash salary of officers who receive rations and lodging was in the past fixed on the basis of the cash salary plus emoluments. It appears to be a hardship that an officer drawing a cash salary of, say, £120, and receiving emoluments valued at £30, should receive superannuation on the basis of the cash salary only. As in many other matters, Departments were found to be treating such emoluments differently. Where an official residence was available there was no uniformity in the method of charging rent, and in many cases residences were allowed free of charge.

The Crown Law Office has now advised (as regards the Teachers' Superannuation Fund) that the alteration made in the Public Service List has no effect either upon the contributions of officers or their retiring-allowance. By section 2 of the Classification and Superannuation Amendment Act, 1908, it is provided that "salary" means, with respect to a contributor, the actual sum paid to him as salary in respect of his service, but does not include allowances or payments for overtime. For the purpose of that Act, therefore, an officer's total remuneration is irrelevant, as "salary" is the net amount of cash actually paid to him. As a similar provision exists in the main Act, officers other than those of the Education Department are in a similar position. As the Education and Mental Hospitals Departments had been pressing for years to have their officers' total remuneration treated as salary, and the value of house-rent and rations deducted therefrom, it is unfortunate that there should now be any difficulty in the matter. The attention of Government has been drawn to it, with a suggestion that the Superannuation Act might be amended to meet the case.

#### CLASSIFICATION OF SCHOOL INSPECTORS.

Under the Education Act, 1914, School Inspectors appointed by the Education Boards under any former Act became members of the Public Service. As the Inspectors had been appointed by thirteen separate Boards, which differed widely in their estimates of the salary-value of the position, and to some extent in conditions

of employment, the classification of Inspectors has been one of exceptional difficulty. While the nationalization of school-inspection will ultimately be to the advantage of the majority of the Inspectors, owing to the wider field now open to them, there may possibly be a limited number of cases in which this advantage is not regarded by one or more Inspectors as compensation for a possible promotion which might have been obtained in the district to which they were appointed ; but this disability, if it exists, should rapidly disappear. Thirty-four out of the forty Inspectors have been seen personally, and the Commissioners could not but be impressed with the character of the men whose duty it is to carry out the important work of school-inspection. The selection of Inspectors by the Education Boards throughout the Dominion has evidently been made with great care, and the Public Service is to be congratulated on this accession to its ranks.

The number of Inspectors classified was forty, who, on the 31st December, 1914, were drawing salaries totalling £19,612. Their salaries as classified for 1915 were fixed at £20,581. No appeals have been received against the classification.

#### PUBLIC SERVICE LIST.

Under the Public Service Act the Commissioner is required to issue in the month of April a list of all persons in the Public Service on the 31st March preceding, showing the salary then drawn and other particulars. In order to make the list complete and to convey the maximum information to Parliament, it was considered desirable to show in a parallel column the salary to be drawn by the officer under his classification for the succeeding year. As this prevents the work, which is of considerable volume, being commenced much before the 31st March, it is only by strenuous effort that the list can be completed within the time fixed by statute. For some reason which it is difficult to explain, and to which reference has been made in previous reports, more than one Department is far from accurate in its method of keeping staff records, and this increases the difficulty.

#### SENIORITY LIST.

Attention has been given to the preparation of a seniority list for each Department, but in view of the conflicting claims which must arise as the result of temporary officers having become automatically permanent in 1907 no satisfactory progress has been made. The Public Service Lists for Departments other than the Post and Telegraph Department are not, therefore, regarded as seniority lists. There is no urgency about the matter, as the principle of the Public Service Act is to place merit and fitness before long service, and it would probably be as well to defer the issue of a seniority list until the next reclassification of the Service takes place. By that time promotions and other changes will have determined seniority in the majority of cases. As the Post and Telegraph Department had been classified for twenty-one years before the Commissioners assumed office, there has been no difficulty in continuing its list on a seniority basis.

#### DEPUTATIONS FROM OFFICERS' ASSOCIATIONS.

Deputations from officers' associations have met the Commissioners on several occasions during the year. While the representations of the associations have received a maximum consideration, it has not been found possible to give favourable replies to the whole of their requests, which have covered a very wide range.

#### BREACHES OF PUBLIC SERVICE ACT.

Under section 15 the Commissioner is required to call attention to any breaches or evasions of the Act. While nothing of sufficient importance has occurred which would justify the statement that there has been any direct breach of the provisions of the Act, attention must be called to the fact that in more than one Department there have been attempts to evade the spirit of the Act and regulations. These have been confined to irregularities in the method of employing temporary officers. The following instances may be given :—

(1.) The Permanent Head of a Department engaged four temporary clerks without authority, in the belief, it is supposed, that he was empowered to charge

their pay to a vote other than salaries. Owing to the arrangement between the Audit Department and this Office, this was promptly observed.

(2.) The Permanent Head of a Department who has authority to engage labourers expressed his intention, if the Commissioner did not provide a clerk, to engage a man as a labourer and give him clerical work. The request for a clerk was the result of the retirement of a labourer who had been performing clerical work unknown to the Commissioners.

(3.) An officer who was given authority to engage a temporary clerk employed his own son, although he had been expressly forbidden to do so.

(4.) An officer engaged his daughter as a temporary clerk without any authority to engage temporary clerical assistance. The amount of wages paid was surcharged against the officer concerned.

Matters such as these cannot be regarded as trivial. The whole aim of the Public Service Act is that there should be an ordered arrangement of employment in the Public Service, under which it can be made clear to Parliament what is expended on clerical and other assistance, and, moreover, that every eligible person who applies for employment should have a right to consideration. To employ clerks nominally as labourers defeats the first, and the employment of the near relative of an officer is not calculated to do justice to applicants in general. There is, of course, nothing to prevent the son or daughter of an officer being appointed as the result of competitive examination, but the Commissioners in such cases insist that the appointment should not be in the same office, and, if possible, not in the same Department, as that in which the parent is employed.

Regulations have been made requiring Permanent Heads to give the matter of inspection of stores the closest attention, yet, with the exception of one Department, the Commissioners have not been advised (as provided by the regulations) that a satisfactory system of inspection has been followed.

#### ATTENDANCE OF OFFICERS.

From their own observation, and information which has been received, the Commissioners regret to state that the attendance of many of the officers in Departments is far from satisfactory. Though attendance-books are required to be kept, and provision made for supervision by responsible officers, yet the Commissioners have evidence to show that accurate records in many cases are not maintained by the officers whose duty it is to do so. Notwithstanding that the regulations require that no officer shall, except on official business or by express permission of the Permanent Head or head of the branch, leave his office during office hours without entering the period of such absence (if not on official business) in the attendance-book, it has come under notice that this has been done with frequency by certain officers. The attendance-books thus afford no true record of the actual time many officers are engaged on official duty. Such evasion of duty is reprehensible in itself, besides giving rise to unfavourable criticism of the Service generally.

#### APPLICATIONS FOR EMPLOYMENT.

Table X gives particulars of the applications for employment, other than advertised positions, received during the year. There has been a marked increase in the total number as compared with the previous year—4,246 as against 2,401.

The number of candidates who were successful at the Public Service Entrance Examination held in December last was 668, as compared with 584 at the previous examination.

#### DEPARTMENTAL ANNUAL REPORTS.

The annual reports of most Departments are not only of very great volume as compared with other countries, but in addition there is an elaboration of detail which does not appear to warrant the labour required in its preparation. It was considered that a great saving in Departments, and incidentally in the Government Printing Office, would result from a revision of the existing practices if the reports, without impairing their usefulness, were made as brief as possible.

This was represented to Government, who took prompt steps to instruct Departments; and though at that time the reports for the previous year were well

in hand, some Departments were able to effect an improvement. It is hoped that further progress in this direction will be noticeable in the reports on the past year's operations.

With a desire to further reduce elaborate detail, the Commissioners suggested that economy would result from the elimination of such details as shillings and pence and fractional measurements in returns, tables, &c.

That the attention which has been directed to these matters would appear to be amply justified may be judged from the fact that in one Department alone it has been reported that a conference of departmental officers recommended that the annual returns prepared for printing in the report be reduced from fifty to twenty-four.

#### MODERN METHODS, MULTIPLE SCHEMES, AND COMPOUND PROCESSES.

Multiple schemes are now in operation in the following Departments: Land and Income Tax, Lands and Survey, State Fire Insurance, State Advances, Machinery, Mines, Valuation, Government Insurance, Public Trust Office, Public Works, Justice, Internal Affairs, and Stamps, bringing into effect greater efficiency, despatch, and economy than formerly.

In one Department, where the balancing of fifty-five thousand personal accounts last year required the services of four operators, this year, with a greater volume of work, fifty-nine thousand accounts were balanced by one operator. Again, in another large Department, the balance this year (as a result of the new methods adopted and the use of the machines) was arrived at in much shorter time and at less expense than has ever been the case formerly. These are by no means isolated instances.

It will be of interest to quote here the opinion of the Permanent Head of one of the largest revenue Departments after two years' experience of the modern processes. He says,—

“With the greater knowledge of the machines and their capacity, and the better preparation of forms, the cost of the work in this Department has now been reduced to a minimum, and the economy which was anticipated has been fully realized.”

The anticipated economy in this Department was £3,890, whilst the actual saving in salaries amounts to £4,428 per annum, in addition to which it is stated that the Department has benefited to the extent of £1,430, being additional revenue collected owing to the additional time at the disposal of the departmental officers.

Another Permanent Head says,—

“The purchase of the machines has been amply justified by the results obtained.

. . . The economic effect of new system for the year is £1,002.”

Owing to the demand for operators for working the mechanical office appliances, classes of instruction have been continued throughout the year and have been well attended.

Four examinations in the use of mechanical office appliances have been held—viz., three at Wellington and one at Auckland—and forty candidates were successful in passing. These officers are now all employed as machinists throughout the Service.

During the year the Inspector has visited the more important centres of the Dominion for the purpose of extending the use of new mechanical processes in local offices, and also of supervising the operations where they had already been introduced.

The first of a series of detailed inspections, which the Commissioners intend to make of the work of every Department where the new methods and processes have been introduced, has been completed, and many matters brought under the notice of the Permanent Head, which, when given effect to, will be of material benefit.

During the year the adoption of carbon processes and the use of “card” systems, in some instances extending throughout the whole of the Department in various parts of the Dominion, have resulted in an appreciable saving of labour and consequent economy.

In previous years the work of recording deeds in the Land and Deeds Department was done mainly by temporary clerks, and paid for at contract rates. As these officers find permanent employment it is proposed from time to time to gradually reduce the number employed and arrange for the duplicate copies to be



typewritten. The change, in so far as it has been effected, has resulted in the work being done at less cost, in quicker time, and more neatly and legibly than formerly.

The preparation of duplicate cash-statements and other returns by carbon processes is another particular instance where a great deal of unnecessary labour has been obviated.

In the Post and Telegraph Department a combined machine and carbon process is being used to introduce a simpler method of dealing with Post Office Savings-bank acknowledgments, and the rendering of telephone accounts. The new system is now being given a trial in the Christchurch office in connection with savings-bank acknowledgments; and arrangements have been made to inaugurate it, in so far as telephone accounts are concerned, in one of the main centres during the year, with a view to its gradual adoption throughout the Dominion.

The Commissioners can only express their disappointment that some Departments still fail to recognize the necessity for improvement.

Reproductions of forms illustrating multiple schemes in operation in two large Departments appear in Appendix E.

#### NEW BOOKS AND FORMS.

The important question of new books and forms required by Departments has continued to receive close attention, as the want of system and careful supervision in the past in dealing with these matters has been the cause of a large amount of unnecessary expense. The preparation and printing of matter of no practical value is one direction in which there has been a great waste.

As suggested in the report of last year, it was found most convenient to get each Department to undertake a thorough revision of its books and forms; and to this end a circular was issued requesting the Permanent Heads to set up a committee of officers from within and without Wellington for the purpose of considering all books and forms at present in use, with a view to amendment where necessary. In response to the suggestion the following Departments formed committees, viz.: Agriculture, Friendly Societies, Health and Hospitals, Labour, Land and Income Tax, Marine, Pensions, Printing and Stationery, Public Trust, Public Works, Post and Telegraph, Tourist, Valuation, Lands and Survey, Mines, Justice, Native, Stamps, and Land and Deeds. The following Departments did not set up a committee, for the reason that they thought such a course unnecessary, viz.: Customs, Defence, Education, Immigration, State Advances, State Fire Insurance, Treasury, and Public Service Superannuation.

Reports have, so far, been received from the committees set up by the Public Trust, Native, Pensions, Friendly Societies, Printing and Stationery, Lands and Survey, Stamps, Land and Deeds, Valuation, and Post and Telegraph Departments. These reports show that the Departments which have taken action have made a comprehensive revision of the forms in use in their offices. The results, which of course will appear later, are bound to be of considerable benefit.

As an instance of the extent to which forms may be needlessly multiplied, it was found that in the case of one Department the number of standard forms amounted to 527. The deliberations of the departmental committee resulted in 320 of these forms being recommended for rejection.

#### STATIONERY.

The new system of control and supply of stationery and office requisites has now been in operation for several months. The Permanent Head of the Stationery Office reports that it has worked very satisfactorily, and that taking into account the extra trouble caused by the inauguration of a new system, which involved taking over the stocks of several large Departments, the work compared very favourably with the work of the previous period. It should be remembered that these satisfactory results have been obtained notwithstanding the exceptional amount of work entailed in supplying the needs of the Defence Department for the Expeditionary Forces and the Electoral Department for the general election. Any trouble that has arisen has been due to the various districts not strictly observing the original instructions with respect to the specified dates for forwarding their requisitions.

*Stationery Substores.*—During the year the stationery depots which have been established in the Labour, Public Trust, Customs, Marine, and State Advances

Departments were closed, and the stocks handed over for issue by the Government Stationery Office. A report has been received to the effect that while the Departments have been relieved of all work previously undertaken in connection with the receipt, custody, and issue of such stationery, there has been no appreciable extra labour in the Stationery Office in issuing supplies, which speaks well for the new system.

#### STORES.

The importance of providing regulations, &c., for placing the whole of the transactions relating to the purchase, custody, and inspection of stores on a proper footing has been referred to in previous reports.

*Stores Regulations.*—It is satisfactory to note that whilst the regulations set up by the Commissioners under the Public Service Act have been in operation for the past two years, the Departments concerned have in most instances advised that little or no alteration is required. It is a matter for concern, however, that in one of the principal stores-purchasing Departments—namely, the Public Works Department—practically no action has been taken to give effect to the regulations.

In addition to the Stores Regulations, the Commissioners considered that simple rules should be provided in Departments having Stores Branches to amplify the regulations and aid officers in carrying out their respective duties. In the Post and Telegraph, Justice, and Mental Hospitals Departments these special rules have been approved and issued. Rules have still to be issued for the Education, Public Health, and Public Works Departments.

Arrangements were made by the Commissioners for an officer to specially report on the practices followed in respect to stores, &c., at the various hostels of the Tourist and Health Resorts Department; and the methods to be finally adopted are at present receiving consideration.

*Amendments to Regulations.*—It was found desirable to extend in some respects the provisions of the original regulations. The principal amendments were as follows :—

(a.) Officers have been authorized in special cases to purchase stores by direct purchase without competition to a value of £20 instead of £10 in any one requisition.

(b.) The method of requiring separate deposits and bonds with each tender has been simplified. Tenderers may now make a fixed deposit with a bank to cover all deposits required in connection with any tenders submitted, and one general bond is accepted as sufficient security for the fulfilment of all conditions by the same tenderer.

*Departmental Property.*—Reference has been made in previous reports to the unsatisfactory state in which the records of departmental equipment had been maintained. Regulations have now been gazetted, and forms prescribed, for ensuring that a simple and accurate record shall be maintained of all equipment. Provision has been made for the records to be properly checked and all property examined at regular intervals. The Commissioners have not yet been advised to what extent Departments have applied the scheme. This will be a matter for inspection.

*Audit of Stores.*—Notwithstanding that authority was contained in the Public Revenues Acts from 1887 to 1910 for the issue of regulations governing the purchase, accounting, and inspection of stores, it is a matter for regret that no action was taken by the Treasury. Attention was drawn to this, and the Government is taking steps to make regulations requiring the Audit Department to make the necessary audit.

It has to be borne in mind that stores represent money or money's worth, and if any waste or misappropriation takes place those responsible are as culpable as an officer who misappropriates actual cash. Elaborate checks are made in cases where actual cash is concerned, and if any shortage is found no stone is left unturned to secure the return of the money and to punish the delinquent. The same principle should apply in the case of stores.

*Public Works Department.*—Attention was particularly directed in the First Report to the fact that the stores system of the Public Works Department was

obsolete. It was considered that immediate steps should be taken to reorganize the work of this important branch of the Department.

It is to be regretted that no attempt has been made by the Department to introduce the practices outlined in the Stores Regulations made under authority of the Public Service Act. The Commissioners feel that no valid reason exists for this neglect. How seriously this may have affected the transactions in stores will be understood when it can be said that no one can guarantee that the Department has not been subjected to fraud and speculation.

The Commissioners have pointed out from time to time that the existing method should be remodelled with the least possible delay, and an efficient form of administration adopted; and with this object in view appointed a Stores Manager, who took up his new duties in August last. Up to the present his duties have been confined principally to an inspection of the method and practices in use, but no real attempt has been made to satisfactorily deal with the position.

The Stores Manager's detailed report fully confirms the statements made in the Commissioner's First Report, wherein it was stated,—

“Nothing but a complete recasting of the present stores system can be satisfactory; the duplication and overlapping at present carried out is incapable of any reasonable explanation, and how it has been allowed to develop and continue is not understood.”

In the near future, however, it is hoped that, as a result of persistent representation by the Commissioners, something definite will be undertaken to safeguard the Department's interests. The services of an experienced officer from Australia have been obtained to co-operate with selected departmental officers in framing a workable scheme.

*Stores Tender Board.*—The second annual report of the Board appears in Appendix A hereto. The Board draws particular attention to the advisability of having one Board to deal with all tenders for stores. The regulations under the Public Service Act require that this should be done.

*Central Store.*—The advisability of making provision for a central store for all Government Departments has occupied the serious attention of the Commissioners during the year. In the First Report it was stated, “Stores administration is costing the Dominion large sums of money annually, and it is a matter for consideration whether it would not be possible to consolidate the interest of the several Departments, and provide one store common to the whole.” Information upon this subject has been received from Australia, and there appears to be no reason for continuing the present costly practices whereby several independent staffs deal with matters of a like character. The staffing of the stores branches of the several Departments has not received the attention which its importance has merited. The officers in charge of stores should be men experienced in this particular work, and should fully understand the scope and possibilities of the whole working of the branch in which they are engaged.

The inauguration of a central store would afford facilities for officers to specialize in and to acquire a complete knowledge of stores administration.

#### AMENDMENTS TO GENERAL REGULATIONS.

During the year the principal amendments made were as follows:—

Regulation 209 was amended limiting the amount payable to an officer performing higher duties to £150 per annum in addition to his salary.

Regulation 8A, dealing with payment for extra duties, was revoked, and special regulations defining the conditions under which overtime may be worked, and the rate of payment in such cases, were gazetted on the 10th September, 1914.

Regulation 219, dealing with the giving of notice of any decision by the Commissioner, &c., to an officer by notice in the Public Service Official Circular.

Stores Regulations: The procedure in connection with deposits with tenders, and also as regards bond for the due fulfilment of contracts, was considerably simplified.

**Departmental Regulations:** Special regulations were issued with respect to the efficiency examinations of draughtsmen in the Lands and Survey Department.

**Electrical Engineering Cadets:** Special regulations were made regarding the training required in connection with the professional cadets in the Electrical Engineering Branch of the Public Works Department.

#### PUBLIC SERVICE OFFICIAL CIRCULAR.

In view of the decision that whenever practicable due notice would be given to officers of the Service of vacancies in the Administrative, Professional, Clerical (above Class VII), and General Divisions, it was found necessary to issue the Public Service Official Circular more frequently. As a result the circular is being issued twice monthly.

#### CONFERENCES OF OFFICERS.

The Commissioners are still of the opinion that conferences of officers to review the internal practices of their Departments, and to suggest improvements and amendments in them, are of inestimable value in promoting the efficient and economical working of the Service. Every opportunity is taken to encourage Departments to bring their officers together for this purpose. The wisdom of this policy has been amply proved by the results of the conferences which have taken place.

In the assurance that benefit would result from a round-table conference of the Permanent Heads of the Service, it was the intention of the Commissioners to have arranged early in the year for a meeting of Permanent Heads to discuss such subjects as organization, classification, regulations, and other matters affecting the Service generally in regard to which their advice and assistance would be of value; the idea being to hold similar conferences at regular intervals. However, owing to the war and the consequent depletion of staffs, it was deemed advisable to postpone the conference until a more convenient opportunity. The matter will not be lost sight of.

*Post and Telegraph Department.*—It became evident during the hearing of cases before the Appeal Board that there was a lack of uniformity in regard to the classification and duties of linemen throughout the Dominion, and a conference of the Telegraph Engineers of the four chief centres was held in Wellington in November, 1914, to suggest a uniform standard in these matters.

*New Books and Forms.*—The question of the revision of the books and forms in use in Departments was considered by committees convened by Departments for the purpose. Details of their work will be found under the heading "New Books and Forms," on page 17 of this report.

*Stores.*—During the year a conference was attended in Wellington by representatives of the mental hospitals at the four main centres to consider the drafting of rules for the guidance of officers charged with the custody and issue of stores in mental hospitals. The recommendations of the conference have been considered and adopted.

*Carbon-supplies.*—A conference consisting of the Chief Clerk Government Printing Office, the Instructor of Mechanical Appliances, and two senior typistes of the Service was held during the year for the purpose of deciding on a uniform carbon paper to be used by Departments. Thorough tests were conducted before a selection was made.

*Lands and Survey Department.*—The conference convened at the instance of the Commissioners, comprising the Assistant Under-Secretary for Lands, eight officers of the Clerical Division of the Lands Department, the Sub-Inspector Public Service Commissioner's Office, and an officer from the Treasury Department, met in Wellington in May, 1914, and considered the agenda paper set out on pages 26–27 of last year's report, with a view to the standardization of books, forms, and returns, and the adoption of a uniform system of office administration throughout the Dominion.

The following heads comprise the main alterations and improvements :—

- (1.) Introduction of a modified form of the series record system in all offices.
- (2.) Recasting and remodelling of the monthly, quarterly, and annual returns from District Offices, and the adoption of compound forms wherever possible. In one instance, where three returns were previously compiled, the same returns are now undertaken by carbon process in one operation. All unnecessary information has been eliminated by merging of information under main headings. The methods of the compilation of the returns in District Offices have been remodelled and standardized by the introduction of Returns Journals.
- (3.) Confirmation of multiple system of land-revenue collection and accounting, and use of adding-machines, &c., introduced by the Commissioners, and revision of all forms of cash-books, &c.
- (4.) Land Board Procedure: A revision of the method of Land Board minutes whereby a simple uniform system has been adopted for preparation of order paper and minutes.
- (5.) Forms and books have undergone a complete revision. In all, 527 forms were submitted, 226 being standard and the remainder local forms. The majority of these have been rejected, and so far 172 forms have been standardized to take the place of the above. There are yet a few to be revised as required.
- (6.) Rangers' Inspections: A system of recording Rangers' inspections of Crown holdings has been devised. The particulars of selections are recorded in loose-leaf field-books, and reports are made by carbon process at the time of original entry of details of inspections. Full instructions have also been issued to the Rangers relating to their duties.

A committee consisting of the Secretary of the Public Trust Office, the Staff Clerk of the Post and Telegraph Department, and the Inspector of the Lands and Survey Department was also appointed by the Commissioners to consider and report on suggestions made to improve the methods of the Correspondence Branch.

#### OVERTIME.

Regulations governing the conditions under which overtime may be worked, and the rate of payment to be made in such cases, were gazetted on the 10th September last. These regulations were the outcome of conferences with officers of the Public Service, and largely follow the practices adopted in the Commonwealth of Australia. Briefly, the regulations provide,—

- (1.) For a fixed scale of payment in cases where the working of overtime has been authorized :
- (2.) Payment at the fixed rate in cases where the weekly hours worked are in excess of forty-four :
- (3.) For overtime to be worked under direct supervision of a senior officer who has no monetary interest in the working of overtime.

The Commissioners have no desire that members of the Service should be required to work excessively long hours, even with adequate remuneration, and prefer, both in the interests of the Department and the officers themselves, that in cases where extra work is to be coped with temporary assistance should, where practicable, be given.

The question of payment for overtime does not on the whole work satisfactorily. The regulations issued by the Commissioners are not always observed, the tendency being in many cases to take advantage of the regulations to a point beyond what was expected. In some Departments, under slight pretext, applications are received to work overtime on the part of the staff. The statement in the First Report that "experience has proved that specified conditions under which overtime may be earned do not conduce to the diminution of expenditure on this account" has been fully borne out. The Commissioners are continually receiving applications for authority to work overtime in order to overtake arrears. They can only conclude

that this arises from a want of supervision on the part of Chief Clerks or sectional heads, and feel satisfied that a great many of the payments which are recommended are quite unnecessary. As an instance : in one Department a claim for overtime was received from one officer, and recommended by the Permanent Head, for £18 for one month, which, upon investigation, the Commissioners have been advised was wholly unnecessary, whilst in another Department claims of a most extravagant character have been recommended for payment.

#### HEALTH OF STAFF.

The following table gives the average absence of officers on sick-leave :—

	Number of Officers on Staff 30/11/14.	Number of Officers absent during the Year.	Number of Days Officers absent.	Average Number of days each Officer absent Sick.	Average Absence for the Whole Staff (in Days).	Number of Deaths.
Male .. ..	9,252	2,927	38,493	13	4	38
Female .. ..	1,153	673	11,806	18	10	4
Totals .. ..	10,405	3,600	50,299	14	5	42

#### EXAMINATIONS HELD.

The examinations conducted during the year under the Public Service Regulations have been the Public Service Entrance Examination, the Public Service Senior Examination, the efficiency examinations in the Post and Telegraph Department, efficiency examinations in connection with mechanical appliances, and examinations for admission of shorthand-writers and typists.

Papers were also set for an efficiency examination of the draughtsmen in the Public Service, but the examination lapsed, as no entries were received.

The question of discontinuing the Public Service Senior Examination after January, 1916, and of substituting instead special examinations for individual Departments or groups of Departments, is still under consideration.

#### *Senior and Entrance Examinations.*

In accordance with clause 172 of the General Regulations the syllabus and procedure for the recent Public Service Senior Examination were the same as for the corresponding examination in previous years.

The examination was held between the 5th and 20th January, at twenty-seven centres throughout the Dominion and at the Chatham Islands. The number of entrants was 989, as compared with 1,051 for the previous year. Of the 989 admitted at the last examination, 804 actually presented themselves in the examination-room, and 522 were successful in improving their status and are now recorded in conjunction with earlier successes, if any, as having passed as follows : Passed the whole examination, 201, of whom three passed with distinction ; passed in five or more subjects, 20 ; passed in four, 97 ; passed in three, 101 ; passed in two, 103. The altered conditions contained in amended regulations which came into force on the 1st April, 1915, have allowed of a further seven candidates being regarded as having passed the whole examination from that date.

The Public Service Entrance Examination was conducted at forty-seven centres between the 18th and 25th November, 1914, under regulations which came into force on the 1st April of that year. The number of candidates entered was 1,044, as compared with 868 for the previous year. Of the total, 826 were present at the examination and 668 passed. Only those boys were admitted to the Entrance Examination who expressed their intention of entering the Public Service if possible, and girls were excluded altogether from competing, the demands of the Service not appearing to require any departure in this respect from the course followed in the previous year.

Both the Senior and the Entrance Examinations were conducted by the Education Department by arrangement. The cost was as follows : Public Service Senior, £1,049 ; Public Service Entrance, £729.

*Post and Telegraph Efficiency Examinations.*

The number of officers who sat for efficiency examinations during the year 1914–15 was 770. Of this number, 580 (75 per cent.) were successful either wholly or partially. Details are as follows :—

	Passed (wholly or partially).	Failed.
Cadets' Telegraph .. .. .	73	..
Cadets' Technical .. .. .	83	23
Cadets' Postal .. .. .	127	91
Cadets' Sorting-test .. .. .	9	4
First (Postal General) .. .. .	79	59
First (Telegraph General) .. .. .	63	..
Junior Despatch Clerks' .. .. .	4	..
Junior Counter Clerks' .. .. .	3	..
Despatch and Counter Clerks' First .. .. .	5	..
Oral Test .. .. .	97	..
Telephone-exchange Clerks' First .. .. .	1	..
Telephone-exchange Clerks' Technical .. .. .	7	1
Senior Technical .. .. .	13	8
Engineering (parts of) .. .. .	16	4

TRAINING OF OFFICERS.

*Technical Training.*—Under regulations gazetted during the year, special facilities are provided to enable Engineers of the Public Works Department and cadets in the Electrical Engineering Branch of the same Department to qualify in their respective professions. These regulations are in furtherance of the policy of the Commissioners to provide every facility for the training of technical officers.

*Departmental Correspondence Classes.*—Correspondence classes for the instruction of officers of the Post and Telegraph Department in technical telegraphy and telephony, and in subjects of the Public Service Senior and Junior Examinations and Sixth Standard, were inaugurated in 1910. These classes are of great value to officers in helping them to pass efficiency examinations and to qualify for promotion. The fee for each course is the nominal one of £1 1s. The classes have been largely taken advantage of, the number of students for the years 1910 to 1914 being 2,001—861 technical and 1,140 general. The classes in telegraphy and telephony are conducted by technical officers of the Department, and the Public Service and the Sixth Standard classes by a public-school teacher. The expenditure incurred by the Department is fully warranted by the increased efficiency of officers. The classes have now been extended to officers in the general Service who reside in country districts.

*Handwriting Classes.*—The handwriting of cadets who pass the Entrance Examination is so indifferent that the Commissioners formed a class in this subject under the direction of Mr. E. W. Watson, Chief Clerk, Land and Income Tax Department, and a gold medallist of the Paris Exhibition. This class was attended by about sixty cadets, and as a result of the instruction the improvement in their handwriting has been marked. The Commissioners feel that they are indebted to Mr. Watson, who freely placed his knowledge and time at their disposal.

*Shorthand and Typewriting Classes.*—The shorthand and typewriting class which was started by the Post and Telegraph Department to assist junior officers has been continued throughout the year, but has not been supported to the extent that was hoped. As was mentioned in last year's report, this class was extended to cover all branches of the Public Service; but it had to be discontinued on account of the very few junior officers in the general Service who showed any desire to take advantage of it.

SUGGESTIONS FOR IMPROVEMENTS.

The standing invitation conveyed by Regulation No. 17 to officers to suggest improvements in the work and methods of Departments has not been responded to as well as during the previous year. Suggestions to the number of sixty-three have

been forwarded to the Commissioners. Appended are the names of officers whose suggestions have been adopted, together with brief particulars of their schemes,—

J. H. Carrad, Justice Department, Wellington, suggested the use of money-order forms for the transmission of moneys to and from places where there is no branch of the bank.

G. A. Read, Government Printing Office, Wellington, suggested improvements in methods and materials in use in the Photographic Branch of the Printing Office.

W. M. Miller, Department of Agriculture, Industries, and Commerce, Invercargill, suggested an amendment of the "Journal" receipt-form.

S. Roberts, Post and Telegraph Department, Wellington, suggested a simplification in the scheduling of authorities in regard to non-permanent officers.

J. Stalker, Lands and Survey Department, Wellington, suggested the circulation of opinions of Crown Law Officers.

J. McIndoe, Justice Department, Waihi, suggested improvements in the method of accounting for gold revenue.

T. J. Rowse, Valuation Department, Wellington, suggested an improved procedure in regard to subdivisions of assessments and values.

R. B. Morris, Chief Postmaster, Christchurch, submitted a suggestion for the purging of electoral rolls and enrolment of electors by letter-carriers and Postmasters.

A. J. Rossiter, Receiver of Land Revenue, New Plymouth, suggested a new system of paying land-revenue receipts into the bank.

R. W. Wills, Labour Department, Wellington, suggested an improved form of advice to claimants of money payable.

D. Rutherford, Post and Telegraph Department, Wellington, suggested a simpler method for dealing with Post Office Savings-bank acknowledgments and the rendering of telephone accounts.

#### INSTRUCTION-BOOKS.

In the First Report the Commissioners pointed out the need of proper instruction-books setting out in reasonable detail the duties of officers. The Commissioners regard this matter as of paramount importance, but regret to state that, with the exception of a few Departments, practically no desire has been shown by responsible officers to comply with the expressed wishes of the Commissioners. Definite instructions are the more necessary, as the policy of the Commissioners has been that, wherever practicable, interchanges of officers should take place to enable such officers to qualify for the higher positions in the Service. To ensure the full effect of this policy it is essential that the various duties of officers should be clearly defined.

#### SENDING OFFICERS BEYOND NEW ZEALAND.

Owing to the unusual conditions existing, few departmental officers have been sent abroad for the purpose of inquiring into practices followed in similar concerns in other countries. Mr. C. E. Adams, Government Astronomer, proceeded to the United States of America during the year for the purpose of entering on a course of further study in astronomical matters at the Lick Observatory.

It is hoped, when normal conditions obtain, to again extend the proposal outlined in the First Report—viz., that every facility should be afforded officers to take advantage of the opportunities in this direction.

#### RETIREMENTS OF PRINCIPAL OFFICERS.

The Commissioners record with regret the retirement of Mr. G. Hogben, C.M.G., Director of Education, who has been head of the Education Department since March, 1899.

Mr. Hogben has had a distinguished career, and his wide knowledge and outstanding ability render his retirement a distinct loss to the Public Service. Prior to his appointment to the Public Service Mr. Hogben occupied the following important positions: Mathematical Master, Aldenham School, England, and at Boys' High School, Christchurch, New Zealand; Inspector of Schools for North Canterbury; and Headmaster of the Timaru High School.



Mr. Hogben represented the Dominion at the Empire Education Conference at London in 1907; he is a member of the Senate of the University of New Zealand.

Dr. W. J. Anderson succeeds Mr. Hogben as head of the Education Department.

#### MESSENGER SERVICES.

The general messenger services, which are now controlled by the Permanent Head of the Department of Internal Affairs, have been carried out during the year with every satisfaction. One great advantage of the centralization of the services in one Department is the ability to provide additional services to Departments in times of emergency, with a minimum of delay. It is gratifying to record that this has been done during the past year, which has been a particularly strenuous one, with little or no inconvenience.

In Auckland, Wellington, and Christchurch the hourly clearance and delivery of departmental correspondence by a motor-bicycle service, with the resultant prompt despatch of letters to their destination, has tended to the more expeditious transaction of business. The system has been extended to Nelson, with beneficial results, and its establishment in another centre is now receiving consideration. The inauguration of this service in Auckland and Christchurch has effected an additional estimated saving of £450 per annum.

#### ELECTORAL WORK.

The scheme outlined in the Second Report of utilizing Government officers instead of temporary clerks for the purging of electoral rolls and the enrolment of electors was given effect to, with, on the whole, very satisfactory results.

While commendably good results were, on the whole, obtained by the letter-carriers and others charged with the duty, experience has shown that still better work will be performed by placing it in the hands of the letter-carriers who have shown the greatest adaptability, and relieving them from their ordinary duties when required. A trained staff will thus be available in the future.

The valuable assistance given to the Chief Electoral Officer in carrying out the new scheme by the Permanent Head, Post and Telegraph Department, and the Commissioner of Police, is acknowledged.

The total cost this last election as compared with that of 1911 shows a saving of £8,090, while the results are appreciably better.

#### EXPANSION OF SERVICE AND MOVEMENT OF STAFF.

##### *Departments other than Post and Telegraph.*

The classified staff on the following dates was :—

			Number.	Amount. £
1st April, 1913	..	..	4,641	874,437
„ 1914	..	..	5,095	953,343
„ 1915	..	..	5,613	1,098,960

The increase as at the 1st April, 1915, is abnormal, and is accounted for by the fact that 253 temporary employees previously paid out of other votes than salaries were made permanent under the Temporary Employees Act and otherwise, at salaries of £39,477; that Inspectors of Schools taken over under the Education Act, 1914, were classified at £20,581; and that the sum of £27,269, the value of converted emoluments such as rations, lodging, quarters, &c., heretofore shown separately and paid out of another vote, has been added to salaries. Allowing, therefore, for these additions, the net additional amount required for 1915–16 is £58,290, which may be regarded as normal.

In the figures quoted there is not taken into account overlapping increases under classification which fall due at other dates during the financial year. These will, in effect, reduce the amount actually required.

The classification increases provided on the 1st April, 1915, amount to £47,262, as against £51,686 in the preceding year.

The movement of the staff is shown in Table I.

The expansion of the Service will be seen by the following table :—

<i>Dr.</i>	£	<i>Cr.</i>	£
Increase of staff, 1st April, 1914, to 31st March, 1915 ..	49,924	Temporary officers made permanent .. ..	39,477
Increase : School Inspectors ..	20,581	New positions created—	
Balance .. ..	30,445	Expansion of Service ..	40,892
		School Inspectors ..	20,581
	<u>£100,950</u>		<u>£100,950</u>

Crediting the new positions created (expansion of service), the balance of £30,445 shows savings in staff in other directions during the financial year.

The Departments principally responsible for the creation of new positions are : Public Works, £7,341, of which £2,638 is accounted for by the opening of the Lake Coleridge electrical supply ; Education (including School Inspectors, £20,581, taken over under the Education Act, 1914), £24,926 ; Public Trust, £3,916, expansion of business generally ; Agriculture, £3,794 ; Lands and Survey, £3,568 ; Justice and Prisons, £3,426 ; Mental Hospitals, £3,110 ; Internal Affairs, £2,268 ; Customs, £2,167.

The average salaries at the following dates were—

	£
1st April, 1913 .. .. .	188
„ 1914 .. .. .	187
„ 1915 .. .. .	195*

\* Converted emoluments account for £4 18s. of this increase.

The Native-school teachers are not included in the foregoing. They were on—

	Number.	Amount. £
1st April, 1914 .. .. .	241	26,861
„ 1915 (including nine vacancies) ..	256	34,875†

† Includes £2,940 value of converted emoluments.

#### *Post and Telegraph Department.*

The classified staff on the following dates was—

	Number.	Amount. £
1st April, 1913 .. .. .	5,372	708,165
„ 1914 .. .. .	5,633	761,365
„ 1915 .. .. .	5,958	824,242

The increase as at the 1st April, 1915, over the preceding year, £62,877, includes £15,160, the salaries of temporary employees made permanent, and formerly paid out of other appropriations than salaries, leaving £47,717 additional to be provided for. As the expansion of the business of the Department required an increase to the staff of 239 officers in addition to temporary employees made permanent, the increase in the classified salaries may be regarded as rather below normal. The Department accounts for this by savings owing to reorganization of positions during the year, as will be seen by the following :—

<i>Dr.</i>	£	<i>Cr.</i>	£
Increase of staff, 1st April, 1914, to 31st March 1915 ..	9,209	Temporary officers made permanent .. ..	15,160
Balance .. ..	5,951		
	<u>£15,160</u>		<u>£15,160</u>

For a Department which has been closely classified for many years this is a very creditable result.

Further savings by reorganization and amalgamation of positions are under consideration.

The classification increments provided on the 1st April, 1915, represent £53,229, as against £42,975 for the preceding year. This is accounted for by—

	£
Increases following Appeal Board decisions .. ..	1,027
„ under Regulation 207 .. ..	3,265
„ under Regulation 108 .. ..	630
„ owing to regrading .. ..	250
„ owing to special increment to junior letter- carriers and messengers .. ..	810
„ to additional staff .. ..	4,272
	<hr/>
	£10,254
	<hr/>

In the same period the average salary rose from £135 to £138.

It is estimated, as at the 1st April, 1915, that classified salaries will be under-spent by approximately £85,000 for all Departments, including the Post and Telegraph, owing to the absence of officers at the war; but it will be necessary to set against this an expenditure estimated at £29,000 for permanent and temporary assistance other than that supplied to the Defence Department for its special work. The difference between these two amounts is principally explainable by the fact that the Post and Telegraph Department has been able to fill the places of absent officers by engaging juniors and arranging temporary promotion for others. It may not be possible to continue this.

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All of which is humbly submitted for Your Excellency's consideration.

D. ROBERTSON, Commissioner.

R. TRIGGS,  
A. D. THOMSON, } Assistant Commissioners.

Office of the Public Service Commissioner,  
Wellington, 31st May, 1915.

TABLE I.—SHOWING ALTERATIONS IN STAFFS AND SALARIES OF DEPARTMENTS BETWEEN CLASSIFIED LIST FOR 1914-15 AND 31ST MARCH, 1915.  
*Alterations during Year ended 31st March, 1915.*

Departments.	Classified List, 1914-15.	Increase.										Decrease.										At 31st March, 1915.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
		By Transfer from Other Departments or from Unclassified Positions.					By New Entrants.					Total Increase.					By Reduction in Salary.							By Death.					Retirement on Superannuation or Pension.					By Resignation.					By Dismissal (including Cases where Services were dispensed with).					Total Decrease.					Net Increase or Decrease.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
		Additions to Salary on Promotion, &c. (within Department).		Appointments from Outside the Service.		Temporary Employees made Permanent.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.				Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.		Number.		Amount.	



TABLE II.—PUBLIC SERVICE LIST, 31/3/15.—GENERAL SUMMARY OF CLASSIFICATION BY DEPARTMENTS  
(EXCLUDING OFFICERS IN ADMINISTRATIVE DIVISION).

Department.	Number of Officers.	Salary, 31/3/15.	Salary, Year ending 31/3/16.	Increase.		Average Increase.	Average Salary, Year ending 31/3/16.
				Converted Allowance.	Classified Increase.		
Agriculture .. .. .	440	£ 97,118	£ 101,411	£ 300	£ 3,993	£ 9.07	£ 231.32
„ (vacant 1/4/15) .. ..	1	600	600	..	..	..	..
„ (retired 31/3/15) .. ..	1	200	..	..	..	..	..
Audit .. .. .	72	17,760	18,605	..	845	11.74	258.40
Cook Islands .. .. .	2	400	425	..	25	12.50	212.50
Crown Law .. .. .	9	3,886	3,967	..	81	9.00	440.78
Customs .. .. .	236	46,710	49,367	..	2,657	11.26	209.18
Defence .. .. .	91	17,483	18,141	..	658	7.23	199.35
Dominion Laboratory .. ..	11	2,740	2,900	..	160	14.55	263.64
Dominion Museum .. .. .	4	1,139	1,203	..	64	16.00	300.75
Education .. .. .	238	36,553	42,449	4,066	1,830	7.69	178.36
„ (vacant 1/4/15)* .. ..	46	..	..	..	..	..	..
Friendly Societies .. .. .	26	4,612	4,921	..	309	11.89	189.27
Government Life Insurance ..	133	26,247	27,886	..	1,439	10.90	211.83
„ (vacant 1/4/15) .. ..	1	500	500	..	200†	..	..
Immigration .. .. .	7	1,265	1,375	..	110	15.71	196.43
Internal Affairs .. .. .	256	34,423	35,334	..	911	3.56	138.02
„ Relieving Staff .. ..	67	5,810	6,631	..	821	12.25	98.97
Justice .. .. .	214	40,643	42,614	..	1,971	9.21	199.13
Labour .. .. .	77	13,199	14,046	..	847	11.00	182.42
Land and Deeds .. .. .	100	18,970	20,206	..	1,236	12.36	202.06
Land and Income .. .. .	70	13,102	13,990	..	888	12.69	199.86
Land Settlement .. .. .	3	1,180	1,195	..	15	5.00	398.33
Lands and Survey .. .. .	479	109,676	114,956	..	5,280	11.02	239.98
„ (appointed 1/4/15) .. ..	1	..	235	..	..	..	..
„ (resigned 31/3/15) .. ..	1	108	..	..	..	..	..
Marine .. .. .	175	35,538	38,940	2,165	1,237	7.07	222.51
Mental Hospitals .. .. .	666	74,298	93,281	16,298	2,685	4.03	140.42
„ (appointed 1/4/15) .. ..	1	..	170	..	..	..	..
„ (vacant 1/4/15) .. ..	3	630	630	..	..	..	..
Mines .. .. .	98	21,247	21,974	..	727	7.42	233.80
„ (appointed 1/4/15) .. ..	1	..	182	..	..	..	..
Native .. .. .	62	11,360	12,127	..	767	12.37	195.59
Patents .. .. .	11	2,241	2,368	..	127	11.55	215.27
Pensions .. .. .	28	4,615	4,950	..	335	11.97	176.79
Police .. .. .	6	1,208	1,275	..	67	11.17	212.50
„ (transferred to unclassified position)	1	275	..	..	..	..	..
Printing and Stationery .. ..	335‡	56,184	57,902	..	1,718	5.13	172.24
„ (appointed 1/4/15) .. ..	5	..	660	..	..	..	..
Prisons .. .. .	164	26,710	31,570	3,960	900	5.48	192.39
„ (appointed 1/4/15) .. ..	1	..	175	..	..	..	..
Private Secretaries .. .. .	8§	2,745	2,810	..	65	8.12	351.25
Public Health .. .. .	66	14,643	15,809	480	686	10.39	239.52
Public Service Commissioners ..	14	2,405	2,582	..	177	12.64	184.43
Public Service Superannuation ..	6	1,047	1,199	..	67	11.16	199.83
„ .. .. .	..	..	..	..	85†	..	..
Public Trust .. .. .	235	35,370	38,600	..	3,230	13.74	164.26
Public Works .. .. .	653	127,550	132,978	..	5,428	8.31	203.44
„ (appointed 1/4/15) .. ..	4	..	686	..	..	..	..
Registrar-General .. .. .	32	6,298	6,589	..	291	9.09	205.91
Stamps .. .. .	31	6,105	6,490	..	385	12.42	209.35
State Advances .. .. .	55	10,399	10,952	..	553	10.05	199.13
State Fire .. .. .	63	9,119	9,998	..	879	13.95	158.33
„ (appointed 1/4/15) .. ..	1	..	135	..	..	..	..
Tourist, &c. .. .. .	147	22,169	23,154	..	985	6.70	157.54
„ (appointed 1/4/15) .. ..	1	..	162	..	..	..	..
„ (retired 31/3/15) .. ..	2	255	..	..	..	..	..
Treasury .. .. .	55	11,466	11,962	..	496	9.02	217.49
Valuation .. .. .	108	23,795	25,112	..	1,317	12.19	232.52
„ (retired 31/3/15) .. ..	2	575	..	..	..	..	..
Totals .. .. .	5,553	999,428	1,074,244	27,269	47,262	8.51	..
Vacancies (1/4/15) .. .. .	5	1,730	1,730	..	285†	..	..
Left Service (31/3/15) .. ..	7	1,413	..	..	..	..	..
New appointments (1/4/15) ..	15	..	2,405	..	..	..	..
School Inspectors¶ .. .. .	40	..	20,581	..	..	..	..
Totals, 31/3/15 .. .. .	5,565	1,002,571	..	..	..	..	..
Totals, 1/4/15 .. .. .	5,613	..	1,098,960	..	..	..	195.7
Native schools (not included in above) ..	247	33,960	..	2,940	..	..	136.23
„ (vacant 1/4/15) .. ..	9	915	..	..	..	..	..
Totals .. .. .	256	34,875	..	..	..	..	..
Post and Telegraph .. .. .	5,948	770,574	823,803	..	53,229	8.95	138.5
„ (appointed 1/4/15) .. ..	10	..	439	..	..	..	..
Total of Post and Telegraph List (year ended 31/3/16)	5,958	..	824,242	..	..	..	138.34

\* No salary stated.

† Increment on promotion.

‡ Does not include two officers on piecework.

§ Not including

two officers shown Post and Telegraph Department List (section 28, Public Service Act).

¶ Not including forty-six vacancies

Education Department.

|| Classified separately, not shown in above table.

TABLE III.—PUBLIC SERVICE LIST, 13/3/15.—GENERAL SUMMARY OF CLASSIFICATION BY CLASSES  
(EXCLUDING ADMINISTRATIVE AND POST AND TELEGRAPH DEPARTMENT).

Class (excluding Administrative).	Number of Officers.	Total Salary, 31/3/15.	Classification Salary, 31/3/16.	Total Increase.		Average Increase.	Average Salary, Year ending 31/3/16.
				Converted Allowance.	Increase.		
Summary by Classes.							
Professional—A .. .. .	38	£ 26,450	£ 26,900	£ ..	£ 250	£ 6.58	£ 705.13
„ A (vacant 1/4/15) ..	1	600	600	..	200*	..	..
„ B .. .. .	33	16,751	17,226	..	475	14.39	521.35
„ B (vacant 1/4/15) ..	1	500	500	..	..	..	..
„ C .. .. .	36	15,790	16,330	..	540	15.00	453.61
„ D .. .. .	146	50,417	52,294	..	1,877	12.85	358.11
„ E .. .. .	128	32,451	34,686	..	2,235	17.46	269.33
„ E (vacant 1/4/15) ..	3	630	630	..	..	..	..
„ E (appointed 1/4/15) ..	1	..	235	..	..	..	..
„ F .. .. .	50	6,005	6,865	..	860	17.20	137.30
Clerical—I .. .. .	35	19,590	19,915	..	325	9.29	569.00
„ II .. .. .	31	13,985	14,365	..	380	12.26	463.39
„ III .. .. .	56	22,445	23,190	..	660	11.79	414.10
„ IV .. .. .	97	33,242	34,427	300	885	9.12	354.92
„ V .. .. .	206	59,572	61,667	200	1,895	9.20	299.35
„ V (left Service 31/3/15) ..	1	275	..	..	..	..	..
„ VI .. .. .	372	88,441	91,686	..	3,245	5.72	243.78
„ VI (left Service 31/3/15) ..	1	245	..	..	..	..	..
„ VIIA (over £150) .. ..	578	104,810	111,200	..	6,390	11.06	192.39
„ VIIA (left Service 31/3/15) ..	1	200	..	..	..	..	..
„ VIIB (under £151) .. ..	244	29,595	32,905	..	3,310	13.57	134.85
„ VIIB (appointed 1/4/15) ..	1	..	135	..	..	..	..
„ VIII .. .. .	589	40,971	50,196	..	9,225	15.66	85.22
General—I (over £150) ..	1,724	326,426	346,636	11,961	8,249	4.78	200.93
„ 1 (appointed 1/4/15) ..	9	..	1,573	..	..	..	..
„ 1 (left Service 31/3/15) ..	2	550	..	..	..	..	..
„ 2 (under £151) .. ..	1,152	104,527	124,001	13,318	6,156	5.34	107.63
„ 2 (left Service 31/3/15) ..	2	143	..	..	..	..	..
„ 2 (new appointment) ..	4	..	462	..	..	..	..
Education—E. 1 (over £150) ..	34	7,500	9,235	1,460	275	8.09	359.47
„ E. 2 (under £151) ..	4	460	520	30	30	7.50	130.00
Totals .. .. .	5,553†	999,428	1,074,244	27,269	{ 47,262 285*	8.51	..
Vacancies (1/4/15) ..	5	1,730	1,730	..	..	..	..
Left Service (31/3/15) ..	7	1,413	..	..	..	..	..
New appointments (1/4/15) ..	15	..	2,405	..	..	..	..
School Inspectors‡ .. ..	40	..	20,581	..	..	..	..
Totals 31/3/15 .. ..	5,565	1,002,571	..	..	..	..	..
Totals 1/4/15 .. ..	5,613	..	1,098,960	..	..	..	195.7
Native Schools—							
General—1 (over £150) ..	2	570	..	60	..	..	285.00
„ 2 (under £151) .. ..	71	4,255	..	60	..	..	58.51
„ (vacancies 1/4/15) ..	3	75	..	..	..	..	..
E. 1 (over £150) .. ..	96	21,052	..	..	..	..	..
„ (vacancies 1/4/15) ..	1	200	..	2,520	..	..	219.10
E. 2 (under £151) .. ..	78	8,083	..	300	..	..	105.10
„ (vacancies 1/4/15) ..	5	640	..	..	..	..	..
	256	34,875	..	2,940	..	..	136.23

\* Increment on promotion. † Not including 46 vacancies in Education Department. ‡ Classified separately and not shown in above table.

TABLE IV.—NEW POSITIONS CREATED.

The following table furnishes an analysis of the new positions created in the various Departments, and shows the reasons why they were created:—

Position.	Place.	Number created.	Salary.	Reason for Appointment.
AGRICULTURE, INDUSTRIES, AND COMMERCE DEPARTMENT.				
			£	
Cadet .. .. .	Ruakura Farm .. .. .	1	50	Increase in work.
" .. .. .	Auckland .. .. .	1	50	To replace officer absent with Expeditionary Force.
" .. .. .	Napier .. .. .	1	84	Expansion of business.
" Laboratory, Biologist's office .. .. .	Wellington .. .. .	1	100	"
Cheese Instructress .. .. .	" .. .. .	1	160	Temporary employee permanently appointed.
Cheesemaker .. .. .	Weraoia Experimental Farm .. .. .	1	150	"
Clerk .. .. .	Auckland .. .. .	1	210	To replace an officer absent with Expeditionary Force.
" .. .. .	Timaru .. .. .	1	150	Expansion of business.
Chemist .. .. .	Wellington .. .. .	1	525	"
Dairy Instructor and Grader .. .. .	Auckland .. .. .	1	260	"
Fields Instructor .. .. .	Christchurch .. .. .	1	220	"
" .. .. .	Palmerston North .. .. .	1	260	"
Fields Inspector .. .. .	Te Puke .. .. .	1	180	Temporary employee permanently appointed.
Meat Inspector .. .. .	Hokitika .. .. .	1	200	Expansion of business.
Assistant Meat Inspector .. .. .	Gisborne .. .. .	1	160	To replace an officer absent with Expeditionary Force.
" .. .. .	Invercargill .. .. .	1	150	Expansion of business.
Assistant Orchardist .. .. .	Wacunga Experimental Farm .. .. .	1	110	"
Inspector of Rabbits and Noxious Woods .. .. .	Ingleswood .. .. .	1	200	New district.
" .. .. .	Thames .. .. .	1	170	"
Laboratory Assistant .. .. .	Wellington .. .. .	2	375	Expansion of business.
Dairy Instructor and Grader .. .. .	Manaiia .. .. .	1	280	"
Overseer .. .. .	M o u m a h a k i Experimental Farm .. .. .	1	160	Temporary employee permanently appointed.
" .. .. .	Weraoia Experimental Farm .. .. .	1	160	Expansion of business.
Assistant Plant-breeder .. .. .	M o u m a h a k i Experimental Farm .. .. .	1	160	Temporary employee permanently appointed.
Poultry Instructor .. .. .	Wellington .. .. .	2	360	Expansion of business.
Rabbitier .. .. .	Kurow .. .. .	1	149	Temporary employee permanently appointed.
" .. .. .	Taumarunui .. .. .	1	140	"
Stock and Fields Inspector .. .. .	Havelock .. .. .	1	180	"
Veterinarian .. .. .	Christchurch .. .. .	1	310	Addition to staff.
" .. .. .	Palmerston North .. .. .	1	310	To replace officer absent with Expeditionary Force.
Total number of additions to Department (not including 8 temporary employees permanently appointed)		21	£3,794	Total amount of extra salaries involved in creation of new positions.
AUDIT DEPARTMENT.				
			£	
Cadet .. .. .	Wellington .. .. .	1	50	Expansion of business.
" .. .. .	" .. .. .	5	371	To replace officers absent with Expeditionary Force, and owing to expansion of business.
Clerk .. .. .	" .. .. .	4	480	Expansion of business.
Examiner .. .. .	" .. .. .	2	325	"
Total number of additions to Department .. .. .		12	£1,236	Total amount of extra salaries involved in creation of new positions.
CUSTOMS DEPARTMENT.				
			£	
Cadet .. .. .	Head Office, Wellington .. .. .	8	712	Expansion of business.
" .. .. .	" .. .. .	2	130	To replace officer absent with Expeditionary Force.
Clerk .. .. .	" .. .. .	2	240	Expansion of business.
" .. .. .	" .. .. .	3	450	To replace officer absent with Expeditionary Force.
Examining Officer, 2nd Grade .. .. .	Auckland .. .. .	1	230	Expansion of business.
Locker, Manufacturing Warehouse .. .. .	" .. .. .	1	200	"
Shorthand-writer and Typist .. .. .	Wellington .. .. .	1	60	"
Watchman .. .. .	Dunedin .. .. .	1	145	"
Total number of additions to Department .. .. .		19	£2,167	Total amount of extra salaries involved in creation of new positions.
DEFENCE DEPARTMENT.				
			£	
Cadet .. .. .	Auckland .. .. .	2	115	Expansion of business.
" .. .. .	Wellington .. .. .	1	50	"
Clerk .. .. .	" .. .. .	8	1,270	"
" .. .. .	" .. .. .	2	330	Temporary employees permanently appointed.
" .. .. .	Auckland .. .. .	1	120	Expansion of business.
Clerk and Typist .. .. .	Wellington .. .. .	1	180	Temporary employee permanently appointed.
Head Chainman .. .. .	" .. .. .	1	175	"
Shorthand-typist .. .. .	Christchurch .. .. .	1	72	Expansion of business.
Storeman .. .. .	Wellington .. .. .	1	150	Temporary employee permanently appointed.
Total number of additions to Department (not including 5 temporary employees permanently appointed)		13	£1,627	Total amount of extra salaries involved in creation of new positions.



TABLE IV—continued.

Position.	Place.	Number created.	Salary.	Reason for Appointment.
EDUCATION DEPARTMENT.				
Director of Education .. .. .	Wellington .. .. .	1	£ 850	Education Act, 1914.
Cadet .. .. .	" .. .. .	10	530	Expansion of business.
Clerk .. .. .	" .. .. .	1	160	Temporary employee permanently appointed.
Clerk Attendant .. .. .	Boys' Training Farm, Weraroa.	1	130	Expansion of business.
Clerk Attendant, Assistant .. .. .	Boys' Training Farm, Nelson	1	110	"
Female Attendant .. .. .	Boys' Training Farm, Weraroa	1	55	Reorganization.
Machinist .. .. .	Wellington .. .. .	1	84	"
Officer in Charge of Inspection Branch, &c.	" .. .. .	1	576	"
Principal Correspondence Clerk .. .. .	" .. .. .	1	260	"
Senior Clerk in Charge Inspection and Examination Branch	" .. .. .	1	345	"
Shorthand-writer and Typist .. .. .	" .. .. .	1	84	Expansion of business.
Staff Clerk (Head Office) .. .. .	" .. .. .	1	200	Reorganization.
Sub-editor, <i>School Journal</i> .. .. .	" .. .. .	1	305	To relieve Editor for inspection duties.
Inspector and Teacher of Physical Training	" .. .. .	1	200	Reorganization.
Chief District Instructor of Physical Training for North Island	Auckland .. .. .	1	230	"
Chief District Instructor of Physical Training for South Island	Christchurch .. .. .	1	230	"
Teacher, Twelfth Assistant .. .. .	Sumner .. .. .	1	100	Increased attendance.
Teacher, Second Assistant .. .. .	Native Schools—			
" Assistant .. .. .	Arorangi, Rarotonga	1	40	New school opened.
" .. .. .	Karetu .. .. .	1	60	Increased attendance.
" .. .. .	Motuti .. .. .	1	75	"
" Second Assistant .. .. .	Omarumutu .. .. .	1	60	"
" Assistant .. .. .	Opoutere .. .. .	1	25	"
" Second Assistant .. .. .	Paparore .. .. .	1	25	"
" Assistant .. .. .	Pipiriki .. .. .	1	60	"
" Second Assistant .. .. .	Rangiahua .. .. .	1	25	"
" First Assistant .. .. .	Rarotonga .. .. .	1	95	New school opened.
" Head, and Superintendent .. .. .	" .. .. .	1	230	"
" Third Assistant .. .. .	Te Araroa .. .. .	1	25	Increased attendance.
" Head .. .. .	Te Mahia .. .. .	1	160	New school opened.
" Assistant .. .. .	" .. .. .	1	40	"
" Second Assistant .. .. .	" .. .. .	1	75	"
" .. .. .	Tokaanu .. .. .	1	25	Increased attendance.
" .. .. .	Torere .. .. .	1	60	"
" .. .. .	Tuhara .. .. .	1	25	"
" Sole .. .. .	Whangaparaoa .. .. .	1	106	New school opened.
Total number of additions to Department (not including 1 temporary employee permanently appointed)		41	£4,345	Total amount of extra salaries involved in creation of new positions.
GOVERNMENT INSURANCE DEPARTMENT.				
Cadet .. .. .	Christchurch .. .. .	2	£ 172	To replace officers absent with Expeditionary Force.
" .. .. .	Napier .. .. .	1	50	Expansion of business.
Total number of additions to Department .. .. .		3	£222	Total amount of extra salaries involved in creation of new positions.
IMMIGRATION DEPARTMENT.				
Cadet .. .. .	Wellington .. .. .	1	£ 50	Expansion of business.
Total number of additions to Department .. .. .		1	£50	Total amount of extra salaries involved in creation of new positions.
INTERNAL AFFAIRS DEPARTMENT.				
Cadet .. .. .	Wellington .. .. .	3	£ 150	Expansion of business.
Charwoman .. .. .	Auckland .. .. .	3	245	Transferred from control of other Departments.
" .. .. .	Christchurch .. .. .	4	327	Increase of work, &c.
" .. .. .	" .. .. .	1	81	Temporary employee permanently appointed.
" .. .. .	Dunedin .. .. .	2	163	Increase of work, &c.
" .. .. .	Gisborne .. .. .	2	163	Opening of new Government Buildings.
" .. .. .	Greymouth .. .. .	1	81	Temporary employee permanently appointed.
" .. .. .	" .. .. .	1	81	Increase of work.
" .. .. .	Nelson .. .. .	1	81	"
" .. .. .	" .. .. .	1	81	Temporary employee permanently appointed.
" .. .. .	Stratford .. .. .	1	75	Opening of new buildings.
" .. .. .	Wellington .. .. .	2	163	Increase of work.
" .. .. .	Westport .. .. .	1	81	Temporary employee permanently appointed.
Cleaner and Messenger .. .. .	Christchurch .. .. .	1	130	Increase of work.
" .. .. .	Gisborne .. .. .	1	140	Opening of new buildings.
" .. .. .	Wellington .. .. .	1	60	Increase of work.
Clerk .. .. .	" .. .. .	1	120	Expansion of business.
Messenger .. .. .	" .. .. .	1	140	"
Motor-bicycle Messenger .. .. .	Auckland .. .. .	1	60	Creation of motor-cycle delivery.

TABLE IV—continued.

Position.				Place.	Number created.	Salary.	Reason for Appointment.
INTERNAL AFFAIRS DEPARTMENT—continued.							
<i>Relieving Staff.</i>						£	
Cadet	..	..	..	Auckland	3	150	To replace officers absent with Expeditionary Force, and to provide relief generally.
"	..	..	..	Christchurch	2	100	Ditto.
"	..	..	..	Nelson	1	50	"
"	..	..	..	Rotorua	1	50	"
"	..	..	..	Timaru	1	50	"
"	..	..	..	Waihi	1	50	"
"	..	..	..	Wellington	30	1,500	"
"	..	..	..	Westport	1	50	"
Clerk	..	..	..	Wellington	8	1,675	"
Machinist	..	..	..	"	2	192	"
Shorthand-writer and Typist	..	..	..	"	9	792	"
Total number of additions to Department					86	£6,879	Total amount of extra salaries involved in creation of new positions.

JUSTICE DEPARTMENT.							
						£	
Cadet in Court	..	..	..	Auckland	1	50	Expansion of business.
"	..	..	..	Christchurch	1	50	"
"	..	..	..	Dunedin	1	50	"
"	..	..	..	Masterton	1	51	To replace officer absent with Expeditionary Force.
"	..	..	..	Napier	1	50	Expansion of business.
"	..	..	..	Taihape	1	50	"
"	..	..	..	Tauranga	1	50	"
"	..	..	..	Wellington	2	100	"
Clerk	..	..	..	Ahaura	1	180	"
"	..	..	..	Hamilton	1	150	"
"	..	..	..	Temuka	1	180	"
"	..	..	..	Wanganui	1	135	To replace officer absent with Expeditionary Force.
"	..	..	..	Wellington	1	165	Temporary employee permanently appointed.
Third Bailiff	..	..	..	Auckland	1	140	Expansion of business.
Warder	..	..	..	Kaingaroa	1	145	"
"	..	..	..	Roto Aira	1	135	"
"	..	..	..	Templeton	1	150	Opening new prison.
"	..	..	..	Waikeria	1	145	To replace a temporary warder resigned.
Warder, Probationary	..	..	..	Auckland	1	130	Expansion of business.
"	..	..	..	Invercargill	3	395	"
"	..	..	..	"	1	145	Temporary employee permanently appointed.
"	..	..	..	Lyttelton	3	415	To replace officers absent with Expeditionary Force.
"	..	..	..	Roto Aira	1	135	Expansion of business.
"	..	..	..	Waikeria	1	135	"
"	..	..	..	Waipa	1	135	To replace officer absent with Expeditionary Force.
"	..	..	..	Wellington	1	135	Expansion of business.
"	..	..	..	"	1	135	To replace officer absent with Expeditionary Force.
Total number of additions to Department (not including 2 temporary employees appointed permanently)					30	£3,426	Total amount of extra salaries involved in creation of new positions.

LABOUR DEPARTMENT.							
						£	
Cadet	..	..	..	Wellington	2	100	Expansion of business.
Clerk	..	..	..	"	2	240	To replace officers absent with Expeditionary Force.
Correspondence Clerk	..	..	..	"	1	200	Expansion of business.
Revising Clerk	..	..	..	"	1	315	"
Second Clerk	..	..	..	"	1	315	"
Secretary, Workers' Dwellings Board	..	..	..	"	1	150	"
Shorthand-writer and Typist	..	..	..	New Plymouth	1	72	Temporary employee permanently appointed.
"	..	..	..	Invercargill	1	72	"
Total number of additions to Department (not including 2 temporary employees appointed permanently)					8	£1,205	Total amount of extra salaries involved in creation of new positions.

LAND AND DEEDS DEPARTMENT.							
						£	
Clerk	..	..	..	Auckland	1	190	Temporary employee permanently appointed.
"	..	..	..	Wellington	1	165	"
Typist	..	..	..	Land Transfer Office, Nelson	1	72	Expansion of business.
Total number of additions to Department (not including 2 temporary employees appointed permanently)					1	£72	Total amount of extra salaries involved in creation of new positions.

TABLE IV—*continued.*

Position.	Place.	Number created.	Salary.	Reason for Appointment.
LAND AND INCOME TAX DEPARTMENT.				
			£	
Assistant Section Clerk .. .. .	Wellington .. .. .	8	1,945	Reorganization.
Inspector .. .. .	" .. .. .	2	520	Expansion of business.
Shorthand-writer and Typist .. .. .	" .. .. .	1	48	"
Typist .. .. .	" .. .. .	1	135	Temporary employee permanently appointed.
Total number of additions to Department (not including 1 temporary employee appointed permanently)		3	£568	Total amount of extra salaries involved in creation of new positions.
LANDS AND SURVEY DEPARTMENT.				
			£	
Chief Clerk and Receiver of Land Revenue	Hokitika .. .. .	1	290	Reorganization.
Clerical Cadet .. .. .	Wellington .. .. .	1	50	To replace officer absent with Expeditionary Force.
Clerk .. .. .	Auckland .. .. .	3	560	Temporary employee permanently appointed.
" .. .. .	Dunedin .. .. .	1	135	"
" .. .. .	Tapanui .. .. .	1	180	"
" .. .. .	Wellington .. .. .	1	245	To replace officer absent with Expeditionary Force.
Crown Lands Ranger .. .. .	Nelson .. .. .	2	440	Temporary employee permanently appointed.
" .. .. .	North Auckland .. .. .	1	210	"
Draughting Cadet .. .. .	Auckland .. .. .	3	150	For training.
" .. .. .	" .. .. .	4	245	Expansion of business.
" .. .. .	Christchurch .. .. .	1	50	To replace officer absent with Expeditionary Force.
" .. .. .	Dunedin .. .. .	1	50	For training.
" .. .. .	Gisborne .. .. .	1	50	Expansion of business.
" .. .. .	Invercargill .. .. .	1	50	For training.
" .. .. .	Napier .. .. .	1	65	Expansion of business.
" .. .. .	New Plymouth .. .. .	1	50	"
" .. .. .	Wellington .. .. .	2	139	"
Draughtsman .. .. .	Auckland .. .. .	10	1,880	Temporary employee permanently appointed.
" .. .. .	" .. .. .	1	200	Expansion of business.
" .. .. .	Blenheim .. .. .	2	390	Temporary employee permanently appointed.
" .. .. .	Christchurch .. .. .	3	495	"
" .. .. .	Gisborne .. .. .	1	210	"
" .. .. .	Invercargill .. .. .	1	180	"
" .. .. .	Nelson .. .. .	1	180	"
" .. .. .	Wellington .. .. .	4	820	"
Draughtsman and Computer .. .. .	New Plymouth .. .. .	1	290	Expansion of business.
District Surveyor .. .. .	Napier .. .. .	1	280	"
" .. .. .	Wellington .. .. .	1	300	"
Field Cadet .. .. .	Napier .. .. .	1	95	Reorganization.
Inspector of Offices and Relieving Officer .. .. .	Wellington .. .. .	1	385	"
Inspecting Surveyor and Kauri-gum Superintendent .. .. .	Auckland .. .. .	1	420	"
Office Attendant .. .. .	Timaru .. .. .	1	104	Expansion of business.
Shorthand-writer and Typist .. .. .	Auckland .. .. .	1	96	Reorganization.
" .. .. .	Invercargill .. .. .	1	96	Temporary employee permanently appointed.
" .. .. .	Nelson .. .. .	1	84	"
" .. .. .	Wellington .. .. .	1	72	Expansion of business.
Surveyor .. .. .	Auckland .. .. .	1	260	Temporary employee permanently appointed.
" .. .. .	Invercargill .. .. .	1	280	"
" .. .. .	Napier .. .. .	2	495	"
Tracer .. .. .	New Plymouth .. .. .	1	165	"
Typist .. .. .	Hokitika .. .. .	1	108	"
" .. .. .	Nelson .. .. .	1	72	Expansion of business.
" .. .. .	Wellington .. .. .	2	120	Temporary employee permanently appointed.
Unlicensed Assistant Surveyor .. .. .	Otago .. .. .	1	140	Reorganization.
Total number of additions to Department (not including 39 temporary employees permanently appointed)		30	£3,568	Total amount of extra salaries involved in creation of new positions.
MARINE AND INSPECTION OF MACHINERY DEPARTMENT.				
			£	
Cadet .. .. .	Head Office, Wellington	1	85	To replace officer absent with Expeditionary Force.
" .. .. .	Shipping Office, Wellington	1	95	Reorganization.
Inspector of Machinery .. .. .	Napier .. .. .	1	300	Expansion of business.
" .. .. .	Wanganui .. .. .	1	300	"
Total number of additions to Department .. .. .		4	£780	Total amount of extra salaries involved in creation of new positions.

TABLE IV—continued.

Position.	Place.	Number created.	Salary.	Reason for Appointment.
<b>MENTAL HOSPITALS DEPARTMENT.</b>				
Nurse .. .. .	Auckland .. .. .	2	£ 160	Increase in number of patients.
" .. .. .	Christchurch .. .. .	6	300	" "
Attendant .. .. .	" .. .. .	4	340	" "
Nurse .. .. .	Seacliff .. .. .	1	50	" "
Attendant .. .. .	" .. .. .	4	340	" "
" .. .. .	Hokitika .. .. .	1	85	" "
Nurse .. .. .	Nelson .. .. .	2	100	" "
" .. .. .	Porirua .. .. .	4	200	" "
Attendant .. .. .	" .. .. .	2	170	" "
" .. .. .	Tokanui .. .. .	4	340	" "
Sub Head Attendant .. .. .	Seacliff .. .. .	1	150	Reorganization.
Head Attendant, 2nd Grade .. .. .	Waitati .. .. .	1	150	"
Deputy Head Attendant .. .. .	Hokitika .. .. .	1	135	"
Charge Night Attendant .. .. .	" .. .. .	1	115	"
Deputy Charge Attendant .. .. .	" .. .. .	1	115	"
" .. .. .	" .. .. .	1	105	"
Carpenter .. .. .	Nelson .. .. .	1	170	Temporary employee permanently appointed.
Sub Head Attendant .. .. .	Porirua .. .. .	1	150	Reorganization.
Storekeeper .. .. .	Tokanui .. .. .	1	150	"
Plumber .. .. .	" .. .. .	1	185	Expansion of business.
Total number of additions to Department .. .. .		37	£3,110	Total amount of extra salaries involved in creation of new positions.

**MINES DEPARTMENT.**

Carter .. .. .	Wanganui .. .. .	2	£ 280	Temporary employees permanently appointed.
Assistant Geologist .. .. .	Wellington .. .. .	1	260	Expansion of business.
Yardman .. .. .	Christchurch .. .. .	1	140	Temporary employee permanently appointed.
Total number of additions to Department (not including 3 temporary employees permanently appointed)		1	£260	Total amount of extra salaries involved in creation of new positions.

**NATIONAL PROVIDENT AND FRIENDLY SOCIETIES DEPARTMENT.**

Cadet .. .. .	Wellington .. .. .	1	£ 50	Expansion of business.
Clerk .. .. .	" .. .. .	1	165	"
" .. .. .	" .. .. .	2	355	Temporary employees permanently appointed.
Shorthand-writer and Typist .. .. .	" .. .. .	1	72	Expansion of business.
District Supervisor .. .. .	Christchurch .. .. .	1	230	"
" .. .. .	Wellington .. .. .	1	190	"
Total number of additions to Department (not including 2 temporary employees permanently appointed)		5	£707	Total amount of extra salaries involved in creation of new positions.

**NATIVE DEPARTMENT.**

Accounts Clerk .. .. .	Tokerau Maori Land Board, Auckland	1	£ 275	Expansion of business.
Cadet .. .. .	Auckland .. .. .	1	50	"
" .. .. .	Wellington .. .. .	1	50	"
Clerk .. .. .	Wanganui .. .. .	1	120	"
Clerk and Correspondence Clerk .. .. .	Wellington .. .. .	1	310	"
Clerk and Interpreter .. .. .	Auckland .. .. .	1	150	"
" .. .. .	Gisborne .. .. .	1	150	"
" .. .. .	Rotorua .. .. .	1	150	"
" .. .. .	Wanganui .. .. .	1	150	"
Shorthand-writer and Typist .. .. .	" .. .. .	1	72	"
Total number of additions to Department .. .. .		10	£1,477	Total amount of extra salaries involved in creation of new positions.

**PENSIONS DEPARTMENT.**

Cadet .. .. .	Registrar's Office, Christchurch	1	£ 95	To replace officer absent with Expeditionary Force.
" .. .. .	Wellington .. .. .	1	50	Expansion of business
Chief Clerk and Accountant .. .. .	" .. .. .	1	275	"
Total number of additions to Department .. .. .		2	£160	Total amount of extra salaries involved in creation of new positions.

TABLE IV—continued.

Position.	Place.	Number created.	Salary.	Reason for Appointment.
POST AND TELEGRAPH DEPARTMENT.				
Secretary's Office, G.P.O.—			£	
Cadet .. .. .	Wellington .. .. .	1	50	Expansion of business.
Accountant's Branch, G.P.O.—				
Clerk .. .. .	Wellington .. .. .	1	200	Expansion of business.
Cadet .. .. .	" .. .. .	1	110	"
" .. .. .	" .. .. .	6	300	"
Shorthand-writer and Typist .. .. .	" .. .. .	1	120	Temporary employee permanently appointed.
" .. .. .	" .. .. .	1	65	Expansion of business.
" .. .. .	" .. .. .	2	120	"
Machinist .. .. .	" .. .. .	1	60	"
Stores Branch, G.P.O.—				
Clerk .. .. .	Wellington .. .. .	1	210	Expansion of business.
" .. .. .	" .. .. .	1	190	"
Cadet .. .. .	" .. .. .	2	120	"
Storeman .. .. .	" .. .. .	4	600	Temporary employees permanently appointed.
Junior Basketmaker .. .. .	" .. .. .	1	50	Expansion of business.
Telegraph Workshops, G.P.O.—				
Carpenter .. .. .	Wellington .. .. .	2	360	Temporary employees permanently appointed.
Carpenter and Joiner .. .. .	" .. .. .	2	360	"
" .. .. .	" .. .. .	1	150	"
Mechanic .. .. .	" .. .. .	1	150	"
Auckland Chief Post-office—				
Assistant Clerk in Charge of Letter-carriers	Auckland .. .. .	1	245	Expansion of business.
Parcels Accounts Clerk .. .. .	" .. .. .	1	260	"
Second Clerk .. .. .	" .. .. .	1	230	"
Stores Clerk .. .. .	" .. .. .	1	245	"
Clerk .. .. .	" .. .. .	1	180	"
Machinist .. .. .	" .. .. .	1	108	"
" .. .. .	" .. .. .	1	96	"
Letter-carrier's Sorter .. .. .	" .. .. .	1	180	"
Letter-carrier .. .. .	" .. .. .	1	140	"
" .. .. .	" .. .. .	1	80	"
" .. .. .	" .. .. .	6	300	"
Night-watchman .. .. .	" .. .. .	1	170	Temporary employee permanently appointed.
Auckland Telegraph-office—				
Telegram-folder .. .. .	Auckland .. .. .	3	150	Expansion of business.
Telegraph Message-boy .. .. .	" .. .. .	1	31	"
Auckland Engineering District—				
Cadet .. .. .	Auckland .. .. .	1	95	Expansion of business.
Foreman Lineman .. .. .	" .. .. .	5	800	Temporary employees permanently appointed.
" .. .. .	" .. .. .	2	300	"
Lineman .. .. .	" .. .. .	1	160	"
" .. .. .	" .. .. .	13	1,950	"
Junior Lineman .. .. .	" .. .. .	1	70	"
Mechanic .. .. .	" .. .. .	2	320	"
" .. .. .	" .. .. .	1	100	Expansion of business.
Junior Mechanician .. .. .	" .. .. .	1	70	"
Splicer .. .. .	" .. .. .	3	450	Temporary employees permanently appointed.
Lineman .. .. .	Dargaville .. .. .	1	150	"
" .. .. .	Hamilton .. .. .	1	150	"
" .. .. .	Whangarei .. .. .	1	150	"
Auckland District—				
Cadet .. .. .	Auckland S.C. .. .. .	1	70	Expansion of business.
Letter-carrier .. .. .	Birkenhead .. .. .	1	50	"
Telegraph Message-boy .. .. .	Clevedon .. .. .	1	31	"
Cadet .. .. .	Dargaville .. .. .	1	100	"
Telegraph Message-boy .. .. .	" .. .. .	1	31	"
Switchboard Attendant .. .. .	Devonport .. .. .	1	40	"
Telegraph Message-boy .. .. .	Epsom .. .. .	1	31	"
Letter-carrier .. .. .	Frankton Junction .. .. .	1	50	"
Senior Telegraphist .. .. .	Hamilton .. .. .	1	245	"
Cadet .. .. .	" .. .. .	1	95	"
Junior Exchange Clerk .. .. .	" .. .. .	2	120	"
Messenger .. .. .	" .. .. .	1	180	"
" .. .. .	" .. .. .	1	50	"
Telegraph Message-boy .. .. .	" .. .. .	2	62	"
Cadet .. .. .	Hikurangi .. .. .	1	80	"
Telegraph Message-boy .. .. .	" .. .. .	1	31	"
Cadet .. .. .	Kaikohe .. .. .	1	70	"
Telegraph Message-boy .. .. .	Kakahi .. .. .	1	31	"
Junior Exchange Clerk .. .. .	Kohukohu .. .. .	1	50	"
Cadet and Messenger .. .. .	Manunui .. .. .	1	70	"
Postmistress .. .. .	Matangi .. .. .	1	120	Office made permanent.
Junior Exchange Clerk .. .. .	Morrinsville .. .. .	1	50	Expansion of business
Junior Exchange Clerk and Messenger .. .. .	Ohaupo .. .. .	1	50	"
Telegraph Message-boy .. .. .	Onehunga .. .. .	1	31	"
" .. .. .	Ongarue .. .. .	1	31	"
Cadet .. .. .	Otorohanga .. .. .	1	60	"
Junior Exchange Clerk .. .. .	" .. .. .	1	50	"
Cadet and Messenger .. .. .	Owhango .. .. .	1	60	"
Letter-carrier .. .. .	Pukekohe .. .. .	1	50	"

TABLE IV—continued.

Position.	Place.	Number created.	Salary.	Reason for Appointment.
POST AND TELEGRAPH DEPARTMENT—continued.				
Auckland District—continued.			£	
Switchboard Attendant .. ..	Rotorua .. ..	1	70	Expansion of business.
Cadet .. ..	Taumarunui .. ..	1	110	"
Junior Exchange Clerk .. ..	" .. ..	1	60	"
Telegraph Message-boy .. ..	" .. ..	1	31	"
Letter-carrier .. ..	Te Kuiti .. ..	1	50	"
Junior Exchange Clerk .. ..	Waipu .. ..	1	50	"
" .. ..	Whangarei .. ..	1	50	"
Thames District—				
Telegraph Message-boy .. ..	Thames .. ..	1	31	Expansion of business.
Letter-carrier .. ..	Paeroa .. ..	1	50	"
" .. ..	Whakatane .. ..	1	50	"
Gisborne District—				
Counter Clerk .. ..	Gisborne .. ..	1	230	Expansion of business.
Junior Exchange Clerk .. ..	" .. ..	1	50	"
Switchboard Attendant .. ..	" .. ..	1	40	"
Telegraph Message-boy .. ..	" .. ..	1	31	"
Napier District—				
Clerk in Charge of Letter-carriers .. ..	Napier .. ..	1	245	Expansion of business.
Senior Clerk .. ..	" .. ..	1	230	"
Repeater Supervisor .. ..	" .. ..	1	230	"
Clerk .. ..	" .. ..	1	210	"
Junior Exchange Clerk .. ..	Dannevirke .. ..	1	80	"
" .. ..	" .. ..	1	70	"
Cadet .. ..	Hastings .. ..	1	65	"
" .. ..	" .. ..	1	60	"
Switchboard Attendant .. ..	" .. ..	2	80	"
Letter-carrier .. ..	" .. ..	1	80	"
Telegraph Messenger .. ..	Ongaonga .. ..	1	40	Temporary employee permanently appointed.
Postmaster .. ..	Ormondville .. ..	1	220	Office taken over from Railway.
Cadet and Messenger .. ..	" .. ..	1	60	"
Junior Exchange Clerk .. ..	Otane .. ..	1	50	Expansion of business.
Letter-carrier .. ..	Taradale .. ..	1	50	"
Telegraph Message-boy .. ..	Waipukurau .. ..	1	31	"
Junior Exchange Clerk .. ..	Wairoa .. ..	1	50	"
Telegraph Message-boy .. ..	Weber .. ..	1	31	"
New Plymouth District—				
Second Money-order and Savings-bank Clerk .. ..	New Plymouth .. ..	1	245	Expansion of business.
Wanganui District—				
Parcels Clerk .. ..	Wanganui .. ..	1	245	Expansion of business.
Senior Clerk .. ..	" .. ..	1	245	"
Clerk in Charge of Letter-carriers .. ..	" .. ..	1	245	"
Cadet .. ..	" .. ..	1	80	For relief purposes.
Junior Exchange Clerk .. ..	Bull's .. ..	1	50	Expansion of business.
" .. ..	Hawera .. ..	1	170	"
Switchboard Attendant .. ..	" .. ..	2	80	"
Telegraph Message-boy .. ..	Kai Iwi .. ..	1	31	"
Junior Exchange Clerk .. ..	Manaia .. ..	1	50	"
Assistant Despatch Clerk .. ..	Marton .. ..	1	50	"
Junior Exchange Clerk .. ..	" .. ..	1	70	"
Cadet and Messenger .. ..	Raetihi .. ..	1	50	"
Postmistress .. ..	St. John's .. ..	1	120	New office.
Telegraph Message-boy .. ..	" .. ..	1	31	"
Junior Exchange Clerk .. ..	Taihape .. ..	1	60	Expansion of business.
Switchboard Attendant .. ..	" .. ..	1	40	"
Junior Exchange Clerk .. ..	Waverley .. ..	1	50	"
Wellington Chief Post-office—				
Second Clerk .. ..	Wellington .. ..	1	245	Expansion of business.
Assistant Clerk in Charge of Letter-carriers .. ..	" .. ..	1	245	"
Parcels Accounts Clerk .. ..	" .. ..	1	230	"
Shipping Clerk .. ..	" .. ..	2	490	"
Stamps Clerk .. ..	" .. ..	1	245	"
Cadet .. ..	" .. ..	2	160	"
Machinist .. ..	" .. ..	1	80	"
Letter-carrier .. ..	" .. ..	2	300	Temporary employees permanently appointed.
Messenger .. ..	" .. ..	1	110	Expansion of business.
Relieving Postmistress .. ..	" .. ..	1	110	"
Mechanic .. ..	" .. ..	1	160	Temporary employee permanently appointed.
Apprentice Mechanician .. ..	" .. ..	1	50	Expansion of business.
Chaufeur .. ..	" .. ..	1	150	"
Wellington District—				
Assistant .. ..	Brooklyn .. ..	1	90	Expansion of business.
Cadet .. ..	Courtenay Place .. ..	1	80	"
Junior Exchange Clerk .. ..	Eketahuna .. ..	1	60	"
Clerk .. ..	Feilding .. ..	1	180	"
Letter-carrier .. ..	" .. ..	1	50	"
Postmistress .. ..	Glen Oroua .. ..	1	50	Office made permanent.
Telegraph Message-boy .. ..	Halcombe .. ..	1	31	Expansion of business.
Letter-carrier .. ..	Johnsonville .. ..	1	50	"
Telegraph Message-boy .. ..	Kimbolton .. ..	1	31	"

TABLE IV—continued.

Position.	Place.	Number created.	Salary.	Reason for Appointment.
POST AND TELEGRAPH DEPARTMENT—continued.				
Wellington District—continued.			£	
Letter-carrier .. .. .	Lower Hutt .. .. .	1	50	Expansion of business.
Supervisor, Telephone Exchange .. .. .	Masterton .. .. .	1	110	"
Switchboard Attendant .. .. .	" .. .. .	1	40	"
Cadet .. .. .	Otaki .. .. .	1	50	"
Junior Exchange Clerk .. .. .	" .. .. .	1	50	"
Cadet .. .. .	Palmerston North .. .. .	1	80	"
Letter-carrier .. .. .	" .. .. .	1	60	"
Messenger .. .. .	" .. .. .	2	120	"
Telegraph Message-boy .. .. .	" .. .. .	1	31	"
Cadet and Messenger .. .. .	Pongaroa .. .. .	1	65	"
Postmaster .. .. .	Trentham Military Camp .. .. .	1	210	Office worked by Civil staff.
Telegraphist .. .. .	" .. .. .	1	165	"
" .. .. .	" .. .. .	1	120	"
Cadet .. .. .	" .. .. .	1	110	"
" .. .. .	" .. .. .	1	95	"
" .. .. .	" .. .. .	1	80	"
" .. .. .	" .. .. .	1	65	"
Assistant Despatch Clerk .. .. .	" .. .. .	1	70	"
Messenger .. .. .	" .. .. .	1	110	"
Telegraph Message-boy .. .. .	" .. .. .	2	62	"
" .. .. .	Waikanae .. .. .	1	31	Expansion of business.
Wellington Telegraph-office—				
Telegram-sorter .. .. .	Wellington .. .. .	1	50	Expansion of business.
Night-watchman .. .. .	" .. .. .	2	340	Temporary employees permanently appointed.
Wellington Engineering District—				
Cadet .. .. .	Wellington .. .. .	1	110	Expansion of business.
Shorthand-writer and Typist .. .. .	" .. .. .	1	110	"
Draughtsman .. .. .	" .. .. .	1	220	"
Lineman .. .. .	" .. .. .	1	160	Temporary employee permanently appointed.
" .. .. .	" .. .. .	12	1,800	"
Junior Lineman .. .. .	" .. .. .	1	50	Expansion of business.
Splicer .. .. .	" .. .. .	1	160	Temporary employee permanently appointed.
Storeman .. .. .	" .. .. .	1	150	"
Lineman .. .. .	Blenheim .. .. .	1	150	"
Batteryman .. .. .	" .. .. .	1	150	"
Lineman .. .. .	Feilding .. .. .	1	130	"
Foreman Lineman .. .. .	Gisborne .. .. .	1	170	"
Lineman .. .. .	New Plymouth .. .. .	1	150	"
" .. .. .	Pahiatua .. .. .	1	150	"
Nelson District—				
Messenger .. .. .	Nelson .. .. .	1	50	Expansion of business.
Cadet .. .. .	Motueka .. .. .	1	60	"
Junior Exchange Clerk .. .. .	" .. .. .	1	50	"
Cadet .. .. .	Murchison .. .. .	1	60	"
Telegraph Message-boy .. .. .	" .. .. .	1	31	"
" .. .. .	Wakfield .. .. .	1	31	"
Nelson Engineering District—				
Lineman .. .. .	Nelson .. .. .	1	150	Temporary employee permanently appointed.
" .. .. .	Westport .. .. .	1	150	"
Blenheim District—				
Telegraphist .. .. .	Blenheim .. .. .	1	220	Expansion of business.
Junior Exchange Clerk .. .. .	" .. .. .	1	50	"
Junior Exchange Clerk and Messenger .. .. .	Picton .. .. .	1	50	"
Greymouth District—				
Telegraph Message-boy .. .. .	Rewanui .. .. .	1	31	Expansion of business.
Christchurch Chief Post-office—				
Assistant Clerk in Charge of Letter-carriers .. .. .	Christchurch .. .. .	1	245	Expansion of business.
Assistant Parcels Clerk .. .. .	" .. .. .	1	245	"
Clerk .. .. .	" .. .. .	2	330	"
Machinist .. .. .	" .. .. .	1	110	"
Letter-carrier .. .. .	" .. .. .	3	150	"
Relieving Postmistress .. .. .	" .. .. .	1	130	"
Christchurch District—				
Junior Exchange Clerk .. .. .	Amberley .. .. .	1	60	Expansion of business.
Telegraph Message-boy .. .. .	Culverden .. .. .	1	31	"
" .. .. .	Dunsandel .. .. .	1	31	"
Junior Exchange Clerk .. .. .	Kaikoura .. .. .	1	50	"
Postmaster .. .. .	Oxford .. .. .	1	220	Office taken over from Railway.
Cadet and Messenger .. .. .	" .. .. .	1	60	"
Letter-carrier .. .. .	" .. .. .	1	50	"
Junior Exchange Clerk .. .. .	Rakaia .. .. .	1	50	Expansion of business.
Junior Exchange Clerk and Messenger .. .. .	Rangiora .. .. .	1	50	"
Christchurch Telegraph-office—				
Assistant Supervisor, Telephone Exchange .. .. .	Christchurch .. .. .	1	110	Expansion of business.
Clerk, Telephone Exchange .. .. .	" .. .. .	1	150	"
Switchboard Attendant .. .. .	" .. .. .	1	90	"
" .. .. .	" .. .. .	2	80	"
Telegraph Message-boy .. .. .	" .. .. .	4	124	"
Timaru District—				
Senior Clerk .. .. .	Timaru .. .. .	1	230	Expansion of business.
Second Money-order and Savings-bank Clerk .. .. .	" .. .. .	1	245	"
Cadet .. .. .	" .. .. .	1	60	For relief purposes.

TABLE IV—continued.

Position.	Place.	Number created	Salary.	Reason for Appointment.
POST AND TELEGRAPH DEPARTMENT—continued.				
Dunedin Chief Post-office—			£	
Delivery Clerk .. .. .	Dunedin .. .. .	1	245	Expansion of business.
Assistant Parcels Clerk .. .. .	" .. .. .	1	245	"
Cadet .. .. .	" .. .. .	1	100	"
Letter-carrier .. .. .	" .. .. .	1	80	"
" .. .. .	" .. .. .	1	50	"
Dunedin District—				
Cadet .. .. .	Milton .. .. .	1	50	Expansion of business.
Assistant and Messenger .. .. .	Moray Place .. .. .	1	50	"
Cadet .. .. .	Pembroke .. .. .	1	80	"
Dunedin Telegraph-office—				
Switchboard Attendant .. .. .	Dunedin .. .. .	1	100	Expansion of business.
" .. .. .	" .. .. .	1	40	"
Dunedin Engineering District—				
Clerk .. .. .	Dunedin .. .. .	1	136	Expansion of business.
Lineman .. .. .	" .. .. .	10	1,500	Temporary employees permanently appointed.
" .. .. .	" .. .. .	1	130	"
Carpenter .. .. .	" .. .. .	1	170	"
Splicer .. .. .	" .. .. .	1	160	"
Junior Mechanician .. .. .	" .. .. .	1	70	Expansion of business.
Lineman .. .. .	Clyde .. .. .	1	150	Temporary employee permanently appointed.
Technical Clerk .. .. .	Christchurch .. .. .	1	235	Expansion of business.
Cadet .. .. .	" .. .. .	1	65	"
Lineman .. .. .	" .. .. .	15	2,250	Temporary employees permanently appointed.
" .. .. .	Gore .. .. .	1	150	"
" .. .. .	Invercargill .. .. .	2	300	"
" .. .. .	Kaikoura .. .. .	1	150	"
" .. .. .	Oamaru .. .. .	1	150	"
" .. .. .	Timaru .. .. .	1	150	"
Mechanic .. .. .	" .. .. .	1	160	"
Invercargill District—				
Senior Clerk .. .. .	Invercargill .. .. .	1	245	Expansion of business.
Clerk in Charge of Letter-carriers .. .. .	" .. .. .	1	245	"
Parcels Clerk .. .. .	" .. .. .	1	245	"
Clerk .. .. .	" .. .. .	1	190	"
" .. .. .	" .. .. .	1	180	"
" .. .. .	" .. .. .	1	120	"
Telegraphist .. .. .	" .. .. .	1	135	"
Letter-carrier .. .. .	" .. .. .	1	60	"
Machinist .. .. .	" .. .. .	1	100	"
Postmaster .. .. .	Lumsden .. .. .	1	120	Office taken over from Railway.
Cadet and Messenger .. .. .	" .. .. .	1	50	"
Telegraph Message-boy .. .. .	" .. .. .	1	31	"
Cadet .. .. .	Queenstown .. .. .	1	80	Expansion of business.
Junior Exchange Clerk .. .. .	Riverton .. .. .	1	50	"

NOTE.—The total number of additions to Department (excluding 97 temporary employees appointed permanently), is 142. The total amount of extra salaries involved in creation of new positions is £22,613. Reorganization of duties and non-filling of positions effected a saving of £7,520. The actual cost of new positions is £15,093. The salaries of temporary employees appointed permanently amounted to £14,910, but as this amount was previously paid as wages the actual additional salary is £183.

PRINTING AND STATIONERY DEPARTMENT.				
Assistant, Stamp Branch .. .. .	Wellington .. .. .	4	£218	Temporary employees permanently appointed.
Assistant, Stationery Office .. .. .	" .. .. .	1	97	"
Assistant, Photo Branch .. .. .	" .. .. .	1	78	"
Assistant, Binding Branch .. .. .	" .. .. .	4	439	"
Assistant, Issuing Office .. .. .	" .. .. .	1	140	"
Apprentice (Bookbinder) .. .. .	" .. .. .	1	26*	"
Folder, &c. .. .. .	" .. .. .	17	850	"
Litho-machine Feeder .. .. .	" .. .. .	1	33	"
Paper-cutter .. .. .	" .. .. .	1	100	"
Typist .. .. .	" .. .. .	1	96	"
Total number of additions to Department (not including 31 temporary employees permanently appointed)		1	£26	Total amount of extra salaries involved in creation of new positions.

\* Per indenture.

PUBLIC HEALTH, HOSPITALS, AND CHARITABLE AID DEPARTMENT.				
Cadet .. .. .	Wellington .. .. .	1	£50	Expansion of business.
Chief Clerk .. .. .	Auckland .. .. .	1	275	"
Assistant District Nurse .. .. .	Otaki .. .. .	1	100	"
Total number of additions to Department .. .. .		3	£425	Total amount of extra salaries involved in creation of new positions.

PUBLIC SERVICE COMMISSIONER'S OFFICE.				
Cadet .. .. .	Wellington .. .. .	1	£50	Expansion of business.
Shorthand-writer and Typist .. .. .	" .. .. .	1	84	"
Total number of additions to Department .. .. .		2	£134	Total amount of extra salaries involved in creation of new positions.



TABLE IV—continued.

Position.	Place.	Number created.	Salary.	Reason for Appointment.
<b>PUBLIC SERVICE SUPERANNUATION OFFICE.</b>				
Shorthand-writer and Typist .. .. .	Wellington .. .. .	1	£ 72	Expansion of business.
Total number of additions to Department .. .. .		1	£72	Total amount of extra salaries involved in creation of new positions.
<b>PUBLIC TRUST DEPARTMENT.</b>				
Cadet .. .. .	Auckland .. .. .	2	£ 100	Expansion of business.
.. .. .	.. .. .	2	121	To replace officer absent with Expeditionary Force.
.. .. .	Christchurch .. .. .	2	100	Expansion of business.
.. .. .	Dunedin .. .. .	1	50	"
.. .. .	Masterton .. .. .	1	65	New branch established.
.. .. .	Napier .. .. .	1	50	Expansion of business.
.. .. .	Wellington .. .. .	9	450	"
Clerk .. .. .	Auckland .. .. .	1	180	To replace officer absent with Expeditionary Force.
.. .. .	Nelson .. .. .	1	135	Ditto.
.. .. .	Wellington .. .. .	4	580	Expansion of business.
.. .. .	.. .. .	1	135	To replace officer absent with Expeditionary Force.
.. .. .	.. .. .	1	200	Temporary employee permanently appointed.
District Manager .. .. .	Masterton .. .. .	1	260	New branch established.
Machinist .. .. .	Wellington .. .. .	1	108	Expansion of business.
Officer in Charge .. .. .	New Plymouth .. .. .	1	190	To replace officer absent with Expeditionary Force.
Ranger .. .. .	Hawera .. .. .	1	300	Expansion of business.
Rent-collector .. .. .	Auckland .. .. .	1	160	"
.. .. .	Christchurch .. .. .	1	160	"
.. .. .	Dunedin .. .. .	1	160	"
Assistant Rent-collector .. .. .	Wellington .. .. .	1	180	"
Shorthand-writer and Typist .. .. .	Auckland .. .. .	2	132	"
.. .. .	Christchurch .. .. .	1	60	"
.. .. .	Wanganui .. .. .	1	72	"
.. .. .	Wellington .. .. .	1	108	"
Total number of additions to Department (not including 1 temporary employee permanently appointed)		38	£3,916	Total amount of extra salaries involved in creation of new positions.
<b>PUBLIC WORKS DEPARTMENT.</b>				
Attendant .. .. .	Addington Substation .. .. .	3	£ 450	Expansion of business.
Blacksmith .. .. .	Gisborne .. .. .	2	330	Temporary employees permanently appointed.
.. .. .	Stratford .. .. .	1	165	"
Bricklayer .. .. .	Wellington .. .. .	1	185	"
Cadet, Draughting .. .. .	.. .. .	1	65	To replace officer absent with Expeditionary Force.
.. .. .	Taumarunui .. .. .	1	50	Expansion of business.
.. .. .	Wellington .. .. .	1	50	"
.. .. .	Christchurch .. .. .	1	70	"
.. .. .	Dunedin .. .. .	1	70	"
.. .. .	Wellington .. .. .	2	140	"
Carpenter, Foreman .. .. .	Auckland .. .. .	1	187	Temporary employee permanently appointed.
.. .. .	Gisborne .. .. .	1	195	"
Carpenter and Joiner .. .. .	Christchurch .. .. .	1	180	"
.. .. .	Wellington .. .. .	4	720	"
Chainman, Head .. .. .	Stratford .. .. .	3	525	"
.. .. .	Whangarei .. .. .	1	175	"
Chainman .. .. .	Blenheim .. .. .	1	145	"
.. .. .	Dunedin .. .. .	2	320	"
.. .. .	Gisborne .. .. .	1	160	"
.. .. .	Nelson .. .. .	1	156	"
.. .. .	Otira .. .. .	2	320	"
.. .. .	Papatowai .. .. .	1	160	"
.. .. .	Stratford .. .. .	1	156	"
.. .. .	Taumarunui .. .. .	1	160	"
.. .. .	Wanganui .. .. .	1	160	"
.. .. .	Whangarei .. .. .	3	495	"
Clerk .. .. .	Kohuratahi .. .. .	1	165	Expansion of business.
.. .. .	Otira .. .. .	1	180	Temporary employee permanently appointed.
Draughtsman, Architectural .. .. .	Auckland .. .. .	1	120	Expansion of business.
.. .. .	Wellington .. .. .	1	165	Temporary employee permanently appointed.
Draughtsman .. .. .	Auckland .. .. .	1	190	Expansion of business.
.. .. .	Blenheim .. .. .	1	200	Temporary employee permanently appointed.
.. .. .	Nelson .. .. .	1	180	"
.. .. .	Taumarunui .. .. .	1	190	Expansion of business.
.. .. .	Wellington .. .. .	1	220	Temporary employee permanently appointed.
.. .. .	Tauranga .. .. .	1	120	Expansion of business.
Draughtsman and Engineer's Assistant .. .. .	Pahiatua .. .. .	1	180	Temporary employee permanently appointed.
Driver .. .. .	Tauranga .. .. .	1	160	Expansion of business.
Engineer's Assistant .. .. .	Plimmerton .. .. .	1	180	"
.. .. .	Taumarunui .. .. .	1	190	"
Engineer, Assistant .. .. .	Auckland .. .. .	1	300	"
.. .. .	Kohuratahi .. .. .	1	120	"

TABLE IV *continued.*

Position.	Place.	Number created.	Salary.	Reason for Appointment.
PUBLIC WORKS DEPARTMENT— <i>continued</i>				
			£	
Engineer, Assistant .. .. .	Nelson .. .. .	1	300	Temporary employee permanently appointed.
" " .. .. .	Paeroa .. .. .	1	300	" " " "
Engineer .. .. .	Lake Coleridge .. .. .	6	1,300	Expansion of business.
Engineer, Designing .. .. .	Wellington .. .. .	1	420	" " " "
Engine-driver .. .. .	Tauranga .. .. .	1	170	Temporary employee permanently appointed.
Electrician, Foreman .. .. .	Auckland .. .. .	1	200	Expansion of business.
Fireman .. .. .	" " .. .. .	1	146	Temporary employee permanently appointed.
" " .. .. .	Blenheim .. .. .	1	146	" " " "
" " .. .. .	Matawai .. .. .	1	156	" " " "
Ganger .. .. .	Dunedin .. .. .	1	156	" " " "
" " .. .. .	Greymouth .. .. .	1	156	" " " "
" " .. .. .	Mahirakau .. .. .	1	172	" " " "
" " .. .. .	Stratford .. .. .	3	480	" " " "
" " .. .. .	Tauranga .. .. .	1	160	" " " "
Gardener .. .. .	Wellington .. .. .	1	155	" " " "
Guard .. .. .	Gisborne .. .. .	1	156	" " " "
" " .. .. .	Tauranga .. .. .	3	446	" " " "
Inspector of Stores .. .. .	Wellington .. .. .	1	300	Reorganization.
Labourer .. .. .	Tuatapere .. .. .	1	141	Expansion of business.
" " .. .. .	Tauranga .. .. .	1	140	" " " "
" " .. .. .	Westport .. .. .	1	160	Temporary employee permanently appointed.
Line Foreman .. .. .	Lake Coleridge .. .. .	1	220	Expansion of business.
Lineman .. .. .	" " .. .. .	1	208	" " " "
" " .. .. .	Christchurch .. .. .	1	208	" " " "
Overseer .. .. .	Auckland .. .. .	1	200	" " " "
" " .. .. .	Christchurch .. .. .	1	205	" " " "
" " .. .. .	Naumai .. .. .	1	170	" " " "
" " .. .. .	Okahukura .. .. .	1	170	" " " "
" " .. .. .	Porirua .. .. .	1	200	" " " "
" " .. .. .	Gisborne District .. .. .	1	170	Temporary employee permanently appointed.
" " .. .. .	Greymouth District .. .. .	1	190	" " " "
" " .. .. .	Lake Coleridge .. .. .	1	170	Expansion of business.
" " .. .. .	Nelson .. .. .	1	200	Temporary employee permanently appointed.
" " .. .. .	Stratford .. .. .	1	190	" " " "
" " .. .. .	Taumarunui .. .. .	1	175	" " " "
" " .. .. .	Tauranga .. .. .	2	390	" " " "
" " .. .. .	Te Kuiti .. .. .	1	190	Expansion of business.
" " .. .. .	Waimate .. .. .	1	180	" " " "
" " .. .. .	Whangarei .. .. .	1	235	" " " "
" " .. .. .	" " .. .. .	1	235	Temporary employee permanently appointed.
Overseer, Road .. .. .	Wanganui .. .. .	1	195	" " " "
" Buildings .. .. .	Dunedin .. .. .	1	210	" " " "
Painter, Foreman .. .. .	Auckland .. .. .	1	185	" " " "
Painter .. .. .	Wellington .. .. .	1	160	" " " "
Platelayer .. .. .	Tauranga .. .. .	1	148	" " " "
Platelayer, Foreman .. .. .	" " .. .. .	1	165	" " " "
Plumber, Apprentice .. .. .	Auckland .. .. .	1	31	Expansion of business.
Plumber .. .. .	Christchurch .. .. .	1	185	Temporary employee permanently appointed.
Plumber's Labourer .. .. .	" " .. .. .	1	146	" " " "
Quarry Foreman .. .. .	Dunedin .. .. .	1	160	" " " "
Road Foreman .. .. .	Te Pohue .. .. .	1	175	" " " "
" " .. .. .	Taumarunui .. .. .	1	175	" " " "
" " .. .. .	Tauranga .. .. .	1	160	" " " "
" " .. .. .	Wanganui .. .. .	1	160	" " " "
" " .. .. .	Tuarakawa .. .. .	1	175	Reorganization.
Shorthand-writer and Typist .. .. .	Auckland .. .. .	1	108	Temporary employee permanently appointed.
" " .. .. .	Christchurch .. .. .	1	72	Expansion of business.
" " .. .. .	Wellington .. .. .	2	120	" " " "
Stonemason .. .. .	Auckland .. .. .	1	185	Temporary employee permanently appointed.
Storekeeper .. .. .	Gisborne .. .. .	1	190	" " " "
" " .. .. .	Greymouth .. .. .	1	180	Reorganization.
Storekeeper's Assistant .. .. .	Auckland .. .. .	1	160	Temporary employee permanently appointed.
" " .. .. .	Taumarunui .. .. .	1	180	" " " "
Stores Manager .. .. .	Wellington .. .. .	1	405	Expansion of business.
Storeman .. .. .	Gisborne .. .. .	2	330	Temporary employees permanently appointed.
" " .. .. .	Stratford .. .. .	1	160	" " " "
" " .. .. .	Whangarei .. .. .	1	160	" " " "
Striker .. .. .	Gisborne .. .. .	1	156	" " " "
Superintendent .. .. .	Addington Substation .. .. .	1	220	Expansion of business.
Surfaceman .. .. .	Greymouth .. .. .	2	292	Temporary employees permanently appointed.
" " .. .. .	Napier .. .. .	1	146	" " " "
" " .. .. .	Rotoiti .. .. .	1	146	" " " "
" " .. .. .	Taumarunui .. .. .	1	146	" " " "
" " .. .. .	Tauranga .. .. .	2	292	" " " "
" " .. .. .	Te Teko .. .. .	1	146	" " " "
Timekeeper .. .. .	Dunedin .. .. .	1	160	" " " "
" " .. .. .	Gisborne .. .. .	1	160	" " " "
" " .. .. .	Otira .. .. .	2	342	" " " "
" " .. .. .	Stratford .. .. .	1	155	" " " "
" " .. .. .	Tauranga .. .. .	1	160	" " " "
Timekeeper and Storeman .. .. .	Dunedin .. .. .	1	160	" " " "
Timekeeper and Chainman .. .. .	Stratford .. .. .	1	172	" " " "
Wireman .. .. .	Auckland .. .. .	1	190	Expansion of business.
Total number of additions to Department (not including 103 temporary employees permanently appointed)		45	£7,341	Total amount of extra salaries involved in creation of new positions.

TABLE IV—continued.

Position.	Place.	Number created	Salary.	Reason for Appointment.
STATE ADVANCES DEPARTMENT.				
			£	
Clerk .. .. .	Wellington .. ..	4	840	Temporary employees permanently appointed.
Shorthand-writer and Typist .. ..	" .. ..	1	145	Expansion of business.
Total number of additions to Department (not including 4 temporary employees permanently appointed)		1	£ 45	Total amount of extra salaries involved in creation of new positions.
STATE FIRE INSURANCE DEPARTMENT.				
			£	
Cadet .. .. .	Dunedin .. ..	1	50	Expansion of business.
" .. .. .	Hamilton .. ..	1	50	"
" .. .. .	Wellington .. ..	2	100	"
" .. .. .	Auckland .. ..	1	50	To replace officer absent with Expeditionary Force.
" .. .. .	Christchurch .. ..	1	50	Expansion of business.
Clerk .. .. .	Nelson .. ..	1	135	"
Officer in Charge .. .. .	Hamilton .. ..	1	165	"
Total number of additions to Department .. ..		8	£600	Total amount of extra salaries involved in creation of new positions.
TOURIST AND HEALTH RESORTS DEPARTMENT.				
			£	
Bath-attendant .. .. .	Rotorua .. ..	1	90	Expansion of business.
" .. .. .	" .. ..	1	80	Temporary employee permanently appointed.
" .. .. .	" .. ..	1	70	Expansion of business.
" .. .. .	" .. ..	1	95	"
Cadette .. .. .	Christchurch .. ..	1	95	Temporary employee permanently appointed.
Clerk .. .. .	Wellington .. ..	1	180	"
Engineer, Shift .. .. .	Okere Falls .. ..	1	190	Expansion of business.
" .. .. .	" .. ..	1	160	"
" .. .. .	" .. ..	1	140	Temporary employee permanently appointed.
Gardener, Junior .. .. .	Rotorua .. ..	2	144	Expansion of business.
" .. .. .	" .. ..	1	72	Temporary employee permanently appointed.
" .. .. .	Te Aroha .. ..	1	72	Expansion of business.
Guide .. .. .	Waitomo Caves .. ..	1	125	"
" .. .. .	" .. ..	1	140	Reorganization.
" .. .. .	Hermitage, Mount Cook .. ..	1	150	Expansion of business.
Labourer .. .. .	Rotorua .. ..	1	140	Temporary employee permanently appointed.
" .. .. .	" .. ..	1	72	Expansion of business.
" .. .. .	Hammer Springs .. ..	1	160	Temporary employee permanently appointed.
Laundress, 1st Grade .. .. .	Rotorua .. ..	1	80	Expansion of business.
Lineman, 2nd Grade .. .. .	" .. ..	1	130	"
Masseuse .. .. .	" .. ..	1	144	"
Nurse .. .. .	" .. ..	1	70	"
" .. .. .	" .. ..	1	35	"
Total number of additions to Department (not including 7 temporary employees permanently appointed)		16	£1,627	Total amount of extra salaries involved in creation of new positions.
TREASURY DEPARTMENT.				
			£	
Clerk .. .. .	Wellington .. ..	1	165	Reorganization.
Machinist .. .. .	" .. ..	1	108	Expansion of business.
Shorthand-writer and Typist .. ..	" .. ..	1	176	"
Total number of additions to Department .. ..		3	£293	Total amount of extra salaries involved in creation of new positions.
VALUATION DEPARTMENT.				
			£	
Cadet .. .. .	Wellington .. ..	1	50	Expansion of business.
Clerk .. .. .	Auckland .. ..	3	540	Temporary employees permanently appointed.
" .. .. .	Dunedin .. ..	1	180	"
" .. .. .	Invercargill .. ..	2	360	"
" .. .. .	Wellington .. ..	8	1,440	"
Shorthand-writer and Typist .. ..	Auckland .. ..	1	72	Expansion of business.
" .. .. .	Te Kuiti .. ..	1	72	Temporary employee permanently appointed.
Typist .. .. .	Wellington .. ..	1	120	"
Valuer, Assistant .. .. .	Invercargill .. ..	1	245	"
Total number of additions to Department (not including 17 temporary employees permanently appointed)		2	£122	Total amount of extra salaries involved in creation of new positions.

TABLE V.—ALLOWANCES IN THE NATURE OF SALARY PROVIDED IN THE PUBLIC SERVICE LIST, 31/3/15, IN ADDITION TO CLASSIFIED SALARIES.

Department.	Board and Lodging.		House.		Lodging.		Miscellaneous.	
	No.	Amount.	No.	Amount.	No.	Amount.	No.	Amount.
		£		£		£		£
Agriculture .. .. .	..	..	..	..	13	259	..	..
Audit .. .. .	..	..	..	..	4	82	..	..
Customs .. .. .	1	104	..	..	22	401	..	..
Defence .. .. .	..	..	..	..	10	190	..	..
Dominion Laboratory .. .. .	..	..	..	..	..	..	1	6*
Education .. .. .	..	..	..	..	15	300	..	..
Friendly Societies .. .. .	..	..	..	..	8	134	..	..
Government Insurance .. .. .	..	..	..	..	25	449	..	..
Immigration .. .. .	..	..	..	..	1	18	..	..
Internal Affairs .. .. .	..	..	..	..	4	87	..	..
"    Relieving Staff .. .. .	..	..	..	..	35	783	..	..
Justice .. .. .	..	..	1	26	28	544	..	..
Labour .. .. .	..	..	..	..	9	171	..	..
Land and Deeds .. .. .	..	..	..	..	15	264	..	..
Land and Income .. .. .	..	..	..	..	11	207	..	..
Land Settlement .. .. .	..	..	..	..	1	18	..	..
Lands and Survey .. .. .	..	..	1	20	36	601	28	1,050†
Marine " .. .. .	..	..	..	..	..	..	66	6,650†
" .. .. .	..	..	..	..	6	88	51	435§
" .. .. .	..	..	..	..	..	..	2	20
Mental Hospitals .. .. .	13	1,850	..	..	..	..	..	..
Mines .. .. .	..	..	1	50	5	85	..	..
Native .. .. .	..	..	..	..	9	152	..	..
Patents .. .. .	..	..	..	..	1	18	..	..
Pensions .. .. .	..	..	..	..	5	100	..	..
Public Health .. .. .	..	..	..	..	2	35	..	..
Public Service Commissioner .. .. .	..	..	..	..	2	41	..	..
Public Service Superannuation .. .. .	..	..	..	..	1	18	..	..
Public Trust .. .. .	..	..	..	..	32	594	..	..
Public Works .. .. .	3	130	..	..	39	586	..	..
Registrar-General .. .. .	..	..	..	..	5	85	..	..
Stamps .. .. .	..	..	..	..	1	18	..	..
State Advances .. .. .	..	..	..	..	6	108	..	..
State Fire .. .. .	..	..	..	..	3	64	..	..
Tourist, &c. .. .. .	..	..	..	..	6	103	..	..
Treasury .. .. .	..	..	..	..	7	106	..	..
Valuation .. .. .	..	..	..	..	4	67	..	..
Totals .. .. .	17	2,084	3	96	371	6,776	148	8,161

\* Bicycle allowance.    † Horse and cycle.    ‡ Equipment.    § Station.    || Signalling.

TABLE VI.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912.

Department.	Name of Officer.	Place.	From	To	Reason.
Audit	Cairns, A. A.	Wellington	Examiner (max. £220)	Examiner (max. £260)	Revaluation of work.
"	Whyte, A. W.	"	"	"	"
"	Watters, A.	"	"	"	"
"	Miller, R. J.	"	"	"	"
"	Thompson, C. D.	"	"	"	"
"	Dallard, B. L.	"	"	"	"
"	Levy, E. B.	Wellington	"	"	"
Agriculture, Industries, and Commerce			Clerical Division	Professional Division	Nature of duties.
Ditto	Milne, A.	Invercargill	Dairy Instructor, £260	Dairy Instructor, £280	Revaluation of work.
Crown Law	Tudhope, J. M.	Wellington	Clerk (max. £220)	Clerk (max. £260)	"
Education	McKerrow, E. M.	Te Oranga	Attendant, £60	Attendant, 2nd Grade, £65 (max. £80)	Increased importance of duties.
"	Stevens, J. E.	Summer School for Deaf	Director, General Division	Director, Professional Division	Review of position.
Internal Affairs	Cook, W. W.	Wellington	Deputy Registrar-General and Chief Clerk, Class IV	Deputy Registrar-General and Chief Clerk, Class III	Revaluation of work.
"	Hodgkins, G. G.	"	Deputy Electoral Officer, Class IV	Deputy Electoral Officer, Class III	Increased importance of duties.
"	Lavermore, E.	Auckland	Deputy Registrar (max. £220)	Deputy Registrar, also Registrar of Electors and Returning Officer for Auckland West	Additional duties.
Labour	McDonald, J.	Wellington	Photographer, &c.	Art Assistant	Revaluation of work.
"	Palithorpe, J. L.	"	Deputy Registrar and Sub-Registrar of Electors, Class VII	Deputy Registrar and Sub-Registrar of Electors, Class VI	Increased importance of duties.
			Inspectors of Factories—	Inspectors of Factories—	
			1st Grade (min. £275; max. £315)	1st Grade (min. £235; max. £260)	Revaluation of duties.
			2nd " (min. £235; max. £260)	2nd Grade (min. £210; max. £220)	"
			3rd " (min. £210; max. £220)	3rd Grade (min. £175; max. £200)	"
			4th " (min. £175; max. £200)	"	
			5th " (min. £150; max. £165)	"	
Land and Income Tax	Doyle, W. H.	Wellington	Assessment Clerk, 1st Grade (max. £260)	Assistant Section Clerk, Land-tax Branch (max. £290)	Reorganization.
"	Hibbard, B. E.	"	"	Ditto	"
"	Lambert, S. C.	"	"	"	"
"	Monahan, J.	"	"	"	"
"	Park, J. M.	"	"	"	"
"	Phillips, W. H.	"	"	"	"
"	Powell, L.	"	"	"	"
"	Rout, C. T.	"	"	"	"
Lands and Survey	Thompson, J. B.	Thames	Land Drainage Engineer (max. £500)	Assistant Sectional Clerk, Land-tax Branch (max. £290)	Revaluation of duties.
"	Haszard, H. D. M.	Hokitika	Commissioner of Crown Lands (max. £480)	Land Drainage Engineer (max. £525)	Increased importance of duties.
Mental Hospitals	Hodgson, R. G. K.	Seacliff	Junior Assistant Medical Officer, £260	Junior Assistant Medical Officer, £310	"
Native	Hiroti, T.	Wanganui	Cadet, £110	Clerk and Interpreter, £150	"

TABLE VI.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912—continued.

Department.	Name of Officer.	Place.	From	To	Reason.
Pensions ..	Stevens, C. J.	Napier	Registrar (max. £220)	Registrar, also Registrar of Electors and Returning Officer (max. £260)	Increased work consequent upon taking over duties of Registrar of Electors, &c.
Police ..	Dinnie, E. W.	Wellington	Finger-print Expert (max. £260)	Max. raised to £290	Increased importance of duties.
Public Service Commissioner's Office	Mark, T.	"	Assistant Registrar, £215	Assistant Registrar, £245	Revaluation of duties.
Ditto ..	Farmer, G. B.	"	Shorthand-writer and Typist in Charge, General Division	Clerk and Examiner in Shorthand-writing and Typewriting, Clerical Division	"
Public Works	Arthur, H.	Te Kuiti	Chief Clerk (max. £260)	Chief Clerk (max. £315)	"
"	Dyson, F. S.	Stratford	Assistant Engineer (max. £300)	Assistant Engineer (max. £345)	"
"	Patterson, H.	Houipapa	"	"	"
"	Salmon, C. W.	"	"	"	"
"	Thornton, O. G.	"	"	"	"
"	Kaye, R. L.	"	"	"	"
"	May, L.	"	"	"	"
"	Watkinson, H.	"	"	"	"
"	Ronayne, R. H. P.	"	"	"	"
"	Albertson, G. W.	"	"	"	"
"	Smith, A. C.	"	"	"	"
"	Bogle, G. S.	"	"	"	"
"	Anderson, J. E.	"	"	"	"
"	Packwood, R. H.	"	"	"	"
"	Twohill, D.	Wellington	Clerk (max. £200)	Clerk, £220	"
"	Heays, H. C.	"	Draughtsman, Clerical Division	Draughtsman, Professional Division	"
Public Trust	Hunter, S.	Auckland	Clerk, Class VII	Clerk, Class VI	Increased importance of duties.
"	Whyte, F. M.	Hawera	Chief Clerk, Class VII	Chief Clerk, Class VI	"
Stamp ..	Somerville, A. A.	Wellington	Chief Stamper, General Division, £240	Clerical Division (max. £220)	Revaluation of duties.
"	Willeston, V. L.	"	Testamentary Clerk, Class VII	Testamentary Clerk, Class V	"
State Fire	Waddell, L. J.	Auckland	Clerk, £120	Clerk, £135	"
Tourist and Health Resorts ..	Croker, H.	Rotorua	Bath-attendant, 3rd Grade, £80	Bath-attendant, 2nd Grade, £105	Increased importance of duties.
"	"	"	Masseuse, 1st Grade (min. £144, max. £204)	Head Masseuse (min. £188, max. £204)	"
"	"	"	Masseuse, 2nd Grade (min. £132, max. £138)	Masseuse, 1st Grade (min. £144, max. £180)	"
"	"	"	Ranger (max. 160)	Masseuse, 2nd Grade, (min. £132, max. £138)	"
"	"	"	"	Ranger (max. £170)	"

POST AND TELEGRAPH DEPARTMENT.—POSITIONS REGRADED.  
Clerical Division.

Name of Officer.	Place.	From	To	Reason.
McNamara, G.	Secretary's Office, G.P.O.	Staff Clerk, IV (max. £370)	Staff Clerk, IV (max. £405)	Revaluation of work.
Andrews, W. A.	Accountant's Branch, G.P.O.	Principal Clerk, Telegraph Div. IV, £345	Principal Clerk, Telegraph Division, £360	Increased importance of duties.
Ferens, W. H.	Dunedin	Chief Mail Clerk, V, £315	Chief Mail Clerk, IV, £330 (max. £345)	Revaluation of work.
Hoskins, P. D.	Accountant's Branch, G.P.O.	Accounts Clerk, V, £290 (max. £315)	Accounts Clerk, V, £305 (max. £370)	"
Cork, H. H.	Levin	Postmaster, V, £275 (max.)	Postmaster, V, £290 (max. £315)	Expansion of business.
Marriott, E. H.	Wellington	Assistant Supervisor, T.O., V, £275 (max.)	Supervisor, T.O., V, £290 (max. £315)	Increased importance of duties.
Chapman, F. W.	"	Head of Mail Staff, VI, £260	Head of Mail Staff, V, £275 (max. £315)	"
Williams, W. H.	Dunedin	Assistant Supervisor, T.O., VI, £260	Supervisor, T.O., V, £275 (max. £315)	"
Clark, G. W. A.	Wellington	"	Ditto	"
McLean, J. N.	Accountant's Branch, G.P.O.	Assistant Sectional Clerk, VI, £260	Assistant Sectional Clerk, V, £275 (max. £315)	"
White, C. W.	Christchurch	Assistant Supervisor, T.O., VI, £260	Supervisor, T.O., V, £275 (max. £315)	"
Dawson, W. I.	Secretary's Office, G.P.O.	Second Correspondence Clerk, VI, £260	Second Correspondence Clerk, V, £275 (max. £315)	Revaluation of work.
Robertson, J.	"	Assistant Staff Clerk, VI, £245	Assistant Staff Clerk, V, £275 (max. £315)	"
Rutherford, D.	Accountant's Branch, G.P.O.	Assistant Accounts Clerk, VI, £245 (max. £260)	Assistant Accounts Clerk, VI, £260 (max. £315)	"
Burdekin, C. B.	"	Correspondence Clerk, VII, £200	Correspondence Clerk, VI, £215	"
Clarkson, C. H. N.	Stores Branch, G.P.O.	Clerk, VI, £230 (max.)	Clerk, VI, £245 (max. £260)	"

POST AND TELEGRAPH DEPARTMENT—continued.  
General Division.

Position.	From		Annual Increment.	To		Reason.	
	Yearly Rate of Pay.			Yearly Rate of Pay.			Annual Increment.
	Minimum.	Maximum.		Minimum.	Maximum.		
Supervisor, Telephone Exchange—	£	£	£	£	£	Revaluation of duties.	
2nd Grade .. ..	130	150	10	140	160	10	
3rd Grade .. ..	110	120	10	110	130	10	
Assistant Supervisor, Telephone Exchange—							
1st Grade .. ..	130	150	10	140	160	10	
2nd Grade .. ..	110	120	10	110	130	10	
Batteryman—							
1st Grade .. ..	150	170	10	150	180	10	
Carpenter Foreman—							
1st Grade .. ..	200	220	5	205	220	5	
Chauffeur—							
1st Grade .. ..	150	170	10	170	180	10	
2nd Grade .. ..	110	140	10	150	160	10	
Lineman Foreman—							
2nd Grade .. ..	180	200	10	190	200	10	
3rd Grade .. ..	160	170	10	160	180	10	
Mechanic—							
1st Grade .. ..	180	200	10	190	200	10	
2nd Grade .. ..	160	170	10	160	180	10	
Mechanician—							
2nd Grade .. ..	180	200	10	190	200	10	
3rd Grade .. ..	160	170	10	160	180	10	
Messenger, Head	180	200	10	190	200	10	
Sorter—							
2nd Grade .. ..	180	200	10	190	200	10	
3rd Grade .. ..	150	170	10	150	180	10	
Telephone-exchange Lineman and Mechanician—							
1st Grade .. ..	180	200	10	190	200	10	
2nd Grade .. ..	160	170	10	160	180	10	
Telephone-exchange Mechanician—							
2nd Grade .. ..	180	200	10	190	200	10	
3rd Grade .. ..	160	170	10	160	180	10	



TABLE VII.—RETURN OF ALLOWANCES AND SPECIAL PAYMENTS OTHER THAN CURRENT REGULAR ALLOWANCES GRANTED TO OFFICERS OF THE PUBLIC SERVICE.

Name.	Department.	Nature of Allowance.	Amount.	Remarks.
Aitken, Miss I.	Lands and Survey	Special services performed in connection with the visit of the Prime Minister to the West Coast during March, 1914	£1 4 0	
Baldwin, D.	Justice	Instructor's allowance	£15 per annum.	
Balnavis, H. R. H.	Private Secretary to Minister of Railways	Maori translations for House of Representatives	£25 0 0	
Birks, L.	Public Works	Services rendered in connection with the erection of the electrical appliances at the Lake Coleridge electric-power plant	£100 0 0	
Chapman, J. H.	Customs	In lieu of overtime for extra work performed	£11 3 0	
Clarke, A. G.	Post and Telegraph	In lieu of overtime for extra work performed in connection with the quarterly and annual balances	£25 0 0	
Creed, A.	Internal Affairs	Whilst acting as Custodian at Nelson	£4 1 0	
Cull, J. E. L.	Public Works	Acting as Assessor in a Patent case at Greymouth, less salary paid during period of absence from duty	£31 10 0	
Dicker, A.	Agriculture	Special work performed in connection with the Auckland Exhibition	£10 0 0	
Disciacati, J. D.	Public Works	Services performed whilst acting as Blacksmith	1s. per diem	Period 1st July to 17th November 1913.
Dixon, G. F.	Public Service Commissioner's	Examiner in connection with Shorthand-writers and Typists' Examination	£3 3 0	
Donald, A.	Labour	Acting as Inspector of Factories at Christchurch	£20 0 0	
Douglas, A. A.	Justice	Drill Instructor	£10 per annum.	
Drake, C. J.	Agriculture	Special services performed in connection with the distribution of Government imported wheat	£10 0 0	
Fairfax-Cholmeley, R. E.	"	Services performed in connection with the Auckland Exhibition	£25 0 0	
Farmer, Miss G. B.	Public Service Commissioner's	Assistant Supervisor in connection with Shorthand-writers and Typists' Examination	£0 10 6	
Fletcher, T.	Mental Hospitals	Attendant in Charge of Fire Brigade	£10 per annum.	
Foley, M.	Justice	Acting as Supervisor at a Licensed Interpreters' Examination	£1 1 0	
Gerard, H.	Agriculture	Special services performed in connection with the distribution of Government imported wheat	£10 0 0	
Glen, R.	Internal Affairs	Acting as Custodian at Government Buildings at Christchurch	1s. per diem	During absence of Custodian on leave.
Grace, L. M.	Native	Maori translations for House of Representatives	£25 0 0	
Gunn, Dr. E.	Education	Special duties performed in connection with the small-pox epidemic	£25 0 0	
Hardie, I. J.	Internal Affairs	Assisting in office of the Secretary for Cabinet	£15 per annum.	
Hardy, A. E.	Public Trust	In lieu of overtime for extra duties performed in connection with the half-yearly balance	£5 17 6	
Harrison, C. S. M.	"	Ditto	£1 2 6	
Haselden, J. L.	Defence	Typing in connection with the <i>New Zealand Military Journal</i>	£10 11 0	
Holman, Miss M.	Post and Telegraph	For services performed at an inquiry	£0 10 6	
Huttcn, M.	Customs	Acting as Inspector of Fisheries	£25 per annum.	
Isachsen, W.	Public Works	Acting as Workshop Foreman	1s. per diem.	

TABLE VII.—RETURN OF ALLOWANCES AND SPECIAL PAYMENTS OTHER THAN CURRENT REGULAR ALLOWANCES GRANTED TO OFFICERS OF THE PUBLIC SERVICE—*continued*.

Name.	Department.	Nature of Allowance.	Amount.	Remarks.
Judd, A. E.	Tourist and Health Resorts	Extra work performed during absence of officers	5s. per diem	Period 5th to 18th November, 1913.
Judd, Mrs. E.	"	Ditto	5s. "	"
Keeble, W. A.	Public Health	Whilst performing duties of Record Clerk	£25 per annum.	
Macassay, P. S. K.	Crown Law	Setting and marking Police Examination papers	£11 11 0	
Mackintosh, D. A.	Justice	For performing clerical duties	£18 per annum.	
McPherson, A.	Agriculture	Special work performed in connection with the Auckland Exhibition	£25 0 0	
Manning, J. F.	Justice	Whilst engaged on clerical work	£1 7 6	Eleven days.
Mathieson, C. A.	Post and Telegraph	Special services performed in connection with the distribution of Government imported wheat	£10 0 0	
Ostler, H.	Crown Law	Setting and marking papers in connection with the Police Examination	£22 7 0	
Parker, F. C.	Internal Affairs	For special work done during Christmas and New Year holidays	£2 0 0	
Pay, Mrs. K.	"	For work done in connection with the cleaning of Magistrate's Court building	£2 0 0	
Polson, A. N.	Private Secretary to Dr. Pomare	For special work performed in connection with the visit of His Excellency the Governor to Cook Islands	£15 0 0	
Powell, P. C.	Internal Affairs	For extra service cleaning jars for Customs Department	2s. per hour.	
Reid, A.	Tourist and Health Resorts	For performing special work from 30th November to 3rd December	5s. per diem.	
Reid, M.	"	Ditto	5s. "	
Rawhiti, H.	Public Health	For temporary assistance in connection with smallpox and typhoid outbreaks	£15 0 0	
Ridings, J. P.	Customs	For securing the conviction of an offender in connection with the illegal stalling of fish	£2 10 0	
Roberts, C. V.	Justice	Acting as Vaccination Inspector	£15 0 0	
Rose, W.	Customs	Bonus for services as Acting Collector of Customs at Wellington during the two years preceding the 31st March, 1913	£50 0 0	
Rossiter, A. J.	Lands and Survey	For special work performed in connection with the adjustment of New Plymouth "fourths"	£25 0 0	
Rowden, H. R.	Agriculture	Whilst acting as Secretary to the Board of Agriculture	£25 per annum.	
Russell, Miss E. N.	State Fire Insurance	Special allowance at rate of £15 per annum while acting in office of Minister of Customs	£15 "	
Rutherford, D.	Post and Telegraph	While engaged on work in connection with accounts of the Imperial Government Meat-supply Branch	£50 "	
Smith, George	Marine	Whilst acting as a member of the Board of Examiners for the appointment of Pilots (to be paid by Wellington Harbour Board)	£2 2 0	
Smith, M. C.	Lands and Survey	Secretary to Surveyors' Board ( <i>vice</i> E. C. Adams, on leave)	£80 per annum.	
Smyth, J. A.	Post and Telegraph	While acting as Assistant Secretary Public Service Board of Appeal	£25 "	
Steward, C. W.	Public Health	Whilst acting as Chief Clerk at Auckland	12s. 6d. per diem.	
Stewart, J. H.	Post and Telegraph	Services performed at an inquiry <i>re</i> A. Marison, of Post and Telegraph Department	£30 per annum. £9 10 6	

Williamson, J. C.	Post and Telegraph	Acting Assistant Secretary, G.P.O.	£35 0 0
Markmann, A. T.	"	Acting Chief Clerk, G.P.O. 1/7/15 to 2/9/15	£15 0 0
McNamara, G.	"	Acting Superintendent of Staff, G.P.O.	£15 0 0
Gow, W. J.	"	Acting Chief Clerk, G.P.O. 3/9/15 to 17/10/15	£5 0 0
Dawson, W. I.	"	Acting Principal Correspondence Clerk, G.P.O.	£5 0 0
Stewart, M.	Tourist and Health Resorts	For performing special work, periods 5th to 23rd October, 1914, and 3rd to 28th November, 1914	3s. per diem.
Stewart, M.	"	Whilst performing double duty during absence of assistant	3s. "
Strack, F. A.	Public Health	Whilst performing duties of Accounts Clerk	£25 per annum.
Veale, G. H.	Justice	Special cleaning work during Christmas and New Year holidays	£2 0 0
Vincent, T.	"	Extra duties caused through frequent absence of Gaoler, Mr. Hawkins	£40 per annum.
Walker, J.	Internal Affairs	For work performed in cleaning for Customs Department on Labour Day	£0 12 0
Watson, W. E.	State Fire Insurance	In lieu of overtime for extra work performed	£3 5 7
Wheeler, R. S.	Post and Telegraph	For work performed for Police Department during Constable's leave of absence	£5 0 0
Woodford, A. J. C.	Printing and Stationery	Whilst acting as Office-cleaner	£1 per month.
Wright, Mrs. J. M.	Internal Affairs	For extra duty	15s. per week.
Wright, M.	Tourist and Health Resorts	Whilst acting as Manageress for thirty-six days from 8th August, 1914	3s. per day.
Barton, F.	Labour	Acting as Supervisor of Erection of Workers' Dwellings (subject to special vote)	£4 8 0
Bolland, R. A.	"	Ditto	£10 0 0
Frizzelle, R.	Justice	"	£5 0 0
Lightfoot, G. H.	Labour	"	£20 14 2
McCorrack, M.	Justice	"	£23 1 9
Slaughter, W.	Labour	"	£11 16 9
Stringer, E. J.	"	"	£143 10 0
Torbit, H. J.	"	"	£14 3 7
Tyson, S.	"	"	£11 0 11
Bennett, J. P.	Marine	Picking and sale of oysters (special vote)	£10 0 0
Bennett, J. P.	"	Bonus for picking and sale of oysters during 1913	£10 0 0
Coad, J. H.	"	Picking and sale of oysters (special vote)	£5 0 0
Dadson, J. W.	"	"	£10 0 0
Letcher, J. H.	"	"	£5 0 0
Ridings, J. P.	Customs	"	£10 0 0
Widdows, R. E.	Marine	"	£10 0 0
Abum, S. S.	Public Works	"	£10 0 0
Atkin, C. R. J.	Government Insurance	Lodging-allowance whilst temporarily stationed at Balclutha	£1 per week.
Brown, H. G.	"	Expense incurred by him in respect of board and lodging at Dunedin while on his way to Wellington (Regulation 130A)	£2 5 0
Clarke, J. W.	Public Works	Lodging-allowance whilst temporarily stationed at Auckland	£1 per week.
Flower, W. E. F.	Tourist and Health Resorts	Location allowance in addition to ordinary lodging-allowance until salary reaches £150 while stationed at Melbourne	£15 per annum.
Flower, W. E. F.	Agriculture	Board and lodging in connection with transfer from Oamaru	£9 0 0

TABLE VII.—RETURN OF ALLOWANCES AND SPECIAL PAYMENTS OTHER THAN CURRENT REGULAR ALLOWANCES GRANTED TO OFFICERS OF THE PUBLIC SERVICE—continued.

Name.	Department.	Nature of Allowance.	Amount.	Remarks.
Gregg, G.	Tourist	Location allowance in addition to ordinary lodging-allowance until salary reaches £150 while stationed at Sydney	£15 per annum.	
Jackson, W.	Public Works	Lodging-allowance whilst temporarily stationed at Whangarei	£1 per week.	
Ker, J.	Justice	Lodging-allowance whilst on special work at Waikeria	£30 per annum.	
Park, A. D.	Public Works	Lodging-allowance as from 11th February, 1914, while in lodgings at Dunedin pending transfer to Auckland	£1 5s. per week.	
"	"	Lodging-allowance whilst in Auckland, from 5th to 27th May	"	
Weyburne, C.	Justice	Lodging-allowance while engaged on special work at Waikeria	£30 per annum.	
Woodford, A. J. C.	Printing and Stationery	Lodging-allowance while temporarily stationed at Te Kuiti	£1 per week.	
Foster, H. F.	Internal Affairs	Special house allowance	15s. per week.	
Bollons, Captain S.	Marine	When "Hinemoa" laid up for repairs and Captain unable to be victualled on board	10s. per diem.	
Hooper, Captain G. S.	"	When N.Z.T.S. "Amokura" laid up for repairs and Captain unable to be victualled on board	"	
Brown, W. R.	Agriculture	Medical expenses incurred through accident met with whilst on duty	£28 14 0	
Jacobsen, F. A.	"	Ditto	£23 15 6	
Lyon, A. M.	Public Works	" (special vote)	£130 0 0	
Stevenson, J.	Agriculture	Refund of all medical expenses incurred through accident received whilst on duty.		
Warbrick, A.	Tourist and Health Resorts	Medical expenses incurred to hand, through accident met with whilst on duty	£10 10 0	
Buncehall, H. E.	Agriculture	Special work performed in connection with the Department's display at winter shows	£4 0 0	
Dicker, A.	"	Ditto	£16 0 0	
Fairfax-Cholmeley, R. E.	"	"	£12 0 0	
Glasson, A. J.	"	"	£6 0 0	
Kitto, A. H.	"	"	£1 17 6	
McCulloch, W. J.	"	"	£14 0 0	
McGillivray, R. D.	"	"	£8 0 0	
Munro, H. A.	"	"	£6 0 0	
Patterson, D.	"	"	£5 0 0	
Walton, H. J.	"	"	£1 10 0	
Burch, J. H.	"	"	£12 5 0	
Chesson, Dr. H.	Valuation	Whilst acting as a Commissioner on the Taumarunui Kaituna Drainage District Commission	£10 10 0	
Outler, A. H.	Public Health	Whilst acting as a Commissioner at an inquiry at the Chatham Islands	£1 1 0	
Dixon, G. F.	Justice	Whilst acting as Secretary to the Taumarunui Borough Council Commission		
	Public Service Commissioner's	Whilst acting as Secretary to the Palmerston North-Kairanga River District Commission	£1 11s. per diem.	

Ellison, H. A. . .	..	Valuation ..	..	Whilst acting as a Commissioner on the Tamarunui Borough Commission	£3 3 0
Esam, B. J. . .	..	" ..	..	Whilst acting as a Commissioner in connection with the Epsom Road District inquiry	£3 3 0
Greville, R. P. . .	..	Lands and Survey	..	Chairman, Kauri-gum Reserves Royal Commission	£2 2s. per diem.
Haszard, H. D. M. .	..	" ..	..	Travelling-allowance and expenses whilst acting as a Commissioner for an inquiry in connection with landless Natives' land in the South Island and the Wakato-Maniapoto Maori Land Board District	£1 1s. ,,
Mackenzie, F. F. .	..	Valuation ..	..	Whilst acting as Commissioner on Renuera-Auckland Road District inquiry	£14 14 0
Mackie, N. H. . .	..	" ..	..	Secretary to Valuation of Lands Commission during absence from Wellington	£1 1s. per diem.
Milne, R. . .	..	" ..	..	Whilst acting as a Commissioner in connection with the alteration of Tuapeka and Bruce Counties, Tuapeka	£4 4 0
Morgan, E. . .	..	" ..	..	Whilst acting as Commissioner in connection with proposal to constitute the Waikato Town District	£2 2 0
Parata, H. P. . .	..	Native ..	..	Whilst acting as Clerk and Interpreter on the Landless Natives Commission	£20 6 3
Parry, E. . .	..	Public Works	..	Whilst acting as a Commissioner on the Auckland Water-ways and Canals Commission	£1 1s. per diem.
Pollen, C. R. . .	..	Lands and Survey	..	Whilst acting as Commissioner to the South Rakatia Town District inquiry	£1 1 0
Sadd, R. T. . .	..	" ..	..	Whilst acting on a Commissioner in connection with the alteration of Tuapeka and Bruce Counties, Tuapeka	£4 4 0
Sandford, F. T. .	..	" ..	..	Travelling-allowance whilst engaged as Secretary to the Commission to inspect and report upon Crown lands, forests, and timber in Nelson and Westland	£1 1s. per diem.
Shera, L. M. . .	..	Public Works	..	Whilst acting as Secretary to the Explosives Committee while at headquarters allowance of 10s. per diem, and if absent from headquarters £1 per diem	..
Skeet, H. M. . .	..	Lands and Survey	..	Whilst acting as a Commissioner on the Tamarunui Borough Commission	£3 3 0
" ..	..	" ..	..	Whilst acting as a Commissioner on the Commission re proposed alteration of boundaries of Borough of Dargaville	£1 1 0
" ..	..	" ..	..	Whilst acting as Commissioner in connection with the Renuera-Auckland Road District inquiry for fourteen days, March-August	£1 1 0
" ..	..	" ..	..	Whilst acting as Commissioner in connection with the Waikato Town District inquiry for two days in June	£2 2 0
" ..	..	" ..	..	Whilst acting as Commissioner in connection with the Tuakau Town District inquiry in May	£2 2 0
" ..	..	" ..	..	Whilst acting as Commissioner in connection with the Whangarei Borough Council Alterations Commission in April	£2 2 0
" ..	..	" ..	..	Whilst acting as Commissioner in connection with the inquiry into proposal to constitute Borough of Te Awamutu	£2 2 0
" ..	..	" ..	..	Whilst on Commission re constitution of Borough of Paeroa	£3 14 6

TABLE VII.—RETURN OF ALLOWANCES AND SPECIAL PAYMENTS OTHER THAN CURRENT REGULAR ALLOWANCES GRANTED TO OFFICERS OF THE PUBLIC SERVICE—continued.

Name.	Department.	Nature of Allowance.	Amount.	Remarks.
Skeet, H. M.	..	Whilst acting as Commissioner in connection with the Epsom Road District inquiry	£3 3 0	
"	..	Whilst acting as Commissioner in connection with the Taurunui-Kaituna Drainage District Commission	£8 4 3	
Smith, Captain G. G.	..	Fee for sitting as an Assessor in connection with the inquiry into stranding of s.s. "Kauri"	£1 1 0	
Thompson, W. F.	..	Whilst acting as a Commissioner respecting proposed alteration of boundaries of Borough of Dargaville	£4 12 0	
"	..	Whilst acting as a Commissioner on the Whangarei Borough Council Commission	£1 10s. per diem.	
Wallis, W. F.	..	Whilst acting as a Commissioner re constitution of Borough of Paeroa	£4 13 6	
Allan, J.	..	£20 for removal of household from Mosgiel to Palmerston North	£20 0 0	
Allan, W. A.	..	Allowance for removal of furniture whilst on transfer	£46 15 0	
Lonsdale, T. W.	..	Locomotion expenses incurred in Australia when travelling on departmental business	£20 0 0	
Roberts, E.	..	Refund of expenses incurred in connection with visit to Grey-mouth to be medically examined for permanent appointment	£0 15 0	
Telegraph Linemen	..	For conveyance of mails between Invercargill and Preservation Inlet about once every three months (paid by Marine Department)	£3 per trip.	
Prison Officers	..	Allowance to Gaolers at rate of 5s. per diem, and 2s. 6d. per diem to subordinate officers whilst attending sittings of Supreme Court.		
Native-school Teachers	..	Payment as Registrars of Births and Deaths of Maoris at the rate of 2s. 6d. per entry.		
Field Officers	..	To receive refund of fees paid by them to grooms for attending to officers' horses. Fee not to exceed 1s.		
Drivers	..	Drivers of motor-lorries to receive bonus of £4 per annum each for carefulness in handling the vehicles.		
Officers	..	Refund of gratuities paid when necessary to ships' officers for the supervision of children being transferred from one industrial school to another.		
Commission on profits	..	Rate of 3¼ per cent. with following maximum payments to Managers at—		
	..	Wellington .. .. .	£150 0 0	
	..	Auckland .. .. .	£125 0 0	
	..	Christchurch .. .. .	£100 0 0	
	..	Dunedin .. .. .	£75 0 0	
	..	Palmerston North .. .. .	£50 0 0	
	..	New Plymouth .. .. .	£50 0 0	
	..	State Fire Insurance		

Officers of the Public Service	..	For work performed in connection with the general election were paid as follows :—	
	..	Returning Officers .. .. .	£10 10 0
		Deputy Returning Officers .. .. .	£2 2 0
		Poll Clerks .. .. .	£1 1 0
"	..	For the four Maori Electorates—	
	..	Returning Officer .. .. .	..
		Deputy Returning Officers .. .. .	£1 1s. per diem.
		Maori Associates .. .. .	10s. 6d. per diem.
"	..	Officers appointed to carry out the duties pertaining to the Legislature and Licensing Acts, as follows :—	
	..	Returning Officer—	
		Electoral .. .. .	£15 15 0
		Local option .. .. .	£5 5 0
		National prohibition .. .. .	£5 5 0
		Returning Officer (for city licensing districts)—	
		Electoral .. .. .	£15 15 0
		Local-option .. .. .	£5 5 0
		National prohibition (three electorates) .. .. .	£10 10 0
		Deputy Returning Officers .. .. .	£2 2 0
		Poll Clerks .. .. .	£1 1 0
		Justices of the Peace attending official count .. .. .	£1 1s. per diem.

Re-fund of all locomotion expenses and  
£1 1s. per diem travelling-allowance.

TABLE VIII.—SCHEDULE OF INQUIRIES HELD UNDER THE PUBLIC SERVICE ACT, 1912.

Department in which Officer concerned was employed.	Nature of Charges.	Decision of Commissioner.
Agriculture, Industries, and Commerce	Alleged refusal to carry out instruction ..	Officer dismissed, but reinstated on appeal.
Customs .. .. .	(1.) With being concerned in connection with frauds in the Customs revenue. (2.) With negligence and carelessness which resulted in opportunities being opened for fraud by others	(1.) Acquitted. (2.) Proved with extenuating circumstances. Officer reinstated, but required to forfeit salary during period of suspension, and salary reduced by £10 per annum.
Justice .. .. .	(1.) (a) Breaches of regulations and gross neglect of duty; (b) interfering with a prisoner working under another officer; and (c) neglecting to attend muster of officers before being dismissed. (2.) Disrespectful misconduct towards his superior officer. (3.) General inefficiency	Officer dismissed.
" .. .. .	Breaches of Prisons rules .. .. .	"
" .. .. .	Serious breaches of the Prisons Regulations	"
Land and Income Tax .. .. .	(1.) Charged with making false entries in the attendance-book and denying same. (2.) Inefficiency	Officer reinstated. Required to forfeit salary during period of suspension, and transferred to another Department.
Marine .. .. .	Lightkeeper causing light to cease revolving through having fallen asleep during watch	Officer dismissed.
Mines .. .. .	Inquiry into charges of friction between an Inspector of Mines and an Inspector of Machinery, through the latter assisting a mine-manager to resist charges brought about by the Inspector of Mines	Officer exonerated.
" .. .. .	Misappropriation of public money entrusted to their care	Officers (three) dismissed.
Post and Telegraph .. .. .	Using grossly improper language over the telephone	Officer transferred to another position, salary reduced, and long-service pay discontinued.
" .. .. .	Misappropriation of money entrusted to his care	Officer dismissed.
Public Works .. .. .	Making false statements against a fellow-worker (temporary employee)	"
" .. .. .	(1.) Inquiry into allegations against an Assistant Engineer of (a) bad engineering; (b) making dishonest payments; and (c) allowing dishonest use of public property. (2.) Insubordination.	Officer dismissed.



TABLE IX.—RETURN OF POSITIONS APPLICATIONS FOR WHICH WERE INVITED BY ADVERTISEMENT IN THE PRESS OR GAZETTE DURING THE YEAR 1914-15.

Department and Position.	Salary (per Annum).	Division.	Number of Vacancies.	Number of Applicants.	Remarks.
<i>Department of Agriculture, Industries, and Commerce.</i>					
Director of Fields, Wellington .. .. .	750 (maximum)	Professional	1	15	From outside Service.
Vine and Wine Instructor .. .. .	300	General	1	5	"
Milk-tester, Palmerston North .. .. .	200	"	1	70	"
Caretaker, Somes Island .. .. .	200	"	1	187	From within Service.
Dairy Instructor and Grader, Gisborne .. .. .	300 (maximum)	"	1	18	"
Poultry Instructor, Wellington .. .. .	220	"	2	29	One from within and one from outside Service.
Dairy-produce Grader, Patea .. .. .	260	"	1	18	From outside Service.
Dairy Instructor, Palmerston North, Manauia, Patea .. .. .	260	"	3	29	Two from outside and one from within Service.
Milk-tester, Hamilton .. .. .	200	"	1	52	From outside Service.
Orchard Instructor, Hamilton .. .. .	170	"	1	25	"
Garden Overseer, Wairanga Experimental Farm .. .. .	180	"	1	17	"
Fields Inspector, Gore .. .. .	180	"	1	76	"
Overseer, Ruakura Farm of Instruction .. .. .	200 (maximum)	"	1	32	"
<i>Audit Department.</i>					
Junior Clerk, Wellington .. .. .	120	Clerical	2	24	No appointment made.
<i>Crown Law Department.</i>					
Assistant Law Officer, Wellington .. .. .	650	Professional	1	30	From outside Service.
<i>Customs Department.</i>					
Locker, Manufacturing Warehouse, Auckland, Christchurch .. .. .	200	General	2	20	From within Service.
<i>Defence Department.</i>					
Clerk, Hamilton, Paeroa, Nelson, Rangiora, Timaru, Oamaru, Milton .. .. .	120	Clerical	7	47	From outside Service.
<i>Education Department.</i>					
Medical Inspector of Schools .. .. .	450	Professional	1	2	From outside Service.
" .. .. .	460, 480	"	2	14	One appointment only.
" .. .. .	500	"	2	14	No appointment made.
" .. .. .	850	"	1	2	From within Service.
Director of Education .. .. .	275 (maximum)	Clerical	1	17	"
Principal Correspondence Clerk, Wellington .. .. .	250	General	4	58	From outside Service.
Inspector and Teacher of Physical Education .. .. .	175 (and keep)	"	1	1	From within Service.
Farm Overseer, Boys' Training-farm, Weraoia .. .. .	250 (maximum)	"	2	4	"
Physical Instructor, Auckland, Wellington .. .. .					

TABLE IX.—RETURN OF POSITIONS APPLICATIONS FOR WHICH WERE INVITED BY ADVERTISEMENT IN THE PRESS OR GAZETTE DURING THE YEAR 1914-15—continued

Department and Position.	Salary (per Annum).	Division.	Number of Vacancies.	Number of Applicants.	Remarks.
<i>Government Insurance Department.</i>					
Actuary, Wellington .. .. .	£ 750	Professional	1	1	From within Service.
Senior Shorthand-writer and Typist, Head Office .. .. .	180 (maximum)	General	1	9	"
<i>Internal Affairs Department.</i>					
Chief Compiler, Government Statistician's Office, Wellington .. .. .	315 (maximum)	Clerical	1	54	From within Service.
Compiler, Government Statistician's Office, Wellington .. .. .	260	"	3		Two from within Service, one not filled.
Analyst, Dominion Laboratory, Wellington .. .. .	260	Professional	1	9	From within Service.
Junior Assistant, Museum, Wellington .. .. .	120	Clerical	1	55	No appointment made.
Inspector of Explosives, Dominion Laboratory, Wellington .. .. .	220	General	1	25	From within Service.
<i>Justice Department.</i>					
Chief Clerk, Wellington .. .. .	330	Clerical	1	15	From within Service.
Bailiff, Taumarunui .. .. .	140	General	1	53	From outside Service.
<i>Land and Income Tax Department.</i>					
Inspector, Wellington .. .. .	315 (maximum)	Clerical	2	13	From within Service.
" .. .. .	315	"	1	7	"
<i>Lands and Survey Department.</i>					
Chief Draughtsman, District Office, Blenheim .. .. .	345 (maximum)	Professional	1	5	From within Service.
Land Transfer Draughtsman, Nelson .. .. .	365	"	1	8	"
" Invercargill .. .. .	365	"	1	5	"
Chief Draughtsman, Hokitika .. .. .	345	"	1	3	"
Chief Clerk, District Office, Dunedin .. .. .	370	Clerical	1	10	"
Inspector of Offices and Relieving Officer .. .. .	425	"	1	15	"
Chief Accountant, Wellington .. .. .	425	"	1	20	"
Cashier, Dunedin .. .. .	260	"	1	10	"
Chief Clerk, District Office, New Plymouth .. .. .	330	"	1	10	"
Crown Lands Ranger, Invercargill .. .. .	230	General	1	75	From outside Service.
<i>Marine Department.</i>					
Inspector of Machinery .. .. .	300	Professional	2	32	From outside Service.
<i>Mental Hospitals Department.</i>					
Assistant Medical Officer .. .. .	300 (maximum)	Professional	1	1	No appointment made.
" .. .. .	400	"	1	2	"

<i>Mines Department.</i>									
Paleontologist, Wellington	..	..	400 (maximum)	Professional	..	1	5	Not proceeded with.	
Mine-manager, Liverpool Colliery ..	..	..	310	"	..	1	12	From within Service.	
Inspecting Engineer of Coal-mines	..	..	600	"	..	1	13	"	
Assistant Instructor, School of Mines, Thames	..	..	210	"	..	1	2	From outside Service.	
Clerk, Head Office, Wellington	..	..	260 (maximum)	Clerical	..	1	4	From within Service.	
<i>Native Department.</i>									
Junior Clerk, Auckland, Wellington	..	..	120	Clerical	..	2	27	From outside Service.	
Clerk and Interpreter, Waikato-Maniapoto District Native Land Court, Auckland	..	..	220 (maximum)	"	..	1	14	"	
<i>Pensions Department.</i>									
Registrar of Pensions, Wellington ..	..	..	260 (maximum)	Clerical	..	1	10	From within Service.	
<i>Public Health Department.</i>									
Engineer, Te Waikato Sanatorium	..	..	225	General	..	1	41	From outside Service.	
<i>Public Service Commissioner's Department.</i>									
Clerk and Sub-Inspector, Wellington	..	..	260	Clerical	..	1	8	From within Service.	
Clerk ..	..	..	190	"	..	1	9	"	
Secretary, Public Service Commissioner	..	..	330	"	..	1	13	"	
Clerk, Wellington	..	..	..	"	..	1	13	No appointment made.	
Shorthand-writer and Typist	..	..	..	General	..	1	5	From within Service.	
<i>Public Service Superannuation Department.</i>									
First Clerk, Wellington ..	..	..	260	Clerical	..	1	5	From within Service.	
<i>Public Trust Department.</i>									
Junior Clerk, Wellington	..	..	120	Clerical	..	4	13	One from outside and three from within Service.	
<i>Public Works Department.</i>									
Assistant Engineer, Tauranga	..	..	210	Professional	..	1	24	From outside Service.	
Stores Manager for Dominion	..	..	425 (maximum)	Clerical	..	1	72	"	
Draughtsman ..	..	..	190	"	..	11	39	Ten from outside Service, one yet to be filled.	
Linemaster, Lake Coleridge—Christchurch high-tension transmission-line	..	..	208	General	..	2	18	From outside Service.	
Storekeeper, Auckland, Dunedin	..	..	260	"	..	2	11	From within Service.	
Mechanical Engineer Overseer	..	..	220	"	..	1	98	"	
Engineer's Assistant, Taumarunui ..	..	..	250 (maximum)	"	..	1	36	From outside Service.	
Fifth Engineer, Lake Coleridge	..	..	220	"	..	1	79	"	
Shorthand-Typist, Greymouth	..	..	72	"	..	1	4	"	

TABLE IX.—RETURN OF POSITIONS APPLICATIONS FOR WHICH WERE INVITED BY ADVERTISEMENT IN THE PRESS OR GAZETTE DURING THE YEAR 1914-15—continued.

Department and Position.	Salary (per Annum).	Division.	Number of Vacancies.	Number of Applicants.	Remarks.
<i>Public Works Department—continued.</i>					
Shorthand-Typist, Gisborne ..	£ 72	General	1	1	From outside Service
Apprentice Carpenter, Auckland ..	2s. per diem	"	1	4	"
Foreman Bridge Carpenter, Westport ..	190	"	1	15	"
Plumber, Dunedin ..	185	"	1	62	"
	240 (maximum)				
Superintendent, and Attendant, Addington Substation	180	"	4	63	Superintendent outside Service, no appointments made attendants.
	170				
	160				
	180				
Sub-station Attendant, Addington ..	170	"	3	64	From outside Service.
	160				
<i>Stamp Department.</i>					
Deputy Commissioner of Stamps, Christchurch ..	425	Clerical	1	7	From within Service.
<i>State Fire Insurance Department.</i>					
Junior Clerk, Wellington ..	165	Clerical	1	1	From outside Service.
<i>Tourist Department.</i>					
Medical Officer, Rotorua Sanatorium ..	480 (maximum)	Professional	1	4	From outside Service.
Matron, Hammer Springs ..	150	General	1	13	"
Third Shift Engineer, Okere Falls Power-station ..	160 (free use of whare)	"	1	19	"
Shift Engineer, Okere Falls Power-station ..	190	"	1	36	"
<i>Post and Telegraph Department.</i>					
Applications were invited for seventy-one positions, and the vacancies were all filled by officers within the Department.					

TABLE X.—APPLICATIONS FOR EMPLOYMENT OTHER THAN THOSE FOR ADVERTISED VACANCIES.

Nature of Employment sought.	For Permanent Employment.	For Temporary Employment.	Nature of Employment sought.	For Permanent Employment.	For Temporary Employment.
	No.	No.		No.	No.
Accountant .. .. .	4	..	Lightkeeper .. .. .	14	36
Architect .. .. .	..	1	Lineman (Telegraph) .. .. .	35	..
Assistant Postmistress .. .. .	23	..	Locker .. .. .	7	3
Attendant (bath) .. .. .	2	2	Manager .. .. .	..	5
„ (miscellaneous) .. .. .	4	9	Matron .. .. .	2	4
Bailiff .. .. .	6	7	Mechanic .. .. .	6	..
Basketmaker .. .. .	2	..	Mechanician .. .. .	19	..
Bricklayer .. .. .	2	1	Messenger .. .. .	115	18
Caretaker .. .. .	25	10	„ (Customs) .. .. .	45	..
Carpenter .. .. .	4	5	„ (Post Office) .. .. .	83	..
Chainman .. .. .	2	3	Miscellaneous and any .. .. .	146	114
Charwoman .. .. .	55	51	Motor-cycle Messenger .. .. .	27	1
Chauffeur .. .. .	41	11	Night-watchman .. .. .	98	8
Chemist .. .. .	2	1	Orchardist .. .. .	3	..
Cleaner .. .. .	7	..	Orderly .. .. .	4	1
Clerical .. .. .	62	892	Overseer .. .. .	10	7
Clerk of Works .. .. .	3	2	Postmistress .. .. .	59	..
Cook .. .. .	..	12	Printer .. .. .	1	2
Custodian .. .. .	6	2	Ranger .. .. .	6	1
Draughtsman .. .. .	22	29	Registrar of Births, &c. . . .	2	..
Electrician .. .. .	9	1	Searcher .. .. .	21	1
Engineer .. .. .	22	5	Ships' Surveyor .. .. .	3	..
Experimental Farm-work .. .. .	3	3	Shorthand-writer and Typist .. .. .	204	43
Fishing-work .. .. .	..	2	Solicitor .. .. .	2	..
Foreman .. .. .	3	4	Storeman .. .. .	36	11
Gardener .. .. .	4	2	Surveyor .. .. .	5	5
Housemaid .. .. .	2	18	Switchboard-attendant .. .. .	168	..
Inspector of Dairies .. .. .	5	..	Teacher .. .. .	7	6
„ Factories .. .. .	6	1	Telegraphist .. .. .	13	..
„ Fisheries .. .. .	5	..	Telegraph Message-boy .. .. .	861	..
„ Footwear .. .. .	14	..	Telephone-exchange Clerk .. .. .	10	..
„ Meat .. .. .	35	2	Tide-waiter .. .. .	49	..
„ Rabbits .. .. .	15	6	Tracer .. .. .	2	..
„ Stock .. .. .	22	1	Trackman .. .. .	..	6
Inspector (miscellaneous) .. .. .	25	10	Translator .. .. .	1	3
Instructor .. .. .	2	..	Typist .. .. .	14	..
Interpreter .. .. .	7	..	Veterinary Officer .. .. .	2	..
Labourer .. .. .	9	27	Warder .. .. .	6	5
Landing Officer .. .. .	2	2	Watchman .. .. .	38	2
Laundress .. .. .	..	4	Wireless Operator .. .. .	6	..
Letter-carrier .. .. .	141	..			
Liftman .. .. .	12	4	Totals .. .. .	2,546	1,412

The total number of applicants (some of whom were not eligible, and were accordingly not registered) was 4,246.

In addition to the above, the following were candidates for cadetships: In Public Service Entrance Examination, 1914-15—Passed, 668.

## APPENDICES TO THE THIRD REPORT OF THE PUBLIC SERVICE COMMISSIONER.

### APPENDIX A.

#### REPORT OF THE STORES TENDER BOARD FOR YEAR ENDED 31ST MARCH, 1915.

THERE has been no change in the personnel of the Board since the last report.

Twenty-five meetings were held during the year.

One hundred and thirty-five tenders were dealt with, of an aggregate value of £108,774 17s. 7d. The Board also authorized the purchase of forty-three items under clause 17 of the Public Service Stores Regulations, valued at £15,813 16s. 6d., and eighteen contracts for supplies of a minor nature were arranged.

The matter of deposits and securities was fully gone into by the Board during the year, and the Public Service Commissioner was recommended to amend the Stores Regulations in the direction of allowing tenderers to place on fixed deposit in the name of the Chairman of the Board a sum to cover all deposits required to accompany tenders, and also to provide, except in special cases, for a general bond in the sum of £1,000 for the due fulfilment of all contracts entered into with a tenderer. The regulations have been amended in this respect, and tenderers are now taking advantage thereof.

A form of tender for general use has been drawn up making the conditions of contract uniform, and more favourable to tenderers.

Owing to the war many requests reached the Board for variation of the conditions of contract, and it was decided to recommend the Public Service Commissioner to agree to concessions being made to contractors by Government undertaking to pay additional charges by way of freight, war-risk insurance, and exchange, and in certain cases the extra cost of production of goods. The proposals were agreed to, and appear to have given complete satisfaction to contractors.

It was also decided, owing to conditions existing due to the war, not to relet contracts for food, forage, and other supplies, which are at present fluctuating to an extent which would prevent favourable contracts for any length of time being entered into, but to permit Departments requiring such supplies to procure them in the open market to the best advantage.

The contract for miscellaneous ironmongery and general stores required by Government Departments, which has hitherto been arranged by the Public Works Department, is now in course of reletting by the Board. Amended conditions and schedules of supplies have been drawn up, and tenders are being invited for the supplies for a period of one year, with the right of extension for a further period of one or two years subject to the parties mutually agreeing thereto.

During the year it was found necessary to forfeit the deposit security made by a contracting firm, on account of its having furnished misleading information as to the source of manufacture of stores tendered for.

Detailed statements showing the tenders accepted and purchases authorized under clause 17 of the Public Service Stores Regulations are attached.

It will be seen from the statements that some Departments of the Service do not obtain stores through this Board, and that the bulk of the tenders dealt with have been for the Post and Telegraph Department. It may be that the reason for this is that some Departments have not found it necessary to call for stores during this year; and in some other cases Departments are not under the control of the Commissioner, and in consequence are not obliged to avail themselves of the services of the Board. In one other case the Department has a Tender Board of its own, and, except for general stores-supply contracts advertised for once every two or three years, it deals with tenders itself. The purpose of this Board is to secure that stores for the different Departments be procured as economically as possible, and whether individual Departments making purchases apart from the Tender Board can do so more advantageously than through the Board cannot be said without knowledge of the working of those Departments.

In view of the foregoing it is suggested that one principle of obtaining stores through the Public Service Stores Tender Board should prevail throughout the whole of the Government Departments.

J. MACKAY, Chairman.

## APPENDIX B.

## REPORT OF THE GOVERNMENT BUILDINGS OFFICE ACCOMMODATION BOARD.

SIR,— Government Buildings Office Accommodation Board, Wellington, 1st June, 1915.

We have to report that during the past year the Board has met when necessary, and has dealt with the many matters arising in connection with accommodation for Government Departments in various parts of the Dominion.

Members of the Board have made inspections of departmental buildings at Wellington, Auckland, Masterton, Christchurch, and Nelson.

That the results achieved from the Board's proposals in the direction of improving existing conditions have been satisfactory may be gathered from the following extract of a letter from a departmental head :—

“ I have to inform you that the alterations authorized by your Board in connection with the above have been carried out. There is no doubt the general office presents a neater and more business-like appearance, and is more spacious and free from draught than was the case before. All the top hamper has been removed from the desks, and has been cut up so as to be placed under the desks in a manner similar to pedestal tables, the whole arrangement preventing the accumulation of papers upon the officers' desks, besides giving more light and air to the office. Communication between the officers is thus made simpler and time saved thereby.”

*Departmental Buildings, Auckland.*—The proposals of the Board in regard to the main departmental buildings in Customs Street have practically been completed during the year, and the reports of Departments concerned indicate that considerable improvement has resulted. The Board's recommendations regarding the old Magistrate's Court building in High Street are now being given effect to.

*Government Buildings, Wellington.*—Several matters regarding the rearrangement of the accommodation for Government Departments in Wellington have received the attention of the Board. In so far as the new building is concerned, plans have been drawn up by the Government Architect, and the Board has at present under consideration the distribution of the rooms in the first new wing. Important proposals affecting the accommodation of the State Advances Department, and the Head Office of the Lands and Survey Department, have received the consideration of the Board, but in view of the disturbed condition of affairs action has been held over regarding these matters.

*Departmental Buildings, Nelson.*—The Board has, at the request of the Labour, Internal Affairs, and Public Trust Departments, reallocated the accommodation in the old post-office buildings, Trafalgar Street, Nelson.

We have, &c.,

R. TRIGGS, Chairman.

H. J. H. BLOW, J. HISLOP, Members of the Board.

The Hon. the Minister of Internal Affairs, Wellington.

## APPENDIX C.

## LIST OF ADMINISTRATIVE OFFICES.

OFFICES WHICH THE GOVERNOR, BY NOTIFICATION DATED 18TH OCTOBER, 1913, IN THE "NEW ZEALAND GAZETTE" OF THE 30TH IDEM, HAS DECLARED TO BELONG TO THE ADMINISTRATIVE DIVISION, IN ACCORDANCE WITH THE PROVISIONS OF SECTION 18 OF THE PUBLIC SERVICE ACT, 1912.

Secretary of Agriculture, Industries, and Commerce.	Secretary, Post and Telegraph Department.
Secretary and Inspector of Customs.	Assistant Secretary, Post and Telegraph Department
Inspector-General of Schools.	Assistant Secretary, Post and Telegraph Department
Secretary of Education.	} Two officers.
Government Insurance Commissioner.	
Secretary, Government Insurance Department, and Deputy Government Insurance Commissioner.	Under-Secretary for Public Works.
Inspector-General of Hospitals and Chief Health Officer.	Assistant Under-Secretary for Public Works.
Under-Secretary, Department of Internal Affairs.	Commissioner of Stamps, Registrar of Companies, and Secretary of Lands and Deeds.
Under-Secretary for Justice.	The State Fire Insurance General Manager.
Commissioner of Taxes.	Secretary to the Treasury.
Under-Secretary for Lands and Survey.	Valuer-General.
Secretary of Marine.	Under-Secretary for Immigration.
Inspector-General of Mental Defectives.	General Manager, Tourist and Health Resorts Department.
Under-Secretary, Native Department.	Commissioner of Pensions.
Public Trustee.	Secretary for Labour.
Deputy Public Trustee.	Government Printer.
	Engineer-in-Chief, Public Works Department.



## APPENDIX D.

## LIST OF OFFICERS EXEMPTED BY ORDER IN COUNCIL FROM THE PUBLIC SERVICE ACT.

OFFICERS OR CLASSES OF OFFICERS TO WHOM OR TO WHICH, ON THE RECOMMENDATION OF AND FOR SPECIAL REASONS ASSIGNED BY THE PUBLIC SERVICE COMMISSIONER, THE GOVERNOR IN COUNCIL HAS DECLARED, UNDER SECTION 4, THAT THE PUBLIC SERVICE ACT, 1912, SHALL NOT APPLY.

Department.	Name or Class of Officers.
	<p>The Solicitor-General.  The Private Secretary to the Prime Minister.  Secretary to Cabinet and Clerk of Executive Council.  The official Secretary to His Excellency the Governor.  The High Commissioner's staff.  Cook Islands and Niue Island : Resident Commissioners and staffs.  Officers of the Agricultural Department whose duties are performed beyond New Zealand.  Naval officers and men in the employment of New Zealand Government.</p>
All Departments .. ..	Any officer who by his retainer, commission, agreement, or the nature of his employment, is not required to give and does not give his whole time to the Public Service, and who is allowed to perform work for other persons outside the Public Service for his own pecuniary advantage and in his private capacity.
Agriculture .. ..	Learners at experimental farms.
Government Insurance .. ..	Canvassers for life or accident insurance.
Marine .. ..	Officers and crews of Government steamers, except masters.
Native .. ..	Presidents of Maori Land Boards.*
	<p>Cameron, Kenneth.  Kershaw, Mark.  Wilson, Frederick Charles.  Bennett, Albert Percival.  McKenzie, Richard James.  O'Brien, Morgan Timothy.  Franklin, Bernard Adolph.  Terry, John Percy.  Miller, Charles Edmond.  Gray, Archibald.  Johnston, James.</p>
Public Health .. ..	Sanitary Inspectors.
State Fire Insurance .. ..	Canvassers.

\* By section 20 of the Native Land Amendment Act, 1913, these officers have been brought under the Public Service Act as from date of their appointment as Presidents.

## APPENDIX E.

REPRODUCTIONS OF SOME SELECTED FORMS ILLUSTRATING MULTIPLE SCHEMES,  
CARBON PROCESSES, ETC.

## PLATE I.

DAILY BALANCE.				
PAYMENTS,		Thursday, 12th November, 1914.		
General Account.	Cash.	Transfers.	Total.	
<b>CASH-BOOK</b>		337 18 3	69 . 9	406 19 .
<b>PAYMENTS,</b>		434 3 4	71 18 9	506 2 1
Thursday, 12th Nov		125 5 4	33 2 8	158 8 .
General Account.	Cash.	279 6 1	17 18 3	297 4 4
		155 4 .	41 12 11	196 16 11
Wills 1	337 18 3		2 . .	2 . .
Wills 2	434 3 4	18 .		. 18 .
Intestate 1	125 5 4	17 6		. 17 6
Intestate 2	279 6 1	12 2		1 12 2
Mental Patients	155 4 .	1	42 2 6	72 5 7
Convict			7 3 .	7 10 6
Unclaimed Lands	. 18 .			90 . .
W. C. S. R.	. 17 6			90 2 .
Native Reserves	1 12 2		2000 . .	2000 . .
N. L. A. 09: Sec. 185	30 3 1	42	1 11 6	1 11 6
P. & L.	. 7 6	7	1 13 .	2 14 3
Suspense	90 . .		2181 10 1	2181 10 1
Taranaki Sch. Endowment Act	90 2 .		748 8 3	748 8 3
General Investment		2000 .		6 14 .
Valuation Fees		1 11 6		3 10 .
Fees Rates & Premiums	1 1 3	1 13 .		1 . .
Auckland Branch		2181 10 1		60 10 11
Christchurch Branch		748 8 3		164 12 3
Auckland Branch Fees	6 14 .			
Christchurch Branch Fees	3 10 .			
Dunedin Branch Fees	1 . .			7001 7 4
Superannuation Funds	60 10 11		60	
L. S. F. A.	164 12 3		164 12	
	£1783 5 8	£5218 1 8	7001 7 4	
<b>Balance:—</b>				
Cash in Bank:	115127 11 4			
Less unadvised: 18 . 4				9 14 .
" unnp. cheques: 400 . .	418 . 4	114709 11 .		1 1 4
Cash in hand:		288 4 2		
<b>Advances:—</b>				
Reserves Agent:	972 16 7			
Cashier:	50 . .			
Post-office:	249 2 3	1271 18 10	116269 14 .	
			£123271 1 4	

Plate illustrating one side of day's transactions as entered in Cash-book, showing completion at same time of a daily balance-sheet used in the preparation of the Check Ledger for balancing purposes.

Until recently these were both written by hand separately.





PLEASE RETURN NOTICE WHEN FORWARDING REMITTANCE.

District Lands and Survey Office,

FOR RENT DUE.
Dr. to RECEIVER OF LAND REVENUE.
191

Name and Address.	Lease No.	Half-yearly Amount.	Arrears.	Total Amount due.	Rebate if paid by Date stated below.	Net Amount payable.
MR THOS.C.REVELL C/O N.Z.LOAN & MERC.CO WANGANUI.	ORP 627	Rent Sundries 6 5 .		6 5 .	12 6	5 12 6

The above rent falls due on 1 JAN 1915 . If paid on or before 1 FEB 1915 , rebate as stated above will be allowed.

Rents and instalments fall due on 1st January and July in each year; and as it is not necessary that this notice should be sent, the non receipt of it by you will not be accepted as an excuse for non-payment. Remittances should be sent direct to the **Receiver of Land Revenue**, not to "The Commissioner of Crown Lands."

Payment should be made by cheque, bank draft, or post-office order. Cheques must include exchange if drawn on a branch of the bank other than that in the town where payable. Exchange rates are: 6d. for £20, and 3d. for every additional £10 or fraction thereof. Post-office orders may be obtained free of charge.

This notice does not affect the Land Board's right to take at any time whatever action it may deem necessary to recover arrears.

---

PLEASE RETURN NOTICE WHEN FORWARDING REMITTANCE.

District Lands and Survey Office,

FOR RENT DUE.
Dr. to RECEIVER OF LAND REVENUE.

Name and Address.	Lease No.	Half-yearly Amount.	Arrears.	Total Amount due.	Rebate.	Net Amount.
MR JOHN McNEILL TE KAPUA MATAROA.	ORP 628	Rent Sundries 1 2 6		1 2 6	2 3	1 . 3

The above rent falls due on 1 JAN 1915 . If paid on or before 1 FEB 1915 , rebate as stated above will be allowed.

Rents and instalments fall due on 1st January and July in each year; and as it is not necessary that this notice should be sent, the non receipt of it by you will not be accepted as an excuse for non-payment. Remittances should be sent direct to the **Receiver of Land Revenue**, not to "The Commissioner of Crown Lands."

Payment should be made by cheque, bank draft, or post-office order. Cheques must include exchange if drawn on a branch of the bank other than that in the town where payable. Exchange rates are: 6d. for £20, and 3d. for every additional £10 or fraction thereof. Post-office orders may be obtained free of charge.

This notice does not affect the Land Board's right to take at any time whatever action it may deem necessary to recover arrears.

863

Name and Address.	Lease No.	Half-yearly Amount.	Arrears.	Total Amount due.	Rebate.	Net Amount.
MR GUSTAV E.ANDERSON TAIHAPE.	ORP 630	Rent Sundries 2 16 3		2 16 3	5 7	2 10 8

The above rent falls due on 1 JAN 1915 . If paid on or before 1 FEB 1915 , rebate as stated above will be allowed.

Rents and instalments fall due on 1st January and July in each year; and as it is not necessary that this notice should be sent, the non receipt of it by you will not be accepted as an excuse for non-payment. Remittances should be sent direct to the **Receiver of Land Revenue**, not to "The Commissioner of Crown Lands."

Payment should be made by cheque, bank draft, or post-office order. Cheques must include exchange if drawn on a branch of the bank other than that in the town where payable. Exchange rates are: 6d. for £20, and 3d. for every additional £10 or fraction thereof. Post-office orders may be obtained free of charge.

This notice does not affect the Land Board's right to take at any time whatever action it may deem necessary to recover arrears.

10/8

Loan Bill: 53 3/2

Local Body: \_\_\_\_\_

RECEIVED THE SUM OF £ \_\_\_\_\_

Receiver of Land Revenue.

OFFICE COPY.

JOURNAL.		RECEIVER OF LAND REVENUE.									
Name and Address.	Lease No.	Half-yearly Amount.	Arrears.	Total Amount due.	Rebate.	Net Amount.	Date paid.	Amount.	Receipts.		
MR THOS.C.REVELL C/O N.Z.LOAN & MERC.CO WANGANUI.	ORP 627	6 5 .		6 5	12 6	5 12 6					
MR JAMES W.MURRAY PAKOWAI TINUI.	ORP 644	3 15 .		3 15	7 6	3 7 6					
MR CECIL A.G.SWERT KAWATAU MANGAWEKA	ORP 624	6 15 .		6 15	13 6	6 1 6					
MR JOHN McNEILL TE KAPUA MATAROA.	ORP 628	1 2 6		1 2 6	2 3	1 . 3					

Forms illustrating new method whereby rent-demand notice receipt form (in duplicate) and journal sheet are simultaneously prepared by machine process.

Revenue Cash-book of the Receiver of Land Revenue at Almington for the Week ending Saturday, the 29<sup>th</sup> day of November, 1913.

Date	Particulars	DETAILS OF RECEIPTS				DETAILS OF PAYMENTS				CASH	BALANCE	REMARKS
		From whom received	Public Money	Land Revenue	Other	Land Revenue	Other	Public Money	Other			
27-11-13	5.00	From whom received										
28-11-13	17.6	From whom received										
29-11-13	9.1	From whom received										
30-11-13	26	From whom received										
1-12-13	113	From whom received										
2-12-13	121	From whom received										
3-12-13	555	From whom received										
4-12-13	587	From whom received										
5-12-13	625	From whom received										
6-12-13	277	From whom received										
7-12-13	600	From whom received										
8-12-13	23	From whom received										
9-12-13	23	From whom received										
10-12-13	23	From whom received										
11-12-13	23	From whom received										
12-12-13	23	From whom received										
13-12-13	23	From whom received										
14-12-13	23	From whom received										
15-12-13	23	From whom received										
16-12-13	23	From whom received										
17-12-13	23	From whom received										
18-12-13	23	From whom received										
19-12-13	23	From whom received										
20-12-13	23	From whom received										
21-12-13	23	From whom received										
22-12-13	23	From whom received										
23-12-13	23	From whom received										
24-12-13	23	From whom received										
25-12-13	23	From whom received										
26-12-13	23	From whom received										
27-12-13	23	From whom received										
28-12-13	23	From whom received										
29-12-13	23	From whom received										

STATEMENT OF CASH RECEIVED BY RECEIVER OF LAND REVENUE ON AVERAGE 27th 1913.

REVENUE CASH-BOOK OF THE RECEIVER OF LAND REVENUE AT ALMINGTON FOR THE PERIOD TO 29th NOVEMBER 1913.

REVENUE CASH-BOOK OF THE RECEIVER OF LAND REVENUE AT ALMINGTON FOR THE PERIOD TO 29th NOVEMBER 1913.

Forms illustrating the old and new methods of preparing Land Revenue Cash-book. The adoption of the forms (insets) has resulted in considerable saving of time, as the preparation of duplicate copies for Treasury purposes is done at the same time as the original is prepared. Previously a more detailed cash-book was prepared in manuscript, and the copies required were also separately written.

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