

### APPORTIONMENT OF CONTROL.

An apportionment of control as between the Public Trustee and the Assistant Public Trustees was decided upon shortly after the Board took office.

The Public Trustee retains general control of the staff and organization of the Office, including all matters affecting the District Offices, the work of the Accounting and Inspectorial Staffs, and the purchase and maintenance of Office premises. The Assistant Public Trustees exercise supervision and control over the several administrative divisions of the Head Office. The Controllers of Divisions have been made directly responsible to the administrative heads for the conduct and discipline of their staffs and the efficient performance of the work.

### ABOLITION OF POSITION OF SECRETARY.

Direct access of heads of divisions to the administrative officers having been established, the position of Secretary to the Public Trust Office became unnecessary, and the officer who had hitherto occupied that position was transferred to the position of Inspector.

### CO-OPERATION OF OFFICERS.

The Board has met collective groups of officers with regularity for the purpose of fully discussing different phases of the administration, and it is specially pleased to acknowledge the interest displayed by the staff in these gatherings and the good effects which have resulted therefrom.

### STAFF.

On the 31st March, 1918, 130 officers out of the total permanent male staff of 275 had been accepted for military service. The Board records with deep regret that thirteen of these officers have been killed in action or have died of wounds.

Many important staff changes have been effected as a result of the re-organization of the work of the Department.

On the appointment of Mr. J. W. Macdonald as Assistant Public Trustee Mr. E. P. Hay was promoted to the vacant position of Office Solicitor.

The transfer of Mr. A. Purdie from the position of Secretary to that of Inspector has been referred to above.

Mr. W. M. Barr, formerly Accountant to the Department, has been transferred to the position of Inspector.

A new position of Chief Accountant was created, and has been filled by the appointment of Mr. M. C. Barnett.

Mr. Charles Zachariah, District Manager at Wellington, has been raised to the status of Local Deputy Public Trustee, Wellington.

The Head Office Branches formerly known as Wills I and Wills II have been amalgamated, and Mr. G. P. Purnell has been placed in charge of the combined Division with the title of Controller.

Mr. E. O. Hales, who held the position of Officer in Charge of Wills I Branch, has been transferred to the staff of Inspectors.

It became necessary during the year to sever the Intestacy Division from the Soldiers' Division. Mr. A. C. Bretherton has been placed in charge of the former Division, and Mr. T. E. Roberts retains control of the latter Division.

The following statement shows particulars of the staff employed on the 31st March, 1917 and 1918 respectively:—

				31st March, 1917.	31st March, 1918.
Permanent—					
Public Trustee	..	..	..	1	1
Assistant Public Trustees	..	..	..	1	2
Professional Division	..	..	..	11	10
Clerical Division	..	..	..	254	283
General Division	..	..	..	55	86
				322*	382†
Temporary	..	..	..	76	151
Totals	..	..	..	398	533

\* Including 70 on active service.

† Including 107 on active service.