

DEPARTMENTAL CONFERENCES OF OFFICERS.

The following conferences of departmental officers were held during the year :—

Department.	Nature of Conference.
Agriculture	Director Live-stock Division, District Superintendents, and Principal Veterinary Officers : To discuss meat-inspection and some of the more important diseases affecting live-stock.
"	Director and Assistant Director Horticulture Division and Orchard Instructors : To co-ordinate the work of orchard instruction and methods of dealing with orchard and garden pests.
"	Director Fields Division and Instructors in Agriculture : To co-ordinate the work of general instruction in agriculture, and to deal with some of the problems of farming practice.
Education	Senior Inspectors : To consider question of grading, efficiency of instruction, &c.
"	Senior Inspectors : To discuss the advantages and the experience gained through the exchange of Inspectors with officers abroad.
Health	Medical Officers of Health in the four chief districts : (1) In connection with the re-organization of the health districts and necessary adjustment of duties of staff ; (2) regrading of Inspectors ; and (3) procedure <i>re</i> prosecutions under the Sale of Food and Drugs Act.
Labour	Inspectors of Footwear : In connection with new Act.
Lands and Survey ..	Departmental officers : In connection with Land Bill.
Mines	Inspection staff : To discuss matters relating to administration and legislation (presided over by Under-Secretary).
"	Inspection staff and Superintendent of State Collieries : To deal with draft of Coal-mines Consolidation Bill and draft of proposed consolidated regulations based upon the Bill (presided over by Under-Secretary).
Public Trust	District Public Trustees and District Managers : Held at Dunedin, and presided over by Public Trustee.
"	District Public Trustees and District Managers : Held at Christchurch, and presided over by Assistant Public Trustee.
"	Public Trust Office Agents : Held at Hamilton, and presided over by Assistant Public Trustee.
"	District Public Trustees and District Managers : Held at Auckland, and presided over by Assistant Public Trustee.
"	Public Trust Office Agents : Held at Dunedin, and presided over by Assistant Public Trustee.
"	Office Rangers : Held at Head Office.
"	Reviewing Inspectors : Held at Head Office.
State Forest Service ..	Departmental officers : Held at Hanmer.

DEPARTMENTAL INSTRUCTION-BOOKS.

Several Departments have completed comprehensive compendiums of departmental instructions for the guidance of officers in the matter of office routine and practice.

The issue of such instructions in all Departments is a matter of importance. A recent inquiry, where the loss of cash was involved, emphasized their necessity. Steps were taken immediately to remedy the defect in this case, but much remains to be done before it can be said that a proper detail guide in the way of instructions is available for every new appointee. Departments have been urged to give this matter attention.

BOARD OF APPEAL.

There were three sittings of the Board of Appeal for the year ended 31st March, 1924. 121 appeals were heard, of which 70 were promotion appeals, 1 was against dismissal, the remainder, 50, being classification appeals. The result of the appeals was as follows : Allowed, 3 ; not allowed, 54 ; allowed by consent, 8 ; did not lie, 46 ; withdrawn, 10.

The present constitution of the Board of Appeal provides for—

- (a.) The appointment of two persons, one of whom shall be a member of the Public Service : to be appointed by the Governor-General.
- (b.) Two representatives to be elected by the officers of the Public Service, one of whom shall act as a member of the Board of Appeal.

It is considered that the constitution would be improved if provision were made for the appointment of a deputy to the Government representative, who is appointed from within the Service, and also for one representative and one deputy to act as "officers' representatives. The deputies would act in the absence of representa-