

ADMINISTRATIVE CHANGES.

Since the last report was issued the following changes have taken place in the Administrative Division :—

Internal Affairs Department : Mr. P. J. Kelleher retired on the 29th April, 1932. He was succeeded by Mr. M. Fraser, O.B.E., formerly Government Statistician.
 Labour Department : Mr. W. Newton retired on the 17th November, 1932.
 Immigration Department : Mr. H. D. Thomson retired on the 30th September, 1932.
 Land and Deeds and Stamp Duties Departments : Mr. C. E. Nalder retired on the 31st March, 1932. He was succeeded by Mr. J. Murray, formerly Assistant Secretary for Land and Deeds and Deputy Commissioner of Stamp Duties.
 Land and Income Tax Department : Mr. E. J. R. Cumming retired on the 31st August, 1932. He was succeeded by Mr. C. E. J. Dowland.
 Public Works Department : Mr. F. W. Ferkert, C.M.G., retired on 31st October, 1932, and was succeeded by Mr. C. J. McKenzie.
 Treasury Department : Mr. B. C. Ashwin was appointed to the position of Second Assistant Secretary, Administrative Division, on the 22nd December, 1931.
 Unemployment Board : Mr. G. C. Godfrey was appointed Commissioner of Unemployment as from 1st April, 1932.

SUGGESTIONS FOR IMPROVEMENT.

Public Service Regulation 17 invites officers to submit, through the Permanent Head of their Department, suggestions having for their object improvements in the methods of work which will tend to increased efficiency and economy.

As stated in previous reports, every encouragement is given by the Commissioner to suggestions likely to improve the organization or efficiency of the Service, and it is the practice to make a special reward to any officer bringing forward a suggestion of merit. Although some suggestions put forward are not regarded as practicable, the action prompting officers in these cases is worthy of commendation, and is regarded as an evidence of the zeal of the officer.

Several suggestions were made during the year, and although none was considered of sufficient novelty and merit to warrant monetary recognition, the following are deserving of mention herein :—

Name.	Department.	Suggestion.
Menzies, K.	Agriculture	Method of payment of compensation for stock condemned under the Stock Act.
Butchers, A. G. ..	Education	System of despatch of Correspondence School assignments of work.

OFFENCES BY OFFICERS.

Offences by officers are dealt with as prescribed by sections 12 and 13 of the Public Service Amendment Act, 1927.

Minor offences may be dealt with by the head of the Department, but must be reported to the Public Service Commissioner. All the more serious cases are required to be referred to the Commissioner, who may conduct an inquiry himself or delegate his powers to others. In all cases the officer must be specifically charged in writing, and is required to answer the charge in writing. In the case of the more serious charges the officer has a right of appeal to the Public Service Board of Appeal against both the finding of the Commissioner and the penalty inflicted.

The principal classes of cases dealt with, and the decisions arrived at, are as follow :—

- (a) Misappropriations (5) : Forfeited office.
- (b) Irregularities (3) : Forfeited office (1) ; treated as absent without leave (1) ; transferred (1).
- (c) Neglect of duty (4) : Reprimanded (1) ; disgraced and transferred (1) ; services terminated (1) ; appointment annulled (1).
- (d) Unsatisfactory conduct (11) : Reprimanded (5) ; reprimanded and transferred (2) ; reprimanded and salary forfeited (1) ; dismissed (3).