

and quarto drawers respectively, and is of such a design that it can be supplemented at any time with additional units.

IN regard to listeners' reports, these are filed geographically, being indexed primarily under the correspondents' geographical location and sub-indexed alphabetically in accordance with correspondents' names. The system offers special facilities for the investigation of reception at any particular point.

Since the opening of its new stations the company has received 15,000 reports, 98 % of which are good, and 2 % either unfavourable or indefinite, the latter referring to correspondence dealing with other phases of the company's transmissions, and not necessarily critical.

Library of Music.

A FURTHER extension of the filing system provides specially for the filing of music. In its desire to increase its repertoire the company has established a musical library, which, although being augmented daily, includes at the present time some 2000 full orchestral selections, 600 orchestral trio works, and 1500 vocal works, including scores for solo voices and vocal combinations. The music is lodged in specially designed steel cabinets with large drawers, under two main divisions, instrumental and vocal, in each of which it is filed alphabetically under its various classifications. These classifications are cross-indexed

alphabetically under titles and composers.

THE nature of the company's service demands that the utmost attention be given to every detail, and this essential is prompted by the use of a very complete system of standard printed forms, each designed to facilitate a particular phase of the work. Ninety-one standard forms are utilised in all, and several coming within the scope of this article will be mentioned as occasion arises.

A system is in use whereby any station manager or officer can requisition head office for material or facilities which will aid them in carrying out their duties. Requisitions must state clearly the nature of the requirements, must be approved by the manager concerned in regard to necessity and expenditure involved, and if finally approved by the general manager they are then passed for action by the authorising official. In this connection it is worthy of note that the responsibility of fully and clearly defining the material requisitioned for and the purpose for which it is required, rests with the requisitioning officer. In the case of actual purchases of material, these are made on the company's official purchase dockets, and in turn are made out in accordance with the requisitions, including instructions to the vendor in respect to delivery and duplicate invoices. On receipt of the material at the station a "goods received" docket is made out and returned to Head Office, where it facilitates the completion of the transaction when the invoices come under consideration.

Record of Matter Broadcast

THE company is bound to keep an accurate record of all matter broadcast. This information is recorded at the station on a special printed form during every broadcast, checked by the station manager, and submitted to Head Office. Here it is perused by a responsible officer, checked with a view to ascertaining that the company's instructions have been adhered to, and filed as a record for reference purposes and as a source of detail from which various returns are compiled.

Discipline is insisted upon in every phase of the company's work, and each member of the staff personally signs a daily attendance form indicating the actual time of arrival and departure for the office. In this way a sense of discipline so essential for efficiency is promoted.

Control of Expenditure.

SO far reference has been made only to general office routine. Another important branch of the company's work, however, is handled by the accountancy department, which comprises the accountant and his staff, who are concerned with the payment of salaries, wages, and artists' fees and accounts, as well as the maintenance of property records and other accountancy work. This department is located in an office apart from the main office. An idea of the work handled will be conveyed by the fact that upwards of 1000 cheques are issued per month. In addition to the above a record is maintained of all plant, office and studio equipment, and loose tools, which can be referred to

at any time as a complete inventory of the company's assets.

Check on Programmes.

A FURTHER department of the Head Office is that which supervises and directs the preparation of the station programmes. These are submitted by the station six weeks in advance, and having been approved by the general manager in regard to expenditure, they come before the director of music. The details are carefully perused in conjunction with the programmes from the other stations, in order to determine whether any undesirable repetition of items is present, and, further, to ensure that the programmes are maintained at a specified standard.

District Offices.

THE station and studio equipment and accommodation have been made the subject of a separate article by the company's chief engineer. Each station operates primarily for the benefit of the province in which it is located, and its organisation is divided into three departments—the managerial, programme organising, and technical.

The programme organising department is divided further into three sub-departments concerned with the preparation of the entertainment, news and instruction, and children's services.

The managerial department resembles the secretarial side as referred to in the case of the Head Office. The station is directly under the control of the station manager, who is kept fully instructed as to the com-



Administrative Staff of the Radio Broadcasting Co. of New Zealand.

Front row—C. S. Looth (public relations), Miss E. Jamieson (shorthand-typist), W. J. Bellingham (director of music), A. R. Harris (general manager), W. H. Claxton (secretary), Miss O. M. Taylor (shorthand-typist), Miss I. Rowe (shorthand-typist), J. T. Inkster (programme journalist).

Back row—J. Ball (editor-announcer), R. Lake (accountant), Miss T. Woodham (junior clerk), J. M. Bingham (chief engineer), Miss D. Davies (librarian of music), Mrs. A. R. Hall (principal, children's department), E. Perreau (cashier), G. Brocklehurst (assistant accountant), Miss M. Phin (shorthand-typist).

—Photo. Webb.