

1941.

NEW ZEALAND.

PUBLIC SERVICE COMMISSIONER

(TWENTY-NINTH REPORT OF THE).

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

To His Excellency Sir Cyril Louis Norton Newall, Marshal of the Royal Air Force, Knight Grand Cross of the Most Honourable Order of the Bath, Member of the Order of Merit, Knight Grand Cross of the Most Distinguished Order of St. Michael and St. George, Commander of the Most Excellent Order of the British Empire, Governor-General and Commander-in-Chief in and over His Majesty's Dominion of New Zealand and its Dependencies.

MAY IT PLEASE YOUR EXCELLENCY,—

As Acting-Commissioner appointed in terms of section 23 (4), Finance Act, 1919, I have the honour to submit the following report as required by section 15 of the Public Service Act, 1912.

REPORT.

It is my very sad duty to report the death of the Public Service Commissioner, Mr. T. Mark. This occurred with tragic suddenness while Mr. Mark was about his duties as Commissioner on 9th June, 1941. My sense of personal loss is profound. Mr. Mark was my colleague as joint Public Service Commissioner from 16th August, 1936, until December, 1938, since when I have been closely in touch with him. My personal feeling about this distressing event is shared by the whole Public Service. Mr. Mark had established for himself in the Public Service a reputation not only as a leader, but as a just and kindly man. He came to office at a singularly difficult time. The Public Service, in common with the whole community, had been ravaged by an economic depression and the whole Service was in the doldrums. A much overdue regrading had to be undertaken. The new Government had just succeeded to office, and a rapid expansion of Public Service functions occurred when entirely new fields of public enterprise were entered. Mr. Mark brought to his task a unique experience. He had been a member of the staff of the Public Service Commissioner's Office since the inception of central personnel control in this country in 1913, passing

from junior rank through all the offices to that of Commissioner. During his comparatively short term of office he participated in the most comprehensive reclassification of the Public Service that has ever been undertaken. The general satisfaction with which this work was received was in itself a testimony to his exact and various knowledge not only of the functions of the Public Service, but also of the personnel. In his desire to acquaint himself with officers and employees and with their duties, he penetrated into the remotest locations at which the public servants are stationed. His memory of individuals never ceased to astonish. Mr. Mark was intent always upon any progressive measures that tended to make the Public Service more efficient and better fitted to discharge its functions in the State. He believed in the need for better-qualified and better-trained personnel, and sought every means to secure these ends. Much of his planning was seriously hampered by the outbreak of war, but one of his insistent aims was to push on with these measures with even greater determination. He perceived that there would be a tendency to slacken in endeavours of this nature in face of the great difficulties arising out of war. His firm dictum was that efforts along these lines were even more necessary than in times of peace. During Mr. Mark's regime, many advances had been brought about in methods of management and systems of work, particularly since the war began. He devoted untiring efforts towards better ways of doing work and towards saving staff and equipment. The heavy burdens placed upon the Public Service Commissioner by the organization of war Departments and heavy staff losses, with consequent adjustments and temporary additions, imposed great strain upon Mr. Mark. To all of this work he gave his whole-hearted and devoted service. His death would have been a severe blow at any time, but at this particular juncture, when so many matters of high importance were in train, his passing was a serious loss both to the Public Service and to the State.

INSPECTION OF DEPARTMENTS.

A certain amount of inspectional work has been carried out during the year, but it has been impossible to adhere to the programme of intensive inspection originally contemplated owing to increasing difficulties caused by the war. The major problems as to staffing and organization of work arise in Wellington or can be more effectively dealt with here in collaboration with the administrative and senior executive officers of Departments.

What inspection work has been done has proved to be of considerable value both to this Office and to the staffs concerned. It has provided a better knowledge of officers and groups of employees, particularly those located in country districts, their work, their conditions of employment, and, in consequence, a clearer understanding of their problems. It has also enabled suitable selections to be made at short notice of officers required for special positions demanding particular personal and other qualifications. Many such positions arise in the war Departments or in Departments involved in war work. Another important phase of inspectional activities has been to ascertain to what extent women can be substituted for men for the duration of the war and to survey the state of the market for female clerical workers in various towns throughout the Dominion.

It has been possible to effect staff savings in some of the smaller country towns by arranging for clerical and typing staffs to service two or more Departments. This question is, of course, bound up with that of office accommodation. To achieve satisfactory results it is necessary that the Departments involved be located in the same building or at least in close proximity to one another.

Other benefits which have accrued from departmental inspections are the improvement and standardization of office systems and methods. It is sometimes found that there is lack of uniformity in this respect, even in the district offices of the same Department, and in such circumstances immediate steps have been taken to effect the requisite improvements for the purpose of increasing efficiency and preventing waste of time and labour.

One of the greatest advantages of departmental inspections from the viewpoint of staff is the opportunity afforded them of full and free discussion of their individual cases.

TYPEWRITERS AND DUPLICATING-MACHINES.

The review of Departments' requirements with the object of supplying the needs of the war Services has continued throughout the year. The position has been examined throughout New Zealand, and in practically every case enthusiastic co-operation by Departments has been given in making available to the war Departments any machines that could possibly be spared. The Post and Telegraph Department and Railways Department have also assisted in this direction, with the result that up till the present time the needs of the Air Force, Army, and Navy have been met. The difficulty, however, is not yet over. The action of various secondary schools is much appreciated on account of the valuable help they have rendered by releasing some one hundred and twenty machines for the same purpose. An investigation has also been made of second-hand typewriters available for purchase in the various towns in New Zealand, and many machines have been obtained in this way.

PETROL CONSERVATION.

The Commissioner desires to express appreciation of the way in which Departments have met the necessity for conserving petrol-supplies. Some thirty-six Liaison Officers have been appointed in various towns, and it has been their responsibility to review all itineraries in order to ensure that as far as possible officers proceeding on a similar route shall occupy only one car. In effect, this means that no officers should leave a town by motor-car without the consent of the Liaison Officer. At a number of points the Post and Telegraph and Railways Departments have stationed cars for hire. This has meant that a good deal of "dead running" has been saved. The objective of all Liaison Officers has been the maximum saving of petrol without prejudice to the carrying-out of official duties. The saving of petrol in this way has been very substantial. In one or two instances, officers have tended, probably unconsciously, to hinder this economy work by wishing to adhere to established precedent. Action, however, has been taken to ensure that any such difficulties should be removed. The ready co-operation of officers generally in this connection is to be commended.

All running-sheets for hire of cars are also subject to critical review, and it has been necessary to take the stand that travelling officers should not use a motor-car if they can be transported by any existing services without serious inconvenience. It is possible that even greater restrictions will have to be applied, but the organization now exists under which any such policy can be promptly carried into effect.

STAFF TRAINING.

In the last report it was stated that a general scheme of staff training had been embarked upon. The basis of the scheme was that a career training should be offered to every entrant to the Public Service—that the Public Service should work toward the point when it trained its own staff for all occupations followed within the Public Service, as far as that could be done.

The largest group of officers concerned is the Clerical Division. In each Department a training scheme has been established for this group. As is to be supposed, any scheme that involved a rational progression on the part of the officer through various phases of work and systematic teaching by well-qualified officers is bound to be subject to much unavoidable interference in the war conditions now ruling the country. Enlistments for fighting Services not only of officers who have passed the age of twenty-one, but also of those under that age, mean that training has to be sacrificed to expedience, at least to some extent. The Public Service junior officers are all educationally qualified for the Air Force, and there is no other form of employment that provides such a high percentage of recruits to the Royal New Zealand Air Force. Staff adjustments are thus very numerous and interfere considerably with training. Moreover, such officers as are suitable for tutors are bound to be absorbed by abnormal pressure of other tasks. Nevertheless, staff training proceeds in face of these unusual difficulties, and some Departments are

doing excellent work. The important fact is that staff training is, notwithstanding the tremendous upsets, the deliberate objective of all Departments. The career of each youth is under quarterly review. Some move on too fast for satisfactory training. Others leave us on military service before any noticeable progress can be made in their training, but we see that none is neglected, and our records of their progress so far will help us when those that have gone away and are yet to go shall have returned to us.

Notwithstanding all obstacles, it is the Commissioner's settled view that exigencies of war call for the same determined effort in staff training rather than a slackening of endeavours.

Progress has been made in training in special occupations during the year. Formerly it was the practice of the Public Service to engage men from outside the Service, men who had been trained in various occupations in public and private enterprise. Examples of these are Valuers and Rural Field Officers of many sorts. As has been indicated earlier, we are bent upon gradually taking over the training of officers for these occupations. Our intention is to get them as youths straight from school and attend to their training ourselves in our own way and specially for our own purposes.

An example which came into operation this year was that of Rural Field Cadets. The Public Service in New Zealand is responsible for a variety of functions associated with primary industries which calls for the employment of a growing body of men in the field. Formerly we recruited these officers from stock firms and from among farmers. This year we have selected ten youths straight from school or from among those who have comparatively recently joined the Public Service and who are still under the age of nineteen. The type of applicant available is first class. The process of training is that these boys are allocated to selected farmers and will during the next five years actually work on farms and during that period cover all the main types of farming throughout New Zealand. Immediately on their appointment they are seconded from the Public Service, on leave without pay, and work for wages that are payable under the appropriate labour awards. While they are gathering practical experience they are also going through a correspondence course especially arranged through the Lincoln Agricultural College. For one month each year they are to be brought into the Office in a group for intensive training in the aspects of office-work associated with the field. At the end of three years of their training they are then to be allocated to the Departments in which they will serve in future. Their training then proceeds along more specialized lines to suit the particular Departments. Each cadet has to furnish a surety to remain in the Public Service for five years after the completion of his training. He is also bound, if required, to take up a bursary to the value of £100 per annum for an intensive training leading to a Diploma in Valuation and Farm Management, which has also been placed on the curriculum at the agricultural college mentioned.

In the same way, the training of Urban Valuers and Property Supervisors has been undertaken. A diploma has been made available at the School of Architecture in the Auckland University College. Another example is the appointment of trainees in forestry. There is no School of Forestry in this Dominion, but as far as possible we are making use of appropriate studies in the curriculum for the Bachelor of Science degree, and a strict training plan involving office and field experience has been laid down which will lead to the completion of a satisfactory training for forestry officers of the future.

Most successful have been the plans for training of a growing and important section of Public Service officers which comes under the general heading of engineers, architects, and draughtsmen. The most painstaking care has been given to a course of study for the main types of draughtsmen. A syllabus has been laid down for a course of study for each class which is up to a standard not far removed from that required for an associate membership of the various engineering institutes. Arrangements have been made in the main centres for personal teaching, and for those on provincial stations a correspondence course is available. For the same type of employee a scheme has been worked out in which the trainees in the various types

of draughting have been pooled in the main Departments concerned. Formerly there were a number of Departments who had a very small draughting staff that could not offer an adequate training and career to juniors. Now the main Departments, such as the Lands and Survey Department with respect to survey draughtsmen, undertake to service all the smaller Departments who want services of a small number of survey draughtsmen and who are not able to offer either a career or a field training. The Lands and Survey Department therefore seconds the necessary officers for such periods as will not prejudice the officer himself and yet will give acceptable service to the other Departments.

It is to be noticed in the matter of training for special occupations two principles are being followed. First, that as far as possible we make use of the educational institutions now in the country. From these we have received the finest co-operation, and each that has been approached has shown a commendable willingness to adapt, if necessary, both the nature of the course and its contents to the needs of the Public Service. In the second place, and with the object of avoiding a leakage of trained officers, we are making a practice of asking for a surety or bond from the officer who has the benefit of the training to remain in the Public Service for periods of three to five years after the training is completed.

The need for training in other special groups is under consideration, and plans in several instances are well advanced.

STUDY OF PUBLIC ADMINISTRATION.

The first group of Public Service officers who were awarded scholarships to enable their full-time study of administration at Victoria College have completed their first year's work.

The test was a strenuous one, because seven weeks were lost in the first term, and the full course of reading and lectures had to be covered in a shorter period. However, by dint of hard work, prescriptions were fulfilled, and it is gratifying to be advised that all scholars satisfied the examiners. The development of the officers has been noticed with satisfaction, and in recommending the Government to authorize that a second series of scholarships be granted the Commissioner said, "I am confident that what might formerly be regarded as an experiment is bound to react to the good of the Public Service and consequently to the State. The men have benefited very greatly from the course of study and from their association with one another and with their teachers." An extract from the report of the Professor of the faculty of Political Science and Public Administration (Dr. Leslie Lipson) is here set down:—

A high standard has been reached in all subjects. Much of the work submitted throughout the year has been of first-class quality, exhibiting both systematic research and maturity of judgment. At the beginning some of the scholars revealed such weaknesses as an inability to handle general ideas, a discursive or rambling mode of presentation, and a style permeated with the terminology of official documents. These defects have been largely removed by the seminar discussions and by the detailed criticism of the essays and examination answers. As a result, the average standard at the end of the session is higher than it was at the commencement. The reason of the standard was made possible because the scholars were working full time. Working with each other every day developed a practice of competition inviting their mutual stimulation. At the same time, they have remained a co-operative team with something of that spirit of collegial study which obtains in a residential University.

A second group of scholars was sent forward this year. There were some seventy applicants from all the Services, and these were reviewed by the following special Committee:—

Dr. C. E. Beeby, Director of Education.
 Mr. W. Stewart, President, Public Administration Society.
 Mr. T. Pound, President, Public Service Association.
 Professor L. Lipson, Professor of Political Science.
 Mr. R. S. Parker, Lecturer in Public Administration.
 Mr. S. T. Barnett, Superintendent of Staff Training.
 Mr. P. B. Marshall, Public Service Inspector.

Thirty-three candidates were interviewed, and on the recommendation of the committee awards were made to the following:—

Name.	Department.	Qualification.
Laking, G. R.	Customs	LL.B.
Ives, A. C.	Railways.. .. .	B.E.
Thomas, I.	"	LL.B.
Seeats, L. R.	National Commercial Broad- casting Service	B.A.
Stringer, G. H.	Public Trust	M.Com.
Hercus, A. G.	Native	M.A., LL.M.
Darnell, J. B.	Post and Telegraph	A.R.A.N.Z.
Glubb, M. J.	"	"

A high standard has been set in the scholars who have been sent forward, a standard it is intended shall not be relaxed. It is apparent that while the war continues it is becoming increasingly difficult to assemble a group that meet the requirements.

SHORT TRAINING COURSES.

During the year short courses have been held in records work, and similar courses are now proceeding in elementary Government accounts. The purpose is to give concentrated training to persons who are not eligible for military service so that they may give more effective service during war-time. The results have been highly satisfactory, and we have been able to make immediate use of the more successful students. Following the records course, the Commissioner arranged for the preparation of a manual on records work by the Senior Tutor, Mr. R. P. Cooper. This is now published, and is in use as a text-book and as a joint instruction-book for those employed in this type of work.

The course in accounts serves a secondary purpose of much importance. Government accounts have never been systematically studied. We have simply made use of the course of study for public and commercial accountants to provide the accountants of the Public Service with the necessary background of knowledge. Accounting in the Public Service has reached such important dimensions that it is felt that the time has come to make it a study in itself. As teaching is the best means of drawing up text-books, we have commenced this course of training with the object, among other things, of bringing out at a later date, after experience of teaching the subject, text-books from which future Government accountants may study their calling. A number of efficient tutors have offered their services, and the first series of classes have nearly passed through the course that has been laid down.

RECRUITMENT.

During the twelve months ended 31st December, 1940, 845 youths were appointed to the Public Service in the Clerical and Professional Divisions. This is 144 in excess of the highest previous total, which occurred in the preceding year. The educational qualifications of the appointees were: B.A., 1; Accountancy, 13; University National Scholarship, 1; Higher Leaving Certificate, 106; Matriculation, 384; School Certificate, 39; Public Service Entrance, 254; Substitute P.S.E., 22; other qualifications, 25. It is now some years since the Public Service has been able to fill its complement of cadets, but last year we approached more nearly to supplying the vacancies. Naturally, there were many more nominal vacancies due to enlistments of junior officers, but these were filled in part by the temporary appointment of girls qualified by examination and in part by female office-assistants.

This year was the first complete year in which the new recruitment scheme has operated, and the results are the justification of the change. In every city and borough of any size the Commissioner has appointed Recruitment Liaison Officers from the personnel of the Public Service. It is the function of these officers, in addition to their ordinary duties, to make themselves available for interview by schoolmasters, parents, and boys and to advise on career matters in the Public Service. Their own reports and those of schoolmasters are the guide that this Office follows in making placements. The scheme has not only brought a greater number of entrants, but has enabled much more satisfactory placement.

The Recruitment Officers are to be thanked for their endeavours. Although gratuitous, their enthusiasm for their task has been most gratifying. The co-operation of schoolmasters has also been much appreciated. Naturally, the

compilation of personal reports adds to the teachers' work, but their advice, based upon some years of knowledge of the boy, has been helpful both to the Commissioner and to their former pupils. Our belief is that we can place any boy happily, provided he has the right disposition towards work. The more knowledge we have of the boy before he commences work, the more certain are we to achieve this end.

The absence of so many men from the Dominion has increased the demand for the services of youths in all avenues of employment. Consequently, competition, if it may be called such, from other classes of employer has developed very strongly since the war began. This is not a matter for complaint, because all must share in staff losses. It is a pity, however, to see boys enticed away by offers of higher salary, often to dead-end occupations which offer neither a training nor a career. During the year there were sixty-eight resignations from the Public Service of lads in their first two years of service. The analysis of these resignations shows that forty-nine left the Public Service for higher wages.

It is also a pity to learn from the reports of educational institutions that boys are being attracted away from their schools before they need or should leave. The Public Service believes a youth makes a better officer by having a better education. We do not wish that any boy should leave school before he need do so. During and immediately after the last war the experiment was attempted of employing a considerable number of boys with educational qualifications lower than the Public Service Entrance Examination. Experience has shown that it was an unprofitable experiment. It is hoped not to have to lower our entrance standards even in the greater stress that may be expected as a consequence of this war.

The fact that so many vacancies in the Public Service occur in the first place in Wellington is also a deterrent to boys accepting offers of employment. Last year 445 boys out of the total of 845 took up their first appointment in Wellington. Even more than that were needed, but adjustments had to be made by transferring boys of some service from outside Wellington into the capital city, thus opening up more vacancies in the provinces. The difficulties of securing board also discouraged parents and boys alike. When circumstances are much more favourable than they are, it would be a wonderful help to have a hostel for Public Service cadets in Wellington.

Localities where Cadets and Junior Office-assistants have been appointed to the Classified Staff for the Year ended 31st December, 1940.

North Island—						
Main centres—						
Auckland	110
Wellington	445
Secondary centres—						
Whangarei	12
Hamilton	18
Taumarunui	2
Rotorua	9
Tauranga	2
Gisborne	17
Hastings	2
Napier	12
Te Kuiti	5
New Plymouth	12
Stratford	2
Wanganui	11
Palmerston North	16
Masterton	4
Other centres	3
South Island—						
Main centres—						
Christchurch	66
Dunedin	39
Secondary centres—						
Nelson	12
Blenheim	5
Greymouth	5
Hokitika	2
Westport	2
Timaru	7
Oamaru	2
Invercargill	17
Other centres	6
Total	845

PUBLIC SERVICE EXAMINATIONS FOR SHORTHAND-TYPISTS.

The usual examinations for shorthand-typists were held in November of last year.

The Junior and Senior Entrance Examinations were held in forty-nine centres, and there were 2,184 entries, an increase of 78 over the previous year. Altogether 1,081 candidates were successful in passing the examinations, 1,061 failed, and 42 did not present themselves.

These examinations are competitive. An order-of-merit list of the successful candidates is prepared for each examining-centre, and appointments to the Service are, as far as possible, made from the local pass-list, candidates who have passed the senior examination being given preference.

The junior examination requires a speed of 80 words a minute in shorthand and 30 words a minute in typewriting, while the senior speeds are 110 words a minute in shorthand and 40 words a minute in typewriting.

There were 153 entries for the Intermediate and Special Examinations; 48 of the candidates were successful, 103 failed, and 2 candidates absented themselves from the examination.

The requirements of the Intermediate Examination are 130 words a minute in shorthand and 50 words a minute in typewriting, and of the Special Examination 150 words a minute in shorthand and 50 words a minute in typewriting.

Three entries were received during the past year for the Shorthand Reporters' Examination; 1 candidate was successful, while 2 failed to pass the examination. This examination requires a speed of 150 to 180 words a minute in shorthand, with not more than 1 per cent. of error in transcription.

The latter three examinations are used for promotion purposes.

DEPARTMENTAL EXAMINATIONS.

The following table shows the results of the various departmental examinations held in 1940:—

Class of Examinations.	Number sat.	Number passed.
Departmental Examination, General	80	15
Land and Income Tax Department—		
Senior Examination	20	12
Junior Examination	42	26
Lands and Survey Department—		
Draughting Examination	16	{ 2 First Grade. 6 Second Grade.
Computing Examination—		
First Grade	2	..
Second Grade	32	7
Public Works Department—		
Draughting Examination	8	5
Mental Hospitals Department—		
Head Attendants	26	6
Senior Nurses	124	62
Prisons Department—		
Probationary Warders	9	9
Efficiency Tests (General Division)	221	{ 86 Full. 24 Partial.
Shorthand-typists' Examination—		
Junior	1,386	{ 158 Credit. 650
Senior	756	{ 21 Credit. 252
Intermediate	126	{ 4 Credit. 39
Special	25	5
Reporters	3	1

The General Departmental Examination was held in October, 1939, in conjunction with the Efficiency Test Examinations for officers in the General Division. Candidates from seventeen different Departments presented themselves for the Departmental Examination, which was held in forty-three centres.

The two main series of examinations are the General Departmental Examination and the Efficiency Test for the General Division. In the former, it will be observed from the table, the outcome of the examination was much more disappointing than it ever has been before, only 15 out of 80 succeeding, or 18·75 per cent. The perusal of the papers in the English section of the examination has led to a reconsideration of the prescription of this examination. It is thought that a more practical paper over a two-hour period would give the candidates a better opportunity of displaying their competence in the workmanlike use of English.

The Efficiency Test Examinations for the General Division drew a much larger number of candidates than in the first year, 221 presenting themselves on this occasion. Of this, 85 secured a full pass or completed a partial pass gained in the previous year, representing 38·5 per cent. of the candidates. It was pleasing to observe the much higher standard of work presented by the entrants. It is obvious that in the majority of Departments there had been a good deal of preparation not only on the candidates' part, but also on that of the Department and its senior officers. Altogether from the examiners' point of view the results were gratifying, and the Commissioner has been informed by Departments that the examinations have had the effect of inducing, on the part of the candidates and intending candidates, a much greater interest in the work that is expected of them and in training programmes generally.

A highly successful innovation this year was the inclusion on the Examining Committee dealing with the field officers of Professor Hudson, the Director of the Canterbury Agricultural College. Professor Hudson was associated with the Committee in the practical and oral tests, and rendered invaluable assistance. His report to the Commissioner was both illuminating and constructive. Among other things he said was :—

In consequence of my observations, I am of opinion that if the officers of the various Departments are expected to lead and to command the respect of the members of the farming community with whom their work brings them in contact, it is desirable that a higher standard of efficiency than that generally displayed by the cadets should be insisted upon. By helping to differentiate between the less efficient officers and those more worthy of advancement in the Service, the tests should serve a useful purpose.

It is to be observed that the addition of Professor Hudson to the Examining Board has the effect of bringing together the educational institutions upon which we depend for teaching our officers and the Controlling Officers of Departments who employ the product of the college. Such an association cannot be otherwise than mutually beneficial.

EFFICIENCY OF THE PUBLIC SERVICE.

Section 12 of the Public Service Act, 1912, imposes a duty on the Commissioner as regards the efficiency of the Public Service.

In my opinion all inspecting officers, not only those attached to my own office, but also those attached to the various Departments of the Service, have carried out their duties with efficiency and economy as their main objects. At the present time all Departments are labouring with staffs which have not been trained to the standard of efficiency one expects to find in a well-ordered, peace-time Public Service. Officers generally, however, are responding well to the tasks placed upon them. Despite the many handicaps at present existing, I am able to certify that in my opinion the efficiency of the Service is being maintained.

STAFFING DIFFICULTIES DUE TO EMPLOYEES SERVING WITH THE ARMED FORCES.

From a staffing viewpoint the year has been one of increasing difficulty, due to the large withdrawals of staff for war service. From a permanent and temporary male staff of approximately 18,700, 2,468 employees are overseas or about to proceed

overseas, 174 are serving on home service, and 590 are awaiting for service in the Army, Air Force, or Navy.

In addition to these numbers, approximately 1,950 employees have been balloted for Territorial service. Many of these had previously volunteered for overseas service, but had been rejected for various reasons. There would, however, be approximately a further 400 officers continually undergoing Territorial training.

The tasks allotted to public servants have naturally not decreased during the period of war. Such Departments as the Army, Air, and Navy have, of necessity, had to add very considerably to their pre-war establishment. The National Service Department and the Pay Accounts and Base Records Branch of the Army Department are new organizations which have grown out of the war. Although numerically the bulk of the staff for such Departments may be temporary employees, it is essential that the executive officers and those forming the framework of the new organization should be established public servants. The withdrawal of these officers from their parent Departments has increased the burden carried by all officers. With pleasure I am able to record that officers have without exception risen to the additional tasks allotted to them and willingly shouldered increasing responsibilities.

The withdrawal of trained personnel has been met by the engagement of—

- (a) All qualified applicants for cadetships :
- (b) Many efficient male clerks, particularly in Wellington :
- (c) Female office-assistants, either with or without experience.

To obtain qualified female office-assistants it was found necessary to advertise throughout the Dominion. Generally speaking, it can be said that the appointees are doing a wonderful work, and from the war-effort point of view their response is a very worthy one as they have without doubt assisted in the release of many male employees at present overseas. The extent to which women have been utilized to meet staff shortages and the demands of additional work is illustrated by the fact that as at 1st April, 1939, there were 2,013 temporary female shorthand-typists and office-assistants, whereas on 1st April, 1941, there were 3,473 employed, an increase of 1,460 employees.

REGRAIDING OF THE PUBLIC SERVICE.

The last general regrading of the Public Service took place in 1937. Normally there would be a regrading next year. In effect, a regrading amounts to a stock-taking as to the relative value of the duties of officers—*i.e.*, whether such duties have increased or decreased in importance since the last general regrading. As so many officers are absent from the Dominion, whilst others are engaged on purely war-time activities, and the peace-time importance of duties has in many cases been thrown out of focus by war conditions, I am of the opinion that the regrading of the Public Service due next year should be postponed until the end of the war.

ADMINISTRATIVE CHANGES.

Army Department.—Mr. F. B. Dwyer was appointed Army Secretary on 1st January, 1941, in succession to Mr. H. Turner, who retired.

Public Trust Department.—Mr. C. J. Playne was appointed Assistant Public Trustee on 1st June, 1940, an office exempt from the provisions of the Public Service Act, *vice* Mr. W. M. Barr, retired.

Public Works Department.—Mr. W. L. Newnham, A.M.I.C.E., was appointed Engineer-in-Chief and Under-Secretary on 1st March, 1941, *vice* Mr. J. Wood, M.I.C.E., who retired.

National Service Department.—Mr. J. S. Hunter, Director (Unemployment and Sickness Benefits), Social Security Department, was seconded to the National Service Department as Director on 1st August, 1940.

BOARD OF APPEAL.

The Board sat in Wellington on four occasions.

The following is a summary of the appeals dealt with for the year ended 31st March, 1941 :—

	Non-promotion.	Dismissal.	Total.
Allowed	1	1
Not allowed	123	2	125
Withdrawn.. ..	26	1	27
	149	4	153

The personnel of the Board of Appeal has remained unchanged since last report.

COST-OF-LIVING ALLOWANCE TO PUBLIC SERVANTS.

Early in August, 1940, the Arbitration Court announced an increase of 5 per cent. in the rates of remuneration in all awards and industrial agreements.

As from 12th August, 1940, a cost-of-living allowance on the following basis has been paid to employees of the State :—

- (1) At the rate of 5s. per week for those paid on a daily, hourly, or weekly basis, or £13 per annum for those on a monthly or annual rate, to all employees of eighteen years of age and over in receipt of salaries not exceeding £335 per annum.
- (2) At the rate of £6 10s. per annum to juniors under the age of eighteen years residing away from home, or £3 5s. per annum if residing at home.
- (3) In the case of officers whose salaries or wages exceed £335 per annum, the allowance will abate by £1 for every £3 or part thereof of salary in excess of £335.
- (4) Where officers are provided with board and lodging by the State (whether with or without deduction from salary) the allowance is to be at half-rates only.
- (5) The allowance was not payable to any employee who participated in the increase granted by the Arbitration Court (5 per cent. from 12th August, 1940).
- (6) The allowance is subject to both social and national security taxation.

MINIMUM SALARY FOR MARRIED OFFICERS.

As from 1st October, 1940, the minimum salary for a married employee in the Public Service was increased from £210 8s. 1d. per annum to £230 8s. 1d. per annum. The rate has fluctuated as under :—

	Per Annum.		
	£	s.	d.
1st April, 1914	140	0	0
1st April, 1919	180	0	0
1st January, 1920	187	16	0
1st April, 1920	207	16	0
1st May, 1921	234	15	0
1st January, 1922	219	15	0 (general salary decrease).
1st July, 1922	209	15	0 (general salary decrease).
1st April, 1931	188	15	6 (general salary decrease).
1st April, 1932	179	6	9 (general salary decrease).
1st April, 1934	188	7	0 (general salary increase).
1st August, 1935	202	10	0 (general salary increase).
1st July, 1936	209	15	0 (general salary increase).
1st September, 1938	210	8	1
1st October, 1940	230	8	1

OFFENCES BY OFFICERS OF THE CLASSIFIED STAFF.

During the year offences and irregularities were dealt with in accordance with the provisions of the Public Service Act, 1912, and sections 11 and 12 of the Public Service Amendment Act, 1927. Of the principal classes of cases dealt with, the decisions arrived at were as follows :—

(a) Misappropriations (2)	..	Forfeited office (2).
(b) Unsatisfactory work (13)	..	Appointment annulled (4); services terminated (1); reprimanded and fined (1); reprimanded (6); fined (1).
(c) Unsatisfactory conduct (45)	..	Appointment annulled (12); permitted to resign (3); reprimanded (6); dismissed (6); reprimanded and fined (14); fined (2); permitted to retire (1); suspended and transferred (1).

Section 59 of the Public Service Act, 1912, prohibits an officer from accepting outside employment unless the approval of the Commissioner is obtained. During the year an inquiry was held regarding allegations that draughting officers in various Departments were undertaking private employment. In all, some fifty officers were examined. Complaint had previously been made by outside firms as to competition from officers of the Public Service, but it has always been difficult to bring any case to finality. As a result of the publicity given to these cases throughout Departments, it is thought that there should be little cause for complaint in the future.

SUGGESTIONS.

Of the many practical suggestions for greater economy and efficiency that have been brought under notice of the Public Service Commissioner, it is worthy of special mention that several were originated by Mr. A. J. C. Woodford, Officer in Charge, Mechanical Appliances, Census and Statistics Department, Wellington. This officer's great interest in all mechanical appliances and the devotion of his own time to the many problems arising therefrom justify special commendation.

Mr. E. Travers, Stores Manager, Public Works Department, Wellington, was granted £25 for his work and interest in the preservative treatment of departmental tent calico.

Several officers have also brought under notice methods by which stationery could be saved. Apparently all Departments are giving special attention to this matter. The thought and time devoted to this problem by officers is greatly appreciated.

CONFERENCES.

The following Conferences were held during the year :—

Department.	Branch.	Subject.
Education	Senior Inspectors of Schools	To discuss important educational problems.
Internal Affairs	Officers in charge of deer-destruction work	Instruction in deer control.
Mental Hospitals	Chief Clerks	To discuss methods of policy.
National Commercial Broadcasting Service	Chief Engineer and Station Engineers	To discuss technical problems.
Ditto	Executives	To discuss policy matters.

WAR CASUALTIES.

It is with great regret that I record the passing of the following officers who have made the supreme sacrifice during the present war. Without exception, these were officers the Service could ill-afford to lose, and New Zealand is the poorer by their passing.

Name.	Department.	Designation.	Unit.	
Annan, W. D. F. ..	Land and Income Tax ..	Clerical Cadet ..	R.A.F. ..	Killed in action.
Bourgeois, A. E. Q. ..	Public Works ..	Clerk ..	" ..	"
Brodie, A. M. ..	" ..	Office-assistant ..	R.N.Z.A.F. ..	"
Brown, J. W. T. ..	Army ..	Storeman ..	N.Z.E.F. ..	"
Butler, B. W. ..	Public Works ..	Office-assistant ..	R.N.Z.A.F. ..	Killed in aircraft accident in New Zealand.
Crosby, M. J. ..	" ..	Storeman - Time-keeper	N.Z.E.F. ..	Killed—result of accident.
Edwards, J. E. ..	Native ..	Clerical Cadet ..	R.A.F. ..	Killed in action.
Fisher, A. V. ..	Agriculture ..	" ..	R.N.Z.A.F. ..	"
Hector, J. R. M. ..	Public Works ..	Engineer ..	N.Z.E.F. ..	"
Herbert, C. J. ..	" ..	Guard ..	" ..	Died of sickness.
Hodgson, W.H., D.F.C. ..	Broadcasting ..	Technical Trainee	R.A.F. ..	Killed in action.
Hopley, H. R. ..	Education ..	Attendant ..	N.Z.E.F. ..	"
Horton, P. W. ..	Public Works ..	Clerk ..	R.A.F. ..	"
Johnston, D. S. ..	Lands and Survey ..	" ..	" ..	"
Kelly, F. P. ..	Labour ..	Clerical Cadet ..	N.Z.E.F. ..	"
Leith, J. S. ..	State Fire Insurance ..	Clerk ..	" ..	Died of wounds.
McClymont, R. B. ..	Public Works ..	Shift Operator ..	" ..	Killed in action.
McFadyen, J. L. ..	" ..	Draughtsman ..	R.N.Z.A.F. ..	Killed in aircraft accident.
McPherson, D. J. ..	Social Security ..	Clerk ..	" ..	Killed in action.
Mehaffey, J. T. ..	Public Trust ..	" ..	N.Z.E.F. ..	"
Nola, D. S. ..	Audit ..	" ..	R.N.Z.A.F. ..	"
Philpott, J. B. ..	Housing ..	" ..	" ..	"
Robinson, A. B. ..	Public Works ..	Overseer ..	N.Z.E.F. ..	"
Rumney, H. P. ..	Commercial Broadcasting ..	Clerical Cadet ..	" ..	"
Ryan, A. J. ..	Public Works ..	Draughtsman ..	R.N.Z.A.F. ..	"
Spence, R. C. ..	Land and Income Tax ..	Clerk ..	N.Z.E.F. ..	"
Tait, J. L. R. J. ..	Social Security ..	District Agent ..	" ..	Died of sickness (over-seas).
Te Kuru, G. A. ..	Native ..	Office-assistant ..	" ..	Killed in action.
Watty, R. ..	Social Security ..	Clerical Cadet ..	" ..	Died on active service.
Weight, D. V. ..	" ..	Office-assistant ..	" ..	Killed in action.
Wiseman, F. ..	Labour ..	Contact Officer ..	" ..	Died in New Zealand.

NOTE.—The above names are additional to those recorded in last year's report.

"Their Memory Shall Endure."

CONCLUSION.

I acknowledge with thanks the loyal support and co-operation of all Permanent Heads, without whose assistance the tasks of Public Service Commissioner would be well-nigh insurmountable. I am also particularly appreciative of the whole-hearted and devoted assistance rendered by my own staff.

All of which is respectively submitted for your Excellency's gracious consideration.

J. H. BOYES,
Acting-Commissioner.

Office of the Public Service Commissioner, Wellington, 1st July, 1941.

TABLE I.—PUBLIC SERVICE LIST, 31ST MARCH, 1940.—GENERAL SUMMARY OF CLASSIFICATION BY DEPARTMENTS (EXCLUDING OFFICERS IN ADMINISTRATIVE DIVISION).

Department.	Number of Officers.	Total Salaries, Year ending 31st March, 1940.	Classification Salaries, Year ending 31st March, 1941.	Scale Increase.
Agriculture	682	£ 251,825	£ 259,710	£ 7,885
Appointed, 1/4/40	1	..	80	..
On loan	5
On leave	1
Air	101	27,505	29,605	2,100
On leave	1
Army	59	16,105	16,795	690
Audit	208	66,295	69,310	3,015
Appointed, 1/4/40	1	..	80	..
On loan	1
On leave	2
Broadcasting	117	37,080	38,860	1,780
Appointed, 1/4/40	1	..	305	..
Census and Statistics	77	18,070	19,390	1,320
On loan	1
Crown Law	8	5,865	5,925	60
Customs	465	134,035	141,320	7,285
On loan	2
On leave	1
Education	345	122,993	127,643	4,650
Appointed, 1/4/40	2	..	715	..
External Affairs and Cook Islands	11	3,355	3,480	125
On loan	7
Government Insurance	110	34,530	35,620	1,090
Health	643	166,136	170,726	4,590
On loan	1
On leave	1
Industries and Commerce, Tourist and Publicity	213	56,000	59,075	3,075
Internal Affairs	228	67,075	69,240	2,165
Appointed, 1/4/40	1	..	80	..
On loan	5
On leave	1
Iron and Steel Industry	3	840	930	90
Justice and Prisons	586	176,725	181,580	4,855
Appointed, 1/4/40	1	..	80	..
On loan	1
Labour	228	64,200	67,235	3,035
Appointed, 1/4/40	3	..	340	..
On loan	2
On leave	1
Land and Deeds	126	39,640	40,690	1,050
On leave	1
Land and Income Tax	457	99,710	108,595	8,885
On loan	5
Lands and Survey	636	196,505	204,150	7,645
Appointed, 1/4/40	3	..	585	..
On loan	2
On leave	1
Marine	177	65,870	66,935	1,065
Marketing	71	16,535	17,700	1,165
Mental Hospitals	1,494	358,075	362,360	4,285
Appointed, 1/4/40	18	..	2,555	..
On leave	16
Mines	65	20,890	21,720	830
Appointed, 1/4/40	1	..	540	..
On loan	1
National Commercial Broadcasting Service	42	9,115	9,905	790
National Provident and Friendly Societies	31	8,080	8,420	340
On leave	1
Native	202	56,605	59,445	2,840
Appointed, 1/4/40	2	..	160	..
On loan	2
On leave	1
Navy Office	32	6,765	7,395	630
Police	9	2,765	2,815	50
Prime Minister's	8	3,200	3,285	85
On loan	1
Printing and Stationery	281	85,990	87,150	1,160
Appointed, 1/4/40	19	..	5,315	..
On leave	1
Public Service Commissioner's	13	5,920	6,300	380
Public Service Superannuation	8	2,040	2,160	120
Public Trust	786	245,500	256,010	10,510
On loan	4
Public Works	1,094	360,513	375,328	14,815
Appointed, 1/4/40	6	..	1,510	..
On loan	1
On leave	2

TABLE I.—PUBLIC SERVICE LIST, 31ST MARCH, 1940.—GENERAL SUMMARY OF CLASSIFICATION BY DEPARTMENTS (EXCLUDING OFFICERS IN ADMINISTRATIVE DIVISION)—*continued*.

Department.	Number of Officers.	Total Salaries, Year ending 31st March, 1940.	Classification Salaries, Year ending 31st March, 1941.	Scale Increase.
		£	£	£
Scientific and Industrial Research	152	58,755	61,310	2,555
Appointed, 1/4/40	1	..	280	..
On leave	3
Social Security	599	133,565	145,000	11,435
Appointed, 1/4/40	3	..	465	..
On leave	2
Stamp duties	92	24,965	26,115	1,150
State Advances	577	163,040	172,300	9,260
Appointed, 1/4/40	1	..	80	..
On leave	5
State Fire Insurance	175	49,260	51,285	2,025
State Forest	173	53,245	55,530	2,285
On leave	1
Transport	115	33,650	35,525	1,875
Treasury	107	31,735	33,350	1,615
On loan	2
Valuation	91	29,780	30,735	955
Appointed, 1/4/40	1	..	80	..
On leave	2
Totals	11,697*	3,410,347	3,547,957	137,610
Appointed, 1/4/40	65	..	13,250	..
On loan	43
On leave	44
Totals, 31/3/40	11,697*	3,410,347
Totals, 31/3/41	11,762*	..	3,561,207	..
Native-school teachers	396	111,320
Appointed, 1/4/40	1	..	200	..
On leave	2
Vacant, 1/4/40	76

* Excluding officers on loan and on leave without pay.

NOTE.—Fractions of £1 are not taken into consideration in the table.

TABLE II.—PUBLIC SERVICE LIST, 31ST MARCH, 1940.—GENERAL SUMMARY OF CLASSIFICATION BY CLASSES (EXCLUDING OFFICERS IN ADMINISTRATIVE DIVISION).

Class (excluding Administrative).	Number of Officers.	Total Salaries, Year ending 31st March, 1940.	Classification Salaries, 31st March, 1941.	Scale Increase.	Appointed, 1/4/40.		On Loan: Number of Officers.	On Leave: Number of Officers.
					Number of Officers.	Salaries.		
Professional—		£	£	£		£		
Over scale..	93	86,566	86,566
Special (£665-£765)	150	104,085	107,450	3,365
I (£540-£615)	167	95,315	97,240	1,925	1	540
II (£490-£515)	126	62,275	63,465	1,190
III (£445-£470)	80	35,155	36,600	1,445	1	..
IV (£400-£425)	79	31,005	32,825	1,820	1	1
V (£355-£380)	71	24,740	26,205	1,465	1	..
VI (£280-£335)	62	19,280	20,425	1,145	2	615	..	2
VII (£296-£305)	24	6,670	7,270	600	1	305
VII (£265-£295)	3	715	840	125
VII (£235-£264)	2	435	510	75
VII (£210-£234)	4	820	920	100
VII (£176-£209)	16	2,630	3,030	400
VII (£175 and under)	8	820	1,040	220
Sub-total	885*	470,511	484,386	13,875	4	1,460	3	3
Clerical—								
Over scale..	22	18,720	18,720
Special (£665-£765)	117	81,130	82,255	1,125	5	1
I (£540-£615)	154	88,185	89,760	1,575	3	..
II (£490-£515)	176	88,365	89,640	1,275	1	..
III (£445-£470)	294	133,655	135,905	2,250	3	..
IV (£400-£425)	429	173,410	178,425	5,015
V (£355-£380)	671	244,895	251,930	7,035	4	1
VI (£280-£335)	1,214	397,310	404,075	6,765	9	1
VII (£296-£305)	183	54,015	55,815	1,800	1	305	2	1
VII (£265-£295)	114	28,970	31,820	2,850
VII (£235-£264)	130	29,800	33,150	3,350	2	2
VII (£210-£234)	188	38,340	43,240	4,900
VII (£176-£209)	785	128,335	147,925	19,590	2	360	5	10
VII (£175 and under)	1,945	183,060	227,445	44,385	15	1,215	1	2
Sub-total	6,422*	1,688,190	1,790,105	101,915	18	1,880	35	18
General—								
£516-£765	126	73,065	73,690	625	3	..
£471-£515	56	27,695	28,095	400
£351-£470	802	320,330	325,600	5,270	1	425	2	..
£306-£350	576	185,140	188,685	3,545	2	635
£296-£305	247	73,465	75,150	1,685	1	305
£265-£295	911	251,078	253,938	2,860	16	4,615	..	1
£235-£264	468	115,105	116,370	1,265	5	1,225	..	4
£210-£234	230	49,310	50,595	1,285	1	210	..	8
£176-£209	282	53,015	54,890	1,875	8
£175 and under	594	73,460	75,780	2,320	16	2,100	..	2
Sub-total	4,292*	1,221,663	1,242,793	21,130	42	9,515	5	23
Educational—								
£516-£765	6	3,405	3,445	40
£471-£515	3	1,445	1,460	15
£351-£470	17	6,621	6,898	277	1	395
£306-£350	8	2,623	2,715	92
£296-£305	16	4,790	4,820	30
£265-£295	6	1,620	1,675	55
£235-£264	26	6,310	6,390	80
£210-£234	8	1,709	1,770	61
£175 and under	8	1,460	1,500	40
Sub-total	98*	29,983	30,673	690	1	395
Totals	11,697*	3,410,347	3,547,957	137,610	65	13,250	43	44
Totals, 31/3/40	11,697*	3,410,347
Totals, 31/3/41	11,762*	..	3,561,207
Native-school teachers	396	111,320	1	200	..	2
Vacant, 1/4/40	76

* Excluding officers on loan and on leave without pay.

NOTE.—Fractions of £1 are not taken into consideration in the table.

TABLE III.—SHOWING ALTERATIONS IN STAFFS AND SALARIES OF DEPARTMENTS BETWEEN CLASSIFIED LIST FOR 1939-40 AND 31ST MARCH, 1940.

Departments.	Classified List, 1939-40.		Increase.														Decrease.										Net Increase or Decrease, Columns 1 to 13 inclusive.		At 31st March, 1940.		Departments.								
	Number of Officers.	Total Classified Salaries.	(1) Additions to Salary on Promotion, &c. (within Department).		By Transfer from other Departments or from Unclassified Positions.				By New Entrants.				Total Increase, Columns 1 to 7 inclusive.		(8) By Reduction in Salary.		(9) By Transfer to other Departments or to Unclassified Positions.		(10) By Death.		(11) By Retirement on Superannuation or Pension.		(12) By Resignation.		(13) By Dismissal (including Cases where Services dispensed with).		Total Decrease, Columns 8 to 13 inclusive.		Number of Officers.	Total Classified Salaries.									
			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.
Agriculture ..	635	£ 246,126	27	£ 660	3	£ 315	2	£ 515	38	£ 6,000	10	£ 2,065	..	£ ..	42	£ 11,850	95	£ 21,405	3	£ 75	11	£ 1,505	4	£ 2,350	12	£ 5,186	19	£ 5,950	2	£ 640	48	£ 15,706	+ 47	+ 5,699	682	£ 251,825	Agriculture.		
Air ..	30	9,080	5	165	8	2,125	51	14,530	7	960	14	2,980	3	865	83	21,625	7	1,835	5	1,365	12	3,200	+ 71	+ 18,425	101	27,505	Air.			
Army ..	37	11,705	4	165	2	715	11	2,825	1	86	8	880	2	685	24	5,350	1	335	1	615	2	950	+ 22	+ 4,400	59	16,105	Army.				
Audit ..	197	67,320	10	435	7	1,295	14	1,120	21	2,850	4	1,435	5	1,725	10	3,875	+ 11	+ 1,025	298	66,295	Audit.			
Broadcasting ..	104	35,795	8	220	1	445	3	390	6	1,205	10	2,440	20	4,700	4	1,410	1	1,250	2	755	7	3,415	+ 13	+ 1,285	117	37,080	Broadcasting.		
Census and Statistics ..	72	17,610	6	155	1	115	7	560	8	830	3	370	3	370	+ 5	+ 460	77	18,070	Census and Statistics.				
Crown Law ..	8	5,905	1	115	1	115	1	155	1	155	+ ..	+ 40	8	5,865	Crown Law.		
Customs ..	451	133,400	34	800	5	885	2	520	14	1,120	3	240	1	220	3	760	28	4,545	1	95	1	295	3	2,045	9	1,475	14	3,910	+ 14	+ 635	465	134,035	Customs.		
Education ..	315	116,081	45	856	1	115	5	885	25	4,680	17	4,994	1	395	13	3,717	62	15,042	1	45	5	1,105	1	715	5	1,875	19	3,850	2	540	32	8,130	+ 30	+ 6,912	345	122,993	Education.		
External Affairs and Cook Islands	9	2,860	1	25	3	900	1	80	4	1,005	1	355	1	155	2	510	+ 2	+ 495	11	3,355	External Affairs and Cook Islands.		
Government Insurance	106	35,260	1	25	2	175	11	880	13	1,080	6	1,570	3	240	9	1,810	+ 4	+ 730	110	34,530	Government Insurance.			
Health ..	559	144,431	115	10,750	2	560	4	1,085	13	1,260	88	9,080	30	9,690	137	32,425	1	40	3	1,125	46	9,115	4	440	53	10,720	+ 84	+ 21,705	643	166,136	Health.				
Industries and Commerce, Tourist and Publicity	190	52,435	17	400	1	205	8	1,760	8	865	11	1,455	3	790	31	5,475	1	300	1	380	2	450	4	780	8	1,910	+ 23	+ 3,565	213	56,000	Industries and Commerce, Tourist and Publicity.		
Internal Affairs	161	53,035	9	130	3	810	4	1,355	1	80	5	850	3	855	16	4,080	4	1,100	1	300	8	2,015	2	500	15	3,915	+ 1	+ 165	162	53,200	Internal Affairs.		
Internal Affairs Relieving Staff	59	13,330	2	50	1	225	7	940	3	240	20	1,585	3	765	34	3,805	24	2,630	1	230	2	400	27	3,260	+ 7	+ 545	66	13,875	Internal Affairs Relieving Staff.		
Iron and Steel Industry	4	1,215	1	115	1	115	2	490	2	490	+ 1	+ 375	3	840	Iron and Steel Industry.			
Justice and Prisons ..	575	178,055	47	1,000	4	745	3	570	19	1,705	2	160	21	5,120	49	9,300	1	40	8	1,435	2	440	9	3,745	17	4,445	2	525	38	10,630	+ 11	+ 1,330	586	176,725	Justice and Prisons.		
Labour ..	221	64,785	20	635	4	825	4	665	18	1,825	3	465	2	555	31	4,970	16	3,910	1	540	6	1,010	1	95	24	5,555	+ 7	+ 585	228	64,200	Labour.		
Land and Deeds ..	123	40,680	2	50	1	195	1	95	8	640	10	980	6	1,685	1	335	7	2,020	+ 3	+ 1,040	126	39,640	Land and Deeds.			
Land and Income Tax	417	99,380	26	725	3	405	3	310	53	4,240	39	3,940	8	1,815	106	11,435	46	7,465	2	1,230	17	2,315	1	95	66	11,105	+ 40	+ 330	457	99,710	Land and Income Tax.		
Lands and Survey ..	585	193,710	16	655	12	1,815	12	3,040	39	3,155	12	1,410	8	2,500	83	12,575	11	3,310	4	1,725	7	3,060	10	1,685	32	9,780	+ 51	+ 2,795	636	196,505	Lands and Survey.		
Marine ..	179	67,645	5	125	1	80	14	2,545	1	445	1	260	17	3,455	7	1,555	1	320	2	1,130	8	1,990	1	235	19	5,230	+ 2	+ 1,775	177	65,870	Marine.		
Marketing ..	47	14,035	3	70	1	445	4	485	6	480	15	1,275	3	715	29	3,470	5	970	5	970	+ 24	+ 2,500	71	16,535	Marketing.			
Mental Hospitals ..	1,455	352,040	373	6,055	2	360	299	46,415	26	5,600	327	58,430	1	10	16	3,440	5	1,210	14	4,075	237	40,670	16	2,990	288	52,395	+ 39	+ 6,035	1,494	353,075	Mental Hospitals.		
Mines ..	61	21,495	5	275	1	155	6	780	4	320	11	1,530	3	685	1	590	1	410	2	450	7	2,135	+ 4	+ 605	65	20,890	Mines.		
National Commercial Broadcasting Service	36	8,575	1	20	2	250	5	400	1	80	8	750	2	210	2	210	+ 6	+ 540	42	9,115	National Commercial Broadcasting Service.		
National Provident and Friendly Societies	30	8,430	1	25	6	480	6	505	4	760	1	95	5	855	+ 1	+ 350	31	8,080	National Provident and Friendly Societies.		
Native ..	181	54,915	12	295	4	425	4	805	15	1,200	5	400	4	1,120	32	4,245	1	20	5	1,260	1	305	1	565	4	405	11	2,555	+ 21	+ 1,690	202	56,605	Native.		
Navy Office ..	25	5,650	2	700	1	305	2	160	4	320	9	1,485	2	370	2	370	+ 7	+ 1,115	32	6,765	Navy Office.			
Police ..	7	2,605	2	160	2	160	9	2,765	Police.	
Prime Minister's ..	7	3,065	1	20	1	115	1	135	8	3,200	Prime Minister's.	
Printing and Stationery	290	89,740	12	220	1	80	3	240	2	160	1	195	1	295	8	1,190	2	535	2	625	7	2,205	5	1,280	1	295	17	4,940	+ 9	+ 3,750	281	85,990	Printing and Stationery.		
Public Service Commissioner's	13	5,670	1	255	1	565	2	820	1	305	2	570	+ ..	+ 250	13	5,920	Public Service Commissioner's.		
Public Service Superannuation	9	2,450	1	80	1	80	1	155	1	335	2	490	+ 1	+ 410	8	2,040	Public Service Superannuation.
Public Trust ..	748	249,460	31	770	3	560	3	555	78	6,455	3	240	87	8,580	23	6,360	3	1,945	22	4,155	1	80	49	12,540	+ 38	+ 3,960	786	245,500	Public Trust.		
Public Works ..	1,018	358,701	61	1,612																																			

TABLE IV.—TEMPORARY EMPLOYEES AS AT 1ST APRIL, 1940 (OTHER THAN WORKMEN).

Department.	Male.			Female.			Totals.	Draughting and Computing.	Engineers (including Technicians and Operators).	Inspecting and Instructing.	Testers.	Supervisors, Overseers, Foremen, and Managers.	Medical Officers.	Storekeepers and Storemen.	Miscellaneous.	Grand Total.
	Clerks.	Office Assistants.	Sorters.	Shorthand-typists.	Office Assistants.	Miscellaneous (Clerical).										
Agriculture	34	1	48	9	1	93	..	7	185	57	4	28	374
Air	35	8	22	33	11	109	..	2	1	2	114
Army	20	169	28	41	37	..	295	2	..	147	65	509
Audit	1	3	..	4	4
Broadcasting	1	5	..	35	5	..	46	..	24	46	116
Census and Statistics	3	..	2	27	4	36	..	1	37
Crown Law	1	1	1
Customs	31	45	76	6	82
Education	5	17	14	44	20	15	115	28	..	7	28	178
External Affairs and Cook Islands	3	..	1	2	6	6
Government Insurance	1	1	17	7	..	26	26
Health	13	4	4	36	9	2	68	..	2	5	..	2	10	3	169	259
Industries and Commerce, Tourist and Publicity	20	15	6	61	15	..	117	..	7	5	..	3	..	1	126	259
Internal Affairs*	11	18	14	104	12	1	160	..	1	7	48	216
Iron and Steel Industry	4	4	1	3	8
Justice and Prisons	2	16	2	39	8	..	67	1	..	1	14	83
Labour	9	114	31	66	4	..	224	5	20	249
Land and Deeds	5	1	1	12	19	10	2	31
Land and Income Tax	8	222	20	68	16	334	..	1	335
Lands and Survey	4	28	13	80	..	1	126	25	2	10	..	62	..	10	6	241
Marine	1	3	1	9	5	..	19	..	2	4	..	2	12	39
Marketing†	32	32	..	34	35	3	136	4	..	19	..	11	58	228
Mental Hospitals	1	..	17	5	..	23	..	2	2	6	3	24	60
Mines	1	4	..	11	2	..	18	1	1	7	..	4	5	36
National Commercial Broadcasting Service	13	4	1	47	65	..	44	18	117	244
National Provident and Friendly Societies	1	..	1	4	14	1	21	21
Native	15	30	7	48	24	..	124	1	63	..	2	5	195
Navy Office	18	6	12	26	..	62	..	1	1	..	20	12	96
Police	1	..	1
Prime Minister's	2	1	..	3	2	5
Printing and Stationery	6	..	2	8	1	9
Public Service Commissioner's
Public Service Superannuation	5	..	1	2	..	8	8
Public Trust	9	..	1	211	10	2	233	1	9	243
Public Works	180	149	15	158	5	2	509	164	546	5	8	650	..	219	366	2,467
Scientific and Industrial Research	2	1	1	21	7	..	32	..	23	9	..	1	77	142
Social Security	13	352	37	118	46	23	589	..	1	5	595
Stamp Duties	1	14	1	..	16	..	1	4	21
State Advances	16	142	84	183	82	..	507	53	5	20	..	79	51	715
State Fire Insurance	15	..	54	14	..	83	83
State Forest	3	1	1	23	28	4	2	59	..	1	4	98
Transport	3	5	10	25	1	..	44	1	..	32	5	82
Treasury	6	2	2	11	17	10	48	..	1	1	2	52
Valuation	4	1	..	28	5	..	38	4	42
Totals	423	1237	514	1,713	559	94	4,540	265	679	313	65	991	16	423	1318	8,610

* Does not include 353 full-time temporary cleaners, liftmen, watchmen, messengers, caretakers, and attendants, &c., and 101 sessional employees who receive full-time employment partly on parliamentary duties and partly on relieving duties throughout Departments.
† Includes London staff.

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