

1917.
NEW ZEALAND.

PUBLIC SERVICE COMMISSIONER

(FIFTH REPORT OF THE).

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

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To His Excellency the Right Honourable Arthur William de Brito Savile, Earl of Liverpool, Knight Grand Cross of the Most Distinguished Order of Saint Michael and Saint George, Member of the Royal Victorian Order, 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 Commissioner appointed under the Public Service Act, 1912, I have the honour to submit the following report, as required by section 15 of the Act.

REPORT.

1. THE difficulties experienced owing to the large number of officers absent with the Expeditionary Forces and the creation of new services on account of the war, referred to in the Fourth Report, have increased during the past year, but it is still possible to say that requirements have been reasonably met without any diminution of the ordinary services to the public, except such as are referred to in paragraph 5.

2. The recruiting of the Service is necessarily difficult owing to the competition, of a somewhat crude form, which exists throughout the country for trained men and women, but this is no doubt impossible to prevent so long as national service does not exist. On the whole, however, the wastage of the staff, owing to deaths, retirements, and resignations, has not been so great as was anticipated, and the position will become much less acute as the large number of cadets, male and female, recently appointed are trained.

3. In a later paragraph it is shown that the expansion of the Service is negligible, and, as few Departments are doing less business than before the war, while in some Departments the work has considerably increased, heads of Departments and their principal officers must be given credit for the generally satisfactory results. A large body of untrained men and women placed in a Department is not conducive to smooth working without a considerable tax on the energy and initiative of controlling officers.

4. The number of officers absent with the Expeditionary Forces on the 31st March, 1917, was 2,133, an increase of 814 over the previous year, and the wastage of the permanent staff numbered 1,183, all of which has had to be provided for. The wastage represents approximately 10 per cent. for Departments other than the Post and Telegraph, and 5 per cent. for the latter Department, rates which do not differ materially from those before the war. The lower rate in the Post and Telegraph Department is the result of the policy followed for many years of appointing juniors only.

5. Generally, it is becoming obvious that it will be almost immediately necessary to determine what facilities at present enjoyed by the public are to be restricted or abandoned. Up to the time of writing it is not known that any Department except the Lands and Survey and Public Works Departments has restricted its operations. In the former Department the restrictions are mainly those incident to the absence of professional officers at the war, and represent so many less acres of land surveyed than in normal times. In the latter less money is being spent on public works.

6. In the meantime the permanent staff is being rapidly depleted not only by officers being called up for active service, but by the demand of the Defence Department and its war branches for trained officers. It is very desirable, therefore, that it should be decided without delay what services are to be restricted or abandoned before the Second Division officers of the Public Service are called up.

ROLL OF HONOUR.

7. Up to the end of March last the Public Service of the Dominion has suffered the loss in action, or as the result of the war, of 111 officers. The names of these officers are again shown in the departmental lists. The Service has reason to point with pride to the good record of its officers who are fighting abroad.

8. The following honours have been awarded to our soldiers of the Public Service :—

Cross of the Legion of Honour.—Major H. S. Whitehorn, Topographer, Mines Department, Wellington.

Military Cross.—2nd Lieutenant S. T. Seddon, Surveyor, Lands and Survey Department, Nelson.

Military Medal.—Corporal H. G. Wilson, Clerk, Defence Department, Wellington; Corporal P. G. Pearce, Clerk, Valuation Department, Wellington.

Distinguished-conduct Medal.—Sergeant G. J. M. Gair, Examiner, Audit Department, Wellington.

Post and Telegraph Department.

Distinguished-service Order.—Major C. McGilp, Telegraphist.

Distinguished-conduct Medal.—Corporal A. W. Brown, Telegraphist; Sergeant F. W. Moore, Clerk.

Military Medal.—Sapper J. E. Hollywood, Lineman; Second Corporal P. L. Keys, Telegraphist; Sapper W. J. Kingham, Telegraphist; Sapper P. McQuillan, Lineman; Sergeant G. V. T. Moore, Postmaster; Sapper W. G. F. Pinkham, Cadet; Sapper R. J. Pratt, Lineman; Sapper C. H. Raxworthy, Clerk (died of wounds).

Mentioned in Despatches.—Lieutenant E. Burrows, Clerk (killed in action); Lieutenant T. P. M. Grace, Clerk (killed in action); Lance-Corporal J. E. Hollywood, Lineman; Corporal P. D. Holmes, Telegraphist; Major C. McGilp, Telegraphist; Sergeant F. W. Moor, Clerk; Captain (temporary Major) R. F. C. Scott, Clerk (died of wounds); Sapper W. Ward, Lineman.

Cross of Karageorge, with Swords, 1st Class.—Lance-Corporal W. A. Birkett, Letter-carrier.

Serbian Silver Medal.—Corporal P. D. Holmes, Telegraphist.

WORK OF COMMISSIONERS.

9. The services of Mr. Triggs, Assistant Commissioner, have continued to be utilized by Government as Controller of the Department of Imperial Government Supplies. The duties attaching to the office involve the charge of all the business details connected with the requisition received from the Imperial Government for the purchase and shipment of the entire output of frozen beef, mutton, and lamb available for export; the charge of all the business arising out of the purchase and export of wool (greasy, slipe, and scoured), sheep-skins, hides, and calf-skins (subsequent to the period of valuation); and also of the business arising out of the purchase and export of cheese and scheelite on Imperial Government account. Further, Mr. Triggs was appointed Licensing Authority by Government, in pursuance of an Order in Council dated 30th October, 1916, in regard to the butter-fat levy scheme.

10. Mr. Triggs has also acted during the past year as Government representative on the New Zealand Overseas Shipowners Committee.

11. A fair amount of inspection has been done, but it is difficult under present conditions to devote so much time to this work as is desirable. The Commissioners mark with satisfaction a general all-round improvement in most of the offices visited. The principal places outside of Wellington visited during the year have been Napier, New Plymouth, Stratford, Hastings, Dannevirke, Masterton, Gisborne, Invercargill, and Dunedin. A special inspection of the clerical work of the Head Office and the Wellington office of the Police Department was made at the request of the Minister in Charge.

12. A number of inquiries has been held during the year, and deputations from and conferences with officers' associations have occupied much time.

ACCOUNT-KEEPING.

13. The importance of a proper system of account-keeping appears to be taking an unnecessarily long time to make itself realized. The Treasury has, however, been able to allot the duty of inspection of departmental accounts to a qualified officer for a portion of the year. The difficulties of the Treasury at the present time, owing to the absence of so many of its trained officers and the heavy work incident on the war loan, are recognized, but the urgent necessity of placing all account-keeping on a businesslike footing should not be lost sight of. Departments whose operations are more or less of a commercial nature should be required to place their accounts on a commercial basis, so that some idea of the profit or loss arising may be ascertained. Until this is done there is little hope of reasonable economy, or of Government being made aware of the exact position of the accounts of the Departments concerned.

14. It was pointed out in the Fourth Report that Government trading concerns were likely to be found carrying on their operations without reliable accounts unless some Department kept a very sharp lookout and assumed responsibility. This is now being done.

INSTRUCTION-BOOKS.

15. In the First Report attention was drawn to the necessity for proper instruction of officers. It was pointed out that in many Departments in the past it had not been the custom to define the duties attached to any particular office, or to make clear the relations which should exist between officers in one section or branch of a Department and another, with resulting lack of uniformity of method. It was considered that the duties of officers occupying responsible positions should be clearly defined, and that the practices to be followed in the routine work of the Department should be outlined and published for the guidance of officers. The matter was again referred to in the Third Report, but there are still many Departments which have apparently made no attempt to provide proper instruction-books. A large defalcation which recently occurred would probably have been impossible if proper instructions had been in force.

INSPECTION.

16. In the First Report special attention was directed to this in the following terms :—

Probably the greatest need to-day of the Service is the inauguration of a proper system of inspection of all offices. During the visits of the Commissioners it was found that there had been no inspection, in its proper sense, of departmental offices in some cases for years past. This largely accounts for the divergencies which exist in the practices observed. The Commissioners consider that an inspection of every office should be made each year by qualified officers, who would not only point out irregularities in methods, &c., but would at the same time take a share in the responsibility of educating officers in the various duties which they are expected to perform.

Had this recommendation been carried out and inspections made by an officer competent to carry out an internal audit, defalcations amounting to about £14,000 in recent years would have been practically impossible. Many Departments could carry out such inspection and internal audit by a temporary rearrangement of duties annually or oftener without the necessity of appointing a permanent Inspector.

NEW DEPARTMENTS CREATED.

17. The war has resulted in the creation of new Departments, such as the Munitions and Supplies Department, which is assuming considerable proportions, and the Discharged Soldiers' Information Department, which is likely to grow rapidly; while the Imperial Government Supplies Department, the officers of which are not under the Public Service Act, has at the present time thirty-seven officers, and the New Zealand Government Requisitions Committee thirty-three. In addition, the Base Records Office, the War Expenses Branch,

the Recruiting Branch of the Defence Department, and the Soldiers Registration Branch of the Statistician's Office have large staffs.

18. The civilian staff which has been provided to Departments for purely war work is approximately as follows:—

	Male.	Female.
<i>Defence Audit</i>		55
<i>Defence Department</i> —		
Headquarters	55	21
Base Records	17	53
Recruiting	22	46
War expenses	65	186
Stores	69	...
Financial Assistance Board	5	2
District Offices	37	26
<i>Discharged Soldiers</i>	4	3
<i>Munitions and Supplies Department</i>	16	5
<i>Internal Affairs Department</i> —		
Census and Statistics and Military Service Branch	33	180
Passports and Permits	4	5
War Funds	3	4
<i>Pensions Department</i>	7	11
Totals	337	597

These do not represent the total staffs, as there are many military officers and home-service men employed.

EDUCATION DEPARTMENT

19. Since the last report this Department has been largely remodelled, particularly as regards the industrial schools and other special schools, and the Department now claims as the result that savings to the amount of £6,730 per annum will be effected, while capital expenditure to the amount of £42,200 will be avoided.

20. There are several matters referred to by the Commissioners which have not yet been dealt with, owing, it is presumed, to want of legislative authority or the absence of officers at the war.

SPECIAL REPORT AT INSTANCE OF GOVERNMENT.

21. In last report it was stated that a special report had been made at the instance of Government, in which attention was directed to a number of ways in which economies could be effected. The principal of these were the cessation of the expansion of the normal service during the war and a reduction of travelling-expenses.

22. The result in regard to the expansion of the Service has been that it has practically ceased so far as additional cost is concerned, but in the matter of travelling-expenses there is not apparently any appreciable reduction of expenditure.

23. Another large saving was mentioned as possible by carrying out the recommendations of the Cohen Education Commission, but legislation would be required.

24. It was suggested that the commission on the sale of stamps to private persons should be abolished, but no action was taken until recently, when the question was forcibly brought up by a discovery that the practice had led to fraud. The Minister in Charge has now given directions that payment of commission is to cease.

25. The adjustment suggested in the Lands and Survey staff has been carried out at a greater saving than estimated. The Permanent Head deserves credit for his prompt action and shrewd suggestions.

26. Nothing further has been done in the direction of the amalgamation of Departments, and the Commissioners understand that action is unlikely before the end of the war.

BOARD OF APPEAL.

27. The triennial election of members to the Board of Appeal took place during the year. The following members were elected :

For the Post and Telegraph Department: Mr. A. Mill (Telegraph representative), re-elected, and Mr. J. Slyfield (Postal representative).

For other Departments: Mr. A. Marryatt (re-elected), and Mr. R. P. Ward.

28. Messrs. P. Barr (Chairman) and J. H. Richardson still continue as members of the Board in accordance with section 32 (a) of the Act.

29. The Board held five sessions during the year, the business dealt with being as follows:—

	Postal.	Telegraph.	General Service.	Total.
Appeals lodged	42	35	72	149
Appeals withdrawn	8	4	8	20
Appeals allowed	2	4	12	18
Appeals partially allowed	4	..	4
Appeals disallowed	19	20	44	83
Appeals which Board agreed did not lie	13	3	8	24

30. The nature of the appeals was: (1) Against non-promotion, 122; (2) against penalties imposed, 3; (3) for regrading of position, 10; (4) against salary allotted, 2; (5) for ante-dating of promotion, 6; (6) against officers transferred without promotion, 6.

31. Of the eighteen appeals allowed, eight were under heading (1), three under heading (2), six under heading (3), and one under heading (4). The four appeals partially allowed were under heading (5). Of the total of twenty-two appeals allowed or partially allowed, ten were by consent. In two cases in which the appeals were disallowed the appellants were required to themselves bear expenses incurred in attending the hearings; in one case an appellant who did not attend personally, but who had a representative at the hearing, was required under section 31 (2) of the Act to pay costs (£1). The appeals in which the Board agreed that no ground of appeal existed included all those under heading (6).

32. Difficulty has arisen during the year owing to the operations of the Board of Appeal in connection with appeals on promotion. A case has occurred in which the Commissioner made a provisional appointment of a suitable person from outside the Service as Actuary of Friendly Societies and the National Provident Fund. An officer of the Government Insurance Department appealed, and the Board of Appeal allowed the appeal. The appellant was appointed and instructed to report for duty, but the Department, supported by the two Ministers in charge, refused to allow him to commence duty. In due course the Ministers were informed by the Commissioner that the successful appellant must be regarded as an officer of their Departments, and that the Departments must be considered as responsible for the salary of the vacant position from the date of the decision of the Board of Appeal. Up to the time of writing the officer has not been allowed to commence duty. As the Commissioner did not select the officer, but simply carried out his statutory duty to appoint him in accordance with the decision of the Board of Appeal, and as the Ministers concerned have no doubt taken up their attitude on the ground that they are responsible for the administration of the Departments, it will apparently require parliamentary action to settle the case.

33. The Board of Appeal, which regulates its own procedure in such matters, has adopted the course of refusing to give any reason for its decision; so that the Commissioners and the Departments concerned are at a loss, when the Commissioner's decisions are upset, to understand wherein it is held that there has been faulty judgment on the part of the Commissioner. In this par-

ticular case the opinions of the Permanent Head of the Department and the Commissioners coincided, but the Board of Appeal differed, and, notwithstanding that the decision of the Board of Appeal is final, reasons are refused.

ACCOMMODATION.

34. In the Second Report attention was directed by the Office Accommodation Board to the restricted life of the main Government Buildings, Wellington, and the necessity which must almost immediately arise to provide accommodation not only for the Departments in the present main Government Buildings, but also for Departments at present in rented premises in Wellington (the cost of which amounts at the present time to £7,500 per annum). The matter is one requiring early attention. Under present conditions efficient management and supervision is rendered most difficult.

35. It is hoped that when this matter is seriously taken up the somewhat haphazard arrangements of the past will be abandoned in favour of a more modern system, particularly in regard to the provision of large rooms for the whole departmental staffs instead of a multitude of small apartments. Difficulty of effective control and supervision, and want of economy in administration, results from badly designed office buildings.

MINIMUM WAGE.

36. No provision was made in the Public Service Act for the payment of a minimum wage to married men. Under the Post Office Regulations, which were automatically continued under section 34 of the Public Service Act, a minimum salary of £140 per annum had been paid, and at the suggestion of the Commissioners Government agreed to provide funds for the same payment to officers of other Departments. Even before the war this minimum salary was considered to be a bare one, but it afforded relief in many directions.

37. Last year Government supplemented all salaries of married men up to £315 per annum by a war bonus of £15 for the year, but this is a temporary measure which should not delay consideration of a higher minimum wage for married men, and it is hoped that Government will see its way to fix a more liberal amount than £140 by an amendment of the Public Service Act. It is also suggested that attention be given at the same time to providing a higher minimum wage for single men of twenty-one years of age and over than the present minimum of £100, which is fixed by Act.

38. The Commissioners have no power to consider the payment of special salaries on account of marital conditions or age, their duty being to fix salaries according to the value of the work performed. The question is one which presents difficulties, and these difficulties are accentuated by the fact that many men performing clerical work in the Defence Department are regarded as soldiers on home service to whose wives and children are granted separation allowances, the total of which is greater or less according to the number of children.

RETURNED SOLDIERS.

39. Preference continues to be given to returned soldiers for positions in the Public Service for which they are considered to be suitable, and in cases in which permanent employment has been available medical examinations are paid for by Government. Up to the present there would not appear to be much difficulty in the way of returned soldiers obtaining employment outside the Public Service, as it is found that many of the men are not available when offered positions, or do not care to accept them. This no doubt is accounted for by the general shortage of labour and the fact that many of the men go back to their old employment.

40. It has not yet been necessary to consider what relaxation may be permitted in the conditions of medical certificates of returned soldiers seeking employment in the Public Service. The Commissioners, while not desiring to insist on too strict a medical certificate, cannot make any regulation in view of possible unforeseen charges on the Superannuation Fund. Government, it

is understood, is now considering the question. If the difficulty can be overcome by specially subsidizing the fund or otherwise, there is no reason why a considerable number of returned soldiers should not be permanently employed as vacancies arise.

41. Number of discharged soldiers who have been employed in the Public Service :—

Clerks	65
Messengers	57
Night-watchmen	74
Letter-carriers	49
Linemen (Post and Telegraph Department)	30
Meat Inspectors	17
Field Inspectors	2
Rabbit Inspector... ..	1
Draughtsmen	3
Attendants (mental hospital, lift, &c.)	37
Storemen	2
Miscellaneous	61
Total	398

DEFALCATIONS IN THE PUBLIC SERVICE.

42. There have been two serious defalcations in the past year which call for mention : one at the Stamp Office, Invercargill, in which a clerk embezzled £768, and the other in the Head Office of the Mental Hospitals Department, where a clerk forged vouchers and receipts to the amount of £2,872, of which £2,477 was in possession of the thief and recovered.

43. While the primary cause of the fraud at Invercargill passing undiscovered was lack of supervision by the proper officer, it is evident from inquiry made that the fraud could not have occurred if the Department had issued proper instructions and made regular inspections, both of which essential requirements have been referred to in insistent terms in the First and Third Reports. Neither would the fraud have occurred if there had been a more frequent audit.

44. The Mental Hospital fraud was, as stated, accomplished by forged vouchers and forged receipts, but a careful review of the case has disclosed the fact that the regulations requiring vouchers for supplies to be accompanied by the order of the proper officer were not followed by the Department. The Treasury and the Audit Office apparently raised no question. Had the Stores Regulations and the Treasury Regulations been followed the fraud would not have been so readily possible.

45. So much has already been written by the Commissioners about stores and the proper method of dealing with them that it is almost needless to remark here that failure to carry out the important regulations concerning them leaves an opening for similar frauds in the future.

STORES TENDER BOARD.

46. The fourth Annual Report of the Board is printed in Appendix A hereto. An amendment of the constitution of the Board has been before Government for some considerable time, but no decision has yet been reached in the direction recommended by the Commissioners. Until this is arranged the present methods of making purchases appear to be likely to continue.

AUDIT OF STORES.

47. Reference was made in the Fourth Report to the fact that the audit of stores had been in an unsatisfactory condition. It was pointed out that the stores transactions of the Dominion could not be placed on a satisfactory footing until a proper system of audit had been instituted. This matter is still unsettled.

AMENDMENTS TO GENERAL REGULATIONS.

48. During the year the principal amendments made were as follows :—
- Regulations 101 to 108 (procedure on appeal) were amended in the direction of providing that all appeals, whether a ground of appeal was set out or not, would be forwarded to the Board of Appeal.
 - Regulation 141 (dealing with temporary employment) was amended in the direction of fixing definite dates from which the Register of Applicants is compiled.
 - Regulations 110 and 110A (dealing with travelling-allowances) were amended principally in the direction of providing that in cases where an officer was absent from headquarters for less than twenty-four hours actual expenses only would be allowed.
 - Regulation 209 was amended in the direction of granting an allowance to an officer acting in a higher classified position for a longer period than three months. The regulation was made mandatory in cases where the officer was acting with the approval of the Commissioner.
 - Regulation 205 was amended in the direction of providing that a double increment should not be granted to an officer in a class higher than Class VI in the Clerical Division for passing certain examinations.
49. Special regulations were made dealing with leave of absence for officers of the Tourist and Health Resorts Department, and also in connection with the examination of Draughtsmen in the Lands and Survey Department.

EXAMINATIONS.

50. Attention has been given during the year to the question of examinations necessary for officers of the Public Service. Heretofore the main examination qualifying for promotion has been the Public Service Senior Examination, which has some good points, and which is probably more or less suitable for some Departments. The objection to it is the large number of optional subjects which from time to time have been added to meet the requirements of individual Departments, and which to a large extent result in unnecessary specialization at the wrong period of an officer's career. The objection has become more marked owing to the principle of promotion from one Department to another, which is one of the features of the Public Service Act. It is obviously useless for a young officer to specialize in hygiene, for example, if soon afterwards he is promoted to a Department which demands specialization in legal subjects. The proper time for the special subjects required by a Department is when promotion to a fairly high class demands the exhibition of knowledge to the extent required by the Department, rather than a certificate of having passed in a more elementary stage a number of years before.

51. It has therefore been decided to abandon the Public Service Senior Examination as soon as all existing entrants have passed, or otherwise, on the 31st March, 1918, no new entries being accepted. For the Public Service Senior Examination the Matriculation Examination of the New Zealand University will be substituted, and it will be left to Departments to suggest special examinations for promotion at a later stage of an officer's career. For the majority of Departments the special examinations will probably extend no further than a practical test in the duties of the officer and in his knowledge of the Acts and regulations concerning his Department.

52. As much misapprehension appears to exist about the scope of employment in the Public Service, it may be desirable to state that for the great majority of clerical positions a lad who is able to pass the Public Service Entrance Examination, and later on the Matriculation Examination of the New Zealand University, is fairly well equipped, but it is becoming daily more evident that an officer who hopes to obtain a position in the Professional Division of the Service must devote his attention to studies which are likely to be

of value in his profession. This is being recognized by public servants to some extent, but, either from want of advice or the desire to take up studies which are congenial, far more officers take up the arts or law course than can hope to be provided for in the Professional Division, while there is a marked shortage of officers who pass the examination for professional accountant. The other professions principally concerned are those of civil engineer, telegraph engineer, chemist, and bacteriologist; but these are now provided for by arranging facilities for officers to attend special courses which have been provided by the University. A profession which appears to be entirely neglected is that of actuary, and if some effort is not made by officers mostly concerned it is regretted that future actuaries will have to be looked for beyond New Zealand.

53. While the present is not a suitable time to make plans for the future, it may be of use to remark that the time should have gone by for relying upon other countries for junior medical officers for the Mental Hospitals and Public Health Departments. The difficulty in the past has been that the salaries offered in the Mental Hospitals Department did not appear to induce young medical practitioners to take up mental-hospital work as a career. This has been remedied, but as graduates of the Medical School almost invariably look upon the first two or three years after obtaining their degree as a time to save money to visit Great Britain for the purpose of taking a post-graduate course, it will be necessary to arrange, as part of the agreement with officers, to grant a year's leave for this purpose after a service of two or three years. The difficulty which existed in regard to the Public Health Department should disappear, as the New Zealand University is now granting a diploma of public health.

EXAMINATIONS HELD DURING THE YEAR.

54. The examinations conducted during the year under the Public Service Regulations have been the Public Service Entrance Examination, the Public Service Senior Examination, the efficiency examinations in the Post and Telegraph Department, efficiency examinations in two Departments for promotion of officers, and examinations for admission of shorthand-writers and typists.

Senior and Entrance Examinations.

55. The Public Service Senior Examination, held between the 5th and 19th January last, was conducted under regulations which came into force on the 1st April, 1915. The number of entrants was 794, as compared with 876 for the previous year. Of the 794 admitted at the last examination, 653 actually presented themselves in the examination-room, and 399 were successful in improving their status and are now recorded, in conjunction with earlier successes (if any), as having passed as follows: Passed the whole examination, 82, of whom 1 passed with distinction; passed in five or more subjects, 59; passed in four, 68; passed in three, 74; passed in two, 116.

56. The Public Service Entrance Examination was conducted at fifty-two centres between the 22nd and 29th November, 1916, under regulations which came into force on the 1st April, 1914. The number of candidates entered was 1,222, as compared with 1,232 for the previous year. Of the total, 1,198 were present at the examination, and 695 passed. The examination was open to all candidates, both boys and girls, who expressed their intention of entering the Public Service if successful. As the total number of candidates was practically the same as that for the previous year, when only boys were admitted to the examination, the number of male candidates examined this year must have been considerably less. The fact that a fee of £1 was charged evidently affected the candidature. The fee, in accordance with the regulations, is refunded to each candidate who passes the examination and actually becomes a member of the Public Service.

57. Both the Senior and the Entrance Examinations were conducted by the Education Department by arrangement. The cost was as follows: Public Service Senior, £797; Public Service Entrance, £892.

Post and Telegraph Efficiency Examinations.

58. The number of officers who sat for the efficiency examinations during the year 1916–17 was 940. Of this number, 615 (65 per cent.) were successful either wholly or partially. Details are as follows:—

	Passed (wholly or partially).	Failed.
Cadets, Telegraph	59	1
Cadets, Technical	80	29
Cadets, Sorting-test	13	5
Postal Efficiency	245	284
First (Telegraph, General)	31	...
Junior Despatch Clerks	3	...
Despatch and Counter Clerks' First	4	...
Letter-carriers' Sorter	1	...
Oral Test	147	...
Telephone-exchange Clerks' First	4	...
Telephone-exchange Clerks' Technical	3	...
Senior Technical	14	5
Engineering (parts of)	11	1

TRAINING OF OFFICERS.

59. *Departmental Correspondence Classes.*—The correspondence classes for the instruction of officers of the Post and Telegraph Department in technical telegraphy and telephony, and in subjects of the Public Service Senior and Junior Examinations and Sixth Standard, which were inaugurated in 1910, were successfully continued during the year. The number of students for the years 1910 to 1916 was 2,629 (1,129 technical and 1,500 general). It has been decided to discontinue the classes for the period of the war.

60. *Tuition of Young Women in Telegraphy.*—During the year classes were opened by the Post and Telegraph Department at the four chief centres for the tuition of young women in telegraphy. The result has been entirely satisfactory, 113 having already completed the course and taken up practical work in telegraph-offices.

61. *Shorthand and Typewriting.*—Owing to the urgent demand for shorthand-writers and typists in Wellington, and on account of the difficulty of obtaining suitable applicants for employment, it was found necessary during the year to commence classes of shorthand and typewriting in the Public Service Commissioner's Office with a view of training suitable candidates who are desirous of taking up these classes and employment in the Public Service. The necessity for opening the class became an urgent matter owing to the unwillingness of qualified applicants of other centres to come to Wellington and on account of the dearth in Wellington. The class, which was only commenced at the beginning of this year, has proved a success.

ATTENDANCE OF OFFICERS.

62. Attention has been drawn in previous reports to the importance of officers being regular and punctual in their attendance. While the Commissioners acknowledge that there has been a considerable improvement, information received from time to time indicates that in some Departments the necessity for punctuality is not seriously observed.

HEALTH OF STAFF.

63. The following table gives the average absence of officers on sick-leave:—

	Number of Officers on Staff, 30/11/16.	Number of Officers absent during the Year.	Number of Days Officers absent.	Average Number of Days each Officer absent sick.	Average Absence for the whole Staff (in Days).	Number of Deaths.
Male	11,120	3,099	46,329	15	5	84*
Female	1,995	994	18,127	18	9	7
Totals	13,115	4,093	64,456	16	5	91

* Includes 25 officers killed or died of wounds whilst serving with the Expeditionary Forces.

APPLICATIONS FOR EMPLOYMENT.

64. The total number of applications for employment received (other than for advertised positions) during the year was 6,502. As has been pointed out, preference for employment has, as far as possible, been given to discharged soldiers. Special consideration has also been extended to the wives and relatives of members of the Expeditionary Forces. Applications were not registered from single men who were eligible for military service.

65. The total number of applications received for positions which were advertised within and without the Service was 1,462.

RETIREMENT OF PRINCIPAL OFFICERS.

66. The following Permanent Heads of Departments have retired during the year after long and meritorious service :—

Mr. T. W. Fisher.—Mr. Fisher retired from the position of Under-Secretary, Native Department, after having completed twenty-two years' permanent Government service.

Captain James Eman Smith.—Captain Smith, Under-Secretary for Immigration, retired during the year, and shortly afterwards died. Captain Smith had been connected with the Government Service in New Zealand for thirty-seven years prior to his retirement. He acted as Assistant Commissioner for the Cook Islands for some years.

Mr. F. W. Mansfield.—Mr. Mansfield retired on account of ill health from the position of Registrar-General, a position held since July, 1909, prior to which Mr. Mansfield was Chief Electoral Officer.

MILITARY AND CIVIL PAY.

67. It has been arranged that officers to whom annual leave is due on their going into camp shall be allowed to retain their military as well as civil pay for the term of leave. This, while being of financial benefit to officers at a time when money is often required, will avoid an accumulation of leave, which would probably be difficult to overtake on the return of the officer to New Zealand.

EXPANSION OF THE SERVICE.

68. Reference was made in the last report to the fact that the normal expansion of the Public Service, other than the Post and Telegraph Department, owing to the creation of new positions (in addition to the cost of the increments under classification, which remains fairly steady at about £45,000 per annum) was at the rate of about £35,000 per annum. For the year just closed the expansion was £6,277, as under :—

	Number.	Amount. £
Increase of officers	844	97,378
Officers retired, &c.	606	91,101
Increase... ..	238	£6,277

69. Rather more than the whole of this apparent increase in amount is accounted for by temporary employees who were in the Service prior to the 1st April, 1913, thirty-eight in number, representing £6,306, and whose salaries have heretofore been provided separately. To this has to be added classification increments, £45,621, referred to under the next heading.

70. The increase in the total number of officers is principally represented by the employment of cadets for training purposes and to provide for the work of officers absent with the Expeditionary Forces.

71. In the Post and Telegraph Department the net increase was 575 officers, representing increased salaries of £27,267. In addition, the classification increments for 1917-18 will be £57,547. This is rather more than the normal

expansion for the Post and Telegraph Department, and is accounted for by the large volume of work which has resulted from the war, much of which is outside the scope of its ordinary business.

72. In considering the expansion of the Service it has to be taken into account that on the 31st March last the salaries of officers absent with the Expeditionary Forces were £309,000. Owing to the fact that many of these officers have not been replaced, and that women and cadets are being utilized as largely as possible, a saving of approximately £106,000 is shown. This, however, may not be possible to maintain, as the average cost of temporary assistance is rising rapidly.

73. Representations have been made to Government by officers' associations that the military pay of Government officers should be made up to their civil pay. This, it is estimated, would cost approximately £99,000 per annum for the Public Service. The estimate, however, does not include public-school teachers or Railway officers.

MOVEMENT OF STAFF.

Departments other than Post and Telegraph.

74. The classified staff on the following dates was—

			Number.	Amount. £
1st April, 1913	4,641	874,437
„ 1914	5,095	953,343
„ 1915	5,613	1,098,960
„ 1916	5,985	1,158,949
„ 1917	6,217	1,208,979

Of the increase of £334,542 since the 1st April, 1913, £96,856 is accounted for by temporary officers made permanent (£76,275) and the nationalization of School Inspectors (£20,581). In the figures quoted there is not taken into account overlapping increases under classification which fall due at other dates during the financial year. These will, in effect, reduce the amount actually required.

75. The classification increases provided on the 1st April, 1917, amount to £45,621, as against £46,174 in the preceding year.

76. The Departments principally responsible for the creation of new positions are: Public Trust, £6,247; Agriculture, £2,991; Lands and Survey, £1,215; Justice and Prisons, £4,467; Internal Affairs, £6,305; Defence, £1,047; Customs, £1,090; Education, £3,226; Mental Hospitals, £2,415; Public Health, £1,155.

77. The average salaries at the following dates were—

				£
1st April, 1913	188
„ 1914	187
„ 1915	195*
„ 1916	194
„ 1917	194

78. The Native-school teachers are not included in the foregoing. They were, on—

			Number.	Amount. £
1st April, 1914	241	26,861
„ 1915 (including nine vacancies)	256	34,875†
„ 1916	256	36,618
„ 1917	247	35,723

* Converted emoluments account for £4 18s. of this increase.
converted emoluments.

† Includes £2,940, value of

Post and Telegraph Department.

79. The classified staff on the following dates was—

				Number.	Amount. £
1st April, 1913	5,372	708,165
„ 1914	5,633	761,365
„ 1915	5,958	824,242
„ 1916	6,441	885,927
„ 1917	6,956	970,641

80. The increase as at the 1st April, 1917, over the preceding year, £84,714, includes £34,094, the salaries of temporary employees made permanent and formerly paid out of other appropriations than salaries, leaving £50,620 additional to be provided for. The expansion of the business of the Department required an increase to the staff of 197 officers in addition to temporary employees made permanent.

81. The average salary for the year ending 31st March, 1918, for adult male officers is £173·02, for adult female officers £117·75, for all female officers £110·5; and for the whole staff, including 887 telegraph-messenger boys at £40 per annum each, and excluding the Administrative Division, is £139·54.

82. The classification increments provided on the 1st April, 1917, represent £57,547, as against £54,480 for the preceding year.

83. It is estimated, as at 1st April, 1917, that classified salaries will be underspent by approximately £325,000 for all Departments, including the Post and Telegraph, owing to the absence of officers at the war; but it will be necessary to set against this an expenditure estimated at £220,000 for permanent and temporary assistance other than that supplied to the Defence Department for its special work.

All of which is humbly submitted for Your Excellency's consideration.

D. ROBERTSON, Commissioner.

R. TRIGGS,
A. D. THOMSON, } Assistant Commissioners.

Office of the Public Service Commissioner,
Wellington, 30th June, 1917.

NOTE.—Owing to the need for conserving stocks of paper several tables are not printed.

TABLE I.—PUBLIC SERVICE LIST, 31/3/17.—GENERAL SUMMARY OF CLASSIFICATION BY DEPARTMENTS
(EXCLUDING OFFICERS IN ADMINISTRATION DIVISION).

Department.	Number of Officers.	Salary, 31/3/17.	Salary, Year ending 31/3/18.	Increase.	Average Increase.	Average Salary, Year ending 31/3/18.
Agriculture	489	£ 109,301	£ 112,497	£ 3,195	£ 6·53	£ 230·05
(Appointed 1/4/17)	2	220
(Vacant 1/4/17)	8
Audit	90	20,201	21,168	967	10·74	235·20
Crown Law	9	3,568	3,639	71	7·80	404·30
Customs	272	53,357	55,641	2,284	8·39	204·56
(Retired 31/3/17)	2	325
Defence	118	21,249	22,188	939	7·11	188·03
Education	255	60,469	62,192	1,722	6·75	243·89
(Retired 31/3/17)	1	95
(Appointed 1/4/17)	2	180
(Vacant 1/4/17)	90
Government Life Insurance	151	28,909	30,326	1,417	9·38	200·17
(Vacant 1/4/17)	1
Immigration	6	1,360	1,415	55	9·16	235·83
Internal Affairs	433	54,288	57,379	3,090	7·13	132·55
(Retired 31/3/17)	2	163
Census and Statistics	16	2,955	3,164	209	12·29	186·11
(Vacant 1/4/17)	1
Dominion Laboratory	14	3,350	3,495	145	10·35	249·64
Dominion Museum	5	887	916	29	5·80	183·20
Registrar-General	25	4,514	4,756	242	9·64	190·24
Justice	212	41,262	42,952	1,690	7·97	202·60
(Vacant 1/4/17)	9
Patents	12	2,038	2,138	100	8·30	178·16
Prisons	200	36,430	37,530	1,100	5·50	187·65
(Appointed 1/4/17)	1	165
(Vacant 1/4/17)	3
Labour	89	15,219	16,066	847	9·51	180·51
(Vacant 1/4/17)	1
Land and Deeds	112	20,734	21,972	1,238	11·05	196·17
Land and Income Tax	81	13,319	14,209	890	10·98	175·41
(Retired 31/3/17)	1	230
(Vacant 1/4/17)	1
Lands for Settlement	3	1,165	1,180	15	5·00	393·30
Lands and Survey	512	116,611	120,175	3,563	6·95	234·71
(Retired 31/3/17)	2	785
Marine	177	40,041	41,313	1,272	7·18	233·40
(Vacant 1/4/17)	2
Mental Hospitals	710	103,230	105,917	2,686	3·78	149·17
(Retired 31/3/17)	1	360
(Appointed 1/4/17)	1	85
(Vacant 1/4/17)	6
Mines	103	22,832	23,469	637	6·18	227·85
(Vacant 1/4/17)	2
National Provident and Friendly Societies	29	4,725	5,052	327	11·27	174·20
(Vacant 1/4/17)	1
Native	68	12,767	13,526	759	11·16	198·91
(Retired 31/3/17)	1	96
Pensions	41	5,954	6,373	419	10·22	155·43
Police	4	715	725	10	2·50	181·25
(Vacant 1/4/17)	1
Printing and Stationery	379	61,979	63,494	1,514	4·002	167·53
(Retired 31/3/17)	1	198
Public Health	82	17,161	17,929	768	9·36	218·64
(Vacant 1/4/17)	2
Public Service Commissioner's Office	16	2,766	2,965	199	12·43	185·31
(Vacant 1/4/17)	5
Public Service Superannuation	8	1,426	1,533	107	13·37	191·62
Public Trust	319	49,015	53,348	4,333	13·58	167·23
(Resigned 31/3/17)	1	200
Public Works	676	138,331	142,700	4,368	6·46	211·09
(Vacant 1/4/17)	2
Stamps	38	7,135	7,639	504	13·26	201·02
State Advances	60	10,658	11,215	557	9·28	186·91
State Fire	72	11,294	12,143	849	11·79	168·65
Tourist	155	23,885	24,739	854	5·50	159·60
(Retired 31/3/17)	1	65
(Vacant 1/4/17)	12
Treasury	64	12,668	13,245	577	9·01	206·95
Valuation	106	24,935	26,005	1,070	10·09	245·33
(Vacant 1/4/17)	6
Totals	6,211	1,162,703	1,208,328	45,625	7·34
Vacancies 1/4/17	153
Left Service 31/3/17	13	2,517
Appointed 1/4/17	6	650
Totals 31/3/17	6,224	1,165,220
Totals 1/4/17	6,217	1,208,978	194·46
Native Schools	245	35,393
(Retired 31/3/17)	2	330
(Vacant 1/4/17)	16
Totals	247	35,723	144·62
Post and Telegraph	6,956	913,094	970,641	57,547	8·27	139·54

NOTE.—Two officers from Agriculture and one officer from Customs on loan to Cook Islands and two pieceworkers at Printing and Stationery are not included in this return.

TABLE II.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912.

Department.	Name of Officer.	Place.	From	To	Reason.
Agriculture	Jacobsen, F. A.	Wellington	Apiary Instructor (max. £220)	Apiary Instructor (max. £260)	Revaluation of duties.
"	Perry, C.	"	Assistant Photographer (max. £180)	Assistant Photographer and Cinematographer (max. £220)	"
"	Schwass, C. H.	"	Clerk, Head Office, Class VII	Staff Clerk, Class VI	"
"	Taylor, S. B.	"	Photographer (max. £220)	Photographer and Cinematographer (max. £300)	"
"		"	Apiary Instructor—	Apiary Instructor—	
"		"	2nd Grade (min. £170; max. £220)	1st Grade (min. £230; max. £260).	
Audit	Dallard, B. L.	Wellington	Examiner (min. £200; max. £260)	Examiner (min. £215; max. £260)	Revaluation of duties.
"	Miller, R. J.	"	" (max. £290)	" (max. £315)	"
"	Sunley, R. M.	"	Assistant Law Draftsman (max. £440)	Assistant Law Draftsman (max. £600)	"
Crown Law	Christie, J.	"	Foreman, Defence Stores (max. £200)	Foreman, Defence Stores (max. £230)	"
Defence	McIntyre, D. McK.	"	Visiting Officer, Industrial Schools (min. £200; max. £240)	Visiting Officer, Industrial Schools (min. £200; max. £250)	"
Education		"	Probationary and Visiting Officer, Industrial Schools (min. £200; max. £240)	Probationary and Visiting Officer, Industrial Schools (min. £200; max. £250)	"
"		"	Museum Assistant (max. £156)	Museum Assistant (max. £160)	"
Internal Affairs	Castle, Miss A.	Wellington	Government Statistician (max. £500)	Government Statistician (max. £600)	"
"	Fraser, M.	"	Museum Assistant (max. £225)	Museum Assistant (max. £250)	"
"	Hamilton, H.	Rotorua	Conservator, Fish and Game (max. £370)	Conservator, Fish and Game (max. £400)	"
"	Moorhouse, F.	"	Senior Officer, Inland Fisheries (max. £180)	Senior Officer, Inland Fisheries (max. £220)	"
"	Parsons, G.	"			"
Justice	Nalder, J. N.	Hokitika	Clerk of Magistrate's and Warden's Courts, Class VI	Clerk of Magistrate's and Warden's Courts, Class V	"
"	O'Grady, J. J.	Pieton	Acting-Warder (max. £215)	Gaoler (max. £230)	"
"		"	Gaolers—	Gaolers—	
"		"	2nd Grade* (min. £380; max. £410)	1st Subdivision* (min. £380; max. £410).	
"		"	3rd Grade* (min. £280; max. £330)	2nd Subdivision* (min. £295; max. £330).	
"		"		1st Subdivision* (min. £260; max. £285).	
"		"		2nd Subdivision* (min. £235; max. £250).	
"		"		3rd Subdivision* (min. £220; max. £230).	
"		"	4th Grade* (min. £210; max. £230)	Warders—	
"		"	Warders—	1st Grade, Auckland*—	
"		"		(Min. £260†; max. £300†).	
Labour	Berendsen, C. A.	Wellington	1st Grade* (min. £260; max. £275)	Revising Clerk, Class V	Revaluation of duties.
Land and Income Tax	Fowler, A. E.	"	Deputy Commissioner of Taxes, Class II	Deputy Commissioner of Taxes, Class I (max. £525)	"
"	Watson, E. W.	"	Chief Clerk, Class III	Chief Clerk, Class II	"

* Deductions made from salary in accordance with scale. † Single officers £20 less.

TABLE II.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912—continued.

Department.	Name of Officer.	Place.	From	To	Reason.
Lands and Survey	Claburn, W. H. H.	Tapanui	Assistant Forester (max. 9s. p.d.)	Assistant Forester (max. £150)	Revaluation of duties.
"	Graham, J.	Naseby	Assistant Forester (max. 9s. p.d.)	Assistant Forester (max. £150)	"
"	Jenkins, A. S.	Tapanui	Nurseryman (max. 9s. p.d.)	Nurseryman (max. 10s. p.d.)	"
"	Joyce, H. A.	Thames	Clerk, Class VII	Clerk, Class VI	"
"	Kenny, J. T.	Conical Hills	Assistant Forester (max. 9s. p.d.)	Assistant Forester (max. £150)	"
"	Lowry, D. J.	"	"	"	"
"	Miller, J. McL.	Ranfurly	Nurseryman (max. 9s. p.d.)	Nurseryman (max. £150)	"
"	Pollock, R.	Auckland	Timber Expert and Crown Lands Ranger (sal. £230)	Timber Expert and Crown Lands Ranger (sal. £250)	"
"	Price, W. J.	Taurarunui	Crown Lands Ranger (sal. £240)	Crown Lands Ranger (sal. £260)	"
"	Screen, H. J.	Ranfurly	Assistant Forester (max. 9s. p.d.)	Assistant Forester (max. £150)	"
"	Weir, T.	Tapanui	Assistant Forester (max. 9s. p.d.)	Assistant Forester (max. £150)	"
"	Winslade, J. A.	"	"	"	"
"	Bethune, A. W.	Christchurch	Map-mounters (min. £150; max. £180; Senior Inspector of Machinery (max. £430)	Map-mounters (min. £150; max. £200) Senior Inspector of Machinery (max. £480)	"
"	Calvert, A.	Wellington	Ditto	Ditto	"
"	Williamson, J.	Dunedin	"	"	"
"	Dalrymple, S.	Auckland	"	"	"
"	Cooper, T. A.	Dunedin	Inspector of Machinery (max. £345) (max. £380)	Inspector of Machinery (max. £420)	"
"	Cullen, W.	Palmerston N.	"	"	"
"	Douglas, W. R.	Napier	"	"	"
"	Grant, P.	Invercargill	"	"	"
"	Hood, N. D.	Nelson	"	"	"
"	Hoy, H. G. L.	Auckland	"	"	"
"	Johnston, S. N.	Hamilton	"	"	"
"	Knowles, W. H.	Wanganui	"	"	"
"	Kydd, J.	Hamilton	"	"	"
"	McKenzie, P.	Grey-mouth	"	"	"
"	Rankin, P.	Napier	"	"	"
"	Reid, A. C.	Auckland	"	"	"
"	Suisted, C. W. R.	Wanganui	"	"	"
"	Townsend, J. W.	Wellington	Yard Foreman (max. £187) (max. £345)	Yard Foreman (max. £200)	Revaluation of duties.
"	Nolan, B.	"	Clerk (max. £180)	Clerk (max. £200)	"
"	Clarke, Miss E. C.	"	"	"	"
National Provident and Friendly Societies					
Ditto	Hamilton, L. R.	"	Class VII	Class VI	"
Native	Stubbing, P. A.	"	Clerk and Interpreter, Class VII	Clerk and Interpreter, Class VI	"
Printing and Stationery	Allen, B. B.	"	Chief Clerk and Accountant (max. £500)	Chief Clerk and Accountant (max. £525)	"
"	Cooper, A. L.	"	Assistant Stationery Officer (max. £190)	Assistant Stationery Officer (max. £200)	"
"	"	"	Readers (min. £205; max. £215)	Readers (min. £215; max. £215).	"
"	"	"	Stereotyper's Assistants (min. £80; max. £115)	Stereotyper's Assistants (min. £80; max. £156).	"
Public Health	Broadley, M. L.	Auckland	Matron, St. Helens Hospital (max. £260)	Matron, St. Helens Hospital (max. £275)	Revaluation of duties.
"	Cameron, N. McN.	Christchurch	"	"	"
"	English, H. C.	Wellington	"	"	"
"	Holford, A. H.	Dunedin	"	"	"
Public Service Commissioner's Office	Verschaffelt, P. D. N.	Wellington	Secretary, Class III	Secretary, Class II	"

TABLE II.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912—continued.

Department.	Name of Officer.	Place.	From.	To.	Reason.
Public Service Superannuation	Wright, W. M.	Wellington	Secretary and Accountant, Class III	Secretary and Accountant, Class II	Revaluation of duties.
Public Trust	Churches, T. A.	"	Accountant, Class VI	1st Clerk, Class V	"
"	Allen, J. E.	Nelson	District Manager, Class V	District Manager, Class IV	"
"	Allen, T. R.	Masterton	"	"	"
"	Coad, A. R.	Wellington	Correspondence Clerk, Class VI	Correspondence Clerk, Class V	"
"	Eggleston, W. M.	"	Officer in Charge, Native Branch, Class V	Officer in Charge, Native Branch, Class IV	"
"	Elliffe, G. H.	"	Correspondence Clerk, Class VI	Correspondence Clerk, Class V	"
"	Goldsmith, C. A.	Invercargill	Officer in Charge, Mental Branch, Class V	District Manager, Invercargill, Class IV	"
"	Turner, H.	Wellington	Assistant Accountant, Class IV	Assistant Accountant, Class III	"
Public Works	Brown, G.	Wellington	Draughtsman, Class VII	Draughtsman, Class VI	"
"	Calvert, G. G.	Okato	Assistant Engineer, Class P.F.	Assistant Engineer, Class P.E.	"
"	Hackworth, Miss E. W.	Wellington	Shorthand-Typist (max. £156)	Senior Shorthand-Typist (max. £180)	"
"	Hargreaves, A. E.	Wellington	Foreman Electrician (max. £210)	Overseer Electrician (max. £220)	"
"	Jones, E.	Stratford	Draughtsman, Class VII	Draughtsman, Class VI	"
"	Miley, L. A.	Wellington	"	"	"
"	Rankin, R. V.	"	Helio Printer (max. £175)	Helio Printer (max. £180)	"
"	Shadwell, P. O.	"	Workshops Clerk (max. £160)	Workshops Clerk (max. £200)	"
"	Stewart, W.	Gisborne	Draughtsman, Class VII	Draughtsman, Class VI	"
"	Stratford, J.	Wellington	"	"	"
"	White, W. M.	Auckland	Foreman Electrician (max. £210)	Overseer Electrician (max. £220)	"
"	Wilson, R. A.	Auckland	Assistant Engineer, Class P.F.	Assistant Engineer, Class P.E.	"
"	"	Tauranga	Painter Foreman—	Painter Foreman—	"
"	"	"	1st Grade (in large shops), (min. £195; max. £210)	1st Grade (in large shops), (min. £200; max. £220)	"
"	"	"	2nd Grade (in small shops), (min. £175; max. £190)	2nd Grade (in small shops), (min. £185; max. £195)	"
"	"	"	Painters—	Painters—	"
"	"	"	1st Grade (min. £165; max. £170)	1st Grade (min. £175; max. £180)	"
"	"	"	2nd Grade (min. £155; max. £160)	2nd Grade (min. £165; max. £170)	"
"	"	"	Helio Printers (min. £140; max. £175)	Helio Printers (min. £140; max. £180)	"
"	"	"	Architect-Tracer (max. £165)	Architect-Tracer (max. £180)	Revaluation of duties.
"	"	"	Signwriters (min. £170; max. £180)	Signwriters (min. £180; max. £185)	"
"	"	"	Strikers (min. £140; max. £150)	Strikers (min. £140; max. £170)	"
"	"	"	Storekeeper, Pipitea Point, (max. £260)	Storekeeper, Pipitea Point (max. £315)	"
Stamp	Chapman, R.	Wanganui	Stamp Clerk (max. £165)	Stamp Clerk, Class VI	Revaluation of duties.
"	Ennor, H.	Auckland	"	"	"
"	Gouldie, Miss F.	Christchurch	Class VII	"	"
"	McIntosh, Miss C.	Wellington	"	"	"
"	Somerville, A. A.	"	Custodian of Stamps, Class VII	Custodian of Stamps and Chief Stampster, Class V	"
"	Wilkinson, Miss C.	Dunedin	"	"	"
State Fire Insurance	Jerram, J. H.	Wellington	Stamp Clerk, Class VII	Stamp Clerk, Class VI	"
"	"	"	Deputy General Manager, Class II	Deputy General Manager, Class I (max. £550)	"
"	"	"	Branch Manager, Class III	Branch Manager, Class II	"
"	"	"	Clerk (max. £165)	Clerk (max. £220)	"
Tourist	Frethey, W. H.	Wellington	Chief Clerk, Class IV	Chief Clerk, Class III	"
"	"	"	Laundresses—1st Grade (min. £65; max. £80)	Laundresses—1st Grade (min. £70; max. £80)	"
"	"	"	Masseurs—	Masseurs—	"
"	"	"	Head	(Min. £224; max. £260)	"
"	"	"	1st Grade (min. £192; max. £240)	(Min. £192; max. £216)	"
Treasury	Rodda, G. C.	Wellington	Sectional Clerk, Class V	Sectional Clerk, Class IV	Revaluation of duties.
Valuation	Card, Miss M. V.	"	Clerk (max. £200)	Clerk (max. £220)	"
"	Guthrie, J.	"	Packer (max. £175)	Packer (max. £180)	"

TABLE II.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912—continued.

POST AND TELEGRAPH DEPARTMENT.

Name of Officer.	Place.	From	To	Reason.
Shrimpton, E. A.	Wellington	Telegraph Engineer, A (max. £600)	Telegraph Engineer, A (max. £650)	Revaluation of position.
Williamson, J. C.	Auckland	Chief Postmaster, I (max. £600)	Chief Postmaster, I (max. £650)	Revaluation of position.
Dryden, A. P.	Wellington	Superintendent of Staff, III (max. £425)	Superintendent of Staff, II (max. £475)	"
McNamara, G.	"	Postmaster, V (max. £315)	Postmaster, IV (max. £370)	Expansion of business.
Macauley, S. U.	Dargaville	" (max. £290)	" V (max. £315)	"
Furniss, W.	Wellington	Overseer, VI (max. £250)	Overseer, VI (max. £260)	Increased importance of duties.
Bull, L. J.	Frankton Junction	Postmaster, VI (max. £245)	Postmaster, VI (max. £260)	Expansion of business.
Coady, C. A., Miss	Wellington	Clerk, VII (max. £165)	Clerk, VII (max. £190)	Revaluation of duties.
Glanvill, R. J., Miss	Caversham	Postmistress, G2	Postmistress (Telegraphist), CVII (max. £180)	Revaluation of position.
Ferguson, G. H.	Dunedin	Telephone Exchange Mechanician, G6	Mechanician, CVII	"
Dansey, I. R.	Aramoho	Postmistress, G2	Postmistress, G1 (max. £180)	Revaluation of work.
Pirie, M. A.	Wellington	Senior Counterwoman, G2	Senior Counterwoman, G1 (max. £180)	"
Leach, R. E.	Christchurch	"	Ditto	"
Cooksey, E. C.	Auckland	Postmistress, G4	Postmistress, G2 (max. £150)	"
Jeffrey, A.	Grey Lynn - Arch Hill	Supervisor, Telephone Exchange, G4	Supervisor, Telephone Exchange, G2 (max. £160)	"
Williams, E. E.	Masterton	Assistant Supervisor, Telephone Exchange, G4	Assistant Supervisor, Telephone Exchange, G2 (max. £160)	"
Vincent, E. M.	Christchurch	Chauffeur, G11	Head Chauffeur, G6	Reorganization.
Baker, F. A.	Wellington	Lineman (Postmaster), G11	Foreman Lineman (Postmaster), G7	Revaluation of duties.
Rush, F. B.	Tophouse	Switchboard Attendant (min. £40; max. £100)	Switchboard Attendant (min. £50; max. £110).	"
		Note-sorters (min. £40)	Note-sorters (min. £50).	"
		Boatswain (max. £180)	Boatswain (min. £200; max. £210)	"
		Boy Sorter (max. £40)	Boy Sorter (max. £50).	"
		Carpenter Foreman, 1st Grade (increments)	Carpenter Foreman, 1st Grade (£200 to £220 by £10 increments).	"
		Switchboard Artificer (min. £180; max. £200)	Switchboard Artificer (min. £210; max. £220).	"
		Chauffeur, Head (max. £180)	Chauffeur, Head (min. £190; max. £200).	"
		P.O. Boy Messenger (min. £31)	P.O. Boy Messenger (min. £40).	"
		Telegraph Message-boy (min. £31)	Telegraph Message-boy (min. £40).	"

TABLE III.—SCHEDULE OF INQUIRIES HELD UNDER THE PUBLIC SERVICE ACT, 1912.

Department in which Officer concerned was employed.	Decision of Commissioner.
Defence	Officer disgraced.
Education	Officer dismissed.
„	Officer reinstated with loss of pay during suspension; no increment of salary to be granted for twelve months.
„	One officer's salary increment for year arrested. Charges against others not sustained.
Internal Affairs	Officer severely cautioned; allowed to resume duty with loss of pay during suspension and transferred.
Lands and Survey	Officer reinstated: salary forfeited during suspension.
Mental Hospitals	Officer dismissed.
„	Officer called upon to resign.
Mines	Officer dismissed.
Post and Telegraph	Officer reinstated and fined £2.
„	Officer reinstated.
„	Officer reinstated and transferred to another station; salary forfeited during suspension.
„	Officer dismissed.
„	Officer reinstated.
„	Officer allowed to apply to Public Service Superannuation Board to be retired from Public Service as medically unfit.
„	Officer required to forfeit salary during suspension: fined £5 and transferred.
Public Trust	Officer disgraced and transferred.
Public Works	Officer dismissed.
„	Officer allowed to resign.

APPENDIX TO THE FIFTH REPORT OF THE PUBLIC SERVICE COMMISSIONER.

REPORT OF THE STORES TENDER BOARD FOR YEAR ENDED 31st MARCH, 1917.

The Board met on sixteen occasions during the year.

Mr. J. Orchiston was elected Chairman in place of Mr. J. Mackay, who had been Chairman of the Board since its inception, and who retired from the Public Service on the 31st March, 1916.

The vacancy on the Board caused by Mr. Mackay's retirement has not been filled, although attention has been drawn to the matter.

Forty-two tenders were accepted by the Board during the year, of a value of £32,800 7s. 1d.

The purchase of fifty-three items, valued at £24,685 5s. 1d., was also arranged.

For four items, the lowest tenders for which aggregated £1,604 9s. 4d., no tenders were accepted.

Contracts for the supply of miscellaneous ironmongery and general stores required by the Government Departments throughout the Dominion were again arranged. Owing, however, to the present unsettled state of the markets, only 3,502 items were accepted at all places, as against 5,991 for the previous year.

An attempt was made to obtain, for the information of intending tenderers during the coming year, approximate quantities of stores purchased under each item of the general schedule, but several Departments were unable to give the information, and it will be necessary to again issue the schedules without this information being available to tenderers. This is to be regretted, and the matter is one which the Board considers should be remedied before tenders are again invited.

In preference to letting fresh tenders for clothing, the Board made satisfactory arrangements for extending existing contracts. A contract for the supply of bicycle and motor-cycle tires was also extended for four months.

Owing to the position which has arisen on account of the war, the Board has not yet been able to give effect to its desire to place the question of obtaining supplies for all Departments upon a proper footing.

The Board is also of opinion that its functions should be enlarged, when the time is opportune, in the direction of being in a position to store and issue supplies. This is a matter that the Board thinks should have early consideration after the conclusion of the war.

Statements showing the number and value of tenders dealt with and of purchases authorized under the regulations are attached.

J. ORCHISTON, Chairman.

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