

1920.
NEW ZEALAND.

PUBLIC SERVICE COMMISSIONER
(EIGHTH REPORT OF THE).

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

CONTENTS.

REPORT.		REPORT—continued.	
	PAGE		PAGE
Condition and Efficiency of the Public Service ..	2	Clerical Cadets and Cadettes ..	12
Balance-sheets	3	Improvements in Conditions of Night-watchmen, Messengers, &c. ..	12
Inspection	3	Overtime	12
Minimum Wage	4	Officers' Association	12
Expansion of the Service	4	Accommodation	12
Recruiting and Training of Officers ..	4	Legislation affecting the Public Service Act ..	12
Hostels	5	Amendments to General Regulations ..	13
Evasions of the Public Service Act ..	5	Regulations revoked during the Year ..	14
Temporary Officers	5	Civilian Staff for War Work	14
Administrative Officers	5	Applications for Employment	15
Suggestions for Improvements	5	Commissioners' Office Staff	15
Decentralization	6		
Furlough	6		
Conferences of Officers	6		
Stores	6		
Stores Audit	9		
Fees chargeable for Services by Government Departments	9		
List of Principal Officers retired or deceased during the Year	10		
Loan of Officers to Samoan Public Service ..	10		
Loan of Officers to the High Commissioner's Office, London	10		
Sending Officers beyond New Zealand	10		
Establishment of Special Classes of Instruction for Returned Soldiers	10		
Examinations held during the Year	11		
Senior and Entrance Examinations	11		
Matriculation Examination	11		
Officers of Exceptional Excellence	11		
£45 Cost-of-living Increment	11		

TABLES.	
Table I.—Public Service List, 31/3/20: General Summary of Classification by Departments ..	16
Table II.—Public Service List, 31/3/20: General Summary of Classification by Classes ..	18
Table III.—Showing Alterations in Staffs and Salaries of Departments between Classification Lists for 1919, 1920, and 31/3/20	19
Table IV.—Positions regraded under Section 29, Public Service Act, 1912, for Year ending 31/3/20 ..	21
Table V.—Schedule of Inquiries held under the Public Service Act, 1912	28
Table VI.—Temporary Employees as at 1/4/20 ..	28
Table VII.—Comparative Table of Salaries, 1/4/14 and 1/4/19	29

APPENDIX.	
Report of the Medical Officer of the Public Service ..	30

To His Excellency the Right Honourable Arthur William de Brito Savile, Earl of Liverpool, Member of His Majesty's Most Honourable Privy Council, Knight Grand Cross of the Most Distinguished Order of Saint Michael and Saint George, Knight Grand Cross of the Most Excellent Order of the British Empire, Member of the Royal Victorian Order, Knight of Justice of the Order of Saint John of Jerusalem, 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.

Owing to my term of office expiring on the 30th instant it has not been possible to complete the figures necessary concerning salaries for the financial year 1919–20, but I have no doubt that my successor in office will lay this information before Your Excellency as early as possible.

REPORT.

CONDITION AND EFFICIENCY OF THE PUBLIC SERVICE.

The satisfactory state of efficiency of the Service, referred to in last report, has been fully maintained, and the loyalty of the staff continues to be worthy of praise from all concerned.

Legislation during the last two or three years, and the work of reconstruction following the war, have necessitated considerable expansion of staff. The Departments principally concerned are referred to in a subsequent paragraph. In addition there seems to be a tendency on the part of some Departments to endeavour to expand their operations and staffs, the reasons for which are not so apparent. With a view of restricting this tendency the Commissioners have asked for the production of evidence that Parliament has authorized the expenditure or that Government is prepared to find the necessary funds. While this to some extent meets the case, it appears to the Commissioners that if the Public Service is to be kept within reasonable bounds the formulation of a more comprehensive method of controlling such matters is worthy of consideration.

At the present time the wages and salaries bill for the Public Service has risen rapidly, in sympathy with the conditions existing throughout the world, and this in itself has added, and will apparently continue to add, largely to the financial commitments of the Dominion. Excluding the purely commercial and trading departments—the Government Insurance, Public Trust, State Fire, State Coal, and the State Advances to Settlers Departments—to which ordinary commercial tests can be applied, it is found that the personnel of and expenditure on the Public Service rose from 4,577 officers, with salaries of £874,613, on the 1st April, 1914, to 5,443 officers, with salaries of £1,271,658, on the 1st April, 1919—an increase of 18·92 per cent. in personnel and 45·39 per cent. in salaries. This does not include the Post and Telegraph Department, which may be regarded, for all practical purposes, as a trading department; nor are the salaries of school-teachers, to which considerable additions have been made, included.

For the current year it is evident that there will be a considerable increase, on account of the more liberal classification increments under last year's schedule and as the aftermath of the general regrading.

Since April, 1919, the cost of living has again increased, and Government has agreed to pay a cost-of-living bonus as from the 1st January, 1920, in correspondence with that recommended by Mr. Justice Stringer for the Railway Department. The bonus is estimated to cost approximately £500,000 per annum for the whole of the

Government services, of which about one-quarter will be charged to the Public Service under the control of the Commissioner, and about an equal amount to the Post and Telegraph Department.

The table appended shows the increase in each Department as between 1914 and 1919 as regards the salaries of permanent officers. The temporary officers whose employment was necessitated during the war need not, for practical purposes, be taken into consideration, as the great majority were employed for war purposes and were paid out of the war vote.

From the table of salaries, showing, as it does, the average salary in 1914 as compared with that in 1919, a reasonably fair indication is given that salaries on the basis of present-day conditions are by no means excessive, and that further expenditure on that account must be contemplated. The average salary for all Departments, including the commercial departments, rose from £192 in 1914 to £230 in 1919. Generally speaking, the comparatively low average of salaries in some Departments is accounted for by the proportion of youths and girls employed; but the almost universal movement in favour of payment according to age, and the fixing of a minimum salary for men and women of twenty-one years of age, will have to be taken into account in this Dominion before long. At present the scale of salaries for youths who pass the Public Service Examination contemplates that a boy or girl joining at the age of sixteen will receive £165 at the age of twenty-one. This may be regarded as fairly reasonable, but, owing to the incidence of the war conditions and the general prosperity of the country, it is found that parents are able to keep their sons and daughters at school until a higher age than sixteen, with the result that many young men and women at the age of twenty-one receive, even under the present scale, salaries of £140 or even £120.

While there are many reasons under a system of classification against differentiating between the salaries payable to young officers on account of age, instead of length of service, according to the scale, the Commissioners see no hope, if the Public Service is to be maintained satisfactorily, of carrying on unless a specified minimum salary is to be paid at the age of twenty-one.

So far as the Clerical Division is concerned, legislation will be required to pay a higher minimum salary than £100 at the age of twenty-one. It has, however, been decided in the case of General Division officers, such as shorthand-writers, typists, &c., in Wellington, that a minimum payment of £132 is to be made at the age of twenty-one, the difference between the scale of salary and that amount being treated as lodging-allowance. In the case of girls over eighteen and under twenty-one living away from their homes, their remuneration will be made up to £120.

Another reason for increased expenditure which will make itself manifest in the future is that preference is being given to returned soldiers, who must obviously receive a commencing salary much higher than that of a cadet, and whose output of work is not likely to be much more in quantity or better in quality than that of a cadet of two or three years' service. No one, however, will object to this; and it is some satisfaction to be able to repeat that the Public Service Commissioners were the first in the Dominion definitely to announce that preference would be given to returned soldiers for employment in positions they were capable of filling. This practice has been consistently followed since 1915. Arrangements have been made to facilitate the entry into the Clerical Division of returned soldiers who in other respects are considered likely to be suitable, without their being called upon to pass an examination of such difficulty as that required of cadets.

BALANCE-SHEETS.

The recommendations which the Commissioners have made for years, that every Department should be required to produce an annual balance-sheet in commercial form, were agreed to by Government last year, and if an intelligent view of the cost of the Public Service is to be obtained the information as to salaries should be read in conjunction with the balance-sheets, which are not yet available.

INSPECTION.

Frequent reference has been made to inspection of Departments during the past few years. Owing to war conditions, inspection had not been so continuous

as was desirable, but since the beginning of last year inspection by departmental Inspectors and officers of the Public Service Commissioner's Office has been vigorous. It may, however, be necessary to appoint a second Public Service Inspector, in order to ensure a more frequent examination of the work of individual officers, particularly outside Wellington, and to give officers at a distance from their Head Office an opportunity of stating their cases in person.

Departmental arrangements for inspection are generally in a satisfactory condition.

In addition to inspections of a general nature made by the Commissioners, the Public Service Inspector, and departmental Inspectors, the Inspector of Departmental Accounts, attached to the Treasury, works in conjunction with the Public Service Inspector as far as possible.

MINIMUM WAGE.

Reference has been made in previous reports to a minimum wage for married men. It is satisfactory to be able to state that Government has now made provision for funds for a minimum wage to married men not under twenty-one years of age of 12s. per diem, or £187 16s. per annum. With the cost-of-living bonus added the minimum is now £202 16s.

EXPANSION OF THE SERVICE.

The following are the principal Departments which show expansions of the Service, for the reasons stated :—

Board of Trade and Industries and Commerce Department.—The Industries and Commerce Department is new, and will require considerable staff of fairly high-salaried officers—as, for example, Accountants at £500 per annum, who have been appointed in connection with the anti-profiteering policy.

Immigration Department.—This Department will probably increase considerably owing to the extended immigration policy, which is now assuming fairly large dimensions.

Education Department.—The following appointments of principal officers have been made: Chief Inspector of Primary Schools; Chief School Medical Officer; Chief School Dental Officer; Supervisors for the Education of Girls and Infants. A number of Dentists are about to be appointed.

Public Health Department.—Expansion has been in the direction of additional Medical Officers, additional Sanitary Inspectors, and Health Patrols.

Marine Department.—The number of Surveyors of Ships and Inspectors of Ships' Gear has been considerably increased.

Labour Department.—A fairly large and expensive staff has been appointed in connection with the housing scheme.

Lands and Survey Department.—The returned soldiers settlement scheme has resulted in considerable expansion of the Department.

Public Trust Department.—This Department continues to expand, not only in connection with general work but in the direction of opening new offices. There has been considerable difficulty in securing qualified Accountants and Estates Administration Clerks.

Forestry Department.—This is a new Department which is likely to expand rapidly.

External Affairs Department.—This is a new Department which has been created primarily in connection with the administration of the Samoan mandate.

RECRUITING AND TRAINING OF OFFICERS.

The supply of boys who had passed the Public Service Examination was much below requirements last year. This may be accounted for by the increased popularity of the medical, legal, and teaching professions, and the fact that the age of leaving school appears to be gradually becoming higher than before the war.

There is still an unsatisfied demand for Accountants with the University qualification, and for male shorthand-writers. Female shorthand-writers are even more difficult to obtain than during the war.

It is to be regretted that it appears to be no longer possible to secure Actuaries for the Public Service within the Dominion. Vacancies occur so infrequently that it is difficult to offer encouragement to officers to study for the difficult examination required.

The school for shorthand-writers and typists has been carried on during the year, and is proving its value; but it is still difficult to supply the wants of Departments for this class of worker, partly, no doubt, on account of the general prosperity of the Dominion, but probably also on account of the increasing demand for women clerks and typists in offices outside the Public Service.

With a view to enabling officers to acquire a knowledge of the best system of records, Departments were invited to send their Record Clerks to a demonstration of the series system at the Defence Headquarters. It was arranged that, in the event of any particular Department requiring a further opportunity of obtaining knowledge of the practical working of the system on a large scale, this could be provided by arrangement with the Defence Headquarters.

Opportunities have also been taken of inviting officers concerned to demonstrations of modern book-keeping appliances in the Public Trust Department, and to an exhibition of touch typewriting by an expert from America.

HOSTELS.

Reference is made in the report of the Lady Medical Officer to the provision of hostel accommodation for girls. Hostel accommodation is now being arranged for seventy-five boys in Wellington. Owing to the present housing difficulties and the increase in the cost of board and lodging for young people in Wellington, it may be found necessary to take up the question of hostels in an extended way. The present arrangements provide for accommodation for boys in hostels at a rate of £1 2s. per week, and for girls in hostels at a rate of £1 per week. It is understood that the Education Department is endeavouring to arrange hostel accommodation for student teachers who are not under the Public Service Act.

EVASIONS OF THE PUBLIC SERVICE ACT.

No evasions of the Act have come under notice during the past year.

TEMPORARY OFFICERS.

Of the 1,250 temporary clerks employed at the 1st April, 1919, 713 of whom were engaged on war work, there remained at the 1st April, 1920, 958. Of this number, 674 were employed in War Departments.

There are 284 temporary clerks in established Departments, as against 537 last year.

There are also 156 shorthand-writers and typists, who are on the temporary staff of the established Departments, but the majority of these will be required, and will be retained if they are able to pass the necessary tests.

ADMINISTRATIVE OFFICERS.

Reference has been made in previous reports to the desirability of classifying administrative officers. While this is not yet settled, it is satisfactory to be able to report that Government, on the recommendation of the Commissioner, tentatively agreed to a scale of classification, which it is hoped may be made complete during the current year.

Increases of salary to Permanent Heads last year were granted on the basis of the proposed scale.

SUGGESTIONS FOR IMPROVEMENTS.

While the Commissioners are pleased to observe an increase in the number of suggestions of value made by officers, they are still of opinion that the following list might have been longer, especially in view of the high prices of material of all kinds. Even a small percentage of saving in material owing to improved methods would at the present time show satisfactory results.

The following are the more important suggestions for improvements made by officers :—

L. G. Gosney, Printing and Stationery Department: Improvements in connection with ready-reckoners for justifying scale-drums on Monotype machines. Estimated saving to Department, about £60 a year. Mr. Gosney was granted £50.

C. B. Redward, State Fire Insurance Department: Improved form of fire-insurance policy. Estimated saving to Department, £250 a year. Mr. Redward was granted £75.

C. L. Purdie, Lands and Survey Department: Improvement in land-ballot system. The suggestion is a valuable one, and has resulted in a very considerable saving of work. Mr. Purdie was granted £30.

W. G. Dent, Lands and Survey Department: Improved method of marking records. The suggestion is of material assistance in tracing papers, and effects a considerable saving of officers' time. Mr. Dent was granted £7 10s.

DECENTRALIZATION.

At an early stage of their operations the Commissioners observed that there was unnecessary centralization, particularly in connection with payments to creditors of the Government. From time to time arrangements have been made by the Treasury under which individual Departments have been enabled to make payments locally without reference to Wellington. This has resulted in a considerable reduction of time between the presentation of claims and their payment. It is satisfactory to report that the Treasury has now decided to decentralize, as far as practicable, its operations in connection with the payment of claims. As a commencement, a District Treasury has been established in Auckland, which should be of considerable service to the mercantile community and others having transactions with Government. Where District Treasury Offices are stationed, the auditing of vouchers will also be performed locally, under arrangements made by the Audit Office.

FURLOUGH.

Reference was made in the Second Report to the desirability of reviewing the question of furlough, so that officers of, say, twenty years' service would be entitled to six months' leave of absence on full pay, which, if not taken previously, could be granted before retirement, or an equivalent in money allowed. The Commissioners are now pleased to be able to say that an approximation of the benefits then suggested is likely to be agreed to by Government. The present proposal is that an officer of forty years' service who has not previously taken extended leave of absence may, on retirement, be granted six months' leave of absence, or equivalent pay in lieu thereof, at the discretion of the Commissioner.

CONFERENCES OF OFFICERS.

The following are the principal conferences of officers which have been held during the year: Agriculture Department—Live-stock Division and Farm-managers; Lands and Survey Department—Principal Clerical Officers; Native Department—Registrars of Native Land Courts and Maori Land Boards; Labour Department—Inspectors of Factories; Mental Hospitals Department—Medical Superintendents; State Fire Department—Managers; Public Trust Department—Accountants and Local Controlling Officers; Audit Department—Audit Inspectors.

Arrangements are also in hand for conferences of officers of the Public Works and Mines Departments.

STORES.

Attention has been frequently called by the Commissioners to the desirability of dealing comprehensively with the purchase of stores and supplies for the Government Service. The Public Service Act provides, *inter alia*, that the Public Service Commissioner may make regulations determining the mode of procuring stores or other material or requisites for the Public Service; but, as a proviso was added empowering the Governor-General to determine and carry out methods of procuring supplies for the Public Service independently of regulations framed by the Commissioner under the Act, the power given to the Commissioner has proved of little value, and the regulations made under the Act have, as might be expected, had only a minor effect.

Experience during the war proved the value of a purchasing Department for war material, known as the Munitions and Supplies Department, and it would have been advantageous to extend the functions of that Department and retain it as a peace establishment for the purpose of purchasing stores and supplies for all Departments. This, however, was not done.

At the present time it is more than ever desirable to place the matter of purchase and custody of stores on a sounder footing than it is on at present, and, with a view to determining the best method, the Commissioner recently set up a committee, consisting of Lieut.-Colonel Avery, of the Defence Department; Mr. R. E. Herron, Stores Manager, Public Works Department; Mr. B. B. Allen, Chief Clerk, Government Printing and Stationery Department; and Mr. A. D. Park, Public Service Commissioners' Inspector, to report on the question of co-ordinating the control and purchase of stores and material for such Departments of State as are subject to the provisions of the Public Service Act.

This committee has made a valuable report, in which it is estimated that the adoption of a central purchasing scheme would result in a saving to Government of £50,000 per annum, and has suggested a method of organization, which, however, it may be necessary to discuss further before steps are taken to adopt the report in its entirety. In any case, the unusual trade conditions existing at the present time are such that it might not be possible to carry out the proposed scheme in its entirety without considerable loss of time.

While the Commissioners are in accord with the recommendations of the committee, they consider that it would be desirable, instead of awaiting the establishment of the full organization proposed, to proceed forthwith to carry out the scheme of central purchasing by the appointment of a Director of Stores, who would be assisted by the other members of the Board proposed by the committee, leaving the question of the custody of stores to be dealt with for the present by the existing stores organizations as far as might be found practicable.

Following is a copy of the report:—

The committee appointed by you on the 5th February last to consider the question of co-ordinating the control and purchase of stores and material for such Departments of State as are subject to the provisions of the Public Service Act, 1912, having given full consideration to the subject and agenda supplied, now have the honour to report and recommend as follows:—

1. That a real necessity exists for a centralized stores system in connection with the purchase, custody, and issue of stores for Departments of State.

2. That a Central Stores organization be created—

(a.) To control the purchase of all stores that are common to the requirements of State Departments, except that provision be made by the Board (hereinafter referred to) for individual Departments to procure (1) technical stores, (2) emergency purchases, (3) local purchases (each to be defined by regulation).

(b.) To provide stores systems for all Government Departments, such systems to cover the receipt, custody, issue, disposal, writing-off, stock-taking, and all other matters pertaining to stores.

(c.) To inspect stores and stores systems of all Government Departments.

3. That the Central Stores organization be controlled and managed by a Board of Control, to consist of the Head of such organization (who shall be designated "Controller of Stores"), the Public Service Commissioner or his representative, the Permanent Head of the Treasury or his representative, and four other members of the Public Service to be appointed in terms of the Public Service Act, 1912. (NOTE. It is the opinion of the committee that, wherever possible, the representatives of Departments on the Board be officers with commercial and [or] business experience.)

4. That such Central Stores organization be constituted a separate Department of State.

5. That it is desirable to obtain the necessary statutory authority for the creation of the Central Stores Department.

6. That in framing regulations under the new Act (if provided), in order to avoid confusion, particular attention be paid to existing regulations under the Public Revenues Act, 1910-13, and the Public Service Act, 1912.

7. That the members of the Board be suitably paid for their services, and that the meetings of the Board be held on fixed dates outside the usual office hours.

8. That an amount be appropriated annually by Parliament to provide for the Board's operations.

9. That the functions of the Central Stores organization in the purchase of stores be—

(a.) To indent or otherwise procure stores to be held in stock for issue:

(b.) To arrange periodical contracts under which Departments would obtain their stores:

(c.) To otherwise arrange the purchase of stores.

10. That the functions of the Central Stores organization in the custody of stores be the establishment at Wellington and such other places as may be found necessary of suitable warehouses and yards

11. That at the office of the High Commissioner, London, and at such other places outside of New Zealand as may be found desirable, there be provided an expert buying staff capable of purchasing to the best advantage at the sources of production.

12. That the term "stores" as defined in clause 2 of the Public Service Commissioner's Stores Regulations be construed to include office furniture, fittings, and mechanical office appliances of every description, and that the Central Stores organization control the custody and disposal thereof.

13. That central garages and workshops be established under the control of the Central Stores organization to cover the requirements of all Departments. (NOTE.—It is estimated that a considerable saving—amounting to several thousand pounds annually—would be effected on account of maintenance and upkeep of mechanical transport vehicles with the adoption of this proposal.)

14. Our answers to questions on agenda which are not covered specifically by the foregoing recommendations are as follows:—

Qn. (6) (d). There is considerable duplication of medical stores and supplies. By whom should their purchase and issue be controlled?—*Ans.* The purchase of these stores would be controlled by the Central Stores organization.

Qn. (7). The possible economy to be effected by purchasing, as far as possible, at the source of production.—*Ans.* Based on the expenditure for the year ended 31st March, 1919 (*vide* return of stores purchased by the Government Departments covered by Public Service Act, 1912—Appendix A), the committee is of opinion that of the stores purchased from middlemen at least 50 per cent. could have been purchased at the source of production, and that the saving effected thereby would amount on a conservative basis to £50,000.

Qn. (9). Are contracts made by Departments reviewed by experts, and is any attention paid to the rates of profit made by contractors?—*Ans.* Contracts are not in all cases reviewed by experts, and no attention is paid to the rates of profit made by contractors.

Qn. (10). Is financial control satisfactory as regards the examination and payment of accounts, and is sufficient attention paid to proposed schemes of expenditure from the point of economy?—*Ans.* It is considered that better control, and therefore more satisfactory results, would be obtained under a central organization. (A return supplied by the Treasury—Appendix B—shows discrepancies in prices for the same articles purchased by different Departments.)

Qn. (11). The possible improvement of the systems of stores accounts with the object of ensuring prompt and accurate payment and checking waste and pilfering.—*Ans.* The Central Stores organization would provide a system to ensure prompt and accurate payment and also check waste and pilfering.

Qn. (12). Regulating the sale of stores, &c., to the public or members of the Public Service.—*Ans.* Generally, sales of stores to the public or members of the Public Service should not be made, but exceptions to meet special cases, such as sales of stores on construction-works, &c. (to be defined by the Central Stores organization), be made where necessary.

Qn. (13). Conditions under which obsolete stores and material should be disposed of.—*Ans.* All obsolete stores and material should be disposed of under the direction of the Central Stores organization.

Qn. (14). Recording receipt and issue of stores.—*Ans.* The Central Stores organization system of accounts would provide for this.

Qn. (15). Control of the stores after issue.—*Ans.* This would be provided for by inspection (*vide* paragraph 2 (c)).

Qn. (16). Writing off lost or destroyed stores.—*Ans.* This would also be controlled by the Central Stores organization.

Qns. (18), (19), (20). Typewriters, accessories and repairs, photographic apparatus and material, office requisites, and Government stationery.—*Ans.* These articles would come within the definition of the term "stores," and be dealt with accordingly by the Central Stores organization.

Qn. (21). Cost accounts and statistical returns.—*Ans.* It is considered essential that proper cost accounts should be kept, and also statistical returns, of all stores transactions.

Qn. (25) (a). Estimated cost of proposals.—*Ans.* It is considered that the capital outlay for the purchase of sites and the providing of warehouses at the four centres—viz., Wellington, Auckland, Christchurch, and Dunedin—would be £100,000; interest and depreciation on which would be £10,000; estimated cost of providing administrative and warehouse staff, £35,000: total, £45,000.

Qn. (25) (b). The saving to be effected.—*Ans.* Estimated saving in
purchasing from source of supply (see answer to *Qn. 7*) .. £ 50,000
Estimated further saving generally due to central organization .. 50,000

Estimated annual gross saving	100,000
Estimated annual cost of organization as shown above	45,000

Estimated annual net saving	<u>£55,000</u>
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(NOTE.—In addition to the above estimated annual saving of £55,000, a further annual saving of several thousand pounds would be made by the establishment of central garages and workshops. *Vide* paragraph 13.)

15. Before arriving at our conclusions evidence was taken from Mr. E. A. Shrimpton (Chairman) and Mr. J. B. Jordan (Secretary) with reference to the working of the Public Service Stores Tender Board.

16. The committee also conferred with the Controller and Auditor-General (Colonel Collins) and Colonel Esson (representing the Treasury Department), when matters affecting these Departments (*vide* Agenda, Appendix C) were discussed. The outcome of this conference was that Colonel Collins intimated that he could not agree to any curtailment of the statutory obligations of his Department, but that he would co-ordinate as far as possible with the work of the Board. Colonel Esson agreed that a representative of the Treasury should be appointed to the proposed Board, and was of opinion that there would be no difficulty in co-ordinating the work of his Department with the Central Board.

17. The foregoing report and recommendations have been based on full inquiries made by the committee, and on certain information received from Departments. Appendix A gives details regarding the annual purchasing-value of stores, and in this connection the committee desires to point out that the combined purchases for the year ended 31st March, 1919, by Government Departments controlled by the Public Service Act, 1912, amounted to approximately £1,750,000, and of this the comparatively small amount of only £370,000 was obtained from the source of production. A study of the figures indicates the purchase of stores to be a very large business, and consequently provides scope for a very substantial annual saving.

18. The committee is of the opinion that it would be an advantage to establish a factory or factories in connection with the Central Stores organization for the manufacture of clothing, boots and shoes, tents and flies, &c., and that this matter should accordingly receive serious consideration.

19. The committee wishes to draw attention to the following further advantages derived from the establishment of a Central Stores organization:—

- (a.) Stores would be obtained in quantity, thereby securing most favourable markets for bulk supplies. (See Appendix D—Report of officers of the New Zealand Railways, Post and Telegraph, and Public Works Departments on the question of shipment and purchase of Australian hardwood timbers.)
- (b.) Stores would be purchased by expert stores officers.
- (c.) Sources of supply could be utilized to the fullest possible extent.
- (d.) Elimination of competition in buying which at present exists between Government Departments.
- (e.) The Central Stores organization could, where found desirable, undertake the purchase of stores for local bodies for services subsidized by the Government. (See Appendix E, covering report of Public Health Department in connection with stores for Hospitals and Charitable Aid Boards.)
- (f.) Trade experts could be employed as departmental officers in their relative branches.
- (g.) Economical utilization or disposal of surplus materials.
- (h.) Reserve stocks would be pooled, and, accordingly, the total quantity to be held would not be so great as if reserves were held by each Department.
- (i.) Standardization where possible of stores.

20. In conclusion, this committee wishes to record its opinion that, although the Post and Telegraph Department is not subject to the provisions of the Public Service Act, 1912, and is not therefore included in the order of reference, it should come within the scope of the Central Stores organization by reason of the fact that so many of its stores are common to the requirements of State Departments. Further, that the Central Stores organization could, if desired, be used in certain directions by the Railway Department.

(NOTE.—The various appendices referred to in the foregoing report are not published here.)

STORES AUDIT.

The question of stores audit, to which the Commissioners have often referred, has been advanced a stage by the appointment of a suitable officer of considerable experience in connection with stores management, and the Commissioners have no doubt that the officer appointed will be able to show results which will more than warrant the expenditure on this important work. The Commissioners are in no way responsible for the delay which has taken place in commencing the system of stores audit.

FEES CHARGEABLE FOR SERVICES BY GOVERNMENT DEPARTMENTS.

Reference was made in last report to the desirability of increasing the fees chargeable for services rendered by Government sufficiently to enable the services to be performed without loss. The Commissioners are not aware that any action has been taken in this direction by Government, but the matter is again submitted, as the Commissioners feel sure that a close examination would show that a revision is in many cases desirable.

LIST OF PRINCIPAL OFFICERS RETIRED OR DECEASED DURING THE YEAR.

Government Insurance: W. B. Hudson, Deputy Commissioner and Secretary, Wellington.

Public Works: W. S. Short, Under-Secretary, Wellington.

Marine Department: G. Allport, Secretary, Wellington.

Mr. Hudson had served in his Department for thirty-eight years; Mr. Short for thirty-eight years. Mr. Hudson had a profound knowledge of life-insurance business which was of great value to his Department. Mr. Short, in addition to the valuable work he performed as Assistant Secretary to the Public Works Department and later as Under-Secretary, was an authority on the law relating to roads, bridges, and similar works in connection with local bodies. His services were frequently utilized as a Royal Commissioner.

Mr. Allport, who had been in the Service for forty-five years, and had gained an unusually extensive knowledge of marine matters, was to have retired on well-merited superannuation on the 31st March last. To the very great regret of the whole Service, news was received that, while on final leave, he had died suddenly at sea on the 28th March.

These officers were all men of outstanding ability, and were whole-heartedly devoted to the best interests of the Service and upheld its best traditions.

LOAN OF OFFICERS TO THE HIGH COMMISSIONER'S OFFICE, LONDON.

In consonance with the policy of Government, arrangements have now been made for an experienced Treasury officer to take up temporary duty in the office of the High Commissioner in London, in order that that staff may be more in touch with New Zealand conditions, and thus better able to afford information to inquirers.

LOAN OF OFFICERS TO SAMOAN PUBLIC SERVICE.

In staffing the Public Service at Samoa, Government is adopting the principle, as far as practicable, of giving preference to officers of the New Zealand Public Service, who will remain in Samoa for three years and then return to their former position in New Zealand.

SENDING OFFICERS BEYOND NEW ZEALAND.

The following officers were granted special leave to visit places beyond New Zealand on official business:—

J. B. Thompson, Land Drainage Engineer: To visit United States of America to purchase dredging equipment.

R. Duncan, Chief Inspector of Machinery: To visit Australia on shipping and machinery matters.

F. J. Gunn, Officer in Charge, Coal Control: To visit Australia on coaling and shipping matters.

G. S. Hooper, Commander "Amokura": To select and bring out from England a new training-ship to replace the "Amokura."

L. F. Ayson, Inspector of Fisheries: To visit Australia in connection with the fishing industry.

Dr. C. E. Adams, Government Astronomer: To visit Samoa on astronomical matters.

ESTABLISHMENT OF SPECIAL CLASSES OF INSTRUCTION FOR RETURNED SOLDIERS.

At the instance of the Commissioners, arrangements were entered into with the Repatriation Department for special tuition to be given to returned soldiers at present temporarily employed in the Public Service who were desirous of passing the Public Service Entrance Examination with a view to qualifying for permanent appointment. The classes are now being held by the technical colleges throughout New Zealand, the first examination taking place in June next. Such examination will be on the actual instruction given, credit also being given for the work performed by candidates during the period of tuition.

EXAMINATIONS HELD DURING THE YEAR.

The examinations conducted during the year under the Public Service Regulations have been the usual Entrance Examination, a special examination for Public Service Entrance, the Public Service Senior Examination, and examinations for admission of shorthand-typists, typists, and machinists.

Senior and Entrance Examinations.

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 only candidates admitted were returned soldiers and those who, having entered for the examination in the previous year, had partial passes to complete. Of the 52 candidates thus admitted, 37 actually presented themselves in the examination-room, and 13 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, 8; gained further success in two or more subjects, 5.

Only returned soldiers and those who were unsuccessful at the examination in January, 1919, will be permitted to enter for the Senior Examination of January, 1921.

The Public Service Entrance Examination was conducted at fifty-two centres between the 19th and 26th November, 1919. The number of candidates entered was 1,100, as compared with 1,151 for the previous year. Of the total, 1,071 were present at the examination and 505 passed.

In view of the shortage of boys, it was decided to hold a special Public Service Entrance Examination from the 24th to the 30th June, 1919. There were 192 entries distributed over ten centres, and all except three presented themselves. There were 124 passes at this examination.

The ordinary and the special examinations were open to all candidates, both boys and girls, who expressed their intention of entering the Public Service if successful.

MATRICULATION EXAMINATION.

On representations made by the Commissioner, the University Senate has agreed that members of the Public Service desiring to qualify for matriculation may be admitted to the examination in not less than three subjects in one year, and, having passed in these, may enter for the remaining subjects in a subsequent year. Their success or failure will be recorded for departmental purposes, but no university status will be given.

Candidates not under twenty-five years of age at the date of the examination may pass the examination in two sections, a minimum of two subjects being required for the first section, the examination to be completed in the remaining necessary subjects. Such candidates, on completing the examination, may, if they so desire, be admitted to the full privileges of students desiring to proceed through a university course.

OFFICERS OF EXCEPTIONAL EXCELLENCE.

Section 41 of the Appropriation Act, 1919, makes provision for the granting by the Commissioner to any officer in the Professional or Clerical Divisions in any year of an increment in excess of that to which he is entitled under the scale, if the Commissioner is satisfied that the officer is entitled to such increase by reason of special merit and ability. This provision is effective as from the 1st April, 1920, and remains in operation until expressly repealed.

£45 COST-OF-LIVING-INCREMENT.

In order, as far as possible, to provide a cost-of-living increment of £45 to officers of the Public Service, it was found necessary, where the maxima of classes did not permit of the full amount being given, to make provision in the Appropriation Act of 1919 for the Commissioner to extend the maximum salary prescribed for any class by an amount not exceeding £20 in any case.

CLERICAL CADETS AND CADETTES.

As from the 1st April, 1920, it has been decided that the commencing salary for Clerical Cadets and Cadettes fifteen years of age or older, with the Public Service Entrance or equivalent Junior Examination, shall be £65 per annum; and for Clerical Cadets and Cadettes eighteen years of age, with the Matriculation or equivalent Senior Examination, £80 per annum.

IMPROVEMENTS IN CONDITIONS OF NIGHT-WATCHMEN, MESSENGERS, ETC.

Night-watchmen.—The conditions of night-watchmen have been improved from the 1st April, 1919, without any reduction in the annual leave, by the men being granted a day off in each week, instead of a day off fortnightly as obtained previously.

Messengers.—Time off for Sunday and holiday work has been discontinued, and overtime at the rate of 2s. an hour substituted.

OVERTIME.

Overtime, which attained considerable proportions during the war, particularly in the War Departments, has been materially reduced, and it should be possible for Departments to make further reductions. Overtime work is sometimes regarded as an exhibition of zeal, but the Commissioners consider that under normal conditions expenditure for overtime is often the result of faulty management. If reasonable foresight is exercised, and officers are required to work diligently during their hours of duty, there should not, except under special circumstances, be any difficulty in officers performing their work within the official hours. The matter is one which requires careful watching, particularly to see that arrears of work are not allowed to accumulate.

OFFICERS' ASSOCIATION.

The Officers' Association has during the year brought many matters under the notice of the Commissioners, and by its temperate attitude has been of material assistance when it was necessary for the Commissioner to ascertain the views of the staff.

ACCOMMODATION.

The expansion of the Service as the result of the creation of new Departments and extension otherwise has necessitated the provision of additional office accommodation, which is at a premium in the principal cities at present. Unfortunately, the building programme for Departments in Wellington was abandoned at the beginning of the war, and Departments, instead of being brought closer together, are being more widely separated. From the point of view of both efficiency and economy, the question of accommodation is one which should receive early attention.

It is satisfactory to note that in some cases there has been an endeavour to fit up offices in accord with modern practice, but it is most desirable that in any new building the multiplication of small rooms should be absolutely forbidden.

Owing to the number of Public Service Commissioners having been reduced to two during the greater portion of the war period, the Buildings Accommodation Board was one member short. When the number of Commissioners is brought to full strength, one of them should, it is suggested, be appointed by Government to the Buildings Accommodation Board, and the Board should be given much wider powers than it has at present. Necessary rearrangements recommended by the Board are too easily defeated or delayed by the opposition of Departments to the Board's proposals.

LEGISLATION AFFECTING THE PUBLIC SERVICE ACT.

Section 23 of the Finance Act, 1919, made special provisions for the temporary extension of the term of office of the Public Service Commissioner and Assistant Commissioner.

Under the Samoan Constitution Order, 1919, officers of the Samoan Administration were exempted from the provisions of the Public Service Act, 1912.

Section 14 of the Education Amendment Act, 1919, provided that Inspectors of Schools shall be deemed to be permanent officers of the Public Service.

Section 2 of the Prisons Amendment Act, 1919, provided for the appointment of a Controller-General of Prisons.

Under the External Affairs Act, 1919, the Secretary and staff attached to the Department were to be regarded as permanent officers of the Public Service.

Section 2 of the Land Laws Amendment Act, 1919, made provision for the appointment of a Land Purchase Controller.

Section 11 of the Discharged Soldiers Settlement Act, 1919, made provision for the appointment of officers to be known as Supervisors of Settlement.

Section 2 of the Public Trust Office Amendment Act, 1919, provided for the appointment of more than four Local Deputy Public Trustees.

Under section 13 of the Appropriation Act, 1919, the period during which consideration may be given, in deciding the promotion of officers, to the examinations passed by them was extended to the 31st March, 1920.

Section 17 of the Appropriation Act, 1919, authorized payment in respect of services rendered to the Government by persons in receipt of retiring-allowances under the Public Service Classification and Superannuation Act, 1908.

Section 41 of the Appropriation Act, 1919, provided for the granting of special increments to officers of the Public Service on grounds of special merit and ability.

Section 42 of the same Act made provision for extending (for the purposes of the 1919 regrading) the maximum salary prescribed for any class by an amount not exceeding £20 in each case.

Section 44 of the same Act made provision for the payment of superannuation contributions on payments made by way of bonus or grants for special services to Private Secretaries to Ministers of the Crown.

AMENDMENTS TO GENERAL REGULATIONS.

During the year the principal amendments were as follows :—

Regulations 8, 10, and 13 : In connection with the hours of attendance of officers.

Regulation 8E : Increasing the rate of overtime to certain officers.

Regulation 22 : Providing that the temporary transfer of officers from one branch of a Department to another by the Permanent Head shall not be continued for a longer period than twenty-eight days without the consent of the Commissioner.

Regulation 163 (a) : Prescribing the conditions under which an officer of the General Division may be transferred to the Seventh Class of the Clerical Division.

Regulation 173 : Reducing the late fee for the Public Service Entrance Examination from £1 to 10s.

Regulation 178 (a) : Prescribing the subjects to be taken at the Public Service Entrance Examination for candidates for appointment as Junior Draughtsmen.

Regulation 181 : Amending the syllabus for the Public Service Entrance Examination.

Regulation 197 : Providing that officers in the Clerical Division shall not receive a salary exceeding £180 until they have passed a practical test in the subjects prescribed.

Regulation 201 : Providing that officers who have not passed the Senior Examination or its equivalent may now proceed to a salary of £300 instead of £260.

Regulation 202 : Providing that officers who have had active service overseas and who have passed an examination in the work of the Department shall be deemed to have passed the equivalent of the Senior Examination.

Regulation 209 : Providing that where the performance of the duties of a higher class by an officer has been intermittent and amounts to four months during the then current financial year, an allowance may be

paid for **any** subsequent occasions during the same financial year. The regulation was also amended to provide that under certain conditions an officer of the Seventh Class of the Clerical Division (receiving not more than £140) who is performing higher duties may be granted an allowance of not more than £25.

Regulation 161 (a) and (b): Providing that appointments to the Clerical and Professional Divisions may in the first place be to such subdivision of Class VII and Class F as the Commissioner may determine; also extending the age-limit for appointment to the Clerical Division in the case of returned soldiers.

Regulation 200: Providing that the Matriculation Examination of the University of New Zealand shall be deemed to be the Senior Examination under the regulations.

Regulation 205: Providing that the regulation shall not apply to an officer of the Education Division whose salary is determined by analogy to that fixed for teachers under the Education Act.

Regulations 213 and 214: Increasing the lodging-allowance to officers of the Clerical and Professional Divisions who are required to live away from home.

New regulations were also made prescribing the conditions under which junior professional officers of the Hector Observatory, Department of Internal Affairs, may be allowed to attend science lectures at Victoria College.

Clause 6 of regulations in respect to the training of cadets in the Electrical Engineering Branch of the Public Works Department was amended to provide that during the period a cadet undergoes workshop training his salary shall not exceed £85 per annum.

Regulation 4 of the regulations relating to the examination of draughtsmen of the Lands and Survey Department was amended to provide for increased salaries. The syllabus for the examination of draughtsmen of the Lands and Survey Department is also being altered.

The regulations with respect to the Examining Officers of the Customs Department were also amended as regards the number to be in each class.

REGULATIONS REVOKED DURING THE YEAR.

The following regulations were revoked :—

Regulations 172 and 200: Relating to the Public Service Senior Examination.

Regulation 203: Providing for the granting of a double increment to officers on passing the Public Service Senior Examination.

Regulation 206: Special promotion of cadets.

Regulation 207: Providing for special promotion to officers who were at the maximum of Class VII and who were eligible for promotion beyond Class VI.

Regulation 222: Prescribing the rates of salaries for female officers.

CIVILIAN STAFF FOR WAR WORK.

The civilian staff (temporary) provided for war work is as follows :—

				Males.	Females.
Defence Audit	5	48
Defence Department—					
Headquarters	57	27
Base Records	105	116
Soldiers' Financial Assistance Board	3	1
Medical Branch	21	..
War Expenses	94	117
District Offices	70	20
Pensions Department	56	36
Totals	411	365

APPLICATIONS FOR EMPLOYMENT.

The total number of applications for employment received (other than for advertised positions) was 2,738, as compared with 5,482 for the previous year. The drop is a clear indication of prosperous conditions outside the Public Service. Preference for employment continues, as far as possible, to be given to discharged soldiers.

The total number of applications received for positions which were advertised within and without the Service was 6,359.

COMMISSIONERS' OFFICE STAFF.

The Commissioners desire to place on record their appreciation of the assistance they have had from the office staff during the year. The completion of the regrading of the Public Service imposed on the staff a great deal of additional work, which called for special industry and accuracy. The manner in which all demands were met is deserving of special commendation.

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

D. ROBERTSON, Commissioner.

A. D. THOMSON, }
F. V. FRAZER, } Assistant Commissioners.

Office of the Public Service Commissioner,
Wellington, 30th April, 1920.

TABLES.

TABLE I.—PUBLIC SERVICE LIST, 31/3/20.—GENERAL SUMMARY OF CLASSIFICATION BY DEPARTMENTS
(EXCLUDING OFFICERS IN ADMINISTRATION DIVISION).

Department.	Number of Officers	Salary, Year ending 31/3/20.	Salary, Year ending 31/3/21.	Increase.	Average Salary, Year ending 31/3/21.
Agriculture	480	£ 128,357	£ 133,116	£ 4,759	£ 276·405
(Retired 31/3/20)	1	170
(Appointed 1/4/20)	8	..	1,770
(Vacant)	3
Audit	102	23,685	25,953	2,268	254·441
(Retired 31/3/20)	1	95
(Vacant)	4
Crown Law Office	7	3,389	3,538	149	505·428
Customs	262	65,754	69,681	3,927	265·382
(Appointed 1/4/20)	2	..	380
(Vacant)	3
Defence	77	15,681	16,589	908	213·088
(Appointed 1/4/20)	2	..	245
(On loan)	1	96
Education	295	80,396	84,269	3,873	285·441
(Retired 31/3/20)	3	1,160
(Appointed 1/4/20)	6	..	1,649
(Vacant)	67
(On loan)	1	575
Forestry	45	10,830	11,032	202	242·333
(Appointed 1/4/20)	1	..	120
Government Insurance	145	33,966	36,252	2,286	250·013
(Vacant)	2
Immigration	9	1,926	2,101	175	233·444
(Vacant)	1
Industries and Commerce and Office of Board of Trade	11	3,458	3,752	294	341·09
Internal Affairs	587	100,611	106,799	6,188	181·741
(Retired 31/3/20)	2	450
(Appointed 1/4/20)	4	..	610
(Vacant)	3
(On leave)	1	96
Justice	213	48,247	51,307	3,060	240·877
(Vacant)	6
Labour	107	23,756	25,141	1,385	234·083
(Retired 31/3/20)	1	65
(Appointed 1/4/20)	1	..	140
(Vacant)	3
Land and Deeds	116	23,567	25,726	2,159	221·775
(Retired 31/3/20)	3	400
Land and Income Tax	129	23,110	25,706	2,596	199·271
Lands for Settlement	4	1,372	1,411	39	352·75
Lands and Survey	594	139,319	148,115	8,796	248·697
(Retired 31/3/20)	3	855
(Appointed 1/4/20)	5	..	855
Marine	181	50,366	52,615	2,249	290·412
(Retired 31/3/20)	2	1,200
(Appointed 1/4/20)	1	..	240
(Vacant)	1
Mental Hospitals	602	123,672	126,500	2,828	209·49
(Retired 31/3/20)	7	895
(Appointed 1/4/20)	6	..	870
(Vacant)	5
Mines	97	27,279	28,230	951	291·026
(Vacant)	2
National Provident and Friendly Societies	40	7,670	8,469	799	212·902
(Appointed 1/4/20)	1	..	260
Native	63	14,203	15,128	925	240·437
(Appointed 1/4/20)	1	..	260
Pensions	76	12,252	13,843	1,591	182·376
(Retired 31/3/20)	1	350
(Appointed 1/4/20)	1	..	200
(Vacant)	1
Police	5	1,360	1,460	100	292
Printing and Stationery	353	75,628	77,629	2,001	219·911
(Retired 31/3/20)	1	245
(Vacant)	1
Prisons	186	45,424	45,728	304	245·764
(Retired 31/3/20)	1	230
(Appointed 1/4/20)	1	..	230
(Vacant)	9
Public Health, Hospitals, and Charitable Aid	178	44,656	47,527	2,871	266·686
(Retired 31/3/20)	1	180
(Appointed 1/4/20)	4	..	1,010
(Vacant)	2
Public Service Commissioner's Office	26	5,501	6,340	839	243·846
Public Service Superannuation Office	8	1,924	2,073	149	259·125
Public Trust	559	110,134	120,096	9,962	215·233
(Appointed 1/4/20)	6	..	1,511

TABLE I.—PUBLIC SERVICE LIST, 31/3/20.—GENERAL SUMMARY OF CLASSIFICATION BY DEPARTMENTS
(EXCLUDING OFFICERS IN ADMINISTRATION DIVISION)—*continued.*

Department.	Number of Officers.	Salary, Year ending 31/3/20.	Salary, Year ending 31/3/21.	Increase.	Average Salary, Year ending 31/3/21.
		£	£	£	£
Public Works	613	155,091	165,883	10,792	270,608
(Retired 31/3/20)	5	1,221
(Vacant)	3
Stamp Duties	81	14,265	15,890	1,625	199,691
(Appointed 1/4/20)	2	..	285
State Advances	56	11,515	12,514	999	223,464
(Retired 31/3/20)	1	165
State Fire Insurance	75	14,589	16,335	1,746	213,594
(Retired 31/3/20)	1	132
(Appointed 1/4/20)	4	..	539
(Vacant)	1
Tourist	145	28,612	29,732	1,119	204,19
(Appointed 1/4/20)	1	..	80
(Vacant)	17
Treasury	65	14,410	15,395	985	236,846
(Vacant)	1
Valuation	103	29,397	31,123	1,726	302,165
(Retired 31/3/20)	2	975
Totals	6,695	1,515,372	1,602,997	87,625	239,077
Retired 31/3/20	36	8,788
Appointed 1/4/20	57	..	11,254
On loan	2	671
On leave	1	96
Vacant	135
Totals, 31/3/20	6,734	1,524,927
Totals, 1/4/20	6,752	..	1,614,251
Native Schools	240	..	53,570
(Vacant)	25
Totals	240	..	53,570	..	181,541

NOTE.—Four officers on loan and two pieceworkers are not included in above return.

TABLE II.—PUBLIC SERVICE LIST, 31/3/20.—GENERAL SUMMARY OF CLASSIFICATION BY CLASSES
(EXCLUDING OFFICERS IN ADMINISTRATIVE DIVISION AND POST AND TELEGRAPH DEPARTMENT).

Class (excluding Administrative).	Number of Officers.	Total Salary, 31/3/20.	Classification Salary, 31/3/21.	Total Increase.	Average Salary, Year ending 31/3/21.
Professional—		£	£	£	£
Over scale	39	31,900	32,250	350	826.923
Over scale (vacant 1/4/20)	1
A	56	34,992	36,817	1,825	657.446
A (retired 31/3/20)	2	1,450
B	107	56,305	58,405	2,100	545.688
B (retired 31/3/20)	1	500
B (on loan)	1	575
B (appointed 1/4/20)	2	..	1,075
C	85	36,050	37,670	1,620	443.176
D	191	67,435	69,840	2,405	366.243
D (retired 31/3/20)	1	345
D (appointed 1/4/20)	2	..	845
D (vacant 1/4/20)	1
E	47	11,240	12,395	1,155	263.723
E (retired 31/3/20)	1	280
E (vacant 1/4/20)	2
F	40	4,980	5,605	625	140.125
Clerical—					
Special	23	15,075	16,150	1,075	702.173
I	54	29,150	30,800	1,650	570.37
I (vacant 1/4/20)	2
II	59	28,115	29,150	1,035	494.067
II (retired 31/3/20)	1	500
II (vacant 1/4/20)	2
III	53	22,330	23,450	1,120	442.452
III (vacant 1/4/20)	2
IV	116	43,895	45,665	1,770	393.663
IV (vacant 1/4/20)	5
V	258	85,040	88,320	3,280	342.22
V (retired 31/3/20)	1	350
V (appointed 1/4/20)	1	..	315
V (vacant 1/4/20)	5
VI	401	112,790	117,705	4,915	293.197
VI (retired 31/3/20)	1	300
VI (appointed 1/4/20)	4	..	1,040
VI (vacant 1/4/20)	7
VII (£180-£270)	798	168,610	181,915	13,305	227.766
VII (retired 31/3/20)	4	800
VII (appointed 1/4/20)	10	..	2,120
VII (vacant 1/4/20)	3
VII (£120-£165)	738	79,621	98,091	18,470	132.967
VII (appointed 1/4/20)	2	..	305
VII (£65-£95)	316	20,645	25,400	4,755	80.187
VII (retired 31/3/20)	4	320
VII (appointed 1/4/20)	4	..	260
General—					
I (£300 and over)	330	110,378	116,518	6,140	353.084
I (retired 31/3/20)	1	475
I (vacant 1/4/20)	9
II (£150-£299)	2,162	462,902	475,637	12,735	219.719
II (retired 31/3/20)	12	2,626
II (appointed 1/4/20)	21	..	4,011
II (vacant 1/4/20)	53
III (under £150)	789	85,639	92,274	6,635	116.946
III (retired 31/3/20)	7	842
III (on loan 1/4/20)	1	96
III (on leave 1/4/20)	1	96
III (appointed 1/4/20)	11	..	1,283
III (vacant 1/4/20)	37
Educational—					
I (£300 and over)	15	4,690	5,080	390	338.666
I (vacant 1/4/20)	1
II (£150-£299)	18	3,590	3,860	270	214.444
II (vacant 1/4/20)	5
Totals	6,695	1,515,372	1,602,997	87,625	239.077
Retired 31/3/20	36	8,788
Appointed 1/4/20	57	..	11,254
On loan 1/4/20	2	671
On leave 1/4/20	1	96
Vacant 1/4/20	135
Totals 31/3/20	6,734	1,524,927
Totals 1/4/20	6,752	..	1,614,251
Native Schools	240	..	53,570
Vacant 1/4/20	25
Totals	240	..	53,570	..	181.541

NOTE.—Four officers on loan and two pieceworkers not included in above return.

TABLE III.—SHOWING ALTERATIONS IN STAFFS AND SALARIES OF DEPARTMENTS BETWEEN CLASSIFIED LIST FOR 1919-20 AND 31ST MARCH, 1920.

Classified List, 1919-20.			Increase.												Decrease.												Net Increase or Decrease.		At 31st March, 1920.		Departments.						
Departments.	Number of Officers.	Total Classified Salaries.	Additions to Salary on Promotion, &c. (within Department).		By Transfer from other Departments or from Unclassified Positions.		By New Entrants.				Appointments from Outside the Service.		Temporary Employees made Permanent.		Total Increase.	By Reduction in Salary.		By Transfer to other Departments or to Unclassified Positions.		By Death.	By Retirement on Superannuation or Pension.		By Resignation.	By Dismissal (including Cases where Services dispensed with).		Total Decrease.		Number.	Amount.	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.			
Agriculture ..	494	£ 131,129	67	£ 1,535	5	£ 1,195	2	£ 199	10	£ 1,436	18	£ 3,935	11	£ 2,324	7	£ 1,604	53	£ 12,229	1	£ 40	16	£ 4,340	2	£ 585	3	£ 870	41	£ 7,995	4	£ 1,001	66	£ 14,831	-13	£ -2,602	481	£ 128,527	Agriculture.
Audit ..	110	25,875	27	540	2	130	3	210	1	95	6	975	5	1,330	2	1,050	5	595	1	95	13	3,070	-7	-2,095	103	23,780	Audit.
Crown Law Office ..	8	3,483	1	50	50	1	144	1	144	-1	-94	7	3,389	Crown Law Office.	
Customs ..	271	67,382	52	797	3	390	8	900	3	195	2	380	1	190	17	2,852	1	30	10	1,192	4	955	2	525	10	1,778	26	4,480	-9	-1,628	262	65,754	Customs.
Defence ..	78	16,834	20	484	6	926	1	95	8	1,419	4	644	19	3,568	15	3,485	2	545	2	595	19	4,625	..	-1,057	78	15,777	Defence.
Education ..	261	70,581	78	3,215	7	1,498	2	260	35	7,310	23	7,250	5	1,115	10	1,674	82	22,322	4	654	1	295	5	2,319	32	7,074	2	430	44	10,772	+38	+11,550	299	82,131	Education.
Forestry	2	85	29	7,312	10	2,339	3	544	5	1,195	1	260	48	11,735	1	475	2	450	3	905	+45	+10,830	45	10,830	Forestry.
Government Insurance ..	156	36,626	38	625	1	250	3	195	1	140	5	1,210	7	1,935	1	765	7	1,075	1	95	16	3,870	-11	-2,660	145	33,966	Government Insurance.
Immigration ..	7	1,829	2	22	1	65	4	580	5	667	2	430	1	140	3	570	+2	+97	9	1,926	Immigration.
Industries and Commerce (also Board of Trade)	9	2,893	2	565	11	3,458	+11	+3,458	11	3,458	Industries and Commerce (also Board of Trade).	
Internal Affairs ..	314	63,027	57	1,348	25	4,228	11	1,743	5	782	8	1,729	50	8,095	35	5,602	134	23,526	1	15	5	1,114	1	215	6	1,230	18	3,122	2	375	32	6,071	+102	+17,455	416	80,482	Internal Affairs.
Internal Affairs (Reliev.) ..	228	28,698	26	284	13	1,573	13	2,503	2	130	49	3,983	5	379	82	8,852	1	4	114	14,227	1	270	20	2,294	1	80	136	16,875	-54	-8,023	174	20,675	Internal Affairs (Reliev.).
Justice (also Patents) ..	228	51,792	34	504	2	520	1	315	10	1,085	6	645	2	395	21	3,464	1	15	12	2,830	5	1,240	2	525	14	2,089	3	310	36	7,069	-15	-3,545	213	48,247	Justice (also Patents).
Labour ..	80	18,003	44	680	4	670	8	1,705	11	1,405	10	2,045	3	660	36	7,165	3	492	2	460	3	395	8	1,347	+28	+5,818	108	23,821	Labour.
Land and Deeds ..	111	25,225	21	477	7	817	3	262	8	595	16	1,055	34	3,206	8	1,636	1	775	17	2,053	26	4,464	+8	-1,258	119	23,967	Land and Deeds.
Land and Income Tax ..	111	21,097	11	375	1	280	2	630	7	455	15	1,150	3	540	28	3,430	5	687	5	730	10	1,417	+18	+2,013	129	23,110	Land and Income Tax.
Lands for Settlement ..	3	1,270	1	25	1	65	1	132	2	222	1	120	1	120	-1	+102	4	1,372	Lands for Settlement.
Lands and Survey ..	497	134,163	146	2,444	6	819	67	10,121	19	2,205	89	5,732	1	250	18	4,010	180	25,581	4	115	40	10,312	10	3,625	29	5,423	1	95	80	19,570	+100	+6,011	597	140,174	Lands and Survey.
Marine and Inspection of Machinery ..	171	47,600	42	1,149	1	95	17	2,745	15	4,449	1	385	34	8,803	2	930	2	590	2	450	15	2,712	1	155	22	4,837	+12	+3,966	183	51,566	Marine and Inspection of Machinery.
Mental Hospitals ..	625	123,642	227	3,115	111	17,023	16	2,750	2	259	1	230	130	23,378	2	26	8	1,895	5	1,155	3	735	130	18,642	146	22,453	-16	+925	609	124,567	Mental Hospitals.
Mines ..	94	25,710	33	1,363	1	220	1	168	6	625	5	990	13	3,366	5	860	2	545	3	453	10	1,798	+3	+1,569	97	27,279	Mines.
National Provident and Friendly Societies ..	32	6,380	5	60	2	630	3	690	4	260	1	65	10	1,705	1	350	1	65	2	415	+8	+1,290	40	7,670	National Provident and Friendly Societies.
Native ..	68	15,678	12	206	2	419	3	745	4	370	9	1,740	3	765	3	1,050	7	1,170	1	230	14	3,215	-5	-1,475	63	14,203	Native.
Pensions ..	62	10,925	9	215	5	755	2	345	6	390	10	704	23	2,409	2	190	6	542	8	732	+15	+1,677	77	12,602	Pensions.
Police ..	6	1,450	1	50	2	440	2	490	1	260	1	140	1	180	3	580	-1	-90	5	1,360	Police.
Printing and Stationery* ..	345	75,775	14	143	1	120	1	220	36	4,765	38	5,248	2	369	1	245	5	1,205	21	3,331	29	5,150	+9	+97	354	78,573	Printing and Stationery.*	
Prisons ..	177	42,979	17	337	7	1,310	4	945	35	7,010	11	2,305	1	135	58	12,042	3	555	2	470	1	230	39	8,340	3	590	48	10,185	+10	+1,857	187	44,836	Prisons.
Public Health, Hospitals, and Charitable Aid ..	98	23,796	19	617	3	870	5	1,510	9	1,184	68	16,487	4	1,770	9	2,194	98	24,632	1	15	2	459	15	2,300	17	2,774	+81	+21,858	179	45,654	Public Health, Hospitals, and Charitable Aid.
Public Service Commissioner's ..	22	4,848	2	27	8	1,968	1	156	3	535	12	2,686	6	1,806	2	227	8	2,033	+4	+653	26	5,501	Public Service Commissioner.
Public Service Superannuation ..	8	1,694																																			

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TABLE IV.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912, FOR YEAR ENDED 31st MARCH, 1920.

Department.	Name of Officer.	Place.	From	To	Remarks.
Agriculture	Absolum, H. G.	Wellington	Clerk, C VII	Clerk, C VI	Revaluation of duties.
"	Aston, B. C.	Wellington	Chemist, P A (max. £650)	Chemist, P A (max. £700)	"
"	Bruce, J. L.	Wellington	Acting Superintendent of Experimental Farms, P B (max. £500)	Acting Superintendent of Experimental Farms, P B (max. £550)	"
"	Cockayne, A. H.	Weraoa	Biologist, P C	Biologist, P B	"
"	Gerard, H.	"	Clerk, C V	Clerk, C IV	"
"	Hall, T. D. H.	Wellington	Clerk, C V	Clerk, C IV	"
"	Ironside, A.	Wellington	Divisional Clerk, C IV (max. £375)	Divisional Clerk, C IV (max. £400)	"
"	O'Brien, M.	Wellington	Clerk, C V	Clerk, C IV	"
"	Rowden, H. M.	Wellington	Clerk, C V	Clerk, C IV	"
Audit	Collins, C. G.	Auckland	Audit Inspector, C II	Audit Inspector, C I	"
"	Fowler, J. H.	Wellington	Audit Inspector, C II	Audit Inspector, C I	"
"	Jordan, A. L. B.	Christchurch	Audit Inspector, C II	Audit Inspector, C I	"
"	Meek, B. A.	Auckland	Audit Inspector, C II	Audit Inspector, C I	"
"	Ward, J.	Wellington	Audit Inspector, C II	Audit Inspector, C I	"
"	Wylie, H.	Auckland	Audit Inspector, C II	Audit Inspector, C I	"
Customs	Anderson, B.	Christchurch	Inspector, C IV	Inspector, C III (max. £425)	"
"	Brabazon, E. R.	Wellington	Collector, C Sp. (max. £700)	Collector, C Sp. (max. £750)	"
"	Davies, F.	Greynouth	Collector, C IV	Collector, C III (max. £425)	"
"	Duncan, A.	Wellington	Chief Clerk, C III	Chief Clerk, C II (max. £475)	"
"	Hawley, W. J.	Wellington	Collector, C II	Collector, C I	"
"	MacLaurin, E. T. W.	Invercargill	Sub-Collector, C II	Sub-Collector, C I	"
"	Martin, J. S.	Wellington	Examining Officer, C VI	Examining Officer, C V	"
"	Penn, A. V.	Auckland	Sub-Collector, C II	Sub-Collector, C I	"
"	Ridings, J. P.	Auckland	Collector, C Sp. (max. £700)	Collector, C Sp. (max. £750)	"
"	Rose, W.	Napier	Collector, C II	Collector, C I	"
"	Ruffell, H. W. S.	Dunedin	Inspector, C IV	Inspector, C III (max. £425)	"
"	Walker, F. J.	Wellington	Collector, C II	Collector, C I	"
Defence	Fordyce, R.	Wanganui	Clerk, C VII	Clerk, C VI	"
"	Ingis, T.	Palmerston N.	Clerk, C VII	Clerk, C VI	"
"	Jackson, A. W.	Auckland	Record Clerk, C VII	Record Clerk, C VI	"
"	Lyons, D. S.	Wellington	Record Clerk, C V (max. £315)	Record Clerk, C V (max. £350)	"
"	McGill, E. J.	Christchurch	Record Clerk, C VII	Record Clerk, C VI	"
"	Porteous, H. G.	Dunedin	Clerk, C VII	Clerk, C VI	"
"	Ruckin, G. F.	Wellington	Clerk, C V (max. £315)	Clerk, C V (max. £350)	"
Education	Andrews, Miss A. M.	Christchurch	Sub-Matron, School for Deaf, Sumner, G (max. £140)	Assistant Matron, School for Deaf, Sumner, G (max. £160)	"
"	Bell, J.	Wellington	Secretary, C Sp. (max. £650)	Secretary, C Sp. (max. £700)	"
"	Cleal, W. T.	Weraoa	Storeman-Attendant, Boys' Training-farm, G (max. £200)	Storeman-Attendant, Boys' Training-farm, G (max. £250)	"
"	Collier, W. C.	Wellington	Clerk in Charge of Stores, Special Schools Branch, C VI	Clerk in Charge of Stores, Special Schools Branch, C V	"
"	Eggleton, W. C.	Weraoa	Housemaster, Boys' Training-farm, E (max. £250)	Housemaster, Boys' Training-farm, E (max. £300)	"
"	Fitzgerald, Miss T. A.	Christchurch	Sub-Matron, School for Deaf, Sumner, G (max. £140)	Assistant Matron, School for Deaf, Sumner, G (max. £160)	"
"	Grigg, J. H.	Wellington	Clerk, Examination Branch, C VII	Clerk, Examination Branch, C VI	"
"	Harvey, Miss E. L.	Auckland	Sub-Matron, Industrial School, G (max. £140)	Sub-Matron, Industrial School, G (max. £160)	"

TABLE IV.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912, FOR YEAR ENDED 31ST MARCH, 1920—continued.

Department.	Name of Officer.	Place.	From	To	Remarks.
Education	Hodges, Miss P. J.	Wellington	Sub-Matron, Receiving Home, G (max. £140)	Sub-Matron, Receiving Home, G (max. £160)	Revaluation of duties.
"	Marryatt, F.	Weraoa	Manager, Boys' Training-farm, E (max. £425)	Manager, Boys' Training-farm, E (max. £500)	"
"	O'Donoghue, J.	Weraoa	Engineer and Head Attendant, Boys' Training-farm, G (max. £250)	Engineer and Head Attendant, Boys' Training-farm, G (max. £300)	"
"	Reid, K. C.	Invercargill	Instructor and Teacher of Physical Training, G (max. £250)	Instructor and Teacher of Physical Training, G (max. £295)	"
"	Rush, A. N.	Auckland	Instructor and Teacher of Physical Training, G (max. £250)	Instructor and Teacher of Physical Training, G (max. £295)	"
"	Spencer, W. E.	Wellington	General Professional Officer and Inspector, P A (max. £600)	General Professional Officer and Inspector, P A (max. £650)	"
"	"	"	Probation Officers and Visiting Officers— 1st Grade (£280-£320)	Sp. (£330-£350)	"
"	"	"	2nd Grade (£250-£280)	1st Grade (£300-£320)	"
"	"	"	Assistant Probation and Visiting Officers (£230-£250)	2nd Grade and Assistants (£270-£300)	"
Government Insurance Industries and Commerce	Allison, A. E.	Wellington	District Manager, C II	District Manager, C I	"
"	Grant, E.	Wellington	Record Clerk, C VII	Record Clerk, C VI	"
"	Sandford, F. T.	Wellington	Chief Clerk and Clerk in Charge Timber Branch, C III	Chief Clerk, C II	"
Internal Affairs	Adams, E. C.	Wellington	Government Astronomer, P B (max. £550)	Government Astronomer, P B (max. £600)	"
"	Andrew, R. L.	Wellington	Analyst, Dominion Laboratory, P D	Analyst, Dominion Laboratory, P B (max. £500)	"
"	Archer, H. J.	Blenheim	Custodian, G (max. £225)	Custodian, G (max. £245)	"
"	Butcher, R. M. G.	Wellington	Explosives Analyst and Inspector, Dominion Laboratory, P D	Explosives Analyst and Inspector, Dominion Laboratory, P C (£430)	"
"	Ferguson, J. A.	Auckland	Senior Messenger and Inspector of Weights and Measures, G (max. £230)	Senior Messenger and Inspector of Weights and Measures, G (max. £245)	"
"	Glen, R.	Christchurch	Senior Messenger and Deputy Inspector of Weights and Measures, G (max. £225)	Senior Messenger and Deputy Inspector of Weights and Measures, G (max. £245)	"
"	Griffin, K. M.	Wellington	Cadet, Dominion Laboratory, P F	Analyst, Dominion Laboratory, P E	"
"	Hawkesby, W. N.	Auckland	Custodian, G (max. £225)	Sorter and Despatcher, G (max. £245)	"
"	Heenan, J. W. A.	Wellington	Clerk, C IV	Clerk, C III	"
"	Hunt, G.	Wellington	Senior Messenger, Defence Headquarters, G (max. £225)	Senior Messenger, Defence Headquarters, G (max. £245)	"
"	Little, W. L.	Wellington	Messenger, G (max. £200)	Laboratory Assistant, G (max. £225)	"
"	McDonald, J. A.	Wellington	Assistant Director, Dominion Museum, P D (max. £400)	Assistant Director, Dominion Museum, P C (max. £440)	"
"	Morgan, T. H.	Wellington	Officer in Charge Government Buildings, Wellington, and Inspector of General Messengers' Services for the Dominion, G (max. £270)	Officer in Charge Government Buildings, Wellington, and Inspector of General Messengers' Services for the Dominion, G (max. £350)	"
"	Neale, E. P.	Wellington	Compiler in Charge Finance Statistics, Census and Statistics Office, C V	Compiler in Charge Finance Statistics, Census and Statistics Office, C IV	"
"	Newton, G. P.	Wellington	Assistant Under-Secretary, C I	Assistant Under-Secretary, C Sp. (£650)	"
"	O'Brien, C. M.	Wellington	Sorter, G (max. £220)	Clerk, C VII	"
"	Roache, J. G.	Wellington	Clerk, Relieving Staff, C V	Clerk, Relieving Staff, C IV	"
"	Sparrow, C.	Wellington	Supervising Officer of Night-watchmen, G (max. £225)	Supervising Officer of Night-watchmen, G (max. £245)	"
"	Thompson, I.	Auckland	Caretaker and Cleaner, Shortland Street Post-office, G (max. £225)	Caretaker and Cleaner, Shortland Street Post-office, G (max. £245)	"

TABLE IV.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912, FOR YEAR ENDED 31ST MARCH, 1920—continued.

Department.	Name of Officer.	Place.	From	To	Remarks.
Internal Affairs	Thomson, J. A.	Wellington	Director, Dominion Museum, P A (max. £700) ..	Director, Dominion Museum, P (£750) ..	Revaluation of duties.
"	Thomson, J. T. A.	Wellington	Senior Messenger, Justice Buildings, G (max. £225)	Senior Messenger, Justice Buildings, G (max. £245)	"
Justice	Samson, W. W.	Dunedin	Official Assignee, C III	Official Assignee, C II	"
"	Smith, H. G.	Hastings	Clerk of Magistrates' Court, C VI	Clerk of Magistrates' Court, C V	"
Labour	Slaughter, W.	Christchurch	Officer in Charge, C V	Officer in Charge, C IV (max. £375)	"
Land and Deeds	Broughton, F. W.	Invercargill	District Land Registrar, P B (£500)	District Land Registrar, P B (max. £550)	"
"	Govan, H. O.	Invercargill	Assistant Land Registrar, C V	Assistant Land Registrar, C IV (max. £375)	"
"	Haile, W. N.	Napier	Assistant Land Registrar, C V	Assistant Land Registrar, C IV (max. £375)	"
"	Johnston, W.	Napier	District Land Registrar, P B (£500)	District Land Registrar, P B (max. £550)	"
"	Keeble, C. R.	Auckland	Assistant Land Registrar, P C	Assistant Land Registrar, P B (max. £500)	"
"	Ross, A. L. B.	New Plymouth	District Land Registrar, P C	District Land Registrar, P B (max. £550)	"
"	Archibald, C. E.	North Auckland	Chief Clerk and Receiver of Land Revenue, C IV	Chief Clerk and Receiver of Land Revenue, C III (max. £425)	"
Lands and Survey	Bannister, H. McK.	Wellington	Chief Clerk and Receiver of Land Revenue, C III (£425)	Chief Clerk and Receiver of Land Revenue, C III (max. £450)	"
"	Brook, T.	Invercargill	Commissioner of Crown Lands and Chief Surveyor, P B	Commissioner of Crown Lands and Chief Surveyor, P A (max. £650)	"
"	Blake, V. I.	North Auckland	Chief Draughtsman, P D	Chief Draughtsman, P C (max. £440)	"
"	Bullard, G. H.	New Plymouth	Commissioner of Crown Lands and Chief Surveyor, P B	Commissioner of Crown Lands and Chief Surveyor, P A (max. £650)	"
"	Burch, W. J.	Wellington	Clerk, C VI	Clerk, C V	"
"	Burns, A. D.	Nelson	Chief Draughtsman, P D	Chief Draughtsman, P C (max. £440)	"
"	Calder, D. McB.	Dunedin	Chief Draughtsman, P C (max. £440)	Chief Draughtsman, P C (max. £480)	"
"	Carrington, F.	New Plymouth	Chief Draughtsman, P D	Chief Draughtsman, P C (max. £440)	"
"	Chesney, J. A.	Hokitika	Clerk, C VII	Clerk, C VI	"
"	Cook, J.	Auckland	Chief Draughtsman, P C (max. £440)	Chief Draughtsman, P C (max. £480)	"
"	Crompton-Smith, M.	Wellington	Chief Draughtsman, Head Office, P C	Chief Draughtsman, P B (max. £500)	"
"	Darby, O. A.	North Auckland	Draughtsman in Charge, Native Land Branch, C VI	Draughtsman in Charge, Native Land Branch, C V (max. £330)	"
"	Downard, F. S.	Auckland	Clerk, C VII	Clerk, C VI	"
"	Galbraith, R. S.	Hokitika	Commissioner of Crown Lands and Chief Surveyor, P C	Commissioner of Crown Lands and Chief Surveyor, P B (max. £550)	"
"	Gambrill, S.	Wellington	Clerk, Head Office, C V	Clerk, Head Office, C IV	"
"	Greenfield, F. E.	Christchurch	Chief Draughtsman, P C (max. £440)	Chief Draughtsman, P C (max. £480)	"
"	Jourdain, W. R.	Wellington	Chief Clerk, Head Office, C II	Chief Clerk, Head Office, C I	"
"	Leckie, R.	Christchurch	Chief Clerk and Receiver of Land Revenue, C III (£425)	Chief Clerk and Receiver of Land Revenue, C III (max. £450)	"
"	Lowe, H. J.	Blenheim	Commissioner of Crown Lands and Chief Surveyor, P C	Commissioner of Crown Lands and Chief Surveyor, P B (max. £550)	"
"	McDonald, R.	Wellington	Statistical Clerk, C VII	Statistical Clerk, C VI	"
"	Maitland, H.	Blenheim	Chief Draughtsman, P D	Chief Draughtsman, P C (max. £440)	"
"	Marsh, W. F.	Napier	Commissioner of Crown Lands and Chief Surveyor, P B	Commissioner of Crown Lands and Chief Surveyor, P A (max. £650)	"
"	Morpeth, W. T.	Wellington	Chief Draughtsman, D.O., P C (max. £440)	Chief Draughtsman, D.O., P C (max. £480)	"
"	O'Donnell, J. H.	Wellington	Chief Accountant, C II	Chief Accountant, C I (max. £550)	"
"	Redman, J. A.	Auckland	Senior Clerk, C V (£315)	Senior Clerk, C V (max. £350)	"
"	Robertson, W.	Wellington	Inspector, Head Office, C III	Inspector, Head Office, C II	"

TABLE IV.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912, FOR YEAR ENDED 31ST MARCH, 1920—continued.

Department.	Name of Officer.	Place.	From	To	Remarks.
Lands and Survey	Stevenson, G.	Hokitika	Chief Draughtsman, P D	Chief Draughtsman, P C (max. £440)	Revaluation of duties.
"	Thompson, T. K.	Auckland	Land Transfer Draughtsman, P C (max. £420)	Land Transfer Draughtsman, P C (max. £440)	"
"	Thomson, J. D.	Napier	Chief Draughtsman, P D	Chief Draughtsman, P C (max. £440)	"
"	Vickerman, A. H.	Invercargill	Chief Draughtsman, P D	Chief Draughtsman, P C (max. £440)	"
"	Wilson, A.	Auckland	District Surveyor, P D (max. £365)	District Surveyor, P D (max. £380)	"
Marine	Bates, D. C.	Wellington	Meteorologist, P B	Meteorologist, P A (£600)	"
"	Pemberton, B. V.	Wellington	Assistant Meteorologist, P D	Assistant Meteorologist, P C (£420)	"
Mental Hospitals	Blair, A. T. M.	Seacliff	Assistant Medical Officer, P C	Assistant Medical Officer, P B	"
Mines	Barrance, K. M.	Wellington	Assistant Inspecting Engineer of Mines, P E	Assistant to Inspecting Engineer of Mines, P D (max. £325)	"
"	Henderson, J.	Wellington	Mining Geologist, P B	Mining Geologist, P B (max. £550)	"
"	Millar, G.	Greymouth	Enginewright, G (max. £350)	Colliery Engineer, G (max. £370)	"
"	Moore, J. J.	Greymouth	Enginewright, G (max. £305)	Enginewright, G (max. £320)	"
"	Parsonage, W.	Greymouth	Mine-manager, P D	Mine-manager, P C (max. £450)	"
"	Wood, H. E.	Naseby	Ganger, G (max. £205)	Ganger, G (max. £215)	"
Pensions	Boyes, J. H.	Wellington	Assistant Commissioner, C III	Assistant Commissioner, C II	"
"	Crow, L.	Wellington	Chief Clerk, C IV	Chief Clerk, C III	"
"	Dunn, C.	Auckland	Clerk, C VII	Clerk, C VI	"
"	Fortune, G. A.	Invercargill	Registrar, C VII	Registrar, C VI	"
"	Gilfedder, T. P.	Auckland	Registrar, C V	Registrar, C IV	"
"	Harris, H.	Wellington	Clerk, C VII	Clerk, C VI	"
"	Harrison, O. L. T.	Wellington	Sectional Clerk, C VII	Sectional Clerk, C VI	"
"	Hickson, H. C.	Wellington	Accounts Clerk, C V	Accounts Clerk, C IV	"
"	Keddel, P. A.	Christchurch	Registrar, C V	Registrar, C IV	"
"	Lambert, J. S.	Wellington	Divisional Clerk, C IV	Divisional Clerk, C III	"
"	Moore, W. M.	Wellington	Sectional Clerk, C VII	Sectional Clerk, C VI	"
"	Parfitt, A. H.	Wellington	Sectional Clerk, C VII	Sectional Clerk, C VI	"
"	Smith, H. D.	Wellington	Sectional Clerk, C VII	Sectional Clerk, C VI	"
"	Smyth, R. P.	Wellington	Clerk, C VII	Clerk, C VI	"
"	Stokes, R. S.	Dunedin	Registrar, C V	Registrar, C IV	"
Public Health	Bagley, Miss A.	Auckland	Superintendent District Nurse and Assistant Inspector of Hospitals, P D (max. £310)	Superintendent District Nurse and Assistant Inspector of Hospitals, P D (max. £325)	"
"	Bicknell, Miss J.	Wellington	Deputy Matron in Chief, P D (max. £345)	Deputy Matron in Chief, P D (max. £365)	"
"	Dore, A. B.	Wellington	Assistant Bacteriologist, P E	Assistant Bacteriologist, P D (max. £350)	"
"	Keeble, W. A.	Wellington	Clerk, Head Office, C VII	Record Clerk, Head Office, C VI	"
"	Killick, E. A. S.	Wellington	Secretary, C II	Secretary, C I (max. £550)	"
"	Maclean, Miss H.	Wellington	Matron in Chief, P C (max. £460)	Matron in Chief, P C (max. £480)	"
"	Mahoney, P.	Wellington	Attendant and Storekeeper, G (max. £215)	Attendant and Storekeeper, G (max. £270)	"
"	Phillips, A. J.	Wellington	Clerk, C VII	Statistical Clerk, C VI	"
Public Service Commissioner's Office	Afleck, Miss A. C.	Wellington	Clerk and Sub-Inspector, C VII	Clerk and Sub-Inspector, C VI	"
Ditto	Fuller, E. G.	Wellington	Clerk, C VII	Statistical Clerk, C VI	"
"	McCulloch, W. R.	Wellington	Clerk, C VII	Record Clerk, C VI	"
"	Mark, T.	Wellington	Chief Clerk, C III	Chief Clerk and Registrar, C II	"
"	Park, A. D.	Wellington	Inspector, C II	Inspector, C I	"
"	Turnbull, A. C.	Wellington	Secretary, C I	Secretary, C Sp. (£650)	"

TABLE IV.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912, FOR YEAR ENDED 31ST MARCH, 1920—continued.

Department.	Name of Officer.	Place.	From	To	Remarks.
Public Works	Lampshire, E. J.	Nelson	Draughtsman, C VII	Draughtsman, C VI ..	Revaluation of duties.
"	McEneaney, J. E. W.	Christchurch	District Engineer, P B	District Engineer, P A (max. £600)	"
"	Miller, H. McK.	Wellington	Assistant Engineer, P D	Assistant Engineer, P C	"
"	Miller, C. O.	Wellington	Clerk, C VII	Clerk, C VI	"
"	Newnham, W. L.	Wellington	Assistant Engineer, P D	Assistant Engineer, P C	"
"	Owen, A. C.	Wellington	Assistant Engineer, Electrical Branch, P E	Assistant Engineer, Electrical Branch, P.D. (max. £400)	"
"	Priestley, H. G. M.	Wellington	Clerk, C VII	Clerk, C VI	"
"	Randall, A.	Christchurch	Storekeeper, G (max. £270)	Storekeeper, G (max. £300)	"
"	Read, F. S.	Wellington	Clerk, C VII	Clerk, C VI	"
"	Robb, R.	Hamilton	Engineer's Assistant, G (max. £260)	Engineer's Assistant, G (max. £300)	"
"	Robson, A. B.	Mangahao	Clerk, C VII	Clerk, C VI	"
"	Sadler, S.	Tauranga	Draughtsman, C VII	Draughtsman, C VI ..	"
"	Sutherland, H. M.	Dunedin	Draughtsman, C VII	Draughtsman, C VI ..	"
"	Swaney, J. W.	Lake Coleridge	Station Operator, G (max. £260)	Station Operator, G (max. £280)	"
"	Walker, S. G.	Napier	Engineer's Assistant, G (max. £260)	Engineer's Assistant, G (max. £300)	"
"	Wilkinson, J. A.	Wellington	Clerk, C VII	Clerk, C VI	"
"	Wilson, R. C.	Kaikōhe	Engineer's Assistant, G (max. £260)	Engineer's Assistant, G (max. £300)	"
"	Wood, G. L.	Lake Coleridge	Station Operator, G (max. £260)	Station Operator, G (max. £280)	"
"	"	and Horahora	Power-house Engineers— 2nd (max. £310) .. 3rd (max. £300) .. 4th (max. £290) .. 5th (max. £270) ..	2nd (max. £325) .. 3rd (max. £310) .. 4th (max. £300) .. Juniors, any point between £220 and £280	" " " "
"	"	Addington	Sub-Station Engineers, 2nd (max. £245); others at any point between £190 and £210	Sub-station Operators, 2nd (max. £260); Juniors at any point between £200 and £245	"
"	"	Addington	Overseers— 1st Grade (max. £300) 2nd Grade (max. £280) 3rd Grade (max. £265) Others at any point between £180 and £260	Overseers— 1st Grade (max. £385) 2nd Grade (max. £335) 3rd Grade (max. £315) Others at any point between £255 and £295	" " " "
Public Service Super-annuation Stamp Duties	Wogan, R. S.	Wellington	First Clerk, C V ..	Accountant, C IV ..	"
"	Fletcher, W. G.	Wellington	Deputy Commissioner of Stamp Duties, C I (max. £550)	Deputy Commissioner of Stamp Duties, C I (max. £600)	"
"	Willeston, V. L.	Wellington	Supervising Examiner of Death Duties, C IV ..	Supervising Examiner of Death Duties, C III ..	"
"	Withers, P. G.	Wellington	Deputy Commissioner of Stamp Duties and Inspector, C Sp. (max. £650)	Deputy Commissioner of Stamp Duties and Inspector, C Sp. (max. £700)	"
State Advances	Auld, W.	Wellington	Clerk, C V (max. £315)	Clerk, C V (max. £330)	"
"	Christie, J. B.	Wellington	Solicitor, P B (max. £550)	Solicitor, P A (max. £600)	"
"	Foot, T. W.	Wellington	Clerk, C V (£315) ..	Clerk, C V (max. £330)	"
"	Gledhill, F. J. R.	Wellington	Clerk in Charge Local Authorities Branch, C VI ..	Clerk in Charge Local Authorities Branch, C V ..	"
"	Knowles, A. W.	Wellington	Sectional Clerk, C V	Sectional Clerk, C IV	"
"	Mackley, G.	Wellington	Clerk, Legal Branch, C VI	Clerk, Legal Branch, C V	"
"	O'Leary, J. F.	Wellington	Correspondence Clerk, C V	Correspondence Clerk, C IV	"
"	Pritchard, A. A.	Wellington	Sectional Clerk, C V ..	Sectional Clerk, C IV	"
"	Robertson, R.	Wellington	Ledger-keeper, C VI ..	Ledger-keeper, C V ..	"

TABLE IV.—POSITIONS REGRADED UNDER SECTION 29, PUBLIC SERVICE ACT, 1912. FOR YEAR ENDED 31ST MARCH, 1920—continued.

Department.	Name of Officer.	Place.	From	To	Remarks.
State Fire Insurance	Dick, J. H.	Palmerston N.	Clerk, C VII	Clerk, C VI	Revaluation of duties.
"	Hayden, G. A.	Invercargill	Clerk, C VII	Clerk, C VI	"
"	Jacka, H. E.	Wellington	Inspector and Chief Clerk, C V	Inspector and Chief Clerk, C IV	"
"	Jones, N. H. P.	Christchurch	Fire-risk Surveyor, C VII	Fire-risk Surveyor, C VI	"
"	Morrison, D.	Palmerston N.	Branch Manager, C V	Branch Manager, C IV	"
"	Newbold, R. H.	New Plymouth	Branch Manager, C IV	Branch Manager, C III	"
"	Scott, A.	Hamilton	Officer in Charge, C VII	Officer in Charge, C VI	"
"	Beal, D. E.	Rotorua	Electrical Engineer, P D	Electrical Engineer, P C (£420)	"
Tourist and Health Re-					
sorts					
Ditto	Manson, H. J.	Melbourne	Trade Commissioner and Tourist Agent, C I	Trade Commissioner and Tourist Agent, C Sp. (£650)	"
"	Spens-Black, Miss Y. M.	Hannier Springs	Masseuse, G (max. £155)	Masseuse, G (£165)	"
"			Head Laundress, G. (max. £140)	Head Laundress, G (max. £150)	"
"			Laundresses, G (max. £120)	Laundresses, G (max. £130)	"
"			Laundresses, G (max. £80)	Laundresses, G (max. £90)	"
Treasury	Chittrey, C. E.	Wellington	Cashier, C II (max. £475)	Cashier, C II (max. £500)	"
"	Seddon, Miss M. S.	Wellington	Correspondence and Record Clerk, C V (max. £315)	Correspondence and Record Clerk, C V (max. £330)	"
"	Stafford, H.	Auckland	Clerk, C VII	Clerk, C VI	"
"	Watson, J. B.	Wellington	Clerk, C VII	Clerk, C VI	"
"	Welsh, W. H.	Wellington	Clerk, C VII	Clerk, C VI	"
Valuation	Lovell, W. M.	Gisborne	Clerk, C VI	Clerk and Assistant Valuer, C V	"

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

Department in which Officer concerned was employed.			Decision of Commissioner.
Internal Affairs	Charge not proved.
"	Officer dismissed.
Lands and Survey	Reprimanded with loss of pay during suspension : one officer fined £2, the other £1.
Mental Hospitals	Officers reinstated.
"	Officer dismissed.
Tourist	Officer reinstated ; salary reduced for period of twelve months, and to forfeit pay during period of suspension.
Public Works	Officer called upon to resign.

TABLE VI. TEMPORARY EMPLOYEES AS AT 1ST APRIL, 1920.

Department.	Male Clerks.	Female Clerks.	Shorthand-typists, Typists, and Machinists.	Draughtsmen and Computers.	Draughtswomen.	Tracers.	Engineers.	Engineers' Assistants.	Surveyors.	Surveyors' Assistants.	Cadets.	Inspectors.	Instructors.	Miscellaneous.	Office Assistants.
Agriculture ..	11	5	6	28	9	15	..
Board of Trade	1	5
Coal Control ..	7	6	3
Customs	1	1
Education ..	9	3	5	1	2	..	1	..
Forestry	1
Government Insurance	1	1	2
Immigration ..	1	..	1
Internal Affairs ..	12	21	31	1	8	..
Justice ..	5	..	1	1
Labour ..	11	4	2	1	..
Land and Deeds ..	5	1	16	1
Land and Income Tax	1
Lands and Survey ..	13	..	19	22	5	10	1	2	4	1	4	1	..
Marine ..	5	1	1	2	..	2	..
Mental Hospitals	1
Mines ..	2	1	7	..
National Provident ..	2	14	3	1
Native ..	13	2	3
Printing and Stationery	2	1
Prisons ..	1
Public Health ..	10	2	5	2	1	..	8	..
Public Trust ..	41	16	24	5	1	4
Public Works ..	8	3	16	19	9	5	2	3	1
Stamp ..	4	1	1	..
State Advances ..	3	..	2
State Fire Insurance	2	3	5	1	..
Tourist ..	1	..	4	1
Treasury ..	19	3
Valuation ..	7	1	11	1	..	4	1	1	..
War Departments—															
Audit	48	5
Defence ..	332	208	65	5	..
Pensions ..	51	35	1	5
Totals ..	578	380	222	44	5	14	13	7	4	2	29	33	9	55	5

TABLE VII.—COMPARATIVE TABLE OF SALARIES, 1/4/14 AND 1/4/19.

Department.	Number of Officers, 1/4/14.	Salaries, 1/4/14.	Average Salary.	Number of Officers, 1/4/19.	Salaries, 1/4/19.	Average Salary.
		£	£		£	£
Agriculture	427	96,571	226·16	492	130,503	265·25
Audit	60	16,690	278·17	110	25,875	235·23
Crown Law	9	3,886	431·78	8	3,483	435·38
Customs	238	47,945	201·45	271	67,382	248·64
Defence	83	16,461	198·33	76	16,443	216·35
Education	248	37,443	150·98	261	70,581	270·43
Immigration	6	1,230	205·00	7	1,829	261·28
Internal Affairs	229	32,503	141·93	477	74,157	155·46
Dominion Laboratory	14	3,630	259·28	13	3,605	277·30
Dominion Museum	4	1,187	296·75	5	1,720	344·00
Private Secretaries	8	2,745	343·13	6	2,365	394·17
Registrar-General	22	4,604	209·27	25	5,776	231·04
Census and Statistics	10	1,942	194·20	16	4,102	256·38
Justice	215	43,490	202·29	228	51,792	227·15
Labour	66	11,880	180·00	80	18,003	225·04
Land and Deeds	97	18,953	195·39	111	25,225	227·25
Land and Income Tax	72	14,657	203·57	111	21,097	190·06
Lands for Settlement	3	1,180	393·33	3	1,270	423·33
Lands and Survey	438	105,996	242·00	497	134,162	269·94
Marine	173	35,271	203·88	171	47,600	278·36
Mental Hospitals	632	91,827*	142·36	625	123,641	197·83
Mines	46	11,108	241·48	44	13,445	305·51
National Provident	18	3,180	176·67	32	6,380	199·38
Native	54	10,695	198·05	68	15,678	230·56
Pensions	27	4,740	175·55	62	10,925	176·21
Police	6	1,312	218·67	6	1,450	241·67
Printing and Stationery	308	55,112	178·93	345	75,775	219·64
Prisons	142	23,862	168·04	177	42,979	242·82
Public Health	66	13,867	210·10	98	23,796	242·81
Public Service Commissioner's	15	2,746	183·07	22	4,848	220·36
Public Service Superannuation	5	1,030	206·00	8	1,694	211·75
Public Works	531	107,516	202·48	619	158,847	256·62
Stamps	32	6,585	205·78	61	12,286	201·41
Tourist	126	19,647	155·93	145	28,780	198·48
Treasury	55	11,438	207·96	65	14,902	229·26
Valuation	92	21,684	235·69	98	29,262	298·59
	4,577	874,613	191·09	5,443	1,271,658	233·60
<i>Commercial Departments.</i>						
Government Insurance	138	28,309	205·14	156	36,626	234·78
State Coal	53	11,416	215·39	40	9,794	244·85
Public Trust	204	33,278	163·13	445	86,551	194·50
State Advances	53	10,294	194·23	62	12,895	207·98
State Fire Insurance	56	8,875	158·48	64	14,196	221·81
	504	92,172	182·80	767	160,062	208·70
Grand totals	5,081	976,785	192·20	6,210	1,431,720	230·55

* Emoluments included in salary. Value of emoluments, £25,130 10s.

Percentage Increase.

	Officers.	Salaries. £
Non-commercial Departments	18·920	45·397
Commercial Departments	52·183	73·656
All Departments	22·220	46·575

The above return does not include administrative officers, part-time officers, or officers on ruling rates or piecework.

APPENDIX.

REPORT OF MEDICAL OFFICER OF THE PUBLIC SERVICE.

The Public Service Commissioner.

ALTHOUGH for several years it had been customary to utilize the services of a woman doctor in general practice in connection with the female staff of the Public Service of New Zealand, it was not until 1915 that one was definitely appointed to work exclusively in that direction. This was the second year of the war, and already women were entering the Service in increasing numbers, partly to take the places of men who left for active service, and partly to staff the new and large Departments necessitated by the war. The work began in a small way, and has gradually grown as Heads of Departments and members of the staff both came to realize its value, and the duties have extended until now they cover a fairly wide field.

Candidates for the Public Service are medically examined, special attention being paid to those details, often overlooked, which form the foundation of good general health—as, for instance, the state and care of the teeth, diet, fresh air, exercise, habits of life, &c. Advice is given wherever necessary! As regards the teeth, their great importance is not yet fully realized. In the past no official attention was given to their condition, and the consequence is that many adults in the Service are suffering from ailments which, however apparently remote, are now known to have an intimate connection with the neglected teeth of childhood and adolescence. Chronic indigestion, gastritis, anæmia with its languor and debility, lack of development, nasal troubles, neuralgia, and “nerves”—even rheumatism—these are some of a long list of symptoms giving rise to physical unfitness and consequent loss of efficiency which are now known to owe a great part of their causation to decayed teeth and unhealthy gums. Girls of from fourteen to sixteen years of age, having just left school, are frequently found to have lost the most useful of their permanent teeth, and in some cases to require complete upper and lower dentures. Of a group of twenty-six girls of these ages, only one had a complete set of good teeth, nine had received proper attention, and sixteen were in urgent need of it.

It has not always been easy to make candidates realize the necessity for dental treatment, and at times they, and even their parents, have protested strongly against it on various grounds. That of expense is removed in Wellington by the excellent Dental Department at the General Hospital, which has been freely used. Gradually, however, opposition has been overcome, and it is now rare to find any one who objects to treatment.

It is an unwritten law that candidates for the Public Service shall have their teeth in good order; and in the new medical sheets issued by the Post and Telegraph Department to its medical examiners special attention is drawn to this matter. Needless to say, care of the teeth should be continuous in order to be effective, and for this reason it would be advisable to have systematic medical inspection of the whole staff at regular intervals—say, twice yearly. The need for such inspection is further evidenced by the extraordinary amount of sick-leave granted annually, which, in my opinion, should not be necessary in a medically selected staff working under good conditions, and with frequent holidays and regular annual leave. In this connection it is interesting to note that the special examination of a group of 128 officers working under the best conditions showed that 75 suffered from minor ailments, several having more than one. The list is as follows: Defective teeth, 40; catarrh of throat, 11; digestive disturbances, 10; enlarged tonsils, 7; nasal catarrh, 4; neurasthenia (nerves), 2; goitre (simple), 2; chilblains (severe), 1; rheumatism, 1; elongated uvula causing cough, 1; bronchitis (chronic), 1.

Members of the staff may consult the Medical Officer daily. This opportunity is freely availed of, and advice is given on matters of general health and welfare. This must eventually have a beneficial effect from the point of view of both the individuals and the Departments, for advice in the early stages of ill health may prevent serious illness later on.

The question of accommodation became a vital and difficult one as the numbers of women and girls increased, and at the request of the Public Service Commissioner frequent inspections were made and reports written on various rooms and buildings, with recommendations regarding overcrowding, ventilation, cloak and toilet rooms, rest-rooms, &c. With regard to the accommodation provided for women, a very marked advance has been made in all Government Departments, the arrangements in some of the larger—notably the Post and Telegraph and the Public Trust Office—being models of thoughtful consideration for the comfort and welfare of the staffs. They include restaurants under competent women superintendents, cloak and toilet rooms, and comfortable rest-rooms for the use of those who are indisposed, and for those who remain in the building for lunch. All Departments are not so fully equipped in this respect, but some have been hampered by lack of space—as, for instance, the Base Records and War Expenses, where very large staffs have been employed; but here the best possible under the circumstances has been done by the officials. There are still Departments where more might be done, and from whose staffs are heard expressions of envy of their better-provided-for sisters; but gradually improvements are being everywhere effected. The grounds around Government Buildings might well be utilized for the benefit of the staffs, and seats placed here would afford a welcome relief to the city streets in warm weather. The flat roof of the Government Printing Office was specially provided for recreation purposes, but it is so nearly inaccessible as to be useless. A connecting covered passage between it and the main building, where women are employed, would bring it within easy reach, and with a few seats it would provide a much-needed outdoor resting-place.

In some Departments systematic welfare work was necessitated by the rapidly increasing number of women in excess of the accommodation originally provided. This was carried out to the fullest extent in the General Post Office, Wellington, where, during 1918-19, instead of the pre-war number of about seventy, some three hundred and fifty women were employed, including about fifty telegraph messengers between the ages of fourteen and sixteen. A special Supervising Officer was appointed, whose duties lie solely with the welfare of the staff, and who co-operates with the Medical Officer in this direction. The work has been most successful; it has relieved Heads of Departments of responsibility, and from their own testimony is of very great assistance both to them and to the staff.

Some Departments have appointed a matron, generally a senior member of the staff, who to a lesser extent carries out similar duties.

Elected Welfare Committees exist in several Departments, and do good work.

I would strongly urge the appointment of women on all Boards and Committees dealing with buildings and accommodation as well as conditions of work where women are employed.

Inquiries have been held, special investigations made, and reports written at the request of the Public Service Commissioner or the Head of a Department. One of these was in connection with the charing service, resulting in the removal of an unrest and discontent which has extended over a considerable period and the establishment of a better understanding amongst the members of the staff.

Visits are paid to officers absent from duty more than two days without certificate, absent frequently for one or two days, or absent on long leave when special circumstances indicate that such a visit is desirable. In cases of necessity a certificate is given free of charge.

The amount of sick-leave has been appreciably reduced in certain cases where special circumstances justified the officials in referring the matter to the Medical Officer. In three cases, for instance, where the total leave recommended amounted to eight months, a saving of five months was effected. Undoubtedly very much more could be done in this direction without any injustice to the individuals concerned if, as in New South Wales, all cases of sick-leave and all certificates were referred to the departmental Medical Officers. The Public Service is particularly sympathetic and lenient in cases of illness; but leave of from one to six months is often granted on medical certificates where, in my opinion, the time recommended is unnecessarily long, and is not at all times put to its legitimate use. One large Department makes a rule of sending all certificates to its Medical Officer for scrutiny. Were this a general rule a very great economy would result. The moral effect, too, would be valuable.

Visits have been paid to Auckland, Napier, Christchurch, and Dunedin to investigate and report upon special cases and health matters.

During 1918 the historic epidemic of influenza made severe ravages upon a people totally unprepared to meet it, and the Public Service was no exception to the rule. By the wish of the Public Service Commissioner, sick officers were visited and helped until their numbers made such work impossible; but the organizing of the medical profession, and the work of the local Citizens' Committees, soon brought assistance within reach of all.

Profiting by the sad experience of that time, nursing classes for women, kindly arranged by the Women's National Reserve, were held during 1919, and largely availed of. Volunteers from various Departments were also received into the General Hospital for a short training in nursing.

It was found at that time that many women workers lived alone, or in groups in apartments, with no one responsible for their welfare, and that this led to much distress and suffering. There is great need for the establishment of hostels for women workers living away from home, particularly now when suitable lodging is difficult to find, and when fuel, food, and clothes are so high-priced.

Young girls living away from home, of whom there are many in the Public Service, are surrounded by difficulties and temptations which are detrimental alike to health and to morals, and it behoves us all, especially the Government for which they are working, to afford them every possible measure of help and protection. It is gratifying to note what has already been done by the Public Service Commissioner in the way of encouraging by financial help institutions which provide girls with good lodgings and home surroundings at reasonable cost. The Young Women's Christian Association, for instance, accommodates about sixty Public Service officers during their first year in Wellington, thus giving them time to find suitable lodgings later. In special cases there is no time-limit. Similar arrangements are now being made by the Young Men's Christian Association with regard to lodgings for boys and young men. Such care for the welfare of the junior officers will help to allay the natural anxiety of parents whose girls and boys may be obliged to leave home in order to take advantage of positions in the Public Service. It will also undoubtedly have a beneficial effect upon the health, happiness, and character of the officers themselves.

It must be borne in mind that there are now, and will be in the future, many women who will never be married, and who must rely upon their own efforts for a livelihood. Their conditions of work, therefore, must allow of reasonable comfort during their working life and old age.

The question of shorter hours of work and continuation classes up to the age of sixteen or eighteen years is one that already has a place in the minds of thoughtful citizens, and will be brought prominently forward in the near future. The uppermost idea in the hearts and minds of those who deal with this question as it affects women must be that those concerned, girls between fourteen and sixteen years of age, are the potential wives and mothers of the future, and our endeavour must be to build up in them the physique and the mentality which will best fit them for the great responsibility which is to rest upon them. With the ideal always in our minds we must deal with the actual, and if necessity forces these children out of home life into the groove of the wage-earner we must make the conditions such as will lessen the detriment to their healthy development. The least we can offer is daily healthful exercise during spare time on tennis and fives courts, and in gymnasia

attached or close to their place of work, and continuation classes for at least one hour daily at no expense to themselves. These classes might well be literary for three hours weekly, and teach practical home-making for two hours weekly. In this way the girls would be kept in touch with those housewifely arts which may at any time be required of them, but which they have no opportunity of learning or practising when they leave home to become wage-earners. The results of ignorance in these matters are too disastrous to the race to allow us to countenance their being ignored by the girls for whom we are responsible.

I have to thank all officers with whom my work brings me into contact for their continued courtesy and consideration; and yourself, sir, in particular, for your constant sympathy and help in regard to the welfare of the women on the staff. Certain it is that as regards consideration for its employees and provision for their health and comfort, the Public Service of New Zealand sets a high standard and an example that might well be followed by private employers.

DAISY E. PLATTS-MILLS, M.B., Ch.B.,
Medical Officer.

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