

TYPEWRITERS AND DUPLICATING-MACHINES.

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

PETROL CONSERVATION.

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

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

STAFF TRAINING.

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

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