

of work, and the mutual relationship existing between the Head Office and its branches and agencies. An important result of the conference is the creation of a fuller understanding between the Head Office and its branches. Valuable suggestions and recommendations were made, as follows:—

- (1.) Interchange of Head Office and branch officers wherever possible :
- (2.) Improvements in the conduct of correspondence :
- (3.) Extension of card system to branch offices :
- (4.) Issue of periodical circular comprising staff instructions, legal and accountancy rulings :
- (5.) Issue of new book of instructions to branches and agencies :
- (6.) Local administration of estates of small value by District Managers :
- (7.) Extension of machine processes to the larger branches.

*Camp and Field Allowances.*—During the course of the year the question of camp and field allowances was referred by me to a conference consisting of the Surveyor-General (Lands and Survey Department), Chief Telegraph Engineer (Post and Telegraph Department), and the Engineer-in-Chief (Public Works Department). Several meetings were held, and the matter was fully considered and reported upon by these officers. The result is embodied in the new regulation which is just being made.

*Rent for Quarters, and Board and Lodging.*—A conference of the departmental Heads most concerned was held in May, 1914, with the Commissioners, to arrive at a basis for estimating the value of rent for quarters, board and lodging, and other emoluments received by officers in lieu of salary. Two sub-committees were appointed representing two groups of Departments.

*Lands and Survey Department.*—A conference, consisting of the Assistant Under-Secretary of Lands, eight departmental officers, an officer of the Treasury, and the Sub-Inspector of the Public Service Commissioner's office, was called in May, 1914, at the special instance of the Commissioner.

An agenda paper was prepared in the Commissioner's office, and covered the following subjects:—

- (1.) Correspondence inward.—The adoption of a uniform, simple, and effective method in connection with the record of all inward correspondence :
- (2.) Correspondence outward.—The practices to be followed in the matter of the preparation and despatch of all outward correspondence, and the records to be established in connection therewith :
- (3.) The procedure to be followed in connection with opening of correspondence, distribution of inward correspondence, &c. :
- (4.) The subdivision of work in each office, and the character of work in that branch ; the necessity for a sectional arrangement in the office :
- (5.) The review of all books, forms, &c., at present in use, and standardization of the same as far as practicable :
- (6.) In respect of (2) and (5), to specially consider the introduction of compound forms and carbon processes :
- (7.) The desirability (and the means of giving effect thereto) of junior officers being afforded opportunities for obtaining a complete knowledge of the various phases of the work of the Department :
- (8.) To consider the uses of machine processes in dealing with routine work, and also as regards additions, castings, &c. :
- (9.) The various returns supplied to Head Office and other Departments, particularly in the matter of (a) eliminating information of no value, (b) "standardizing" the present forms of returns, and (c) adopting uniform standards from which the returns are compiled :
- (10.) Accounting—The methods and practices to be followed in connection with the authorization of expenditure, registration and payment of accounts, &c. :
- (11.) General matters, including (a) the form of administration best suited to the requirements of a district office, and (b) the general control of the office :